

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Contents

Trustees' Report	1
Report of the Independent Examiner	14
Statement of Financial Activities	15
Balance Sheet	16
Notes to the Financial Statements	17

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

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

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 (FRS102)

Chair's report

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

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

Objectives and activities

The objectives for which the Company is established are to:

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

The aims of our charity are to:

- support people 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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustees Report

- 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 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. Where clients stay longer reviews are taken regularly. This longer time counselling provides people with the time and space to identify any additional underlying issues that may be contributing to their current situation. Underlying issues often addressed include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives.

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

Carers Service

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

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

Volunteers

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustees Report

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

How our activities deliver public benefit

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

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

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

Achievements and Performance

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustees Report

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

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

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

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

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

Services

Counselling Service - Richmond supported 202 people

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

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

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

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

Volunteers

During the year we provided 17 volunteering opportunities to local people in long term recovery and/or affected by someone else's addiction.

98% of volunteers reported that their overall volunteering experience was excellent to very good

100% of volunteers reported that they would recommend ASCA to anyone looking to volunteers

93% of volunteers went into paid employment and/or set up local small businesses

14% of volunteers went onto study further

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

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

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

Assessment appointments in 2022/23

93% - attended

2% - Did Not Attend/no further contact with ASCA

5% - clients cancelled and/or re-booked

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

ASCA SERVICE USER CASE STUDY

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

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

Over a period of almost 3 months of weekly counselling, Sara worked on:

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

Physical - by structuring and balancing her recovery schedule to ensure maximum effect and minimising the possibility of relapse

Emotional wellbeing – by supporting the client's independence away from drugs and addressing feelings of loneliness and isolation during rebuilding her life

Professional – planning a path for future employment

Allowing the client to tentatively explore, if and when, she felt ready to address whatever trauma she wished to raise, without damaging her new found abstinence. The client was re-assured that she could be to come back to ASCA whenever she felt ready to explore trauma issues as well as maintain her abstinent

Through counselling, Sara was encouraged to maintain attending her recovery programme as well as attend additional various support groups such as Cocaine Anonymous (CA) and Narcotics Anonymous (NA) to help

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

Outcomes achieved at the end of counselling:

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

Financial Review

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

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

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

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

Reserves policy

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustees Report

Structure, governance and management

Governing document

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

Appointment of Trustees

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

Trustee induction and training

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

Organisation

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

Reference and administrative details

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

Directors and trustees

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

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

Company Secretary: Ranjit Dhillon

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

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

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

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

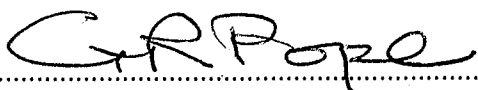
The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

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

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

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



Geoff Pope - Chair

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

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

Responsibilities and basis of report

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

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

Basis of Independent Examiner's Report

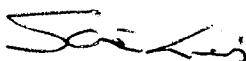
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent Examiner's Statement

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

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

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



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

Date: 07 Dec 2023

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Statement of Financial Activities For the year ended 31 March 2023

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

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

All income and expenditure derived from continuing activities.

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

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

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

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

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

These financial statements were approved by the Board of Trustees on
and were signed on its behalf by: **7 Dec 2023**



Geoffrey Pope - Chair

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

Notes to the Income Statements

For the year ended 31 March 2023

1 Accounting Policies

a) Basis of preparation

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

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

b) Income resource

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

c) Resources expended

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

d) Tangible fixed assets and depreciation

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

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

e) Taxation

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

f) Fund accounting

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

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

g) Pension cost

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

2 Donations

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

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

3 Charitable activities

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

4 Other trading activities

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

5 Investment Income

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

6 Expenditure on Charitable Activities

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

7 Net Income/(Expenditure)

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

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

8 Trustees' Remuneration and Benefits

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

9 Analysis of Employee Costs

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

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

	<u>2023</u>	<u>2022</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 (2022-none).

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

10 Comparatives for the Statement of Financial Activities 2021/22

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

11 Tangible Fixed Assets

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

12 Debtors

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

13 Cash at bank and in hand

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the financial statements

14 Creditors: Amounts falling due within one year

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

15 Movements in funds

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

Purposes of unrestricted funds

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

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

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

16 Related Party Transactions

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