

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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

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ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Charity Registration No. 1036555

Company Registration No. 2902445

Trustee Report

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

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

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

Chair's report

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

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

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

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Objectives and activities

The objectives for which the Company is established are to:

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

The aims of our charity are to:

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

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

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

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

Carers Service

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

Volunteers

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

How our activities deliver public benefit

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

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

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

Achievements and Performance

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

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

Following trends we noted for 2023/24;

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

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

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

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

Referral source

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

Client Outcomes

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

Wellbeing outcomes - Benefits of counselling and/group programmes

Physical - 63% reported Excellent/Very Good and 37% Good
Psychological - 75% reported Excellent/Very Good and 25% Good
Emotional - 75% reported Excellent/Very Good and 25% Good
Social/relational - 75% reported Excellent/Very Good and 25% Good

Quality of Life

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

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

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

Volunteers

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

ASCA SERVICE USER CASE STUDY

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

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

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

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

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

Outcomes Achieved

Emotional Support:

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

Information & Advice:

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

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

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

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

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

Reserves policy

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

Structure, governance and management

Governing document

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

Appointment of Trustees

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

Trustee induction and training

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

Organisation

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

Reference and administrative details

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

Directors and trustees

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

Elected trustees:	Geoff Pope (Chair)
	Pauline Gore (Treasurer)
	Jean Goodland

Company Secretary:	Ranjit Dhillon
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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 5 December 2024 and signed on its behalf by:


Geoff Pope - Chair

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

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

Responsibilities and basis of report

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

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

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

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

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

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



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

Date: 5 December 2024

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Statement of Financial Activities

For the year ended 31 March 2024

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

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

All income and expenditure derived from continuing activities.

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Company Registration No. 2902445

Balance Sheet As at 31 March 2024

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

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

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

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

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



Geoffrey Pope - Chair

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the Financial Statements

For the year ended 31 March 2024

1 Accounting Policies

a) Basis of preparation

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

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

b) Income resource

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

c) Resources expended

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

d) Tangible fixed assets and depreciation

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

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

e) Taxation

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

f) Fund accounting

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the Financial Statements

For the year ended 31 March 2024

g) Pension cost

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

2 Donations

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

In 2023 all donations were attributed to unrestricted funds.

3 Charitable activities

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

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

4 Other trading activities

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

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Notes to the Financial Statements

For the year ended 31 March 2024

5 Investment Income

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

6 Expenditure on Charitable Activities

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

7 Net Income/(Expenditure)

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

8 Trustees' Remuneration and Benefits

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

9 Analysis of Employee Costs

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

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

	<u>2024</u>	<u>2023</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 (2023-none).

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

10 Comparatives for the Statement of Financial Activities 2022/23

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

11 Tangible Fixed Assets

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

12 Debtors

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

13 Cash at bank and in hand

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

14 Creditors: Amounts falling due within one year

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

15 Movements in funds

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

Purposes of unrestricted funds

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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

16 Related Party Transactions

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