

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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

Contents

Trustees' Report	3
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

Trustee Report

Report of the Trustees for the year ending 31st March 2025

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

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

Chair's report

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

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

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

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

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

- Support services for unpaid carers have been increased through the wellbeing workshops by adding more peer support and social engagement opportunities.
- Drug and alcohol awareness training was organized for volunteers and delivered by RCDAS, as well as prioritisation of safeguarding training and a review of our safeguarding processes.
- The system for in-house webcast training was investigated with Superhighways, and will be followed up this year.
- Exploration of a strategy to ensure the continued long-term use of our excellent leased premises in Richmond commenced. Trustees agreed to set up designated reserves to cover the anticipated costs.
- We welcomed the recruitment of an additional trustee who has considerable counselling experience.

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

Objectives and activities

The objectives for which the Company is established are to:

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

The aims of our charity are to:

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

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

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 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 long term counselling provides people with the time and space to identify and support them with general wellbeing issues. These can include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives. For those who require counselling for general wellbeing issues we can provide counselling for issues such as isolation, anxiety, loneliness, stress, depression, grief, work related concerns, low self esteem and confidence.

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

Carers Service

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

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

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 offer to our service users who come with a range of multiple and often complex support needs. New volunteers are recruited throughout the year as and when needed. A majority live locally or in the surrounding areas.

How our activities deliver public benefit

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

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

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

Achievements and Performance

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

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

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Trustee Report

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

Following trends we noted for 2024/25;

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

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

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

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

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 and professional therapists ready for the world of work, be that as an employee or setting up their own small business. As the needs of our service users change we aim to recruit volunteers with a range of skills and life experiences including lived experience. The diversity of our volunteers life experiences enriches our service user's experience. Our continued support to volunteers with low cost room hire has proven to be much valued for our newly qualified volunteers who are in their early stages of setting up and establishing their private practices.

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

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

Referral source

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

Client Outcomes

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

Wellbeing outcomes - Benefits of counselling and/group programmes

Physical – 54% reported Excellent/Very Good and 46% Good
Psychological - 80% reported Excellent/Very Good and 20% Good
Emotional – 74% reported Excellent/Very Good and 26% Good
Social/relational - 77% reported Excellent/Very Good and 23% Good

Quality of Life

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

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

Volunteers

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

ASCA SERVICE USER CASE STUDY

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

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

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

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

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

Outcomes Achieved

Emotional Support:

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

Information & Advice:

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Financial Review

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

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

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

Reserves policy

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

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

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

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

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

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
Sue Bastow (co-opted 13/3/2025)

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 4 September 2025 and signed on its behalf by:


Geoff Pope - Chair

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

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

Responsibilities and basis of report

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

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

Basis of Independent Examiner's Report

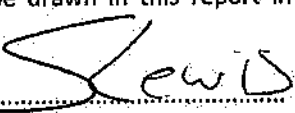
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent Examiner's Statement

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

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

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


Sian Lewis
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date: 17 December 2025

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Statement of Financial Activities For the year ended 31 March 2025

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

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

All income and expenditure derived from continuing activities.

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Company Registration No. 2902445 (England and Wales)

Balance Sheet

At 31 March 2025

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

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

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

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

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

4 September 2025



Geoffrey Pope - Chair

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

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

1 Accounting Policies

a) Basis of preparation

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

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

b) Income resource

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

c) Resources expended

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

d) Tangible fixed assets and depreciation

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

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

e) Taxation

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

f) Fund accounting

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

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

g) Pension cost

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

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

2 Donations

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

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

3 Charitable activities

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

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

4 Other trading activities

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the Financial Statements

For the year ended 31 March 2025

5 Investment Income

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

6 Expenditure on Charitable Activities

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

7 Net Income/(Expenditure)

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

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

8 Trustees' Remuneration and Benefits

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

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

9 Analysis of Employee Costs

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

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

	<u>2025</u>	<u>2024</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 (2024-none).

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

**Notes to the Financial Statements
For the year ended 31 March 2025**

10. Comparatives for the Statement of Financial Activities 2023/24

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

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

11 Tangible Fixed Assets

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

12 Debtors

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

13 Cash at bank and in hand

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes to the Financial Statements

For the year ended 31 March 2025

14 Creditors: Amounts falling due within one year

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

15 Movements in funds

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

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

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

Purpose of restricted funds:

LBRUT Active Living Fund

To pilot 2 blocks of a Creative Expression 6 week group programme for carers and monthly coffee mornings for carers.

Hampton Fund

Funding towards part-time Counselling Manager post and overhead costs

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

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

16 Related Party Transactions

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