



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/04/2019

Period start date To 31/03/2020

Period end date

Charity name: Samaritans of Bury St Edmunds and West Suffolk

Charity registration number: 1174114

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enable persons who are experiencing feelings of distress or despair, including those who may be at risk of suicide, to receive confidential emotional support. To promote a better understanding in society of suicide and of suicide behaviour.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The activities undertaken during the year were restricted to listening, SMS, Emails and face to face callers service provided to callers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Last year Bury St Edmunds contributed to the Eastern Region by answering 22,012 telephone calls, 2,398 Emails, 2,055 SMS and 55 face-to-face callers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the year end the charity had funds to cover 9 months operations
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	All monies are held in a bank account
Amount of reserves held	Para 1.22	£25,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None are evident

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal source of income is fundraising, donations and a small amount of grant funding.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity is governed by the Samaritans Branch Model Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Separately structured charity although is held in trust by national charity as custodian trustee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Samaritans of Bury St Edmunds and West Suffolk
Other name the charity uses	N/A
Registered charity number	1174114
Charity's principal address	5 Business Park, Northgate Street, Bury St Edmunds Suffolk IP33 1HP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	G McMeechan	Trustee	To June 2020	
2	V Bewley	Trustee		
3	E Jones	Trustee	From February 2020	
4	P Chung	Trustee		
5	J Powling	Trustee		
6	M Martin	Trustee		
7	J Turner	Trustee		
8	L H Mister	Trustee	From March 2020	
9	R Winch	Trustee	From June 2020	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	AMONN THOMAS JONES	LINDA HELEN MISTER
Position (eg Secretary, Chair, etc)	DIRECTOR	TREASURER
Date	16/9/20	

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK

FINANCIAL STATEMENTS

For the year ended 31st March 2020

Independent Examiner's Report to the Trustees of Samaritans of Bury St. Edmunds and West Suffolk

I report on the financial statements of Samaritans of Bury St. Edmunds and West Suffolk for the year ended 31st March 2020 which are set out on pages 1 to 7 of the appendix to the Annual Report.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993) (the Act) and that an independent examination is needed.

It is my responsibility to:-

- examine the financial statements (under section 43(3)(a) of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:-

1. which gives me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with section 41 of the 1993 Act; and
 - * to prepare financial statements which accord with the accounting records and to comply with thehave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements.

Sarah Place ATT

Sarah Place Accountants Ltd
Unit 4b, Boldero Road
Bury St Edmunds
Suffolk
IP32 7BS

7 August 2020

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st March 2020

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>All Funds</u>	<u>All Funds</u>
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming Resources					
Income from Voluntary Donations:					
Donations		14,179	-	14,179	6,797
Gift Aid		491	-	491	80
Total Income from Voluntary Donations:		14,670	-	14,670	6,877
Activities for generating funds:					
Samaritans 1000 (BSE) Club	4	603	-	603	384
Other fundraising	4	21,182	-	21,182	33,088
Grants and Gift Aid from fundraising	4	1,509	8,500	10,009	4,730
Investment Income and Interest		-	-	-	-
NOMS (Prisons) grant	3	-	2,022	2,022	3,711
Other		-	-	-	-
Total Incoming Resources from Generated Funds	9	37,964	10,522	48,486	48,790
Resources Expended					
Unallocated Support Costs		37,285	-	37,285	25,419
Charitable Expenditure:					
Fundraising Costs		561	-	561	
Outreach		2,914	-	2,914	1,789
Publicity		465	-	465	1,010
Listening Services		2,353	5,026	7,379	5,490
Prison related expenditure		-	2,066	2,066	2,145
Training and Recruitment		754	3,430	4,184	7,067
Branch Affiliation Fee		-231	-	-231	2,034
Governance Costs	8	600	-	600	320
Total Resources Expended		44,701	10,522	55,223	45,274
Net Surplus / (-) Deficit for the Year				-6,737	3,516
Balances brought forward at 1st April 2019		371,621	-	371,621	368,105
Balances carried forward at 31st March 2020		371,621	-	364,884	371,621

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

BALANCE SHEET

As at 31st March 2020

	<u>Note</u>	<u>2020</u> £	£	<u>2019</u> £	£
Fixed Assets	2		339,936		339,936
Current Assets					
Debtors and Prepayments		4,410		3,301	
Bank Deposits		23,087		35,596	
Cash at Bank		-		-	
Cash in Hand		-		-	
		<u>27,497</u>		<u>38,898</u>	
Current Liabilities					
(amounts falling due within one year)					
Branch Affiliation Fee		0		2,034	
Branch Reserve Equalisation Fund		-		-	
Creditors		2,549		3,123	
Accruals		-		2,056	
		<u>2,549</u>		<u>7,213</u>	
Net Current Assets			24,948		31,685
Long Term Liabilities					
Loans			-		-
Net Assets			<u>364,884</u>		<u>371,621</u>
Represented by:					
General Unrestricted Fund	3		364,884		371,621
Restricted Funds	3		0		0
Total Funds			<u>364,884</u>		<u>371,621</u>

Approved by the Committee and signed on its behalf by:-


Eamonn Jones, Chairman


Linda Mister, Treasurer

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards and the Statement of Recommended Practice for Accounting by Charities, issued in March 2015 ('The Charities SORP 2015').

b) Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, there is reasonable certainty of receipt and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:-

- * Donations/Collections - these are accounted for when received.
- * Legacies - entitlement is the earlier of the charity receiving the final estate accounts or the legacy being received. No value is included where the legacy is subject to a life interest held by another party.
- * Donated Goods/Services - this is included at the value to the charity where this can be quantified.

- * Grants - where these are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance, its recognition is deferred and included in creditors. Where entitlement occurs before income is received, the income is accrued. Capital grants are accounted for as income in the SOFA as soon as they are received.

c) Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resource. The following specific policies apply to categories of expenditure:-

- * Fundraising Costs - are those costs incurred in seeking voluntary contributions.

- * Governance Costs - are the costs associated with the governance arrangements of the charity, which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activities. Included within this category are costs associated with the strategic as opposed to the day to day management of the charity's activities.

- * Support Costs - comprise the costs of activities such as the management, financial, administrative and IT, together with common services, office accommodation and communication costs. These are allocated across the categories of charitable expenditure, governance costs and costs of generating funds.

Depreciation - is provided on a straight line basis so as to write off the cost of fixed assets over their estimated useful lives as follows:-

Freehold Property purchase	Nil
Freehold Property renovations	Nil
Office Equipment and Furniture	3/4 years

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (continued)

ACCOUNTING POLICIES - CONTINUED

d) Fund Accounting

General funds are unrestricted funds that are available for use, at the discretion of the trustees, in furtherance of the objectives of the charity and have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the charity for particular purposes. Costs relating to such funds are charged against specific funds. The aim and use of each fund is set out in Note 3.

e) Taxation

Samaritans of Bury St Edmunds and West Suffolk is a registered charity and is therefore potentially exempt from taxation of its income and gains to the extent that they fall within part 10 of the Income Tax Act 2007 and section 256 of the Taxation of Chargeable Gains Act 1992. No tax charge has arisen in the year.

2. FIXED ASSETS

	<u>Freehold Property</u>	<u>Furniture & Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>			
At 1st April 2019	339,936	0	339,936
Transfer	-	-	0
Additions	-	-	0
At 31st March 2020	339,936	0	339,936
<u>Depreciation</u>			
At 1st April 2019	0	0	0
Charge for Year	-	-	-
At 31st March 2020	0	0	0
<u>Net Book Value</u>			
At 31st March 2020	339,936	0	339,936
At 31st March 2019	339,936	0	339,936

No professional valuation of the current value of the freehold property has been undertaken. However, the property is insured for £435,000 based on recent purchase and renovation costs. Depreciation included for Freehold Property has been written back

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (continued)

3. RECONCILIATION OF FUNDS

	General Unrestricted £	Restricted (see below) £	All Funds £
At 1st April 2019	371,621	0	371,621
Incoming Resources	37,964	10,522	48,486
Resources Expended	-44,701	-10,522	-55,223
	-	-	-
At 31st March 2020	364,884	0	364,884
Represented by:-			
Tangible Fixed Assets	339,936	-	339,936
Current Assets	27,497		27,497
Current Liabilities	-2,549	-	-2,549
	364,884	-	364,884

Breakdown of Restricted Funds

	Volunteer Expenses				NOMS	Total
	All Volunteer Costs	Recruitment Expenses	Listening	Training Expenses	NOMS Partnership	
At 1st April 2019	0	0	0	0	0	0
Incoming Resources	8,500	0	0	0	2,022	10,522
Resources Expended/Transfer to restricted		1770	5,026	1,704	2,022	10,522
At 31st March 2020	8,500	-1,770	-5,026	-1,704	0	0

Funds received during the year which have a restricted use requirement were £10,522 as identified above. The full amount was used during the year. Volunteer-related expenditure covered by the grants of £8,500 has been transferred to restricted.

General Fund

Funds held available for the ordinary purposes of the charity.

NOMS Partnership

Grants are made available to the charity by the National Offender Management Service Partnership in respect of estimated reimbursement of expenditure incurred by the charity in implementing the Listener Scheme locally.

4. ACTIVITIES FOR GENERATING FUNDS

The income raised for the various fundraising activities is shown net of the costs incurred.

5. TRUSTEES' REMUNERATION AND EXPENSES

None of the charity's trustees were directly or indirectly remunerated in any way. It is the policy of the charity to reimburse in full all expenses properly incurred by its volunteers in connection with its charitable activities when claimed.

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (continued)

6. SAMARITANS (GENERAL OFFICE)

The charity is a Branch of Samaritans, the independent co-ordinating body which is concerned with standards and policy of all national branches. At the year end no affiliation fees or branch reserve equalisation fund were payable by the Branch to General Office.

7. BREAKDOWN OF COSTS BY ACTIVITY

	<u>Direct</u>	<u>Support</u>	<u>Total</u>	<u>Total</u>
	<u>Costs</u>	<u>Costs</u>	<u>Costs</u>	<u>Costs</u>
	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Charitable Expenditure:-				
Outreach	2,914		2,914	1,789
Publicity	465		465	1,010
Listening Services	7,379		7,379	5,490
Prison related expenditure	2,066		2,066	2,145
Training, Recruitment, Conferences	4,184		4,184	7,134
Branch Affiliation Fee	-231		-231	2,034
Branch Reserve Equalisation Fund	-		0	-
Governance Costs	600		600	320
	<u>17,377</u>	<u>0</u>	<u>17,377</u>	<u>19,922</u>

	<u>2,020</u>	<u>2,019</u>
	<u>£</u>	<u>£</u>
Support Costs Analysis:-		
Post, telephone and Stationery	4,993	5,040
Computers	2,895	8,185
Premises Costs	20,756	4,201
Office Cleaning	2,921	2,989
Utilities and Insurance	5,720	5,004
	<u>37,285</u>	<u>25,419</u>

8. GOVERNANCE

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Fees payable to Independent Examiner	600	320
	<u>600</u>	<u>320</u>

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (continued)

9. DONATIONS & FUNDS RAISED

Details	Amount	Details	Amount
	£		£
Unsolicited Donations		Donations from Fundraising Activities	
Ashton Legal in respect of the late Dr J R Hill	7,621	Fred Olsen Cruise	4,096
CAF Bank	1,000	Golf Day fundraiser 2019	3,648
Philip Holt donation from book sales	1,000	Xmas Lights Switch On and Xmas Fayre	1,354
Julie 799 in respect of the late Brian Crowder	715	Bardwell Tractor Push & Bale Run	1,290
Other Donations below £100	504	Old Hippie on a Bike	1,124
Bury Rotary	500	Stanton Fun Day	1,000
West Suffolk Council	500	Summer Concert	926
Donation from Sealey	500	Sing for Sams concert at RC Church	904
Donation made via the Communities Aid Foundation	460	Samarathon	620
44 The North Herts	345	Walnut tree Worlington pub quiz	513
Brettenham PCC	259	Easy Fundraising	439
Memorial donation via Kev 909	225	Samaritans 1000 (BSE) Club	603
Donation from Breckland Lodge	150	Monthly contributions from kind ex-Samaritans	360
Donation from Ted Gear Bardwell	150	Xmas card sales	310
Donation from Vince 1030	100	Risby Singers	250
Rita Jackson donation	150	Sale of Samaritan rose bushes	189
	14,179	Cars on the Green	165
Gift Aid reclaimed	491	Brick Lane Theatre Trip	160
sub total A	14,670	Stanton Surgery	150
		Ice Fashion Event	139
		Jamie Theatre Trip	134
		BSE Rotary Club and South Suffolk Show	129
		Hundon Harmony Singers via Richard 106	122
		Aurora Eccles school bake sale	120
		Stanton Shop	111
Volunteer Costs	8,500	Swimathon	100
NOMS	2,022	Other Fund Raising Events under £100	502
		Volunteers' Gift Aided Expense Donations	2,326
TOTAL - RESTRICTED FUNDS	10,522		21,785
		Gift Aided through fundraising	1,509
		sub total B	23,294
		TOTAL - UNRESTRICTED FUNDS	37,964