

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2020
for
Harrow Samaritans**

Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

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for the Year Ended 31 March 2020**

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Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity are:

To enable persons within the Harrow and the surrounding areas, as well as elsewhere, who are experiencing feelings of distress and despair, including those who may be at risk of suicide, to receive confidential emotional support at any time of the day or night, in order to improve their emotional health and to reduce the incidence of suicide;

To promote in society a better understanding of suicide, suicidal behaviour and the value of expressing feelings which may otherwise lead to suicide or impaired emotional health, and to collaborate with and support Samaritans Central Charity and its affiliated branches in fulfilling these objectives.

KEY OBJECTIVES

Emotional Support

To continue to provide emotional support by telephone, visits, e-mail, and reaching out to schools/colleges and the community.

Samaritans' values are based on its vision of a society in which fewer people die by suicide, or suffer despair and suicidal feelings by:

- Being able to acknowledge and respect the feelings of others
- Having the opportunity to explore difficult feelings
- Being listened to, in confidence and accepted without prejudice, thus alleviating despair and suicidal feelings
- Everyone having the right to make fundamental decisions about their own life, including the right to die by suicide.

Recruitment

- By raising awareness of the Samaritans in Harrow, to increase the number of volunteers in order to maintain and if possible, increase our availability. The branch aims to ensure diversity of recruits in line with the Diversity and Equality Policy.

Fund Raising

- To ensure that our Charity Shop continues with its successful growth by collecting good and saleable stock.
- To carry out other fund-raising activities organised from time to time by a fund-raising sub-committee.

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Charity shop

- An increase in income from the shop with a new Manager being supported by the shop volunteers.

Outreach

- A schools Outreach Team was started in 2018 and continues to be successful in contacting and outreaching to both primary/secondary schools and colleges and is in high demand.
- The Outreach Team are also invited as guest speakers, part of discussions and panels by various community groups
- The branch also supports Harrow & Wealdstone station and other local stations as part of Samaritans Network Rail scheme
- The branch are part of the Public Health Harrow Steering group with other agencies to draft a Local Suicide Prevention Plan

Recruitment, selection and training

- The branch would not be able to operate without the involvement of the Recruitment/Selection and Training teams which is ongoing all of the year. We hold three training sessions per year which are vital to keeping and increasing our number of volunteers.
- Over the year our training team have trained 27 new volunteers to become listening volunteers
- With the increase in volunteers we have managed to open an additional evening shift and 5 nightshifts for our callers. This is an additional 273 hours to the existing shifts over the year.
- Our volunteers have answered 17,500+ telephone calls this year and have responded to 2,900 emails and 1,700 text message contacts. This period included a 17 day branch closure for a branch refurbishment.
- We have 93 active listening volunteers at the end of March 2020.

Fundraising activities

Income is raised by

- Sales in our charity shop, with some rental income from letting surplus accommodation there
- Sales on our Harrow Samaritan Ebay shop
- The sale of honey from our beehives in the garden
- Starting in September 2018, Harrow Samaritans has been selected to be the "Charity of the Year" by five local Waitrose stores
- Other fundraising initiatives that took place throughout the year have included fundraising at Waterloo Station, Waitrose and Morrisons

Branch visit

The Branch Visit carried out in October 2019 reported a high standard of governance and great energy, enthusiasm and cohesiveness within the branch.

FINANCIAL REVIEW

Investment powers

The Trust Deed authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held.

During the year there was income of £69,057 (2019: £88,676) including Restricted Funds of £5,692 (2019: £17,716). Expenditure was £87,856 (2019: £58,900) including £32,564 (2019: £nil) for the refurbishment of the duty room, of which £23,408 was met from Restricted Funds raised for this purpose and £9,156 from Unrestricted Funds. This resulted in an excess of unrestricted expenditure over income of £1,084 (2019: net unrestricted income £12,060). The net expenditure has reduced unrestricted funds to £626,928 (2019: £628,011). There were no remaining Restricted Funds (2019: £17,716)

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Structure

Harrow Samaritans is an independent charity affiliated to the national parent Samaritans organisation, which includes 201 branches. Samaritans provides confidential emotional support through volunteers,

Governance

The charity is controlled by its governing document, a deed of trust, and constitutes a Charitable Incorporated Organisation. It is a "linked charity" with the former Harrow Branch of Samaritans. It has adopted the Samaritans branch model constitution. The parent organisation is a company limited by guarantee, and was incorporated on 11th April 1963, under the Companies Act 1948.

Management

The governing body of the Central Charity is a Board of Trustees supported by five committees. Harrow Samaritans has a Leadership Team consisting of ten Trustees. The Branch Director has overall responsibility for the charity with deputies to assist in varying roles within the branch.

The appointment of trustees is governed by the Trust Deed of the charity. All trustees are made aware of their responsibilities and have completed E-learning Trustee training and obtained their certificates.

The Trustees are responsible for keeping accounting records which disclose with accuracy the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity meet approximately every six weeks and all decisions are made by the trustees using a majority voting system. Decisions usually have the unanimous approval of the trustees.

During the year activities have been undertaken and are ongoing relating to areas of Health & Safety. In recent years numerous reports were carried out which included a Fire Risk Assessment, Water Assessment, Asbestos Assessment, Electrical Assessment all to ensure the safety of our volunteers and visitors. These assessments were also carried out in our shop.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1174064

Principal address

44 Station Road
Harrow
London
HA1 2SQ

Trustees

Jane Reeve
Paul Rubenstein
Judith Jayson
Joyce New
Rosy Canter
Anne-Marie Silver (resigned 9.11.2019)
Manju Anand Chair
Sandy Herman
Geoffrey Jayson Treasurer
Keval Thanki

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

COVID-19 IMPLICATIONS

Covid -19 has affected all aspects of our activities including our finances. The negative impact on our finances, of having to close the shop and on fundraising activity, has been largely offset by government, local government and other charitable grants. The trustees are putting into effect a strategy for reopening the shop.

Whilst it is difficult to predict what will happen, the trustees are confident that they have sufficient reserves to continue operations for some time to come.

Approved by order of the board of trustees on 30 October 2020 and signed on its behalf by:

Manju Anand - Trustee

Independent Examiner's Report to the Trustees of Harrow Samaritans

Independent examiner's report to the trustees of Harrow Samaritans

I report to the charity trustees on my examination of the accounts of Harrow Samaritans (the Trust) for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Robert Bean ACA
Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

30 October 2020

Harrow Samaritans

Statement of Financial Activities for the Year Ended 31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	16,266	5,692	21,958	25,820
Charitable activities	5				
Charitable activities		-	-	-	10,000
Other trading activities	4	47,099	-	47,099	52,856
Total		<u>63,365</u>	<u>5,692</u>	<u>69,057</u>	<u>88,676</u>
EXPENDITURE ON					
Raising funds	6	36,724	-	36,724	31,891
Charitable activities					
Charitable activities		27,724	23,408	51,132	27,009
Total		<u>64,448</u>	<u>23,408</u>	<u>87,856</u>	<u>58,900</u>
NET INCOME/(EXPENDITURE)		<u>(1,083)</u>	<u>(17,716)</u>	<u>(18,799)</u>	<u>29,776</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		628,011	17,716	645,727	615,951
TOTAL FUNDS CARRIED FORWARD		<u><u>626,928</u></u>	<u><u>-</u></u>	<u><u>626,928</u></u>	<u><u>645,727</u></u>

The notes form part of these financial statements

Harrow Samaritans

**Statement of Financial Position
31 March 2020**

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	8	560,597	-	560,597	562,947
CURRENT ASSETS					
Debtors	9	-	-	-	2,694
Cash at bank		69,582	-	69,582	85,209
		<u>69,582</u>	<u>-</u>	<u>69,582</u>	<u>87,903</u>
CREDITORS					
Amounts falling due within one year	10	(3,251)	-	(3,251)	(5,123)
NET CURRENT ASSETS		<u>66,331</u>	<u>-</u>	<u>66,331</u>	<u>82,780</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>626,928</u>	<u>-</u>	<u>626,928</u>	<u>645,727</u>
NET ASSETS		<u>626,928</u>	<u>-</u>	<u>626,928</u>	<u>645,727</u>
FUNDS					
Unrestricted funds:	11				
General fund				626,928	628,011
Restricted funds				-	17,716
TOTAL FUNDS				<u>626,928</u>	<u>645,727</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 30 October 2020 and were signed on its behalf by:

Manju Anand - Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2020**

1. FINANCIAL INSTRUMENTS

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

Financial assets that are measured at cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Debtors

Basic financial assets, including trade and other debtors, are measured at transaction price, less any impairment.

Cash and cash equivalents

Cash and cash equivalents represented by cash in hand and deposits held at call with financial institutions, are measured at amortised cost.

Creditors

Basic financial liabilities, including trade and other creditors, are recognised at transaction price.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

Income

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.

Expenditure

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 the use of resources.

Tangible assets

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

Improvements to property	- 20% on reducing balance
Fixtures and fittings	- 25% on cost and Fully depreciated
Computer equipment	- 25% on reducing balance

Tangible fixed assets are stated at historical cost, less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of financial activities.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

2. ACCOUNTING POLICIES - continued

Tangible assets

The freehold property is included at cost and no depreciation has been provided as the useful economic life of the asset is deemed to be greater than 50 years. Annual impairment reviews are performed, to ensure that the carrying amount of the asset is not overstated. The trustees consider that this accounting policy results in the financial statements giving a true and fair view.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

3. DONATIONS AND LEGACIES

	2020	2019
	£	£
Gifts & Donations	21,958	25,820
	<u>21,958</u>	<u>25,820</u>

4. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Shop income	33,339	39,336
Rents received	13,500	13,491
Bank interest received	260	29
	<u>47,099</u>	<u>52,856</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Grants	-	10,000
	<u>-</u>	<u>10,000</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
National lottery funding	-	10,000
	<u>-</u>	<u>10,000</u>

Harrow Samaritans

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2020**

6. RAISING FUNDS

Raising donations and legacies

	2020	2019
	£	£
Insurance	2,694	2,615
Shop expense - management costs	9,354	8,269
Shop expense - utilities	2,746	3,522
Shop expense - repairs & maintenance	7,648	4,997
Flat expense - agency fees	2,256	2,133
Flat expense - repairs & maintenance	6,909	1,214
Depreciation	2,306	2,882
Support costs	2,811	6,259
	<u>36,724</u>	<u>31,891</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

8. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 April 2019 and 31 March 2020	551,239	30,732	54,351	13,214	649,536
DEPRECIATION					
At 1 April 2019	-	19,202	54,351	13,036	86,589
Charge for year	-	2,306	-	44	2,350
At 31 March 2020	-	21,508	54,351	13,080	88,939
NET BOOK VALUE					
At 31 March 2020	<u>551,239</u>	<u>9,224</u>	-	<u>134</u>	<u>560,597</u>
At 31 March 2019	<u>551,239</u>	<u>11,530</u>	-	<u>178</u>	<u>562,947</u>

The property held by Harrow Samaritans was classified as a tangible fixed asset for the year under review. The shop was specifically used in the furtherance of the charities objectives and the flat was ancillary to the purchase of the shop and was not acquired for investment potential or income.

Harrow Samaritans

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2020**

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Prepayments and accrued income	-	2,694
	<u> </u>	<u> </u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	1,451	687
Other creditors	1,800	4,436
	<u> </u>	<u> </u>
	<u>3,251</u>	<u>5,123</u>

11. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	628,011	(1,083)	626,928
Restricted funds			
Restricted fund	17,716	(17,716)	-
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>645,727</u>	<u>(18,799)</u>	<u>626,928</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	63,365	(64,448)	(1,083)
Restricted funds			
Restricted fund	5,692	(23,408)	(17,716)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>69,057</u>	<u>(87,856)</u>	<u>(18,799)</u>

Harrow Samaritans

Notes to the Financial Statements - continued for the Year Ended 31 March 2020

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds			
General fund	615,951	12,060	628,011
Restricted funds			
Restricted fund	-	17,716	17,716
TOTAL FUNDS	<u>615,951</u>	<u>29,776</u>	<u>645,727</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	70,960	(58,900)	12,060
Restricted funds			
Restricted fund	17,716	-	17,716
TOTAL FUNDS	<u>88,676</u>	<u>(58,900)</u>	<u>29,776</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

13. FINANCIAL ASSETS AND LIABILITIES

	2020 £	2019 £
Financial assets measured at amortised cost	<u>69,582</u>	<u>85,209</u>
Financial liabilities measured at amortised cost	<u>3,251</u>	<u>5,123</u>