

# **London Nightline**

Trustees Report and Financial Statements

for the year ended 30 June 2020

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# London Nightline

## Contents

Legal and Administrative Information	1
Trustees Report	2-3
Independent Examiner Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7

# London Nightline

## Legal and Administrative Information

<b>Charity No.</b>	1015744	
<b>Charity Address</b>	London Nightline PO Box 75974 London E1W 9QT	
<b>Trustees</b>	Dr Tristan Bate Mr Ben Collins Dr Eleni Markou Professor Raanan Gillon Ms Gillian Deborah Rosalind Fisher Ms Michele Grant Ms Sarah Goom Ms Sophie Allchin Rev'd Pippa Turner	Chair of Trustees Assistant Chair of Trustees Treasurer         resigned 30/05/2019
<b>Coordinator</b>	Nicholas Farrer	appointed 01/07/2019
<b>Office Manager</b>	Lucy Cartwright	
<b>Independent Examiner</b>	Ashburns Accountants Ltd Chartered Accountants and Registered Auditors 70-72 Victoria Road Ruislip Manor Middlesex HA4 0AH	

# London Nightline

## Trustees' Report

The trustees present their report and the financial statements for the year ended 30 June 2020. The trustees who served during the year and up to the date of this report are set out on page 1.

### Structure Governance & Management

London Nightline is a registered charity number 1015744. The Charity's governing document is its Trust Deed dated 3 December 1992.

The Charity is administered by a management committee comprising the Trustees, attended by the Co-ordinator and Office Manager. It is vested in the Trustees to run the Charity in accordance with its governing documents in order to meet its charitable objectives. The trustees are supported by the Affiliates Advisory Committee, made up representatives from affiliated institutions.

The major risks, to which the charity is exposed, as identified by the Trustees, are reviewed regularly and procedures have been established to manage those risks.

### Objectives & Activities

The charity's stated objective is to provide relief to persons suffering from despair and distress who are students at any legal institution of higher education in London and its neighbourhood by the provision of a telephone helpline and other on-line support.

The trustees have considered the Charity Commission's guidance of public benefit in planning the charity's activities for the year.

### Achievements and Performance

During the year ending 30 June 2020, the charity has continued to provide a term-time telephone helpline which is available to students in higher education. The helpline provides support for students in distress or trouble using instant messaging, text messaging and email services in addition to ordinary telephone conversation.

The helpline is available to over 400,000 students in London and other students beyond the London, area such as the Open University. The helpline is staffed by trained student volunteers from 6pm to 8am during term time.

In July 2019 we saw the transition from our previous coordinator of two years to our new one. Over the following months we implemented a number of "back office" but important changes such as bringing on-board a provider to support in our approach to HR. We focused on governance through new training for Trustees, and a revised approach to our risk register. And we embarked on a review of our charitable structure to ensure we are best placed to support students in the future.

## **London Nightline Trustees' Report Cont.**

March 2020 brought with it the challenge of the Covid-19 pandemic. Thanks to the unbending work of our staff and volunteers, we were successful in switching to a remote working model in very short time, continuing to offer our support to students via email and Instant Messaging.

Training and support systems for volunteers were revised both to reflect the focus on support away from telephones, but also the very different challenges of working away from the office, and away from many of our usual support networks and the other activities of London Nightline which are so important to our community.

Prior to the impact of Covid-19 we had experienced an increased number of contacts by telephone, leading to an increase in the overall number of contacts. We noticed a significant upswing in academic-related issues in the period leading up to March 2020. Following the implementation of an online-only service in April 2020 we experienced a reduction of overall contacts (reflecting the fact that we were unable to offer a telephone service). Contacts via online platforms - after an initial dip in April with the unexpected first lockdown - stabilised at levels consistent with the previous year.

Since March 2020 Trustees have been meeting remotely, reviewing risks on a regular basis. We embarked on planning for different lock down restrictions and being best able to respond to the changing pressures on students. Significantly we took the decision to temporarily revise our fee structure as another way of investing in our affiliate relationships, who were also facing a challenging time. This investment was one way in which we ensured we were able to continue to support students during such uncertain times.

### **Financial Review**

The charity's primary source of income is derived from higher education institutions and individual donors and benefactors. During the year the charity's cash funds have increased through careful management of its resources.

The charity continues to ensure it has the financial resources to maintain its objectives.

**London Nightline  
Trustees' Report Cont.**

**Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity and of the incoming resources and the application of resources of the charity for that year. In preparing these financial statements, the trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Observe the methods and principles in the Charities SORP;
3. Make judgements and estimates that are reasonable and prudent;
4. State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act of 2011 and the Charity Accounts and Reports Regulations of 2015. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the reservation and detection of fraud and other irregularities.

On behalf of the board:

.....

**Dr Tristan Bate**

Chair of Trustees

Date: 28 April 2021

.....

**Mr Ben Collins**

Assistant Chair of Trustees

# London Nightline

## Independent Examiner's Report To The Trustees On The Unaudited Accounts Of London Nightline.

We report on the accounts of the Trust for the year ended 30 June 2020, which are set out on pages 1 to 8.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

#### It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

### Basis of independent examiner's report

Our 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 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

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

- (a) which gives us reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Salim Haji*

**Salim S A Haji FCA**

**Ashburns Accountants Ltd**

Chartered Accountants and Registered Auditors

70-72 Victoria Road, Ruislip, Middlesex, HA4 0AH

Date: 28 April 2021

## London Nightline

### Statement of Financial Activities for the year ended 30 June 2020

	2020	2019
	£	£
<b>Incoming resources</b>		
Fundraising & Donations	417	2,066
Affiliation Fees	127,354	137,657
Interest Received	1	1
	<u>127,772</u>	<u>139,724</u>
<b>Charitable Expenditure</b>		
Charitable Activities	93,945	100,918
Management & Administration	6,167	4,672
Publicity	6,454	14,477
Bad debts write off	-	-
Total resources expended	<u>106,566</u>	<u>120,066</u>
<b>Net movement in funds</b>		
Net income for the year	21,206	19,658
Funds balance b/f	<u>128,737</u>	<u>109,080</u>
Funds balance c/f	<u><b>149,942</b></u>	<u><b>128,737</b></u>

In addition to the cash funds carried forward, the charity holds a small number of assets in the form of furniture, office fixtures and IT equipment.

All of the above amounts relate to continuing activities and relate to unrestricted funds.

The statements of financial activities includes all gains and losses in the year and therefore a separate state of recognised gains and losses has not been prepared.



## London Nightline

### Balance Sheet as at 30 June 2020

	2020		2019	
	£	£	£	£
<b>Current Assets</b>				
Petty cash	243		116	
Accounts Receivable	12,728		3,275	
CAF Cash	53,381		49,588	
CAF Gold	868		867	
Natwest Bank	77,313		64,720	
Other Debtors	-		102	
Rent deposit	12,900		12,900	
Prepayments	3,103		9,881	
	<u>160,537</u>		<u>141,449</u>	
<b>Current Liabilities</b>				
Accounts Payable	2,374		3,329	
Expenses Control A/c	31		89	
Suspense A/c (Tfr to Other Debtors)			-	
Payroll Liabilities - Pension	2,142		152	
Money owed to individuals			-	
Accruals - Others	5,557		5,845	
Accruals - Accountancy	490		490	
Deferred Revenue	-		2,806	
	<u>10,594</u>		<u>12,711</u>	
<b>Total Net Assets</b>		<u><u>149,943</u></u>		<u><u>128,737</u></u>
<b>Capital &amp; Reserves</b>				
Equity balance b/fwd		128,737		109,080
Retained Earnings / (Losses)		21,206		19,658
<b>Total Charity Funds</b>		<u><u>149,942</u></u>		<u><u>128,737</u></u>

Signed on behalf of the Trustees

.....  
**Dr Tristan Bate**

Chair of Trustees

Date: 28 April 2021

.....  
**Mr Ben Collins**

Assistant Chair of Trustees

# London Nightline

## Notes forming part of the Accounts for the year ended 30 June 2020

### 1 Accounting Policies

#### a) Accounting Standards

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities, and the charities (accounts and reports) regulations 2015 and applicable accounting standards.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### b) Incoming Resources

Affiliation fees and Donations are recognised in the year they are receivable. Subscriptions and income from fund raising events are recognised in the year they are receivable.

#### c) Expenditure & Liabilities

Liabilities are recognised as soon as there is legal or constructive obligation committing the charity to the expenditure.

#### d) Funds Structure Policy

All the operations of the charity are unrestricted in nature.

#### e) Volunteer help

The value of any voluntary help received is not included in the financial statements but is described in the annual report.

### 2 Trustees' remuneration & expenses

The trustees did not receive any remuneration and disbursements from the charity during the year, (2019: Nil).

### 3 Independent Examiner's Fees

Professional fees charges by independent examiner is £450.