

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/04/2018 Period start date To 31/03/2019
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				
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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 BSE contributed to the Eastern Region by answering 22,837 calls (7%), 1,356 Emails (7.0%) and 2,675 SMS (5.4%).

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	The charity currently has 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	£30,000
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 donations and a small amount of grants and fundraising
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		
2	V Bewley	Trustee		
3	A Bailey	Trustee		
4	P Chung	Trustee		
5	J Powling	Trustee		
6	M Martin	Trustee		
7	J Turner	Trustee		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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)		
Position (eg Secretary, Chair, etc)		
Date		

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)	A J Bailey	G McMeechan
Position (eg Secretary, Chair, etc)	Treasurer	Director
Date	25 June 2019.	

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS**STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 31st March 2019**

		<u>Unrestricted</u>	<u>Restricted</u>	<u>All Funds</u>	<u>All Funds</u>
		<u>Funds</u>	<u>Funds</u>	<u>2019</u>	<u>2018</u>
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming Resources					
Voluntary Income:					
Donations		6,797	-	6,797	2,952
Gift Aid		80	-	80	683
Grants restricted		-	-	-	-
Total Voluntary Income		6,877	-	6,877	3,635
Activities for generating funds:					
Friends of Samaritans	4	-	-	0	513
Samaritans 1000 (BSE) Club	4	384	-	384	643
Other fundraising	4	27,088	6,000	33,088	22,109
Grants and Gift Aid from fundraising	4	4,730	-	4,730	9,450
Investment Income and Interest		-	-	-	-
NOMS (Prisons) grant	3	1,566	2,145	3,711	3,095
Other		-	-	-	-
Total Incoming Resources from Generated Funds	9	40,645	8,145	48,790	39,445
Resources Expended					
Unallocated Support Costs	7	25,419	-	25,419	22,371
Reversal of depreciation charges from previous years		-	-	-	-
Charitable Expenditure:					
Outreach		1,789	-	1,789	1,303
Publicity		1,010	-	1,010	180
Listening Services		543	4,947	5,490	6,758
Prison related expenditure		0	2,145	2,145	2,033
Training and Recruitment		3,183	3,884	7,067	3,709
Branch Affiliation Fee		2,034	-	2,034	1,231
Governance Costs	8	320	-	320	938
Total Resources Expended		34,298	10,976	45,274	38,523
Net Surplus / (-) Deficit for the Year		6,347	-2,831	3,516	922
Transfer from restricted to unrestricted funds		-	-	-	-
Balances brought forward at 1st April 2018		365,274	2,831	368,105	367,183
Balances carried forward at 31st March 2019		371,621	-	371,621	368,105

APPENDIX TO ANNUAL REPORT

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

BALANCE SHEET

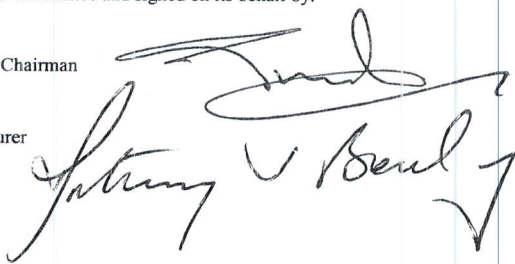
As at 31st March 2019

	Note	2019 £	2018 £	2018 £
Fixed Assets	2		339,936	339,936
Current Assets				
Debtors and Prepayments		3,301	1,932	
Bank Deposits		35,596	28,790	
Cash at Bank		-	-	
Cash in Hand		-	-	
		<u>38,898</u>	<u>30,721</u>	
Current Liabilities (amounts falling due within one year)				
Branch Affiliation Fee		2,034	1,454	
Branch Reserve Equalisation Fund		-	-	
Creditors		3,123	-	
Accruals		<u>2,056</u>	<u>1,098</u>	
		<u>7,213</u>	<u>2,552</u>	
Net Current Assets			31,685	28,169
Long Term Liabilities				
Loans		-	-	
Net Assets			<u>31,621</u>	<u>368,105</u>
Represented by:				
General Unrestricted Fund	3		171,621	365,274
Restricted Funds	3		0	2,831
Total Funds			<u>31,621</u>	<u>368,105</u>

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

G McMeechan, Chairman

A Bailey, 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. Support costs have been allocated on the basis of time spent on the activity by volunteers. 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

	Freehold Property	Furniture & Equipment	Total
	£	£	£
<u>Cost</u>			
At 1st April 2018	339,936	38,471	378,407
Transfer	-	-	0
Additions	-	-	0
At 31st March 2019	339,936	38,471	378,407
<u>Depreciation</u>			
At 1st April 2018	0	38,471	38,471
Charge for Year	-	-	-
At 31st March 2019	0	38,471	38,471
<u>Net Book Value</u>			
At 31st March 2019	339,936	0	339,936
At 31st March 2018	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 2018	365,274	2,831	368,105
Incoming Resources	40,645	8,145	48,790
Resources Expended	-34,298	-10,976	-45,274
	-	-	-
At 31st March 2018	371,621	-	371,621
Represented by:-			
Tangible Fixed Assets	339,936	-	339,936
Current Assets	38,898	-	38,898
Current Liabilities	-7,213	-	-7,213
	371,621	-	371,621

Breakdown of Restricted Funds

	Recruit	Volunteer Travel Expenses	Volunteer Expenses	Volunteer Training Expenses	NOMS P'ship	Total
At 1st April 2018	403		2,428		0	2,831
Incoming Resources	0	2,000	4,000	0	2,145	8,145
Resources Expended/Transfer to unrestricted	2767	3872	1,075	1,117	2,145	10,976
	-2,364	-1,872	5,353	-1,117	0	-1
At 31st March 2019	-	-	-	-	-	-
Represented by:-						
Tangible Fixed Assets	-2364	-1872	5,353	-1117	-	0
Current Assets	-2,364	-1,872	5,353	-1,117	0	0

Funds received during the year which have a restricted use requirement were £8,145 as identified above. The amount used during the year on the restricted expenditure was £10,976 which has been transferred to the unrestricted funds and the balance has been carried forward to the new year and will be used according to the restriction

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.

APPENDIX TO ANNUAL REPORT

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 affiliation fees and branch reserve equalisation fund levies of £2,034 (£1,231) were payable by the Branch to General Office.

7. BREAKDOWN OF COSTS BY ACTIVITY

	<u>Notes</u>	<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>2019</u>	<u>2019</u>	<u>2019</u>	<u>2018</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Charitable Expenditure:-					
Outreach		1,789		1,789	1,303
Publicity		1,010		1,010	180
Listening Services		5,490		5,490	6,758
Prison related expenditure		2,145		2,145	2,033
Training, Recruitment, Conferences		7,067		7,067	3,709
Branch Affiliation Fee		2,034		2,034	1,231
Branch Reserve Equalisation Fund		-		-	-
Governance Costs	8	320		320	938
		<u>19,856</u>	<u>-</u>	<u>19,856</u>	<u>16,152</u>
Support Costs Analysis:-			<u>2,019</u>		<u>2,018</u>
Post, telephone and Stationery			<u>£</u>		<u>£</u>
Computers			5,040		3,940
Repairs and Renewals			8,186		3,729
Office Cleaning			4,201		2,518
Utilities and Insurance			2,989		3,247
Depreciation			5,004		4,945
Misc Office Costs			0		2,512
			<u>0</u>		<u>1,481</u>
			<u>25,419</u>		<u>22,371</u>
Depreciation written back			<u>0</u>		<u>0</u>
8. GOVERNANCE			<u>2019</u>		<u>2018</u>
			<u>£</u>		<u>£</u>
General Office Branch inspection			0		938
Fees payable to Independent Examiner			<u>320</u>		<u>180</u>
			<u>320</u>		<u>1118</u>

APPENDIX TO ANNUAL REPORT

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (continued)

9. DONATIONS & FUNDS RAISED

Unsolicited Donations

BSE Lions
Woolpit Steam Rally
Donations in respect of Cherry
Forest Heath Council
Thetford P C
Stanton Surgery
Jack Froud
Brettenham St Marys PCC
Other Parish Councils
Other donations under £200

Gift aid donations unsolicited

Donations arising from fundraising activities

2750 Abbeygate Garden Event	293
600 Afternoon Tea	1243
909 Brew Monday	451
250 Call my Bluff	956
250 Cars on the Green	633
200 Cruise evestre	2,301
153 Easy Fundraising	339
285 42nd Street	2,008
200 Golf Day	1,145
1200 Sale of Roses	231
6,797 Sarah Millican	1,063
Some one in the Crowd	539
80 Songs at Christmas	1,014
Bardwell Tractor run and Bale push	1,500
Woolpit Car Boot	165
Jamie Theatre trip	219
Jill birthday donations *	210
Swimathon	85
Christmas lights and buckets and tins	1,676
Old Hippie on a bike	4,857
Samaritans donations	5,374
Crematorium	5,000
Gift Aid tax reclaimed	3,554
1000 club lottery	384

sub total A

6,877

Gift Aided through fundraising

1,175

Other amounts below £200

801

Fund raising expenses net

-103

Gift aid expenses

-4,909

sub total B

32,202

TOTAL - UNRESTRICTED FUNDS

39,079

Other unrestricted income

NOMS Grant

567

Other

999

sub total C

1566

RESTRICTED FUNDS

Volunteer expenses

6,000

NOMS

2,145

TOTAL - RESTRICTED FUNDS

8,145

TOTAL - UNRESTRICTED FUNDS [A + B + C]

40,645

* In respect of Jill birthday a further £630 was received under Gift Aid and is included in that category

SAMARITANS OF BURY ST. EDMUNDS AND WEST SUFFOLK

FINANCIAL STATEMENTS

For the year ended 31st March 2019

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 2019 which are set out on pages 1 to 6 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

20 Jun-19