

**Trustees' Report and Unaudited Financial Statements**

**for the year ended 31 March 2021**

**for**

**SUE LAMBERT TRUST**

**(A Company Limited by Guarantee)**

# **SUE LAMBERT TRUST**

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**SUE LAMBERT TRUST**

**Company Information  
for the year ended 31 March 2021**

<b>TRUSTEE MEMBERS:</b>	Mrs J A Howe (Chair) Mr B S Higham Ms J Horsley Mr A P Breen Mr D B Vail Mr N Goodwin (Appointed Nov 2020) Ms J R McKibben (Resigned Dec 2020) Mrs A E Boeson (previously Marshall – Chalk, Resigned Apr 2021)
<b>CHIEF EXECUTIVE OFFICER:</b>	Mr D C Evans
<b>REGISTERED OFFICE:</b>	St Julians Hall 6 Music House Lane Norwich NR1 1QL
<b>REGISTERED CHARITY NUMBER:</b>	06217814 (England and Wales)
<b>INDEPENDENT EXAMINER:</b>	Hines Harvey Woods Ltd Queens Head House The Street Acle Norwich NR13 3DY

## SUE LAMBERT TRUST

### Trustees' Report for the year ended 31 March 2021

The trustees submit their report along with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing documents, the Charities Act 2011 and the Charities SORP (FRS 102).

#### 1. Objectives of Sue Lambert Trust

The objectives of the charity are to preserve and protect the mental and physical health of people who have suffered sexual assault, sexual abuse and/or domestic violence and to advance public education about all matters related to sexual violence.

##### **Our vision**

We believe that everyone has the potential to recover from the trauma of sexual and domestic abuse with the right help. Our vision of the future is a society where anyone who needs it can easily and promptly access professional, compassionate and personalised support to aid that recovery.

##### **Our mission**

Our mission is to provide a safe, respectful and welcoming space for people who have experienced sexual or domestic abuse at some point in their lives: helping them to recover, heal and build resilience following this trauma.

##### **Our clients**

The people we support range in age from young teenagers to those in later-life. They have all experienced, or are experiencing, trauma in response to abuse, whether that be sexual and/or domestic. Unlike many clinically based charities, our clients can self-refer in order to seek the help they so desperately need.

The Sue Lambert Trust (SLT) was established in 2007 as a result of the merger of Norwich Rape Crisis and Mpower. It is constituted and registered with the Charity Commission for England and Wales number 1120957, and became incorporated in England and Wales under number 06217814.

Over the last 12 months we have carried out an in-depth operational review of Sue Lambert Trust to ensure the organisation is fit for purpose and future proof. In consultation with our stakeholders, we have developed and refined our key strategic aims for the next five years.

We have broken these down into five strands or themes of activity.

##### **Strand 1: Recover, heal and build resilience**

Moving forward, our services will be organised around a trauma-informed, professional and a non directive, person centred approach that provides a coherent journey for our clients. This will involve:

**Recovery, groundwork and stabilisation:** supporting clients to develop their sense of safety and increased self-regulation, along with providing opportunities to explore coping strategies to help manage symptoms.

**Healing and therapy:** increasing the range of therapeutic interventions we can offer, based on the client's needs.

**Building resilience and re-integration:** providing opportunities for clients to increase and develop their social and support networks; building resilience and a sense of safety, including financial security; developing skills for daily living, including making healthy choices; all building confidence and independence for the future.

Everything we do comes from a place of kindness and compassion, underpinned by specialist, clinical expertise.

##### **Strand 2: Clients' voice**

Our clients are at the very centre of our organisation. It's therefore imperative that we provide them with a voice and listen carefully and respectfully to what they tell us.

##### **Strand 3: Experience and influence**

As an organisation, we provide an authoritative voice in the field of recovery from the trauma of sexual violence and domestic abuse. We are committed to using this voice, and our experience, expertise, knowledge and skills, to raise awareness of trauma related to sexual and domestic abuse. It is only by raising awareness that we can help to encourage a society that actively works to prevent abuse from occurring and protecting those at risk.

## **SUE LAMBERT TRUST**

### **Trustees' Report - continued for the year ended 31 March 2021**

#### **Strand 4: Sustainability**

Sadly, we know that there will never be a shortage of clients for Sue Lambert Trust. We must therefore build an organisation that is robust, financially-secure and flexible: enabling us to grow and adapt to meet the future needs of our clients and stakeholders.

#### **Strand 5: Our people**

Without our staff and volunteers Sue Lambert Trust would be nothing. We are committed to ensuring they are well-supported, motivated and developed within the organisation as well as demonstrating our appreciation for all they do.

#### **The Sue Lambert Trust difference**

Being able to provide continuing support to our clients - for up to 12 months, and with extensions subject to approval - is one of our core priorities. This is in contrast to many service providers for our client group who only offer counselling for six months or less. Whilst our waiting lists can be longer than those of other organisations, we believe that this aspect of our practice is key to the quality of service and the lasting impact experienced by our clients.

## **2. Achievements and performance**

The Covid-19 pandemic and subsequent lockdowns had a significant impact on the wellbeing of many of our clients: this was of grave concern. However, the need to adapt the way we offer support encouraged us to think differently and introduce additional ways of working with people. Many clients have been provided with regular, continuing therapy services remotely by telephone or video call. For some people, with no secure access to technology, we continued to check in regularly with a phone call or offer an alternative venue close to their home. This change in our service offer also increased our weekly therapeutic counselling capacity and geographical reach which was of benefit to the people waiting for our support.

Until now, we have relied entirely on voluntary support from trained and experienced counsellors. But this year, thanks to funding from Ministry of Justice and the Norfolk Office of the Police Crime and Commissioner we were able to introduce a payment programme for our counsellors to support our need for increased capacity. Every qualified and experienced counsellor, fulfilling any counselling slots per week over and above the three voluntary slots required, now receives a payment towards the cost of a session.

By March 2021 the organisation was supporting 320 clients per week for counselling delivered by 70 counsellors and a small clinical team.

#### **Direct support**

##### **Recovery, groundwork and stabilisation**

During the year, 182 people accessed practical support via Sue Lambert Trust to develop their sense of safety and security through improved financial wellbeing, access to housing support, and to health appointments along with many other issues. Our Support Work team provided 921 individual sessions, either face-to-face, online or by telephone.

We have also commissioned the development of our own psycho educational programme focusing on developing emotional skills and coping strategies. This programme will be provided through individual and group sessions, online and in modular form. We aim to trial the first part of the programme in 2021.

Towards the end of the year we also trialled our first Therapy Group, which on this occasion was for women. This provided many positive outcomes for those who took part and we are planning to trial a similar group for men later in 2021.

##### **Healing and therapy**

With the increased capacity created by partially funded counselling sessions, along with the organisation embracing remote support, we were able to provide therapeutic counselling to 525 people through 8712 individual sessions. This is a 43% increase in the number of people supported compared with the previous year, underpinned by a 17% increase in the number of sessions. This had a positive impact on our waiting list, with those waiting less than 12 months for therapy increasing from 80% in 2019/20 to 90% in 2020/21.

83% of our clients reported a significant improvement in their mental health and wellbeing (CORE Analysis).

## **SUE LAMBERT TRUST**

### **Trustees' Report - continued for the year ended 31 March 2021**

Clients also reported the following outcomes gained in their therapy:

- 92% reported that the therapy helped with their emotional wellbeing
- 100% reported that the support improved their coping mechanisms
- 92% reported that the support helped with their self esteem
- 74% reported that the support helped with their day-to-day living (13% recorded not relevant)
- 79% reported that the support reduced their suicidal thoughts (13% recorded not relevant)
- 82% reported that the support helped with their relationships (8% recorded not relevant)

#### **Building resilience:**

The move to remote support due to the pandemic enabled us to increase our capacity and provide additional therapy one-to-ones. However, for our support groups, transferring to a remote/video approach impacted on attendance, which decreased by 74%. With the easing of restrictions, we are now able to re-start our face-to-face groups whilst also continuing with our remote groups for those who like this approach.

Despite the lockdowns we were able to resume our collaboration with Musical Keys for our Thursday evening music group. The group provides clients with a creative output and a chance to build new and healthy networks. We hope to collaborate further with organisations such as Musical Keys in the future to build our resilience programmes.

#### **Client's voice**

Our therapeutic work is always person-centred and is led by the individual client. Underpinning this strategic approach is our commitment to developing a clear, formalised route for our clients' voice to be central to our discussions and decisions. Our learnings from this approach will inform, influence and help to develop our services as we move forward as an organisation.

During the year, our clients reported through feedback that they either strongly agreed or agreed with the following statements:

- 100% Felt listened to
- 100% Considered Sue Lambert Trust as a professional organisation
- 100% Considered Sue Lambert Trust as a caring organisation
- 100% Felt that all the support was useful
- 100% Would use the services again if needed

This year we also commissioned a research project to help us understand why people left services in an unplanned way: e.g. there was not a mutually agreed ending between the therapist and client. 11% of our clients fell into this category in 2020-21. 25 of these clients were contacted and interviewed during the research.

Overall, people provided very positive feedback about Sue Lambert Trust, especially commending the approach and care they received from the Service Support Team and for the general welcoming and caring attitude of all within the organisation.

Reasons for people choosing to leave included: therapists leaving service (and trust and relationship not as effectively established with their other therapists); mistakes occurring during the therapeutic relationship; therapy was too distressing to continue with; practical issues such as service unavailable at desired time.

One key theme that many of the participants shared was the length of our waiting list and the difficulty in accessing alternative support during the waiting period. Since the research was carried out, we have been able to reduce waiting times by increasing our counselling capacity: 90% of clients are now waiting for 12 months or less for therapy (80% in 2019-20).

In addition, we are committed to developing more interim services for people waiting for therapy, under our Groundwork Phase 1 programme(s).

Our focus remains on being able to provide people with therapy in a timely manner and we continue to look for opportunities to increase our counselling capacity, broaden our scope of service offer and work in partnership with other agencies and providers to make sure people can access the support they need and require.

#### **Education and influence**

As part of our education work, we have continued to deliver our five day foundation course for all counsellors who volunteer with us, prior to them starting work with our clients. We delivered two courses during 2020/21 introducing 21 new counsellors to the Sue Lambert Trust

## **SUE LAMBERT TRUST**

### **Trustees' Report - continued for the year ended 31 March 2021**

Our ambition within this area is to utilise our knowledge, skills and reputation to educate the wider community about the often-hidden issues of sexual abuse and domestic abuse. We are committed to fostering a society that prevents sexual abuse and domestic abuse where possible; protecting people at all times. Some of the burgeoning themes being considered for inclusion within our educational outreach activity are: working with professionals to further the understanding of trauma and the impact of adverse childhood experiences; developing a schools/youth programme that works alongside current provision within educational settings with the aim of nurturing awareness around safety and consent; the impact of trauma and ways of managing it.

#### **Our people**

As at end March 2021 Sue Lambert Trust employed 10.1 staff (FTE), compared to 9.9 (FTE) in the previous year.

We rely on volunteers to provide services to our clients. As stated above, all volunteers must complete our five day foundation course prior to starting work with clients. This applies equally to qualified counsellors, counsellor trainees and support workers. During 2020-21 we delivered two foundation courses from which we recruited 21 new volunteer counsellors. As at the end of March 2021 we had a total of 68 volunteer counsellors (66 at the end of March 2020). Between them they support over 320 clients each week.

During the year, alongside our foundation course we delivered a training programme for our staff and volunteers covering the following topics:

Suicide Awareness  
ADHD/ADD  
Reflective Mind/Reactive Brain  
Eating Disorder

All volunteers and relevant staff receive regular clinical supervision. This is to help them maintain their focus on clients, and to support them in managing the pressures they experience as a result of their roles.

#### **Managing the rise in demand**

During 2020/21 we implemented several programmes as part of our commitment to meeting the increasing demand for our services whilst remaining focussed on the client's needs:

**3+ Programme** – Sue Lambert Trust was in a fortunate position to offer any qualified or experienced counsellor payment for any sessions completed above three voluntary sessions per week. This created an increase in our capacity whilst retaining our voluntary ethos.

**Diverse modes of service delivery** – as outlined previously, whilst lockdown impacted significantly on the wellbeing of our clients, staff and volunteers, it also presented us with the opportunity to explore other means of working through video and telephone counselling. Our counsellors and staff were able to be more flexible in their offer and not geographically constrained.

**Case management** – systems were implemented to provide an easily accessible overview of the client's journey and engagement; enabling counsellors to easily discuss matters with their Deputy Clinical Leads and clinical supervisors. This resulted in counsellors receiving the support they required when they needed it.

**Therapy groups** – during the year we successfully trialled a closed therapy group which was attended by six female clients. Following positive feedback and outcomes, we are now planning a closed therapy group for men in the autumn, with a view to building our counsellor capacity to provide more groups in the future.

### **3. Financial results**

#### **Funding received in year**

Sue Lambert Trust continues to receive funding from the Ministry of Justice Rape Support Fund, the Office of the Police and Crime Commissioner Norfolk, Norfolk and Waveney Clinical Commissioning Group, Norwich City Council and Norfolk County Council. It has also been successful in raising significant core funding from charitable trusts including the Tudor Trust, Anne French Memorial Trust, Henry Smith Charity along with local trusts including Ellerdale and Paul Bassham. We also received a generous donation of £3,200 from the Norwich Marchesi Rotary Club

During the year we also received additional funding due to the pandemic from the Ministry of Justice, National Lottery and the Norfolk Community Foundation.

## **SUE LAMBERT TRUST**

### **Trustees' Report - continued for the year ended 31 March 2021**

#### **In year results**

During the period, the charity raised £753,692 with 46% of income coming from the Norfolk Police and Crime Commissioner and the Ministry of Justice compared to 48% (of £485,759) in 2020. Revenue expenditure incurred was £494,965 with 65% of expenses being salaries. The £283,855 surplus was made up of a £223,659 surplus on unrestricted funds and a £60,196 surplus on restricted reserves.

The Board of Trustees has approved three designated funds in support of our future goals. The funds are:

- Increasing capacity and developing new client services
- Invest in securing financial sustainability through fundraising and external communications
- Provision for premises expenditure following the acquisition of Music House Lane.

#### **Reserves policy**

To ensure that sufficient funds are available to manage potential future liabilities and maintain full service delivery, Sue Lambert Trust aims to set aside an amount of free reserves to cover a minimum of three months' running and operational costs. Sue Lambert Trust intends to hold a further minimum of three months' operational costs to cover its core costs to allow a phased withdrawal of services, any severance payments due to staff should the need arise, and three years' planned maintenance and repairs costs to ensure it can meet its obligations to maintain its building.

It is key for the wellbeing of our clients that access to our services is not suddenly cut off, but rather sensitively and gradually reduced should the worst happen and the Trust has to close.

The free reserves target based on the above scenario is recalculated annually and agreed by the trustees as part of the budget planning process. The current free reserves target is £320,000 and excludes any restricted funding, designated funds, and capital assets

The end of year free reserves, being unrestricted general funds less fixed assets, totalled £288,725 and represents 90% of the target. The trustees intend to build additional free reserves to meet the current target by obtaining unrestricted funding wherever possible, as well as funding which will cover an apportionment of central overheads.

#### **4. Public benefit**

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities and setting policy for the year as follows:

- There is an identifiable benefit to the public from the provision of counselling and support services. This is recognised by our clients as well as Health and Social Services. These benefits are consistent with the charity's aims and objectives.
- Our services are accessible to all members of the public. The charity makes a clear commitment that all clients - irrespective of the minority group(s) they might represent e.g. sexual orientation, ethnicity, religion, race etc. - are welcome to access our services. The Board of Trustees will seek to ensure that its make-up reflects the profile of the community it serves.

#### **5. Organisation**

The current trustees (who are also the directors of the company for the purposes of company law) and the charity's chief executive officer, who have served during the year and since the year end, are set out on page 1 of this document. The trustees listed below have held office during the whole of the period from 1 April 2020 to the date of this report.

Mrs J A Howe (Chair)  
Mr B S Higham  
Ms J Horsley  
Mr A P Breen  
Mr D B Vail  
Mr Nicholas Goodwin (Appointed Nov 2020)

Other changes in trustees holding office are as follows:

Ms J R McKibben (Resigned Dec 2020)  
Mrs A E Boeson (previously Marshall – Chalk, Resigned Apr 2021)



## **SUE LAMBERT TRUST**

### **Trustees' Report - continued for the year ended 31 March 2021**

Sue Lambert Trust recognises the need for its Board to have the relevant skills and commitment essential to the effective governance and management of the charity. The trustees meet on a bi-monthly basis at full board meetings and, in addition, the finance sub-group trustees also meet bi-monthly.

Recruitment of new trustees is the responsibility of existing trustees. The recruitment policy will be based upon the principle of fairness, transparency and equality of opportunity. Relevant training is provided.

#### **6. Trustees' responsibilities**

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for the financial year which show a true and fair view of the charity's financial activities during the year, and its financial position at the end of the year. In preparing the financial statements the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on an ongoing concern basis, unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **7. Risk Management**

The trustees conduct their own review of major risks to which Sue Lambert Trust is exposed. These procedures are reviewed periodically to make sure they still meet the needs of the charity and are as follows:

- An annual review of the risks which the charity may face
- The establishment of the systems and procedures to mitigate those risks identified
- The implementation of procedures designed to minimise potential impact on the charity should any of the risks materialise.

#### **8. Independent Examiner**

Hines Harvey Woods Ltd have expressed their willingness to continue as examiners and a resolution for their re-appointment will be proposed at the next annual general meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the General Directions given by the Charities Commission under Section 145(5)(b) of the Charities Act 2011.

#### **ON BEHALF OF THE TRUSTEES:**

Jacqueline Howe

6 December 2021

## **Independent Examiner's Report to the Trustees of**

### **SUE LAMBERT TRUST**

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 9 to 17.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

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

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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**

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 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

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sara Harvey FCCA  
Hines Harvey Woods Ltd  
Queens Head House  
The Street  
Acle  
Norwich  
Norfolk  
NR13 3DY

21 December 2021

**SUE LAMBERT TRUST**  
**Statement of Financial Activities**  
**(incorporating an Income and Expenditure account)**  
**for the year ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income</b>					
Donations and legacies	5	25,117	-	25,117	10,913
Income from charitable activities	6	425,132	328,560	753,692	485,759
Investment income		11	-	11	263
<b>Total income</b>		<b>450,260</b>	<b>328,560</b>	<b>778,820</b>	<b>496,935</b>
<b>Expenditure</b>					
Expenditure on charitable activities	7	226,601	268,364	494,965	453,436
<b>Total Expenditure</b>		<b>226,601</b>	<b>268,364</b>	<b>494,965</b>	<b>453,436</b>
<b>Net movement in funds</b>		<b>223,659</b>	<b>60,196</b>	<b>283,855</b>	<b>43,499</b>
<b>Fund balance at 1 April 2020</b>		<b>343,845</b>	<b>9,424</b>	<b>353,269</b>	<b>309,770</b>
<b>Fund balance at 31 March 2021</b>	12	<b>567,504</b>	<b>69,620</b>	<b>637,124</b>	<b>353,269</b>

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

All income and expenditure relate to continuing activities.

# SUE LAMBERT TRUST

## Balance Sheet 31 March 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	118,779	126,274
<b>CURRENT ASSETS</b>			
Debtors	9	130,892	9,231
Cash at bank and in hand		<u>418,658</u>	<u>245,533</u>
		549,550	254,764
<b>CREDITORS</b>			
Amounts falling due within one year	10	<u>31,205</u>	<u>27,769</u>
<b>NET CURRENT ASSETS</b>		<u>518,345</u>	<u>226,995</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>637,124</u>	<u>353,269</u>
<b>RESERVES</b>			
Restricted Fund	12	69,620	9,424
Unrestricted Fund	12	<u>567,504</u>	<u>343,845</u>
		<u>637,124</u>	<u>353,269</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the trustees on 6 December 2021 and were signed on its behalf by

Jacqueline Howe

The notes form part of these financial statements

## **SUE LAMBERT TRUST**

### **Notes to the Financial Statements for the year ended 31 March 2021**

#### **1. ACCOUNTING POLICIES**

##### **Accounting convention**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have also been prepared in accordance with the Charities Act 2011 and the Charities SORP (FRS 102) (effective 1 January 2019)

Sue Lambert Trust meets the definition of a public benefit entity under FRS 102.

The financial statements are presented in pounds sterling (£), rounded to the nearest pound.

##### **Income**

Voluntary income is received by the way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants are recognised in full in the Statement of Financial Activities in the year which they are receivable.

Income from contracts is recognised when the charity has entitlement to the funds, it is probable that income will be received, and the amount can be measured reliably.

Income from investments are included when receivable.

##### **Tangible fixed assets**

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

Office equipment	- 33% straight line
Computer equipment	- 33% straight line
Improvements to property	- over the period remaining on the lease

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **Funds**

Unrestricted funds are donations and other income receivable generated for the objectives of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor.

#### **2. TAXATION**

The charity is exempt from UK taxation.

# SUE LAMBERT TRUST

## Notes to the Financial Statements - continued for the year ended 31 March 2021

### 3. EMPLOYEE COSTS

	2021 £	2020 £
Salaries	301,650	262,884
Social security costs	16,375	12,232
Employer contribution to defined contribution pension schemes	5,580	4,117
Termination payments	-	11,000

The Trust considers its key management personnel comprise of the Chief Executive Officer, Operations Manager, Clinical Lead and Finance Manager. The total employment benefits including employer pension contributions of the key management personnel were £132,043 (2020: £94,505). No employees had employee benefits in excess of £60,000 (2020: No employees).

	Number	Number
Average number of employees during the year:	18	19

### 4. NET INCOME / (EXPENDITURE) FOR THE YEAR

	2021 £	2020 £
<b>This is stated after charging:</b>		
Depreciation of fixed assets	20,106	18,706
Independent examiner's fee	2,226	2,300
Operating lease costs	14,700	15,100

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>5. DONATIONS AND LEGACIES</b>				
Donations	14,667	-	14,667	7,713
Other Trusts	1,500	-	1,500	3,200
Government Grants	8,950	-	8,950	
	<u>25,117</u>	<u>-</u>	<u>25,117</u>	<u>10,913</u>

Income from donations and legacies in 2020 totalled £10,913 of which £9,913 was unrestricted and £1,000 was restricted.

### 6. INCOME FROM CHARITABLE ACTIVITIES

Alan Boswell	-	-	-	4,320
Anne French Memorial Trust	2,000	-	2,000	-
Broadland Meridian		5,000	5,000	-
Bromley Trust	10,000	-	10,000	10,000
Ellerdale	3,000	-	3,000	3,000
Henry Smith	13,333	-	13,333	20,000
Lloyds TSB	25,000	-	25,000	25,000
MOJ Rape Support Fund	-	158,760	158,760	105,840
NHS Norfolk and Wavney CCG	-	80,000	80,000	-
Norfolk Community Foundation	-	10,200	10,200	-
Norfolk Police and Crime Commissioner	180,000	9,600	189,600	129,000
Norwich City Council	7,000	-	7,000	7,000
Paul Bassham Fund	2,000	-	2,000	2,000
Rotary Club	3,200	-	3,200	-
The National Lottery Community Fund	147,599	65,000	212,599	147,599
Tudor Trust	32,000	-	32,000	30,000
Virgin Money	-	-	-	2,000
	<u>425,132</u>	<u>328,560</u>	<u>753,692</u>	<u>485,759</u>

Income from charitable activities in 2020 totalled £485,759 of which £373,599 was unrestricted and £112,160 was restricted.

**SUE LAMBERT TRUST**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

7. EXPENDITURE ON CHARITABLE ACTIVITIES	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Specific Expenditure on Charitable Activities</b>				
Salaries	125,931	115,419	241,350	232,186
Supervision	3,644	25,820	29,464	31,760
Freelance Services	-	42,119	42,119	3,746
Telephone	2,966	2,497	5,463	5,546
Stationery Postage Printing	1,287	1,857	3,144	6,627
Travel and Subsistence	729	6,115	6,844	32,635
Light and Heat	1,804	1,520	3,324	7,801
Room Hire	65	55	120	197
Rent	7,797	6,904	14,701	15,101
Support	-	-	-	-
Rates	1,321	1,113	2,434	2,705
Training	816	5,907	6,723	8,072
Recruitment	504	425	929	1,904
Information Materials	347	292	639	228
Client Access Fund	54	46	100	887
Depreciation of Office Furniture	17,158	-	17,158	347
Depreciation of Computer Equipment	525	-	525	1,201
Depreciation of Improvements to Property	2,423	-	2,423	17,158
	<u>167,371</u>	<u>210,089</u>	<u>377,460</u>	<u>368,101</u>

In 2020 the expenditure on specific charitable activities was £368,101 of which £276,712 was expenditure from unrestricted funds and £91,389 was expenditure from restricted funds.

**Support Costs**

Salaries	44,052	37,230	81,282	58,047
Insurance	1,862	1,568	3,430	3,737
IT Consumables and Maintenance	994	2,688	3,682	2,878
Repairs and Maintenance	1,532	2,726	4,258	3,399
Subscriptions	1,046	2,112	3,158	2,076
Cleaning	3,282	2,483	5,765	5,607
Waste Collection	591	498	1,089	1,783
Sundry expenses	1,857	796	2,653	123
Accountancy	1,208	1,018	2,226	2,380
Payroll	980	826	1,806	1,806
Professional Fees	1,719	6,240	7,959	2,994
Human Resources	-	-	-	306
Bank Charges	1	-	1	5
Website	106	90	196	194
	<u>59,230</u>	<u>58,275</u>	<u>117,505</u>	<u>85,335</u>
	<u>226,601</u>	<u>268,364</u>	<u>494,965</u>	<u>453,436</u>

In 2020 the expenditure on support costs was £85,355 of which £64,264 was expenditure from unrestricted funds and £21,071 was expenditure from restricted funds.

In 2021 the trustees calculated that 25.2% (2020 – 20.0%) of the total salaries cost related to management and administration.

**SUE LAMBERT TRUST**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**8. TANGIBLE FIXED ASSETS**

	<b>Improvements to Property £</b>	<b>Office Furniture £</b>	<b>Computer Equipment £</b>	<b>Totals £</b>
<b>COST</b>				
At 1 April 2020	181,853	4,430	10,289	196,572
Additions	<u>4,536</u>	<u>766</u>	<u>7,309</u>	<u>12,611</u>
At 31 March 2021	<u>186,389</u>	<u>5,196</u>	<u>17,598</u>	<u>209,183</u>
<b>DEPRECIATION</b>				
At 1 April 2020	57,971	3,779	8,548	70,298
Charge for year	<u>17,158</u>	<u>525</u>	<u>2,423</u>	<u>20,106</u>
At 31 March 2021	<u>75,129</u>	<u>4,304</u>	<u>10,971</u>	<u>90,404</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>111,260</u>	<u>892</u>	<u>6,627</u>	<u>118,779</u>
At 31 March 2020	<u>123,882</u>	<u>651</u>	<u>1,741</u>	<u>126,274</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	125,000	-
Other debtors	<u>5,892</u>	<u>9,231</u>
	<u>130,892</u>	<u>9,231</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	18,033	5,811
Other creditors	<u>13,172</u>	<u>21,958</u>
	<u>31,205</u>	<u>27,769</u>

**11. OPERATING LEASE COMMITMENTS**

At 31 March 2021 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	<b>2021 £</b>	<b>2020 £</b>
Within 1 year	11,892	15,100
Between 2 and 5 years	38,400	60,400
In more than five years	<u>16,800</u>	<u>39,400</u>



**SUE LAMBERT TRUST**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**12. RESERVES**

	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Totals £</b>
At 1 April 2020	343,845	9,424	353,269
Surplus for the year	<u>223,659</u>	<u>60,196</u>	<u>283,855</u>
At 31 March 2021	<u>567,504</u>	<u>69,620</u>	<u>637,124</u>

The restricted fund comprises the unexpended balances of donations and grants held on trust for specific purposes.

<b>Restricted Funds Movement 2021</b>	<b>Balance b/fwd £</b>	<b>Income £</b>	<b>Expense £</b>	<b>Balance c/fwd £</b>
Alan Boswell	4,320	-	(1,738)	2,582
ASDA Foundation	42	-	(17)	25
Broadland Meridian	-	5,000	(3,499)	1,501
Charles Littlewood Hill Trust	199	-	(80)	119
Healthy Norwich	513	-	(206)	307
Ministry of Justice	-	158,760	(105,960)	52,800
NHS Norfolk and Waveney CCG	-	80,000	(80,000)	-
Norfolk Community Foundation	1,000	10,200	(10,496)	704
Norfolk Police and Crime Commissioner	-	9,600	(969)	8,631
RC Snelling Charitable Trust	456	-	(183)	273
Surviving Together	894	-	(360)	534
The National Lottery Community Fund	-	65,000	(64,000)	1,000
Virgin Money	2,000	-	(856)	1,144
	<u>9,424</u>	<u>328,560</u>	<u>(268,364)</u>	<u>69,620</u>

**Restricted Funds Movement 2020**

Alan Boswell	-	4,320	-	4,320
ASDA Foundation	139	-	(97)	42
Charles Littlewood Hill Trust	653	-	(454)	199
Healthy Norwich	1,682	-	(1,169)	513
Ministry of Justice	-	105,840	(105,840)	-
Norfolk Community Foundation	1,820	1,000	(1,820)	1,000
RC Snelling Charitable Trust	1,496	-	(1,040)	456
Surviving Together	2,934	-	(2,040)	894
Virgin Money	-	2,000	-	2,000
	<u>8,724</u>	<u>113,160</u>	<u>(112,460)</u>	<u>9,424</u>

# SUE LAMBERT TRUST

## Notes to the Financial Statements - continued for the year ended 31 March 2021

Restricted Fund	Description, nature and purpose of the fund
Alan Boswell	Money received in 2020 for support groups.
ASDA Foundation	Money received in 2018 for support groups.
Broadland Meridian	Money received in 2021 for EMDR therapy.
Charles Littlewood Hill Trust	Money received in 2018 for support groups.
Healthy Norwich	Money received in 2018 for support groups.
Ministry of Justice	Money received in 2020 to support the provision of charitable activities.
Norfolk Community Foundation	Money received in 2020 to support the charity during the global pandemic.
Norfolk Police and Crime Commissioner	Money received in 2021 for a new CRM system.
RC Snelling Charitable Trust	Money received in 2018 for support groups.
Surviving Together	Money received in 2018 for support groups.
The National Lottery Community Fund	Money received in 2021 for support groups.
Virgin Money	Money received in 2020 for improvement to Music House Lane Courtyard.

	Balance b/fwd £	Income £	Expense £	Transfers £	Balance c/fwd £
<b>Unrestricted Funds Movement 2021</b>					
General fund	343,845	450,260	(226,601)	(160,000)	407,504
Designated funds:					
- Client services fund	-	-	-	85,000	85,000
- Financial sustainability fund	-	-	-	40,000	40,000
- Property fund	-	-	-	35,000	35,000
:	<u>343,845</u>	<u>450,260</u>	<u>(226,601)</u>	<u>-</u>	<u>567,504</u>

During the year the Trustees agreed to create three designated funds for the following purposes:

Client services fund:	To set aside funds for increasing capacity and developing new client services
Financial sustainability fund:	To set aside funds for securing future financial
Property fund:	To set aside funds for premises expenditure

Transfers between unrestricted funds and these designated funds were made during the year as detailed above and the balances will be reviewed each year.

# SUE LAMBERT TRUST

## Notes to the Financial Statements - continued for the year ended 31 March 2021

	Fixed Assets £	Net Current Assets £	Total 2021 £	Total 2020 £
<b>Restricted Income Funds</b>				
Alan Boswell	-	2,582	2,582	4,320
ASDA Foundation	-	25	25	42
Broadland Meridian	-	1,501	1,501	-
Charles Littlewood Hill Trust	-	119	119	199
Healthy Norwich	-	307	307	513
Ministry of Justice	-	52,800	52,800	-
Norfolk Community Foundation	-	704	704	1,000
Norfolk Police and Crime Commissioner	-	8,631	8,631	-
RC Snelling Charitable Trust	-	273	273	456
Surviving Together	-	534	534	894
The National Lottery Community Fund	-	1,000	1,000	-
Virgin Money	-	1,144	1,144	2,000
<b>Unrestricted Income Funds</b>				
General Fund	118,779	288,725	407,504	343,845
Designated Funds	-	160,000	160,000	-
	<u>118,779</u>	<u>518,345</u>	<u>637,124</u>	<u>353,269</u>

### 13. RELATED PARTIES

The charity trustees were not paid or received any other benefits from employment with the Trust in the year (2020: £nil). No charity trustee were reimbursed for their travel expenses during the year (2020: one trustee, £470). No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

There were no other transactions with related parties during the period nor outstanding balances as at 31 March 2021 (2020: £nil).

### 14. COMPANY STATUS

The charitable company is limited by guarantee and does not have share capital.