

Trustees' Report and Unaudited Financial Statements
for the year ended 31 March 2022
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 2022**

| | |
|---------------------------------------|------------------------------------------------------------------------------------------|
| TRUSTEE MEMBERS: | Mr B S Higham (Chair) Mr D B Vail Ms M Carson Ms T Florence Ms C Stevens |
| CHIEF EXECUTIVE OFFICER: | Mr D C Evans |
| REGISTERED OFFICE: | St Julians Hall 6 Music House Lane Norwich NR1 1QL |
| REGISTERED CHARITY NUMBER: | 06217814 (England and Wales) |
| INDEPENDENT EXAMINER: | Hines Harvey Woods Ltd Queens Head House The Street Acle Norwich NR13 3DY |

SUE LAMBERT TRUST

Trustees' Report for the year ended 31 March 2022

The trustees submit their report along with the financial statements of the charity for the year ended 31 March 2022. 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 heal and recover from the trauma of sexual and domestic abuse with access to the right help. Our vision for the future is to be part of a society where anyone who needs support can easily and promptly access professional, compassionate and personalised therapy 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 greater resilience following this trauma.

Our clients

Anyone aged 11 or over can self refer to Sue Lambert Trust. The people we support range from young teenagers to those in later-life, people who may have suffered abuse decades ago and have lived with their trauma ever since. All our clients have 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 to us 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.

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 up resilience and a sense of safety, including financial security; developing skills for daily living, including making healthy choices; all building confidence and independence that they can go on to live a happy, fulfilling life in the future and be no longer dependent on our support.

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

Sue Lambert Trust is the main charity in Norfolk which provides support and therapeutic counselling for people who have experienced sexual violence or abuse, or domestic abuse. We are a well-established and highly respected charity and have been providing our services to people in Norfolk for more than 40 years.

SUE LAMBERT TRUST

Trustees' Report - continued for the year ended 31 March 2022

We provide an authoritative voice in the field of managing and coping with the trauma caused by sexual violence, sexual abuse and domestic abuse. We are committed to using our platform and sharing our experience, expertise, knowledge and skills, to raise greater awareness of the impact trauma related to sexual and domestic abuse causes. It is only by using our voice, talking openly, creating, better understanding and addressing the very real issues relating to sexual abuse, sexual violence and domestic violence that we can help to encourage a society that actively works to prevent abuse from occurring in the first place and looks to protect those at risk.

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.

Strand 5: Our people

Without our staff and volunteers Sue Lambert Trust would be nothing. We are committed to ensuring that all our people 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 - is one of our core priorities and differences. This is in contrast to many service providers for our client group who limit counselling to 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. We also ensure that other means of support are in place for people while they wait for their counselling to begin, delivered through our groundwork and stabilisation services.

2. Achievements and performance

As the restrictions around the pandemic lifted, we were able to maintain our capacity to support 553 individuals through 7,682 counselling sessions, 720 practical and emotional support within our Groundwork service and through our fortnightly men and women's support groups.

Without the commitment and dedication of our staff and 63 volunteer counsellors throughout the year we would not have been able to ensure that our clients continued to receive the support that they so deserve. Our capacity had increased to 317 individual therapy session per week at certain times during the year, compared to 193 in the previous years.

Direct support

Recovery, groundwork and stabilisation

During the year, 193 people accessed practical support via Sue Lambert Trust to develop their sense of safety and security through access to housing support, financial stability and to health appointments along with many other issues.

Healing and therapy

With the increased capacity created by partially funded counselling sessions, along with the organisation embracing remote support (delivering counselling via video calls for some clients), we were able to provide therapeutic counselling to 553 people through 7,682 individual sessions.

At the end of their 12 months, 83% of our clients reported a significant improvement in their mental health and wellbeing (CORE Analysis).

Clients also reported the following outcomes gained in their therapy:

- 97% reported that the therapy helped with their emotional wellbeing
- 87% reported that the support improved their coping mechanisms
- 89% reported that the support helped with their self esteem
- 68% reported that the support helped with their day-to-day living (8% recorded not relevant)
- 84% reported that the support reduced their suicidal thoughts
- 84% reported that the support helped with their relationships (3% recorded not relevant)

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Trustees' Report - continued for the year ended 31 March 2022

Building resilience:

We continued with our twice monthly women's and men's groups online throughout the year with 63 individuals regularly attending. During the year our first partnership with Musical Keys came to an end. This programme provided a space where clients were invited to explore feelings creatively.

'It has been a pleasure to come to the sessions and I have personally gained a lot from it in many ways. Meeting new people along the way and being able to express feeling through our work has been very powerful'

Client, Musical Keys Creative Programme

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 (39 clients responded, a response rate of 7%) that they either strongly agreed or agreed with the following statements:

- 100% Felt listened to (89% Strongly agree and 11% Agree)
- 100% Considered Sue Lambert Trust as a professional organisation (95% strongly agree and 5% agree)
- 100% Considered Sue Lambert Trust as a caring organisation (92% strongly agree and 8% agree)
- 100% Felt that all the support was useful (92% strongly agree and 8% agree)
- 100% Would use the services again if needed (92% strongly agree and 8% agree)

In addition, we are committed to developing more interim services for people while they wait for therapy to begin, under our Groundwork Phase 1 programme(s). During the year we were able to consolidate the support offered prior to accessing counselling with providing Practical Groundwork. This has helped clients to address housing, financial, health challenges along with access to our Emotional Groundwork service where clients were supported to develop tools to help them personally manage the symptoms of trauma. This enabled our clients to develop a sense of safety and feel ready, stable and in the right place to move forward and begin therapy.

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 look for new ways to 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 recruit new counsellors and provide a comprehensive induction programme, prior to them starting work with our clients. We delivered one course during 2021/22 introducing 18 new counsellors to the Sue Lambert Trust.

Throughout 2021/22 we raised the profile of the work of Sue Lambert Trust through proactive PR and communications activities, sharing our expertise via media interviews and building up our following and engagement with people on social media.

To the end of March 2022, Sue Lambert Trust received 27 pieces of (known) media coverage – in print, online and on the radio (including editorial features, interviews, news stories and requests for comment.) Our combined social media following across all channels (Instagram, Twitter, LinkedIn and Facebook) grew from 764 to a community of 1,856. Ensuring an ongoing, proactive communications programme with the press and on social media ensures Sue Lambert Trust is seen and positioned as the specialists in Norfolk on issues relating to trauma and sexual abuse.

Our people

As at end March 2022 Sue Lambert Trust employed 12.49 staff (FTE) compared with 10.1 staff (FTE), in the previous year.

Our volunteers are the lifeblood of our organisation, and we rely on them to provide services to our clients: without them, we couldn't support the people who need us most. We invest in our volunteers and support them.

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Trustees' Report - continued for the year ended 31 March 2022

As stated above, all volunteers must complete our induction course prior to starting work with clients. This applies equally to qualified counsellors, counsellor trainees and support workers. During 2021-22 we delivered one foundation course from which we recruited 6 new volunteer counsellors. As at the end of March 2022 we had a total of 57 volunteer counsellors (68 at the end of March 2021).

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

- Hearing Voices
- Sex Addiction
- LGBTQ+ Awareness
- Race, Culture and Me
- Mental Health First Aid (for non-clinical staff)
- Working with Angry Clients
- Autism
- Safeguarding

All volunteers and relevant staff receive regular clinical supervision sessions. 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. We also organise and host self-care and wellbeing activities.

Managing the rise in demand

During 2021/22 460 people requested our support with only 252 therapy slots becoming available. In order to maintain our capacity, we continued with the following programmes

3+ Programme – Sue Lambert Trust offers payments to any volunteer counsellors who complete above three voluntary sessions per week.

Diverse modes of service delivery – we have continued to offer sessions face to face, and also online or by telephone which has broadened our opportunities to work across Norfolk

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.

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 the National Lottery. We were also successful in raising significant core funding from charitable trusts including the Tudor Trust, Henry Smith Charity along with local trusts including Ellerdale, John Jarrold Trust and Mrs Smith and Mount Trust. We also received the assets of the Norwich Community Workshop which included the building we operate from in Norwich (6 Music House Lane) and the residual funds which have been restricted for the maintenance of the building.

In year results

During the period, the charity raised £1,165,185, which includes the donation of a freehold property valued at £225,000. 35% of income came from the Norfolk Police and Crime Commissioner and the Ministry of Justice compared to 45% (of £778,820) in 2021. Revenue expenditure incurred was £707,886 with 55% of expenses being salaries. The net funds movement in the year (£457,299 increase) is made up of a £490,496 unrestricted funds increase and a £33,197 restricted funds decrease.

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.

SUE LAMBERT TRUST

Trustees' Report - continued for the year ended 31 March 2022

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 allow a phased withdrawal of services, any severance payments due to staff should the need arise, our Great Yarmouth lease liability until the break clause in 2027 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 free reserves target at the year-end was £434,134 (made up of 6 months expenditure (£353,943), severance payments (£10,000), lease liability (£55,200) and 3 years maintenance and repairs (£15,000)) and excludes any restricted funding, designated funding, and fixed assets.

At the end of the year free reserves totalled £385,907 and represents 93% 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 2021 to the date of this report.

Mr B S Higham (Chair)
Mr D B Vail

Other changes in trustees holding office are as follows:

Ms T Florence (Appointed Dec 2021)
Ms T Hicks (Appointed Dec 2021 & Resigned Sept 2022)
Ms M Carson (Appointed Dec 2021)
Ms C Stevens (Appointed Dec 2022)
Mr A P Breen (Resigned Dec 2021)
Ms J Horsley (Resigned Mar 2022)
Mr N Goodwin (Resigned Jul 2022)
Mrs J A Howe (Resigned Nov 2022)

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

SUE LAMBERT TRUST

Trustees' Report - continued for the year ended 31 March 2022

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:

Benedict Higham

31 March 2023

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 2022 which are set out on pages 9 to 18.

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. An independent examination has taken place instead of an audit (under Regulation 31(f)). Dispensation from the requirement of an audit was granted by the Charities on 1 March 2023, for the year ended 31 March 2022 only, under Regulation 34(3)(b) of the Charities (Accounts and Reports) Regulations 2008. 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

31 March 2023

SUE LAMBERT TRUST
Statement of Financial Activities
(incorporating an Income and Expenditure account)
for the year ended 31 March 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2022 £ | Total 2021 £ |
|--------------------------------------|--------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | |
| Donations and legacies | 5 | 283,924 | - | 283,924 | 25,117 |
| Income from charitable activities | 6 | 290,000 | 591,068 | 881,068 | 753,692 |
| Investment income | | 193 | - | 193 | 11 |
| Total income | | 574,117 | 591,068 | 1,165,185 | 778,820 |
| Expenditure | | | | | |
| Expenditure on charitable activities | 7 | 83,621 | 624,265 | 707,886 | 494,965 |
| Total Expenditure | | 83,621 | 624,265 | 707,886 | 494,965 |
| Net movement in funds | | 490,496 | (33,197) | 457,299 | 283,855 |
| Fund balance at 1 April 2021 | | 567,504 | 69,620 | 637,124 | 353,269 |
| Fund balance at 31 March 2022 | 13 | 1,058,000 | 36,423 | 1,094,423 | 637,124 |

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

All income and expenditure relate to continuing activities.

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**Balance Sheet
31 March 2022**

| | Notes | £ 2022 | £ 2021 | £ |
|----------------------------------------------|-------|------------------|----------------|---|
| FIXED ASSETS | | | | |
| Intangible assets | 8 | 7,020 | - | |
| Tangible assets | 9 | <u>345,073</u> | <u>118,779</u> | |
| | | 352,093 | 118,779 | |
| CURRENT ASSETS | | | | |
| Debtors | 10 | 211,098 | 130,892 | |
| Cash at bank and in hand | | <u>614,261</u> | <u>418,658</u> | |
| | | 825,359 | 549,550 | |
| CREDITORS | | | | |
| Amounts falling due within one year | 11 | <u>83,029</u> | <u>31,205</u> | |
| NET CURRENT ASSETS | | <u>742,330</u> | <u>518,345</u> | |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>1,094,423</u> | <u>637,124</u> | |
| RESERVES | | | | |
| Restricted Fund | 13 | 36,423 | 69,620 | |
| Unrestricted Fund | 13 | <u>1,058,000</u> | <u>567,504</u> | |
| | | <u>1,094,423</u> | <u>637,124</u> | |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 31 March 2023 and were signed on its behalf by:

Benedict Higham

The notes form part of these financial statements

SUE LAMBERT TRUST

Notes to the Financial Statements for the year ended 31 March 2022

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, 5% straight line |
| Website | - 20% straight line |

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 2022

3. EMPLOYEE COSTS

| | 2022 £ | 2021 £ |
|---------------------------------------------------------------|-----------|-----------|
| Salaries | 362,365 | 301,650 |
| Social security costs | 22,211 | 16,375 |
| Employer contribution to defined contribution pension schemes | 7,032 | 5,580 |
| Termination payments | - | - |

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 £149,272 (2021: £132,043). No employees had employee benefits in excess of £60,000 (2021: No employees).

| | Number | Number |
|----------------------------------------------|--------|--------|
| Average number of employees during the year: | 18 | 18 |

4. NET INCOME / (EXPENDITURE) FOR THE YEAR

| | 2022 £ | 2021 £ |
|---------------------------------------|-----------|-----------|
| This is stated after charging: | | |
| Depreciation of fixed assets | 22,294 | 20,106 |
| Independent examiner's fee | 2,365 | 2,226 |
| Operating lease costs | 13,326 | 14,700 |

| | Unrestricted funds £ | Restricted funds £ | Total 2022 £ | Total 2021 £ |
|----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| 5. DONATIONS AND LEGACIES | | | | |
| Donations | 21,945 | - | 21,945 | 14,667 |
| Legacies | 35,205 | - | 35,205 | - |
| Other Trusts | 226,750 | - | 226,750 | 1,500 |
| Government Grants | 24 | - | 24 | 8,950 |
| | <u>283,924</u> | <u>-</u> | <u>283,924</u> | <u>25,117</u> |

Income from donations and legacies in 2021 totalled £25,117 of which £25,117 was unrestricted and £nil was restricted.

6. INCOME FROM CHARITABLE ACTIVITIES

| | | | | |
|---------------------------------------|----------------|----------------|----------------|----------------|
| Anne French Memorial Trust | - | - | - | 2,000 |
| Broadland Meridian | - | - | - | 5,000 |
| Bromley Trust | - | - | - | 10,000 |
| Community Workshop Trustees | - | 34,808 | 34,808 | - |
| Ellerdale | 3,000 | - | 3,000 | 3,000 |
| Henry Smith | 50,000 | - | 50,000 | 13,333 |
| Lloyds TSB | - | - | - | 25,000 |
| MOJ Rape Support Fund | - | 225,661 | 225,661 | 158,760 |
| Mrs Smith and Mount Trust | - | 3,000 | 3,000 | - |
| NHS Norfolk and Wavney CCG | 200,000 | - | 200,000 | 80,000 |
| Norfolk Community Foundation | - | - | - | 10,200 |
| Norfolk Police and Crime Commissioner | - | 180,000 | 180,000 | 189,600 |
| Norwich City Council | 7,000 | - | 7,000 | 7,000 |
| Paul Bassham Fund | - | - | - | 2,000 |
| Rotary Club | - | - | - | 3,200 |
| The National Lottery Community Fund | - | 147,599 | 147,599 | 212,599 |
| Tudor Trust | 30,000 | - | 30,000 | 32,000 |
| | <u>290,000</u> | <u>591,068</u> | <u>881,068</u> | <u>753,692</u> |

Income from charitable activities in 2021 totalled £753,692 of which £425,132 was unrestricted and £328,560 was restricted.

SUE LAMBERT TRUST

Notes to the Financial Statements - continued for the year ended 31 March 2022

| 7. EXPENDITURE ON CHARITABLE ACTIVITIES | Unrestricted funds £ | Restricted funds £ | Total 2022 £ | Total 2021 £ |
|------------------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Specific Expenditure on Charitable Activities | | | | |
| Salaries | 21,794 | 278,006 | 299,800 | 241,350 |
| Supervision | 1,740 | 30,956 | 32,696 | 29,464 |
| Freelance Services | - | 86,826 | 86,826 | 42,119 |
| Telephone | 550 | 6,743 | 7,293 | 5,463 |
| Stationery Postage Printing | 1,432 | 2,075 | 3,507 | 3,144 |
| Travel and Subsistence | 1,512 | 18,750 | 20,262 | 6,844 |
| Light and Heat | 18,829 | 8,729 | 27,558 | 3,324 |
| Room Hire | 116 | 833 | 949 | 120 |
| Rent | 71 | 9,821 | 9,892 | 14,701 |
| Rates | 209 | 1,883 | 2,092 | 2,434 |
| Training | 899 | 6,414 | 7,313 | 6,723 |
| Recruitment | 872 | 9,282 | 10,154 | 929 |
| Information Materials | 266 | 196 | 462 | 639 |
| Client Access Fund | - | 640 | 640 | 100 |
| Depreciation of Improvements to Property | 17,662 | - | 17,662 | 17,158 |
| Depreciation of Office Furniture | 560 | - | 560 | 525 |
| Depreciation of Computer Equipment | 4,072 | - | 4,072 | 2,423 |
| | <u>70,584</u> | <u>461,154</u> | <u>531,738</u> | <u>377,460</u> |

In 2021 the expenditure on specific charitable activities was £377,460 of which £167,371 was expenditure from unrestricted funds and £210,089 was expenditure from restricted funds.

Support Costs

| | | | | |
|--------------------------------|---------------|----------------|----------------|----------------|
| Salaries | 6,787 | 85,021 | 91,808 | 81,282 |
| Insurance | 376 | 4,935 | 5,311 | 3,430 |
| IT Consumables and Maintenance | - | 3,434 | 3,434 | 3,682 |
| Marketing and Communications | 3,128 | 22,464 | 25,592 | - |
| Repairs and Maintenance | 155 | 4,139 | 4,294 | 4,258 |
| Subscriptions | 644 | 6,096 | 6,740 | 3,158 |
| Cleaning | 416 | 5,575 | 5,991 | 5,765 |
| Waste Collection | - | 1,543 | 1,543 | 1,089 |
| Sundry expenses | 220 | 3,822 | 4,042 | 2,653 |
| Accountancy | 165 | 2,200 | 2,365 | 2,226 |
| Payroll | 232 | 1,658 | 1,890 | 1,806 |
| Professional Fees | 47 | 13,414 | 13,461 | 7,959 |
| Bookkeeping | 843 | 8,639 | 9,482 | - |
| Bank Charges | - | - | - | 1 |
| Website | 24 | 171 | 195 | 196 |
| | <u>13,037</u> | <u>163,111</u> | <u>176,148</u> | <u>117,505</u> |
| | <u>83,621</u> | <u>624,265</u> | <u>707,886</u> | <u>494,965</u> |

In 2021 the expenditure on support costs was £117,505 of which £59,230 was expenditure from unrestricted funds and £58,275 was expenditure from restricted funds.

In 2022 the trustees calculated that 23.4% (2021 – 25.2%) 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 2022**

8. INTANGIBLE FIXED ASSETS

| | Website £ |
|-----------------------|----------------------|
| COST | |
| At 1 April 2021 | - |
| Additions | <u>7,020</u> |
| At 31 March 2022 | <u>7,020</u> |
| AMORTISATION | |
| At 1 April 2021 | - |
| Charge for year | <u>-</u> |
| At 31 March 2022 | <u>-</u> |
| NET BOOK VALUE | |
| At 31 March 2022 | <u>7,020</u> |

9. TANGIBLE FIXED ASSETS

| | Freehold Property £ | Improvements to Property £ | Office Furniture £ | Computer Equipment £ | Totals £ |
|-----------------------|------------------------------------|-------------------------------------------|-----------------------------------|-------------------------------------|---------------------|
| COST | | | | | |
| At 1 April 2021 | - | 186,389 | 5,196 | 17,598 | 209,183 |
| Additions | <u>225,000</u> | <u>-</u> | <u>-</u> | <u>23,588</u> | <u>248,588</u> |
| At 31 March 2022 | <u>225,000</u> | <u>186,389</u> | <u>5,196</u> | <u>41,186</u> | <u>407,771</u> |
| DEPRECIATION | | | | | |
| At 1 April 2021 | - | 75,129 | 4,304 | 10,971 | 90,404 |
| Charge for year | <u>-</u> | <u>17,662</u> | <u>560</u> | <u>4,072</u> | <u>22,294</u> |
| At 31 March 2022 | <u>-</u> | <u>92,791</u> | <u>4,864</u> | <u>15,043</u> | <u>112,698</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2022 | <u>225,000</u> | <u>93,598</u> | <u>332</u> | <u>26,143</u> | <u>345,073</u> |
| At 31 March 2021 | <u>-</u> | <u>111,260</u> | <u>892</u> | <u>6,627</u> | <u>118,779</u> |

SUE LAMBERT TRUST

**Notes to the Financial Statements - continued
for the year ended 31 March 2022**

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|---------------|-----------------------|-----------------------|
| | £ | £ |
| Trade debtors | 200,000 | 125,000 |
| Other debtors | <u>11,098</u> | <u>5,892</u> |
| | <u><u>211,098</u></u> | <u><u>130,892</u></u> |

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|-----------------|----------------------|----------------------|
| | £ | £ |
| Trade creditors | 54,778 | 18,033 |
| Other creditors | <u>28,251</u> | <u>13,172</u> |
| | <u><u>83,029</u></u> | <u><u>31,205</u></u> |

12. OPERATING LEASE COMMITMENTS

At 31 March 2022 the charity had future minimum lease payments under non-cancellable operating leases as follows:

| | 2022 | 2021 |
|-------------------------|--------------|---------------|
| | £ | £ |
| Within 1 year | 8,000 | 11,892 |
| Between 2 and 5 years | 32,000 | 38,400 |
| In more than five years | <u>6,000</u> | <u>16,800</u> |

SUE LAMBERT TRUST

Notes to the Financial Statements - continued for the year ended 31 March 2022

13. RESERVES

| | Unrestricted Fund £ | Restricted Fund £ | Totals £ |
|----------------------|---------------------------|-------------------------|-------------|
| At 1 April 2021 | 567,504 | 69,620 | 637,124 |
| Surplus for the year | 490,496 | (33,197) | 457,299 |
| At 31 March 2022 | 1,058,000 | 36,423 | 1,094,423 |

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

| Restricted Funds Movement 2022 | Balance b/fwd £ | Income £ | Expense £ | Balance c/fwd £ |
|---------------------------------------|-----------------------|-------------|--------------|-----------------------|
| Alan Boswell | 2,582 | - | (2,582) | - |
| ASDA Foundation | 25 | - | (25) | - |
| Broadland Meridian | 1,501 | - | (1,501) | - |
| Charles Littlewood Hill Trust | 119 | - | (119) | - |
| Community Workshop Trustees | - | 34,808 | (7,806) | 27,002 |
| Healthy Norwich | 307 | - | (307) | - |
| Ministry of Justice | 52,800 | 225,661 | (278,461) | - |
| Mrs Smith and Mount Trust | - | 3,000 | (3,000) | - |
| Norfolk Community Foundation | 704 | - | (704) | - |
| Norfolk Police and Crime Commissioner | 8,631 | 180,000 | (180,000) | 8,631 |
| RC Snelling Charitable Trust | 273 | - | (273) | - |
| Surviving Together | 534 | - | (534) | - |
| The National Lottery Community Fund | 1,000 | 147,599 | (148,599) | - |
| Virgin Money | 1,144 | - | (354) | 790 |
| | 69,620 | 591,068 | (624,265) | 36,423 |

Restricted Funds Movement 2021

| | | | | |
|---------------------------------------|-------|---------|-----------|--------|
| 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 |
| | 9,424 | 328,560 | (268,364) | 69,620 |

SUE LAMBERT TRUST

Notes to the Financial Statements - continued for the year ended 31 March 2022

| 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. |
| Community Workshop Trustees | Money received in 2022 for maintenance of Music House Lane and professional fees relating to property and fund transfer. |
| Healthy Norwich | Money received in 2018 for support groups. |
| Ministry of Justice | Money received in 2021 and 2022 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 and received in 2022 for charitable activities in Norwich, Broadlands and South Norfolk. |
| Mrs Smith and Mount Trust | Money received in 2022 for groundwork phase costs. |
| 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 2022 for provision of charitable activities at Great Yarmouth. |
| Virgin Money | Money received in 2020 for improvement to Music House Lane Courtyard. |

| | Balance b/fwd £ | Income £ | Expense £ | Transfers £ | Balance c/fwd £ |
|-----------------------------------------|-----------------------|----------------|-----------------|----------------|-----------------------|
| Unrestricted Funds Movement 2022 | | | | | |
| General fund | 407,504 | 574,117 | (83,621) | (160,000) | 738,000 |
| † Designated funds: | | | | | |
| - Client services fund | 85,000 | - | - | 85,000 | 170,000 |
| - Financial sustainability fund | 40,000 | - | - | 40,000 | 80,000 |
| - Property fund | 35,000 | - | - | 35,000 | 70,000 |
| | <u>567,504</u> | <u>574,117</u> | <u>(83,621)</u> | <u>-</u> | <u>1,058,000</u> |

The free reserves balance carried forward is £385,907 (2021: £288,725). This is made up of the reserves above of £1,058,000 (2021: £567,504) less designated funds of £320,000 (2021: £160,000) less fixed assets of £352,093 (2021: £118,779)

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 sustainability |
| 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 2022

| | Fixed Assets £ | Net Current Assets £ | Total 2022 £ | Total 2021 £ |
|---------------------------------------|----------------------|----------------------------|--------------------|--------------------|
| Restricted Income Funds | | | | |
| Alan Boswell | - | - | - | 2,582 |
| ASDA Foundation | - | - | - | 25 |
| Broadland Meridian | - | - | - | 1,501 |
| Charles Littlewood Hill Trust | - | - | - | 119 |
| Community Workshop Trustees | - | - | 27,002 | - |
| Healthy Norwich | - | - | - | 307 |
| Ministry of Justice | - | - | - | 52,800 |
| Norfolk Community Foundation | - | - | - | 704 |
| Norfolk Police and Crime Commissioner | - | - | 8,631 | 8,631 |
| RC Snelling Charitable Trust | - | - | - | 273 |
| Surviving Together | - | - | - | 534 |
| The National Lottery Community Fund | - | - | - | 1,000 |
| Virgin Money | - | - | 790 | 1,144 |
| Unrestricted Income Funds | | | | |
| General Fund | 352,093 | 385,907 | 738,000 | 407,504 |
| Designated Funds | - | 320,000 | 320,000 | 160,000 |
| | <u>352,093</u> | <u>705,907</u> | <u>1,094,423</u> | <u>637,124</u> |

14. RELATED PARTIES

The charity trustees were not paid or received any other benefits from employment with the Trust in the year (2021: £nil). No charity trustee were reimbursed for their travel expenses during the year (2021: no trustees). No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

There were no other transactions with related parties during the period nor outstanding balances as at 31 March 2022 (2021: £nil).

15. COMPANY STATUS

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