

**SUE LAMBERT TRUST**  
**(A Company Limited by Guarantee)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

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## SUE LAMBERT TRUST

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2023

<b>Trustees</b>	Mr B S Higham (Chair) Mr D B Vail Ms T Florence Ms M Carson Mr N J Horsley-Heather (appointed 10 July 2023) Ms C Stevens (appointed 6 December 2022) Mrs J A Howe (Chair) (resigned 5 December 2022) Mr N Goodwin (resigned 4 July 2022) Ms T Hicks (resigned 26 September 2022)
<b>Chief Executive Officer</b>	Mr D C Evans
<b>Company registered number</b>	06217814
<b>Charity registered number</b>	1120957
<b>Registered office</b>	St Julians Hall 6 Music House Lane Norwich NR1 1QL
<b>Independent examiner</b>	Price Bailey LLP Chartered Accountants Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich Norfolk NR7 0HR

# **SUE LAMBERT TRUST**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees submit their report along with the financial statements of the charity for the year ending 31 March 2023. 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).

### **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, with access to the right professional therapeutic help, everyone has the potential to heal and rebuild their lives following the trauma of sexual abuse. Our vision for the future is to be part of a society where anyone who needs our 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 abuse or violence at some point in their lives: helping them to heal and build greater resilience following this trauma.

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

### **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 every day with their trauma ever since. All our clients have experienced, or are experiencing, trauma in response to sexual abuse or sexual violence.

### **Our background**

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.

### **2022/23 - the year in review:**

During 2022/23 our focus was to embed our three phased approach within our service offering and to grow our capacity to ensure we provide the best therapeutic services that all our clients deserve.

This was met with some challenges, in particular with regards to recruitment and a lack of availability of the required skills to fulfil some roles. Some key roles remained vacant for a significant amount of time during the year including the Head of Counselling. This inhibited our ability to progress initiatives and developments at the desired pace. However, we are extremely grateful to Leigh Doran who supported the organisation on a temporary basis as the Head of Counselling whilst we continued our search for the right person.

**TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2023**

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

Our services are organised around a trauma-aware, professional and non-directive, person-centred approach that provides a coherent journey for our clients. This involves:

***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.

195 clients accessed the service during the year and were given support with debt, finances, benefits, housing, advocacy and emotional stabilisation.

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

488 people accessed our support through our counselling service, providing up to 52 sessions to each person; a few clients with particularly profound needs required significantly more sessions. In total 7,363 counselling sessions were provided through our network of 43 counsellors.

***Building resilience and reintegration*** : 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 life, including making healthy choices. Through this work, we are building confidence and independence for our clients so that they can go on to live a happy, fulfilling life in the future and no longer have dependency on us for support.

During the year we were successful in securing two new grants to support the development of more groups and implement an outreach service. This funding allowed us to focus on setting up groups for people and communities that may not traditionally seek support from Sue Lambert Trust. One grant was from the Norfolk Police and Crime Commissioners Office, and another was five-year funding from the National Lottery supporting our work in Great Yarmouth. Two new Outreach and Group Co-Ordinator posts were supported through these funds – one in Norwich and one in Great Yarmouth.

**The impact of our work – client feedback**

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

86 clients responded to a request for outcome monitoring, and went on to report the following outcomes (13% response rate):

99% reported that our therapy helped with their emotional wellbeing.

89% reported that our support improved their coping mechanisms.

96% reported that our support helped with their self esteem.

89% reported that our support helped with their day-to-day living (1% recorded not relevant)

82% reported our support reduced their suicidal thoughts

76% reported that our support helped with their relationships (7% recorded not relevant)

**TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2023**

*"You have every right to feel safe, secure and to take back control. It's not easy to go through therapy, but it will, in the long run, help you to heal and move forwards. Sue Lambert Trust matched me with an incredible counsellor. They made me feel I had someone by my side, someone who would listen and believe me." Mia, client.*

**Strand 2: Clients' voices**

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

During the year a Service Development Group was set up as a way to capture clients' voices.

This group met up until August 2022. Due to staff changes it did not meet again during the year. The group is now being replaced with a client reference group that will provide guidance to all our services.

86 clients responded to a request for feedback after taking part in the Service Development Group, and reported the following (13% response rate):

99% agreed or strongly agreed that they felt listened to  
100% agreed or strongly agreed that Sue Lambert Trust is a professional organisation  
98% agreed or strongly agreed that Sue Lambert Trust is a caring organisation  
99% agreed or strongly agreed that all the support was useful  
97% agreed or strongly agreed that they would use our services again if needed

Looking inward, we also developed our internal organisational processes to systematically capture client outcomes and feedback. In support of this we implemented a new CRM system (Oasis) in March 2023 that would also help with information sharing, giving all staff and counsellors access to client information.

*"After feeling broken for so long, my wonderful counsellor helped me to understand that while my history couldn't be erased, and my past wouldn't vanish, the psychological wounds I'd been left with could be repaired. She was simply amazing." Donna-Louise, Client.*

**Strand 3: Experience and influence**

Sue Lambert Trust is the main charity in Norfolk which provides professional support and therapeutic counselling for people who have experienced sexual violence or 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.

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

## SUE LAMBERT TRUST

### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

We continue to develop our relationships with the local media, and between April 2022 and end of March 2023, Sue Lambert Trust received 39 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 1,846 to a community of 2,170. Ensuring an ongoing, proactive communications programme with the press and having regular engagement with people on social media ensures Sue Lambert Trust is seen and positioned as the specialists in Norfolk on issues relating to trauma and sexual abuse. We are regularly approached by the media for comment on breaking news stories relating to sexual violence and abuse. Our website had on average 1145 visits per month helping to drive engagement with our services and raise awareness of who we are and what we do.

One of the more memorable events of last year was meeting Sue Lambert's family who chose to run the Blickling Half Marathon in support of the organisation. They have continued their relationship into 2023 with further fundraising activities.

<https://folkfeatures.co.uk/running-in-memory-of-great-aunt-sue/>

#### **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.

We would like to thank the Norfolk Office of the Police and Crime Commissioner, the National Lottery, Henry Smith Charity, Norwich City Council, Ministry of Justice, NHS Norfolk and Waveney ICB, John Jarrold Trust, the Ellerdale Trust along with the many individuals that have supported the organisation throughout the year.

We continue to build on our individual and regular donations to diversify our income streams and avoid over reliance on one area of income.

During 2022/23 we reviewed our programme of remuneration of our counsellors. We have continued the remuneration of any sessions above three voluntary sessions per week with the change in the level of remuneration reflecting the experience of the counsellor.

#### **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.

As at the end of March 2023 Sue Lambert Trust employed 13.12 staff (FTE) compared with 12.49 staff (FTE), in the previous year. This excludes 1.8 positions (FTE) that remained vacant as at the end of March 2023.

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 2022-23 we delivered two foundation courses from which we recruited 15 new counsellors. As at the end of March 2023 we had a total of 43 counsellors (57 at the end of March 2022).

## SUE LAMBERT TRUST

### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

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

- Honour Based Abuse
- Pre-Trial Therapy
- LGBTQ+ Awareness
- Race Culture and Me
- Mental Health First Aid (for non-clinical staff)
- Trauma Theory and Practice
- Autism
- Safeguarding

All counsellors and relevant staff receive regular clinical supervision sessions, to help them maintain their focus on clients, and to support them in managing the pressures they experience because of their roles. We also organise and host regular self-care and wellbeing activities for our staff and counsellors. We held two sessions (Norwich and Great Yarmouth) in November 2022 where all staff and counsellors were invited to attend a day of well-being activities, creativity and development opportunities.

*"Sue Lambert Trust provides a brilliantly supportive environment for counsellors as well as clients. It has excellent induction training, to find out about our client group. We receive annual safeguarding training, which is vitally important, plus there is a continuous professional development program for counsellors and staff too." Bev, Counsellor.*

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

In order to maintain our capacity, we continued with the following programmes:

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

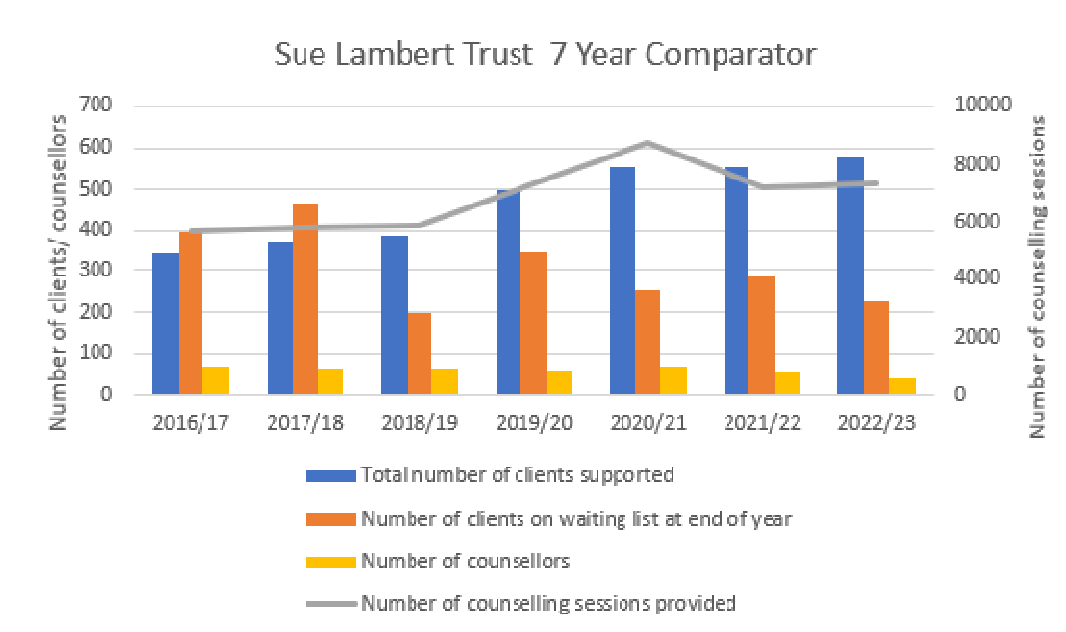
**Diverse modes of service delivery** – we have continued to offer sessions face to face, and online or by telephone. This has broadened our opportunities to work across Norfolk, reaching clients who cannot or prefer not to travel to Norwich or Great Yarmouth.

**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.



## SUE LAMBERT TRUST

### Trustees' Report (continued) for the year ended 31 March 2023



### Financial results

#### Funding received in 2022/23

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 ICB, Norwich City Council and the National Lottery. We were also successful in raising significant core funding from charitable trusts including the Henry Smith Charity along with local trusts including Ellerdale, and John Jarrold Trust.

#### In year results

During the period, the charity raised £645,606 (2022: £1,165,185) with 75% (2022: 35%) of income coming from the Norfolk Police and Crime Commissioner and the Ministry of Justice. Revenue expenditure incurred was £746,154 (2022: £707,886) with 60% (2022: 55%) of expenses being salaries. The £100,548 deficit was largely offset by unrestricted funding received in the previous year that partly related to services we provided in 2022/23.

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 allow a phased withdrawal of services and any severance payments due to staff should the need arise.

It is vital 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.

## **SUE LAMBERT TRUST**

### **Trustees' Report (continued) for the year ended 31 March 2023**

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 £395,818 and excludes any restricted funding, designated funding, or fixed assets.

At the end of year, our free reserves totalled £320,388 and represents 81% 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.

#### **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 and able to access our services. The Board of Trustees will seek to ensure that its make-up reflects the profile of the community it serves.

#### **Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### **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.

Mr B S Higham (Chair)  
Mr D B Vail  
Ms T Florence  
Ms M Carson

Other changes in Trustees holding office are as follows:

Mr N J Horsley-Heather (joined Jul 2023)  
Ms C Stevens (joined Dec 2022)  
Mrs J A Howe (Chair) (Resigned Dec 2022)  
Mr N Goodwin (Resigned Jul 2022)  
Ms T Hicks (Resigned Sept 2022)

## SUE LAMBERT TRUST

### Trustees' Report (continued) for the year ended 31 March 2023

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.

#### 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.

Risk Description	Managing Actions
Staff and volunteer shortages resulting in interruption of service	1. Staff and Counsellor wellbeing strategy developed. 2. Ongoing strategic recruitment plan. 3. Remuneration policy for counsellors. 4. Undertaking annual salary scales review. 5. Staff and counsellor surveys to inform actions for wellbeing.
Demand for service exceeds supply	1. Partnership with sister charities to develop capacity. 2. Wrap around services in place and contribute to effective and efficient therapy. 3. Utilise designated funds to provide additional services to clients and build capacity.
Loss of personal data and high risk/sensitive personal data	1. Data Protection, GDPR and Confidentiality as core training for all. 2. Secure CRM implementation across the organisation.
Government funding cuts	1. Increase and develop additional income streams. 2. Obtain longer term contracts where possible. 3. Aim to limit grant sizes to 33% of forecast income.

**SUE LAMBERT TRUST**

**Trustees' Report (continued)  
for the year ended 31 March 2023**

**Independent examiner**

Price Bailey LLP have expressed their willingness to act as examiners and a resolution for their appointment was passed in our April 2023 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:**

*B S Higham*

.....  
Benedict S Higham (Dec 6, 2023,  
Benedict Higham

06 Dec 2023  
Date.....2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 13 to 28.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants of England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Suzanne Goldsmith FCA**

**Price Bailey LLP**  
**Chartered Accountants**  
Anglia House, 6 Central Avenue  
St Andrews Business Park  
Thorpe St Andrew  
Norwich  
NR7 0HR

Date: 13 December 2023

# SUE LAMBERT TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Income:</b>					
<i>Donations and legacies</i>	2	19,955	-	19,955	283,924
<i>Income from charitable activities</i>	3	64,200	555,840	620,040	881,068
<i>Investment income</i>	4	5,611	-	5,611	193
<b>Total income</b>		<b>89,766</b>	<b>555,840</b>	<b>645,606</b>	<b>1,165,185</b>
<b>Expenditure:</b>					
<i>Cost of raising funds</i>	5	21,592	13,212	34,804	25,945
<i>Expenditure on charitable activities</i>	6	169,020	542,330	711,350	681,941
<b>Total expenditure</b>		<b>190,612</b>	<b>555,542</b>	<b>746,154</b>	<b>707,886</b>
<b>Net (expenditure) / income for the year, being movement in funds</b>		<b>(100,846)</b>	<b>298</b>	<b>(100,548)</b>	<b>457,299</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		1,058,000	36,423	1,094,423	637,124
<b>Total funds carried forward</b>	14	<b>957,154</b>	<b>36,721</b>	<b>993,875</b>	<b>1,094,423</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 16 to 28 form part of these financial statements

# SUE LAMBERT TRUST

COMPANY NUMBER: 06217814

## BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	9	324,446	345,073
Intangible assets	10	5,850	7,020
		<u>330,296</u>	<u>352,093</u>
<b>Current assets</b>			
Debtors	11	21,858	211,098
Cash at bank and in hand		910,061	614,261
		<u>931,919</u>	<u>825,359</u>
<b>Liabilities</b>			
Creditors: amounts falling due within one year	12	<u>(268,340)</u>	<u>(83,029)</u>
<b>Net current assets</b>		663,579	742,330
<b>Total net assets</b>		<u>993,875</u>	<u>1,094,423</u>
<b>The funds of the charity:</b>			
Restricted funds	14	36,721	36,423
Unrestricted funds	14	957,154	1,058,000
<b>Total funds</b>		<u>993,875</u>	<u>1,094,423</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

Approved by the trustees on 06 Dec 2023 and signed and authorised for issue on their behalf by:

*B S Higham*  
**Benedict Higham**  
 Benedict S Higham (Dec 6, 2023,  
 Trustee

The notes on pages 16 to 28 form part of these financial statements

**SUE LAMBERT TRUST**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities:</b>		
Net (expenditure)/income for the year (as per the SOFA)	(100,548)	457,299
<u>Adjustments for:</u>		
Depreciation charges	30,487	22,294
Amortisation charges	1,170	-
Decrease/(Increase) in debtors	189,240	(80,206)
Increase in creditors	185,312	51,824
Interest received	(5,611)	(193)
<b>Net cash provided by operating activities</b>	<u>300,050</u>	<u>451,018</u>
<b>Cash flows from investing activities:</b>		
Purchase of property, plant and equipment	(9,860)	(248,588)
Purchase of intangible fixed assets	-	(7,020)
Interest received	5,611	193
<b>Net cash used in investing activities</b>	<u>(4,250)</u>	<u>(255,415)</u>
<b>Change in cash and cash equivalents in the reporting period</b>	<u>295,800</u>	<u>195,603</u>
Cash and cash equivalents at the beginning of the period	614,261	418,658
<b>Cash and cash equivalents at the end of the reporting period</b>	<u>910,061</u>	<u>614,261</u>
Cash in hand	910,061	614,261
<b>Total cash and cash equivalents at end of the period</b>	<u>910,061</u>	<u>614,261</u>



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**1 Accounting policies**

**General information**

The Charity is a company limited by guarantee and was incorporated in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The number of members in 2023 were 8 (2022: 5). The registered office is St Julians Hall, 6 Music House Lane, Norwich, NR1 1QL. The registered company number is 06217814 and the registered charity number is 1120957.

**1.1 Basis of preparation**

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.

**1.2 Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**1.3 Fund accounting**

Funds held by the charity are:

- Unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds which are unrestricted funds earmarked by the trustees for particular purposes.
- Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**1 Accounting policies (continued)**

**1.4 Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

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 investments are included when receivable.

Rental income is recognised in the period to which the rental property is provided to the tenants.

For legacies, entitlement is taken on a case by case basis at the earlier of the date when the Charity is aware that probate has been granted, and either:

- the estate has been finalised and estate accounts have been received by the charity; or
- when a distribution is received from the estate.

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis under the following headings:

Expenditure on charitable activities comprises of the costs incurred by the charity in the delivery of its activities and services for its beneficiaries, activities undertaken to further the purpose of the charity and their associated support costs.

**Allocation of support costs**

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities based on cost and employee time.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

# SUE LAMBERT TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### 1 Accounting policies (continued)

#### 1.6 Tangible fixed assets and depreciation

Assets which are intended to be of ongoing use to the Charity in carrying out its activities are capitalised as fixed assets. All purchased fixed assets are initially recorded at cost.

Assets donated for use by the charity are recognised as income when receivable and capitalised at their open market value.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight-line
Office furniture	- 33% straight-line
Computer equipment	- 33% straight-line
Improvements to property	over the period remaining on the lease or 12 years if the improvements relate to the freehold property.

#### 1.7 Intangible fixed assets and amortisation

Intangible assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortisation and any provision for impairment. Current amortisation rates are as follows:

Website	-20% straight-line
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#### 1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any discounts due. Accruing income is included at the best estimate of the amounts receivable at the balance sheet date.

#### 1.9 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 1.10 Creditors

Creditors 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 are normally recognised at their settlement amount after allowing for any discounts due.

#### 1.11 Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

#### 1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period of the lease.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**1 Accounting policies (continued)**

**1.13 Taxation**

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**1.14 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Fixed assets are recorded at depreciated historical cost.

**1.15 Critical accounting estimates**

There are no judgements or critical accounting estimates which have been used in the preparation of these financial statements.

# SUE LAMBERT TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### 2 Income from donation, grants and legacies

	Unrestricted 2023 £	Unrestricted 2022 £
Donations	19,955	21,945
Legacies	-	35,205
Other trusts	-	226,750
Government grants	-	24
Total	<u>19,955</u>	<u>283,924</u>

### 3 Income from charitable activities

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Community Workshop Trustees	-	-	-	-	34,808	34,808
Ellerdale	6,200	-	6,200	3,000	-	3,000
Henry Smith	50,000	-	50,000	50,000	-	50,000
John Jarrold Trust	1,000	-	1,000	-	-	-
MOJ Rape Support Fund	-	270,698	270,698	-	225,661	225,661
Mrs Smith and Mount Trust	-	-	-	-	3,000	3,000
NHS Norfolk and Wavney CCG	-	-	-	200,000	-	200,000
Norfolk Police and Crime Commissioner	-	213,642	213,642	-	180,000	180,000
Norwich City Council	7,000	-	7,000	7,000	-	7,000
The National Lottery Community Fund	-	71,500	71,500	-	147,599	147,599
Tudor Trust	-	-	-	30,000	-	30,000
	<u>64,200</u>	<u>555,840</u>	<u>620,040</u>	<u>290,000</u>	<u>591,068</u>	<u>881,068</u>

### 4 Investment income

	Unrestricted 2023 £	Unrestricted 2022 £
Bank interest	4,662	193
Rental income	949	-
	<u>5,611</u>	<u>193</u>

# SUE LAMBERT TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### 5 Raising Funds

	<b>Total Funds 2023 £</b>	<b>As restated Total Funds 2022 £</b>
Salaries	29,908	24,295
Event Costs	1,346	-
Fundraising Assistance	3,550	1,650
	<u>34,804</u>	<u>25,945</u>

During the year, total expenditure on raising funds was £34,804 (2022, £25,945) of which unrestricted expenditure amounted to £21,592 (2022, £25,945) and restricted expenditure amounted to £13,212 (2022, £nil). Costs are allocated directly to the relevant fund.

The prior year restatement relates to the reclassification of salaries and fundraising assistance totalling £25,945 to raising funds from expenditure on charitable activities.

### 6 Expenditure on charitable activities

<b>Direct Expenditure on Charitable Activities</b>	<b>Total Funds 2023 £</b>	<b>As restated Total Funds 2022 £</b>
Salaries	279,317	256,614
Temporary staff	28,686	18,891
Supervision	31,451	32,696
Freelance services	75,284	86,826
Telephone	8,825	7,293
Stationery Postage Printing	3,446	3,507
Travel and Subsistence	23,283	20,262
Light and Heat	(14,248)	27,558
Room Hire	4,081	949
Rent	8,150	9,892
Rates	1,341	2,092
Training	23,194	7,313
Recruitment	7,851	10,154
Information Materials	382	462
Client Access Fund	2,515	640
Depreciation of Freehold Property	750	-
Depreciation of Improvements to Property	17,616	17,662
Depreciation of Office Furniture	565	560
Depreciation of Computer Equipment	11,556	4,072
Amortisation of Website	1,170	-
	<u>515,215</u>	<u>507,443</u>

The prior year restatement relates to the reclassification of salaries totalling £24,295 to raising funds from specific expenditure on charitable activities.

**SUE LAMBERT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**6 Expenditure on Charitable Activities (continued)**

	Total Funds 2023 £	As restated Total Funds 2022 £
<b>Support Costs</b>		
Salaries	106,342	91,808
Insurance	6,241	5,311
IT Consumables and Maintenance	6,850	3,434
Marketing and Communications	30,216	25,592
Repairs and Maintenance	6,097	4,294
Subscriptions	11,891	6,740
Cleaning	7,262	5,991
Waste Collection	1,618	1,543
Sundry expenses	2,429	4,042
Payroll	1,939	1,890
Wellbeing Support	5,776	-
Bookkeeping	-	9,482
Website	956	195
Governance costs:		
Accountancy	5,115	2,365
Professional Fees	3,403	11,811
<b>Total</b>	<u>196,135</u>	<u>174,498</u>

During the year, total expenditure on charitable activities was £711,350 (2022, £681,941), of which unrestricted expenditure amounted to £168,432 (2022, £57,676) and restricted expenditure amounted to £542,330 (2022, £624,265). Costs are allocated directly to the relevant fund.

The prior year restatement relates to the reclassification of professional fees totalling £1,650 to raising funds from expenditure on charitable activities, support costs.

**7 Net (Expenditure) / Income for the year is after charging:**

	2023 £	2022 £
Depreciation and amortisation of fixed assets	31,657	22,294
Independent examination fee	2,750	2,365
Fees payable to the Charity's Independent Examiner in respect of other services	2,365	-
Operating lease rentals	8,150	13,326
	<u>44,922</u>	<u>37,985</u>

**8 Analysis of staff costs and key management personnel**

	2023 £	2022 £
Wages and salaries	381,835	343,474
Social security costs	23,915	22,211
Pension costs	9,816	7,032
Temporary staff	28,686	18,891
	<u>444,252</u>	<u>391,608</u>

# SUE LAMBERT TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### 8 Analysis of staff costs and key management personnel (continued)

The charity trustees were not paid any other benefits from employment with the charity in the period (2022: £nil) neither were they reimbursed expenses during the period (2022: £nil).

The average monthly head count was 22 (2022: 18).

No employees received employee benefits excluding pension contributions over £60,000 (2022: none).

The Trust considers that the key management personnel comprises the Chief Executive Officer, Head of Counselling, Operations Manager, and Finance Manager.

Employee benefits of key management personnel of the Trust were £117,701 (2022: £149,272).

### 9 Tangible fixed assets

	Freehold Property £	Improvements To Property £	Office Furniture £	Computer Equipment £	Total £
<b>Cost</b>					
<i>At start of period</i>	225,000	186,389	5,196	41,186	457,771
<i>Additions</i>	-	-	4,338	5,522	9,860
<b><i>At end of period</i></b>	<b>225,000</b>	<b>186,389</b>	<b>9,534</b>	<b>46,708</b>	<b>467,631</b>
<b>Depreciation</b>					
<i>At start of period</i>	-	92,791	4,864	15,043	112,698
<i>Charge for the period</i>	750	17,616	565	11,556	30,487
<b><i>At end of period</i></b>	<b>750</b>	<b>110,407</b>	<b>5,429</b>	<b>26,599</b>	<b>143,185</b>
<b><i>Net book value at the end of the period</i></b>	<b>224,250</b>	<b>75,982</b>	<b>4,105</b>	<b>20,109</b>	<b>324,446</b>
<i>Net book value at the start of the period</i>	225,000	93,598	332	26,143	345,073

Included in freehold property is land at a value of £112,500 which is not depreciated (2022: £112,500).



**SUE LAMBERT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**10 Intangible fixed assets**

	<b>Website £</b>
<b>Cost</b>	
<i>At start of period</i>	7,020
<b><i>At end of period</i></b>	<b><u>7,020</u></b>
<b>Depreciation</b>	
<i>At start of period</i>	-
<i>Charge for the period</i>	1,170
<b><i>At end of period</i></b>	<b><u>1,170</u></b>
<b><i>Net book value at the end of the period</i></b>	<b><u>5,850</u></b>
<i>Net book value at the start of the period</i>	<u>7,020</u>

**11 Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Trade debtors	390	200,000
Prepayments and accrued income	21,468	11,098
	<b><u>21,858</u></b>	<b><u>211,098</u></b>

**12 Creditors: amounts falling due within one year**

	<b>2023 £</b>	<b>2022 £</b>
Trade creditors	40,601	54,778
Other creditors	15,969	-
Accruals and deferred income	205,538	28,251
Other taxation and social security	6,232	-
	<b><u>268,340</u></b>	<b><u>83,029</u></b>

**SUE LAMBERT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**13 Deferred income**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
At 1 April 2022	3,000	-
Amount deferred in year	200,300	3,000
Amounts released	(3,000)	-
At 31 March 2023	<u>200,300</u>	<u>3,000</u>

Deferred income relates to the NHS ICB and FSNB funding paid in advance.

**14 Funds summary**

<b>2023</b>	<b>Balance at the start of the period £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at end of the period £</b>
<b>Restricted funds</b>				
Virgin Money	790	-	(790)	-
Community Workshop Trustees	27,002	-	(753)	26,249
National Lottery	-	71,500	(66,695)	4,805
Norfolk Police and Crime Commissioner	8,631	-	(2,964)	5,667
Norfolk Police and Crime Commissioner	-	180,000	(180,000)	-
Norfolk Police and Crime Commissioner	-	33,641	(33,641)	-
Ministry of Justice (Core)	-	261,807	(261,807)	-
Ministry of Justice (Male rape support)	-	8,892	(8,892)	-
<b>Total restricted</b>	<u>36,423</u>	<u>555,840</u>	<u>(555,542)</u>	<u>36,721</u>
<b>Designated funds</b>				
Client services fund	170,000	-	-	170,000
Financial stability fund	80,000	-	(10,230)	69,770
Property fund	70,000	-	(3,300)	66,700
<b>Total designated</b>	<u>320,000</u>	<u>-</u>	<u>(13,530)</u>	<u>306,470</u>
Unrestricted funds	738,000	89,766	(177,082)	650,684
<b>Total unrestricted</b>	<u>1,058,000</u>	<u>89,766</u>	<u>(190,612)</u>	<u>957,154</u>
<b>Total funds</b>	<u>1,094,423</u>	<u>645,606</u>	<u>(746,154)</u>	<u>993,875</u>

**SUE LAMBERT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 (continued)**

**14 Funds summary (continued)**

<b>2022</b>	<b>Balance at the start of the year £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers between funds £</b>	<b>Balance at end of the year £</b>
<b>Restricted funds</b>					
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
<b>Total restricted</b>	<b>69,620</b>	<b>591,068</b>	<b>(624,265)</b>	<b>-</b>	<b>36,423</b>
<b>Designated funds</b>					
Client services fund	85,000	-	-	85,000	170,000
Financial stability fund	40,000	-	-	40,000	80,000
Property fund	35,000	-	-	35,000	70,000
<b>Total designated</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>160,000</b>	<b>320,000</b>
General funds	407,504	574,117	(83,621)	(160,000)	738,000
<b>Total unrestricted</b>	<b>567,504</b>	<b>574,117</b>	<b>(83,621)</b>	<b>-</b>	<b>1,058,000</b>
<b>Total funds</b>	<b>637,124</b>	<b>1,165,185</b>	<b>(707,886)</b>	<b>-</b>	<b>1,094,423</b>

<b>Restricted Fund</b>	<b>Description, nature and purpose of the fund</b>
<b>Community Workshop Trustees</b>	Maintenance of Music Lane building and professional fees related to fund transfer
<b>Ministry of Justice</b>	Received for provision of emotional and practical support for victims of rape and other forms of sexual abuse
<b>Ministry of Justice</b>	Male rape group support services
<b>Norfolk Police and Crime Commissioner</b>	Money received in 2021 for new CRM system
<b>Norfolk Police and Crime Commissioner</b>	Received for charitable activities in South Norwich, Norwich and Broadland.
<b>Norfolk Police and Crime Commissioner</b>	Employ a Support Group and Outreach Lead and provide group sessions

# SUE LAMBERT TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

<b>National Lottery</b>	Received for charitable activities at Great Yarmouth
<b>Virgin Money</b>	Received for improvements to Music House Lane Courtyard

The **general reserve** represents funds of the charity which are provided on an unrestricted basis. It includes donations, fund raising and surpluses and deficits arising from projects funded from various external sources.

### Designated funds

<b>Client services fund</b>	For increasing capacity and developing new client services.
<b>Financial stability fund</b>	To invest in securing future financial stability through fundraising and external communications.
<b>Property fund</b>	Provision for premises expenditure.

In the prior year there was a £160,000 transfer from the unrestricted funds to the designated funds to develop new client services through a resilience programme which commenced in 2023, providing security to the organisation for future years and maintaining and improving our premises in Norwich.

### 15 Net assets by funds

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
<b>2023</b>	<b>funds</b>	<b>funds</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	324,446	-	324,446
Intangible fixed assets	5,850	-	5,850
Debtors	21,858	-	21,858
Cash	873,340	36,721	910,061
Creditors falling due in less than one year	(268,340)	-	(268,340)
	<b>957,154</b>	<b>36,721</b>	<b>993,875</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
<b>2022</b>	<b>funds</b>	<b>funds</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	345,073	-	345,073
Intangible fixed assets	7,020	-	7,020
Debtors	211,098	-	211,098
Cash	577,838	36,423	614,261
Creditors falling due in less than one year	(83,029)	-	(83,029)
	<b>1,058,000</b>	<b>36,423</b>	<b>1,094,423</b>

### 16 Pension commitments

The Charity operates one defined contribution pension scheme. The assets of the schemes are held separately from those of the Charity in independently administered funds. The total pension cost charge represents contributions payable by the Charity to the funds and amounted to £9,816 (2022: £7,032). No amounts are outstanding at year end (2022: £354).

## SUE LAMBERT TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (continued)

#### 17 Operating lease commitments

At 31 March 2023, Sue Lambert Trust had future minimum lease payments under non-cancellable operating leases as follows:

##### Land and buildings

Expiry date:	2023	2022
	£	£
Under 1 year	8,000	8,000
Between 2 and 5 years	30,000	32,000
After more than 5 years	-	6,000
	<u>38,000</u>	<u>46,000</u>

#### 18 Related party transactions

The charity trustees were not paid or received any other benefits from employment with the Trust in the year (2022: £nil). No charity trustees were reimbursed for their travel expenses during the year (2022: nil). No charity trustee received payment for professional or other services supplied to the charity (2022: £nil).

No further related party transactions took place in the period (2022: £nil).

#### 19 Funds received as an agent

During the period the charity acted as an agent for a Acts 435 providing extra support for their clients. Funds received during the period totalled 3,182 (2022: £3,560). Funds paid out during the period were £2,970 (£2,408). There were no balances held as at the year end (2022: £nil).