



## **Herefordshire Samaritans**

### **Report and Accounts**

For the year ended 31 March 2021

Registered Charity Number 1167937

Unaudited

**Unaudited Report and Accounts**

## Herefordshire Samaritans 2020-21

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## Herefordshire Samaritans 2020-21

### Reference and Administrative Details

Charity name: Herefordshire Samaritans  
Registered Charity Number: 1167937  
Principal office: 44a Berrington St, Hereford, HR4 OBJ

The following people have acted as Trustees during the year:

	From	To	Additional roles
Claire Sambrook	9 <sup>th</sup> September 2020	-	Director
Kevin Ebsworth	9 <sup>th</sup> September 2020	-	Treasurer
Lorna Griffiths	9 <sup>th</sup> September 2020	-	Secretary
William Fleming	9 <sup>th</sup> September 2020	-	
Carolyn Hamlyn	9 <sup>th</sup> September 2020	-	
Mark Cottle	9 <sup>th</sup> September 2020	-	

### Officers have included

Title	Name
Publicity Officer	Celia Klenk
Deputy Director for Caller Support	Kim Brinkworth
Deputy Director for Volunteer Support	Cherelyn Sell
Deputy Director for Recruitment & Selection	Lorraine Mathie
Deputy Director for Administration, Health & Safety	Elizabeth Bullar
Deputy Director for Training	Philip Gilbert-Smith
Deputy Director for Outreach	Meg Hughes-Pearce
IT Support	Gill Busby

**Bankers:** Barclays Bank Plc  
Leicester  
LE87 2BB

CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Independent Examiner:** Sophie Powell FCCA  
Haines Watts Hereford Limited  
3<sup>rd</sup> Floor  
Broadway House  
32-35 Broad Street  
Hereford  
HR4 9AR

## **Herefordshire Samaritans 2020-21**

The Trustees present their report and accounts of the charity for the year ended 31 March 2021. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's trust deed, applicable law including the Charities Act 2011, and the requirements of the FRS 102 and Statement of Recommended Practice 2015.

As part of the restructuring of Samaritans all branches are now required to have a financial year end of 31<sup>st</sup> March. This financial period runs from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

Comparative figures in the accounts relate to the previous accounting year.

### **Report of the Director of Herefordshire Samaritans**

I had the pleasure of taking over as Branch Director from Liz Dolloway on 1<sup>st</sup> May 2020, during the grips of the Covid pandemic, which is still ongoing. As a branch we have always responded to the changing demands of our callers in response to the outside world. This year saw us having to respond to changing safety measures within the branch, adapting how we recruited, trained and mentored our new Samaritans, a pause on Outreach, limited Fundraising and having to take all our meetings online. Through all this we have experienced fluctuating volunteer levels due to shielding and precautionary isolation as an when needed and despite this we have kept the branch open. Our volunteers have gone above and beyond without being asked and in April we were able to add some additional shifts as volunteers returned and we increased our numbers. As a branch we have had over 18,600 contacts again this year and as a national charity opened several support initiatives including NHS support line and the self-help app we have online in response to the pandemic.

We have been very fortunate to have benefited from a number of generous donations over the year which has contributed to our running costs and increased costs of materials for branch cleaning and duty room protection measures for volunteers. This included, grants totalling £9,000 from the Edward Cadbury Charitable Trust and SR & PH Southall Charitable Trust. Over £2,700 from donations including Stuart Walker, The Oddfellow (North Gloucestershire District Lodge), Cantilupe Lodge (Freemasons of Herefordshire), The Hereford Couriers run in memory of Jon Ward and from staff at Clean Services who chose to forgo a Christmas Gift and donate to us instead. Generous donations made in memory of Henry Howland a volunteer who we sadly lost last year. Lastly and by no means least the internal fundraising that has been done within the branch across the year including our 500 club run by Amanda, Samarathon in July undertaken by Sue and Phil and Adams 40<sup>th</sup> Birthday fundraiser and Jam sales across the year plus countless others.

Whilst we are all waiting for the pandemic to ease and life to start to move more freely we will continue to do what we can to support our callers and hope that when I write this reflection for the next year I can share how we have to be able to return to meeting in person and continuing the strong connections that is synonymous with being part of Herefordshire Samaritans.

Claire Sambrook  
Director/Chair

1<sup>st</sup> May 2020 – 31<sup>st</sup> March 2021

## **Herefordshire Samaritans 2020-21**

### **Structure, Governance and Management**

The full name of the charity is “Herefordshire Samaritans”, charity registration number 1167937. The charity is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission. The governing document is a constitution adopted on 29 June 2016.

The CIO is a successor to the unincorporated association with registration number 507570 and named “The Herefordshire Samaritans”, which became dormant with the adoption of a new constitution on 1 October 2016, at which time all assets and liabilities were transferred to the CIO.

#### **Trustees**

Because the AGM takes place after the end of the financial/reporting year the trustees in office during the period covered by this report include trustees from the previous year who ended their term of office at the 47<sup>th</sup> virtual AGM on Wednesday 9th September 2020. Five trustees were elected (including the Secretary & Treasurer) at the 47<sup>th</sup> AGM for a term of office running until the 48<sup>th</sup> AGM, while Claire Sambrook, as director, continues as an ex-officio trustee.

#### **Management structure**

From 1<sup>st</sup> October 2016, the branch has had a unified management structure. The branch is led by the Director, who is an ex-officio trustee. The Director chooses and appoints a leadership team, the members of which form the executive management of the branch responsible for financial and operational matters. Members of the leadership team may also be trustees but are not required to be. The Director also serves as chair of trustees on occasions where the trustees meet as a separate body.

#### **Appointment of the Director**

The Board of Trustees of the Samaritans national charity, with the guidance of the Regional Director, arrange for the selection and appointment of the branch Director whose three-year tenure is confirmed annually.

#### **Related Parties**

The charity is a branch of Samaritans, which has other branches throughout Britain and Ireland.

#### **Risk management**

The Trustees continue to monitor the major risks which the charity faces and have established systems to reduce those risks. Risks are reviewed at least annually. The main risks include the health and safety of volunteers and callers, maintenance of the Centre and its facilities and the continued financial viability of the charity.

#### **The objective of the charity**

Herefordshire Samaritans opened on 12 November 1972 in Hereford with the prime objective of providing emotional support under conditions of confidentiality and anonymity to people of all ages who are experiencing a period of personal crisis and/or contemplating suicide.

All our charitable activities are undertaken to further our charitable purposes for the public benefit.

#### **Achievements and Performance**

Currently we have 96 listening volunteers, plus 7 support volunteers

The Charity aims to be operational 365 days of the year, with never fewer than two volunteers on duty at any time.

We are linked into the Samaritans national phone, email and SMS system.

#### **Recruitment, induction and training**

Recruitment, training and awareness events were paused due to the pandemic.

Induction and initial training (known as CORE) usually runs for nine weeks, twice a year. Assuming CORE requirements are met, new volunteer recruits will spend a minimum of 9 duties with an experienced mentor. During the first six months, time is spent reflecting and building on experience which forms part of Embedding (previously SIT2).

Extensive ongoing support is provided to all volunteers, they are also encouraged to support each other.

## Herefordshire Samaritans 2020-21

### Contacts

	Telephone: speaking	Email	SMS	Face-to-face in branch	Face-to-face outside branch	Total
2020 – 2021	15,176	3,426	0	0	0	18,602
2019 – 2020	16,495	2,457	1,368	90	13	20,423
2018 – 2019	18,353	3,328	1,803	88	0	23,572
2017 - 2018	20,683	3,299	1,739	67	23	25,811
2016 - 2017	19,230	2,990	1,361	51	39	23,671

The SMS option was discontinued in February 2020.

During the Covid restrictions, it has been difficult for the outreach team to have made any contacts, hopefully, this will restart once the restrictions allow.

### Financial review

#### Bank account details

Branch banking is conducted via a single Barclays Bank Account which facilitates a complex mandate for online transactions.

All cash holdings to manage the day to day working balance is maintained.

This account allows for multiple additional signatories.

Last year, we reported that all Friends bank accounts were closed during the previous financial period and their balances incorporated into the main branch account, with the exception of the 500 Club due to its complex nature.

It can now be confirmed that the 500 Club account is now closed, with all balances transferred to the new Barclays account.

The previous Branch banking account period had seen higher than usual Unity Trust bank charges.

The Trustees agreed to investigate alternative bank account options and noted that NatWest offer free banking facilities for Charities. It was agreed, that the account switch to NatWest should be undertaken.

This was carried out, only to discover that, once the account was open - to achieve dual authorisation, a £20 a month subscription to NatWest Bankline would be required. The NatWest account was subsequently closed.

However, a new Barclays account has since been opened, which allows for dual authorisation, is free and deposits can be made at the Post Office.

The Unity Trust Bank account has been closed, leaving Barclays as the sole banking provider.

#### Results for the year

Income for the year was £31,384, (2019/20: £39,960) (2018/19: £39,371) (2017/18: £159,824) (2016/17: £44,363), which is understandably lower when compared to the previous year, due to the Covid restrictions and inability to fundraise.

Expenditure was £54,633, (2019/20: £62,271) (2018/19: £58,227) (2017/18: £51,020) (2016/17: £51,746), which has decreased on the previous year due to lower volunteer mileage claims and includes the general office levy of £5,141 (2019/20: £14,374) (2018/19: £15,491), (2017/18: £1,695).

#### Reserves policy

At the balance sheet date, General easily accessible reserves (unrestricted funds), other than fixed assets or otherwise committed amounts invested stood at £17,116, (2019/20: £18,752), (2018/19: £62,648), (2017/18: £76,699) (2016/17: £67,608) (Note 14 to the accounts).

The charity aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for one year. The charity's assets are available and adequate to fulfil the obligations of the charity.

Total reserves at the balance sheet date were £325,775, (2019/20: £334,426) (2018/19: 358,756) (2017/18: £372,199) (2016/17: £264,900), this figure includes The Restricted Fund (Special Appeal Fund) which remains at £93,953 and the residual fixed assets value (eg: building/van/etc)

The Restricted Fund (Special Appeal Fund) aims to support the charity in a dire financial emergency that would jeopardise the continuing operation of The Herefordshire Samaritans, which has been interpreted to include repairs to the building.

## Herefordshire Samaritans 2020-21

### Principal funding sources

Income is primarily received from our excellent Friends groups, along with voluntary fund raising and donations. This has of course, been severely restricted during the period because of the pandemic, which means that the branch has had to survive on donations alone, coupled with a £10k drawdown from reserves.

Gift Aid tax is reclaimed via the HMRC Gift Aid scheme and Small Donations Gift Aid Scheme wherever possible. This year there were funeral bequest and legacies donated totalling £0 (2019/20 £0) (2018/19: £2,461) (2017/18: £93,824) (2016/17: £946).

The Trustees continue to be grateful to the Friends for their continuing support but very little has been possible during the pandemic.

The Friends volunteer numbers have fallen dramatically, which puts an additional pressure on branch volunteers towards fundraising. This is being kept under regular and constant review.

### Investment policy

The Trustees adopt a low to medium risk strategy for investments.

All fixed asset investments are held in COIF (CCLA) Income Shares, so that income can be generated to assist the funding of core branch activities.

The investment aim is to ensure that the COIF (CCLA) investment holdings continue to provide a continuing return to support the branch finances, fund future projects and help reduce the total reliance on the Friends for fundraising.

In line with the risk strategy, the investment holdings are in 3 funds: Fixed Interest, Ethical and Investment Funds, providing a spread of regular (quarterly) return coupled with the potential for longer term capital growth.

All day to day cash requirements are held in the bank current account (Barclays).

The Trustees keep the investment policy and performance of the COIF Income and Deposit accounts under regular review.

### Future Plans

Plans to install an access lift to the first floor are currently on hold - anticipated costs to be in the region of £35-£50k.

The pandemic has put all of any potential refurbishments on hold. In the previous year's report, it was stated that; the Trustees were considering updating the Centre training room facilities with an up to date interactive screen, along with other improvements like carpet and lighting replacement. Some of the window glazing would also benefit from replacement – estimated costs expected to be £5k.

In the previous year's report - it was also stated that the Trustees were waiting to hear what plans would be in place regarding the building sharing the plot and car parking. There has been some movement with this, Level Peaks (owners of 44 Berrington Street) have withdrawn the use of the 4 parking spaces alongside the Centre. This has caused a lot of concern regarding volunteer safety, especially during the night shifts. A temporary arrangement has been made to use the Bingo Hall parking – at a cost of £333.33 / month (£4k pa).

Level Peaks have also made an offer to purchase the Samaritans Centre, associated options are being investigated.

### Public benefit

In drafting this report, the trustees have complied with the duty in the Charities Act 2011, to have due regard to public benefit guidance published by the Charity Commission. The Samaritans service is open to people who are suicidal, despairing or in distress. The branch provides a service primarily for the benefit of people in

Herefordshire and the surrounding area. However, we also work with all Samaritans branches to ensure 24-hour availability of the service across the UK. Samaritans does not charge for the service provided.

### Independent Examiner

Karen McLellan ICAEW (Haines Watts, Hereford) has agreed to act as independent examiner of the charity.

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), FRS 102 and SORP 2015.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view to the state of affairs for the charity, and of its incoming resources and application of resources of the charity for that period.

## Herefordshire Samaritans 2020-21

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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.

**On behalf of the Trustees**

A handwritten signature in black ink, appearing to read 'CSambrook', with a stylized initial 'C'.

Mrs Claire Sambrook

Date: 29<sup>th</sup> June 2021

## Herefordshire Samaritans 2020-21

### Independent Examiner's Report

I report on the accounts of The Herefordshire Samaritans for the period ended 31 March 2021, which are set out on pages 10-18.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity 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:
  1. to keep accounting records in accordance with section 130 of the 2011 Act; and
  2. 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.

Signed:



Name: Sophie Powell

Relevant professional qualification or body: FCCA

#### ON BEHALF OF HAINES WATTS HEREFORD LIMITED

Chartered Accountants  
3<sup>rd</sup> Floor  
Broadway House  
32-35 Broad Street  
Hereford  
HR4 9AR

Date: 16 July 2021

# Herefordshire Samaritans 2020-21

## Statement of Financial Activities (Including Income and Expenditure Account)

for the year ended 31 March 2021

	Note	Unrestricted General Fund	Restricted Fund	Total Funds 2020-21	Total Funds 2019-20
		£	£	£	£
<b>Income from:</b>					
Donations and legacies	2	20,954		20,954	14,864
Charitable activities		-		-	-
Other trading activities	3	3,784		3,784	18,293
Investments	4	6,646		6,646	6,803
<b>Total</b>		31,384		31,384	39,960
<b>Expenditure on:</b>					
Raising funds	5	1,162		1,162	4,437
Charitable activities	6,7	41,858		41,858	51,837
Other	8	<u>11,613</u>		<u>11,613</u>	<u>5,997</u>
<b>Total</b>		54,633		54,633	62,271
Net income / (expenditure)		(23,249)		(23,249)	(22,311)
Transfers between funds		-		-	-
<b>Other recognised gains / (losses):</b>					
Gains / (losses) on investment assets	10	14,598		14,598	(2,019)
<b>Net movement in funds</b>		(8,651)		(8,651)	(24,330)
<b>Reconciliation of Funds:</b>					
Total funds brought forward at 1 April 2020		240,473	93,953	334,426	358,756
<b>Total funds carried forward at 31 March 2021</b>		<u>231,822</u>	<u>93,953</u>	<u>325,775</u>	<u>334,426</u>

All activities are classed as continuing.  
The notes on pages 12 - 18 form part of these accounts.

# Herefordshire Samaritans 2020-21

## Balance Sheet

at 31 March 2021

	Note	2020-21		2019-20	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		105,355		116,968
Investments – COIF Investment Accounts	10		203,304		198,706
<b>Total fixed assets</b>			<u>308,659</u>		<u>315,674</u>
<b>Current assets</b>					
Cash at bank and in hand	11	17,116		18,752	
<b>Total current assets</b>		17,116		18,752	
<b>Liabilities</b>					
Creditors: amounts due within one year		-		-	
<b>Net current assets</b>			<u>17,116</u>		<u>18,752</u>
<b>Total assets less current liabilities</b>			<u>325,775</u>		<u>334,426</u>
<b>Net assets</b>			<u>325,775</u>		<u>334,426</u>
<b>Funds of the Charity</b>					
Unrestricted – Branch General Fund	12		231,822		240,473
Restricted – Special Appeal Fund	13		93,953		93,953
<b>Total charity funds</b>			<u>325,775</u>		<u>334,426</u>

The Notes on pages 12 to 18 form part of these accounts.

The accounts on pages 10 to 18 were approved by the trustees on 2021 and signed on their behalf by:

Mrs Claire Sambrook (Director)



Date: 29<sup>th</sup> June 2021

Kevin Ebsworth (Honorary Treasurer)



Date: 29<sup>th</sup> June 2021

# **Herefordshire Samaritans 2020-21**

## **Notes on Accounts**

**for the year ended 31 March 2021**

### **1 Principal accounting policies**

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS1A), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). All activities are classed as continuing.

#### **Income recognition policies**

All incoming resources, including voluntary income received by way of donations and gifts and legacy income, is included in the Statement of Financial Activities (SOFA) when received. Gross fund-raising income from events organised by the charity itself is included in the SOFA when received.

Gross fund-raising income generated by The Friends of Herefordshire Samaritans is recognised in the SOFA once received as part of The Friends' overall contribution, and the associated fund-raising costs separately disclosed in Note 5.

#### **Donated services**

The general volunteer time of the Friends is not recognised, please refer to the Trustees' annual report for more information on their contribution.

#### **Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or, payable by the bank.

#### **Investments**

Fixed asset investments are stated at bid market value.

Realised and unrealised gains and losses on investments are shown on the SOFA.

#### **Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are donations which the donor has specified are to be solely used for particular aspects of the charity's work, or for specific projects being undertaken by the charity.

#### **Going Concern**

No material uncertainties existed at this or the previous year end.

Covid protection measures have been put in place to ensure maximum volunteer safety.

Financially, although £10k was drawn from reserves to cover day to day funding, the Branch remains in a secure financial position with well over 12 months balances available to draw on.

## Herefordshire Samaritans 2020-21

### Notes on Accounts

#### for the year ended 31 March 2021 (continued)

##### Fixed Assets

Assets costing £100 or more are capitalised and depreciated. Depreciation is provided on all tangible fixed assets held by the charity for its own use on a straight-line basis, writing off their cost over their estimated useful lives as follows:

Premises	50 years
Furniture and equipment	5 years
Motor vehicles	4 years
Computer equipment	3 years

##### Cash at bank and in hand

Cash at bank and 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.

##### Expenditure inclusive of VAT

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources. Support costs are those incurred relating to supporting the charity's activities. Governance costs are those costs incurred regarding compliance with constitutional and statutory requirements.

Expenditure is classified under the following activity headings:

Costs of raising funds comprise fundraising costs, Friends expenses and shop expenses.

Expenditure on charitable activities includes telephone costs, volunteers' travel costs, recruitment and selection costs, conferences and regional meetings.

Other costs represent those items not falling into any other heading.

##### 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 utilities costs, administration costs, housekeeping, publicity, van costs, Equipment and repairs, visit costs, honoraria, annual levy, data protection, accounting and independent examination costs and AGM and EGM costs.

##### Taxation

No provision for taxation is included in the accounts as the charity is entitled to the exemption from tax afforded by Section 505 of the Income and Corporation Taxes Act 1988.

##### Funds

Unrestricted funds are held for routine use in accordance with the charity's objects.

Restricted funds are sums donated to the charity for a specified purpose.

Currently only the Special Appeal Fund exists to support the charity in a dire emergency that would jeopardise the continuing operation of Herefordshire Samaritans, which has been interpreted to include repairs to the building and/or shop development.

##### Shop

The branch shop at 63 Whitecross Road closed on 17<sup>th</sup> April 2016, and has not been used since.

# Herefordshire Samaritans 2020-21

## Notes on Accounts

for the year ended 31 March 2021 (continued)

	Unrestricted General Fund	Restricted Fund	Total Funds	Total Funds
	2020-21	2020-21	2020-21	2019-20
	£	£	£	£
<b>2 Donations and Legacies</b>				
Donations	20,117		20,117	13,425
Gift Aid Tax Reclaim	837		837	1,439
Grants	-		-	-
Funeral Bequests and Legacies	-		-	-
	<u>20,954</u>		<u>20,954</u>	<u>14,864</u>
	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2019-20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>3 Other trading activities</b>				
Branch Fundraising, including raffle	343		343	718
Miscellaneous Receipts	1,140		1,140	220
Friends Gross Income				
Combined	-		-	2,726
Hereford	-		-	-
500 Club	2,301		2,301	1,903
Christmas Fair (Biannual)	-		-	12,726
	<u>3,784</u>		<u>3,784</u>	<u>18,293</u>
	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2019-20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>4 Investment income</b>				
Charities Official Inv Fund dividend	6,641		6,641	6,665
COIF Charities Deposit Fund interest	5		5	138
	<u>6,646</u>		<u>6,646</u>	<u>6,803</u>
	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2019-20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5 Costs of Raising funds</b>				
Branch fundraising costs	269		269	1,510
Friends expenses (inc through branch & 500 Club)	893		893	2,927
	<u>1,162</u>		<u>1,162</u>	<u>4,437</u>

# Herefordshire Samaritans 2020-21

## Notes on Accounts

for the year ended 31 March 2021 (continued)

	Unrestricted General Fund	Restricted Fund	Total Funds	Total Funds
	2020-21	2020-21	2020-21	2019-20
	£	£	£	£
<b>6 Charitable activities</b>				
Telephone & Broadband	2,265		2,265	2,288
Volunteer travel costs	10,197		10,197	13,676
Duty parking costs	2,333		2,333	2,005
Recruitment, selection, SIT	1,009		1,009	819
Outreach	-		-	86
Support costs – see note 7	26,054		26,054	32,891
Conferences and regional meetings	-		-	72
	41,858		41,858	51,837

**7 Support costs** Support costs are allocated according to the activity to which they relate.

	Support	Governance	Total	Basis of apportionment	2019-20
	£	£	£		£
Utilities	2,104		2,104	Charitable activities	2,068
Administration	3,246		3,246	Charitable activities	2,056
Housekeeping	2,624		2,624	Charitable activities	2,765
Publicity	-		-	Charitable activities	-
Van costs	1,409		1,409	Charitable activities	1,907
Equipment, maintenance and repairs	5,013		5,013	Charitable activities	4,572
Sundries	1,222		1,222	Charitable activities	2,114
Visit	-		-	Governance	-
Professional Services		3,060	3,060	Governance	-
Honoraria		2,200	2,200	Governance	3,000
General Office levy		5,141	5,141	Governance	14,374
Data Protection		35	35	Governance	35
AGM/EGM		-	-	Governance	-
	15,618	10,436	26,054		32,891

# Herefordshire Samaritans 2020-21

## Notes on Accounts

for the year ended 31 March 2021 (continued)

	Unrestricted General Fund	Restricted Fund	Total Funds	Total Funds
	2020-21	2020-21	2020-21	2019-20
	£	£	£	£
<b>8 Other expenditure</b>				
Depreciation Buildings	3,763		3,763	3,763
Depreciation Van	5,963		5,963	180
Depreciation Furniture and Equipment	1,887		1,887	2,054
	<u>11,613</u>	<u></u>	<u>11,613</u>	<u>5,997</u>

<b>9 Tangible fixed assets</b>	Property and improvements	Furniture and equipment	Motor vehicle	Total
<b>Cost</b>	£	£	£	£
31 March 2020	188,153	52,027	41,450	281,630
Additions	-	-	-	-
Disposals	-	-	(17,600)	(17,600)
31 March 2021	<u>188,153</u>	<u>52,027</u>	<u>23,850</u>	<u>264,030</u>
<b>Depreciation</b>				
31 March 2020	99,609	47,273	17,780	164,662
Charge for year	3,763	1,887	5,963	11,613
On disposals	-	-	(£17,600)	(17,600)
31 March 2021	<u>103,372</u>	<u>49,160</u>	<u>6,143</u>	<u>158,675</u>
<b>Net book amount</b>				
31 March 2021	<u>84,781</u>	<u>2,867</u>	<u>17,707</u>	<u>105,355</u>
31 March 2020	<u>88,544</u>	<u>4,754</u>	<u>23,670</u>	<u>116,968</u>

	2020-21	2019-20
	£	£
<b>10 Investments</b>		
COIF income shares at opening market value 1st April	198,706	200,725
COIF income shares purchased	-	-
COIF income shares sold	(10,000)	
Net unrealised gain / (loss) on investments	14,598	(2,019)
Closing market value 31 March	<u>203,304</u>	<u>198,706</u>
Cost 31 March 2021 and 2020	<u>168,231</u>	<u>178,269</u>

# Herefordshire Samaritans 2020-21

## Notes on Accounts

for year ended 31 March 2021  
(continued)

	2020-21	2019-20
	£	£
<b>11 Cash at bank and in hand</b>		
Branch bank current account (including 500 Club balance)	17,116	16,726
Cash in hand (Friends – 500 Club)	-	10
Friends accounts – 500 Club	-	2,016
	<u>17,116</u>	<u>18,752</u>

## 12 Unrestricted funds

	Balance 31 March 2020	Incoming resources	Resources expended	Unrealised Gain / (Loss)	Balance 31 March 2021
	£	£	£	£	£
Branch General Fund	240,473	31,384	(54,633)	14,598	231,822

This fund is available for the day-to-day activities of the charity.

<b>13 Restricted Funds</b>	Balance 1 <sup>st</sup> April 2020	Incoming resources	Resources expended	Unrealised Gain	Balance 31 <sup>st</sup> March 2021
	£	£	£	£	£
Special Appeal Fund	93,953	-	-	-	93,953
	<u>93,953</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>93,953</u>

The Special Appeal Fund was established to support the charity in a dire financial emergency that would jeopardise the continuing operation of Herefordshire Samaritans, which has been interpreted as including repairs to the building and/or shop development.

<b>14 Analysis of net assets between funds</b>	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
Tangible fixed assets	105,355		105,355
Investments	109,351	93,953	203,304
Net current assets	<u>17,116</u>		<u>17,116</u>
	<u>231,822</u>	<u>93,953</u>	<u>325,775</u>

## **Herefordshire Samaritans 2020-21**

### **Notes on Accounts**

**for year ended 31 March 2021  
(continued)**

#### **15 Trustees' remuneration and expenses**

No staff are employed by the charity, but in October 2002, in accordance with rule 8 subsection 2 of the Constitution, it was decided to pay an honorarium of £100 per month each to the Treasurer and the Secretary. During the period Mr Kevin Ebsworth received £1,200 (2019/20 £1,200), as Treasurer, Lorna Griffiths received £900 (2019/20 £0) and Claire Sambrook received £100 (2019/20 £1,800), both as Secretary.

None of the other charity's Trustees are directly or indirectly remunerated in any way. It is the policy of the charity to reimburse in full all expenses properly incurred by volunteers relating to its charitable activities. The Trustees and members of the management committee are reimbursed for travel costs for attending meetings, telephone, postage and other similar expenses which they incur performing their duties as Trustees or members of the management committee.

Expenses properly incurred by them in their role as volunteers are reimbursed.

During the year Trustees received reimbursement of such expenses totalling £1,440 (2019/20: £4,240) (2018/19: £2,328) (2017/18: £3,873) (2016/17: £3,796)

No amounts were due to the Trustees at the year end.

(Those Trustees reimbursed during the period were: Claire Sambrook, Lorna Griffiths, Kevin Ebsworth and Carolyn Hamlyn)

#### **16 Related party transactions**

Other than the honoraria and expenses referred to above there were no related party transactions.

#### **17 Indemnity insurance**

The Samaritans has centrally effected professional indemnity insurance to protect employees, Trustees, directors and other volunteer members of all Samaritan Branches.