

DRAFT BRIERLEY HILL SAMARITANS TRUSTEE REPORT 2021

Introduction

Brierley Hill Samaritans has had a presence in Brierley Hill since 1973. We are an affiliated branch to the main Samaritans Charity which is located at The Upper Mill, Kingston Road, Elwell, Surrey, KT17 2AF. The Organisation is a CIO (Charitable Incorporated Organisation) which adheres to its Constitutional Rules.

The Branch Leadership Team are responsible for managing the Branch. Within the Branch Leadership Team are seven Trustees who fulfil their obligations within the Charity Commission regulations and make decisions regarding expenditure, strategy etc. Alongside them are 5 Deputy Directors who manage the operational side of the branch, for example, the quality and consistency of our service (Caller Support), Recruitment & Selection, Training of new volunteers and ongoing training for existing volunteers, our work outside the branch and raising money for the branch (Outreach) and support for our volunteers in carrying out their duties (Volunteer Support). Due to the inability of the Branch to select a new Director after the resignation of the Director in April 2021, Amanda Poulson from Walsall Branch has taken on the role for 12 months when the Branch will go through another Director Selection process.

STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE BRANCH

Branch Leadership Team

Trustee and Director Johanna Smart (Sophie) Resigned 1st April 2021

Trustee and Caretaker Director – Amanda Poulson co-opted 1st August 2021

Trustee, Interim Director 1st April 2021 – 1st August 2021 and Vice-Director - Graham Bristow

Trustee and Secretary - Keeley Jones resigned as Secretary 8th April 2021

Trustee and Secretary – Jennifer-Ann Portman co-opted 4th May 2021

Trustee and Treasurer – Alicia Pawlowski co-opted 19th January 2021

Trustee – Amneris Koeberle (Mary)

Trustee – Rebecca Harrold (Esther)

DD Outreach & Fundraising - Peter Leadbeter (Peter)

DD Training – Mark Smith (Harry)

DD Recruitment & Selection - Maria Hewitt (Maria)

DD Caller Support - Aidan Livesey (Dan)

DD Volunteer Support – Suzanne Connolly (Suzanne)

Trustees' Report

Due to the Pandemic and changes in the Leadership Team, this report is being drawn up 16 months after the previous AGM. The Branch has faced many challenges over the last 16 months but have continued in our core business which is to respond to contact from people who are in emotional despair or distress. This can be due to relationship breakdown, debt, addiction, loneliness, self-harm, mental health issues and the added pressures of being in a Pandemic.

The next AGM is scheduled for February 2022 with the intention of a summer meeting to get us back into our 12 month cycle.

The objective of the Charity is that fewer people die by suicide. Samaritans believe that giving emotional support to our callers by listening and emphasising with them can reduce feelings of emotional distress and suicide. Callers contact us by phone or/and email. We also offer the opportunity for face to face callers to come to the Branch when COVID restrictions allow.

Our volunteers work in a shift pattern and will attend shifts throughout the night. Most of our volunteers have full time jobs and carry out their duties in their free time.

Our volunteers are supported by Shift Leaders who they debrief to at the end of a shift. The Volunteer Support DD also supports Volunteers by ensuring that they remain safe and happy while volunteering with us.

There have been major changes in our Safeguarding Policy which included relevant in depth training for volunteers at all levels, utilising material developed and provided by the main Samaritan Charity and included an introduction to the procedures being implemented branch wide to monitor the quality of volunteers' responses to phone calls and emails.

We are also moving away from Branches responding to emails within the Branch and the setting up of an email Hub. This hub will be populated by experienced volunteers with highly developed competencies in responding to caller emails and is designed to ensure quality, consistent responses to those individuals who prefer to contact Samaritans using this medium.

Training

For all volunteers there is a range of on-line training modules which they can access as they seek to develop their own volunteer pathway. Any modules which they successfully complete are recorded on their own personal training log.

In addition, there is an expectation that they will also undertake, within each 12 month period, 5 hours of On-Going Training. This particular programme may be driven by volunteer in branch suggestions, which may be based on their feedback about an increase in the types of contacts being experienced / upskilling to provide volunteers with enhanced confidence in dealing with a particular, or range of, difficult contacts as highlighted by fellow volunteers. There may be occasions when On-Going Training modules may be driven by the main Samaritans Charity (Central Office).

Premises

At Brierley Hill Samaritans we are very fortunate to own purpose -built premises, which we moved to in November 1993 having been the beneficiary of the will of a founder member.

Trustees recognise that they are the current custodians of the building and have a responsibility and obligation to maintain and refurbish appropriately to ensure that it remains fit for purpose for

years/decades to come. There is in place a rolling 12 month property schedule to ensure that we especially meet all necessary service dates. In doing so it ensures that our most valuable resource, our fellow volunteers, are provided with the best possible environment in which to support some of the most vulnerable individuals in society with the gift of being listened to.

Fundraising and Outreach

Work has been curtailed by COVID restrictions but it is hoped that volunteers will soon be able to reach out and give support again to local vulnerable groups when needed. Bucket collections at local supermarkets and tin collections will restart when they are able. Samarathon event held every year in July was able to go ahead and raised £4,465.

Finance Report 1st April 2020 - 31st March 2021

As an affiliated Branch to the main Charity we are responsible for our own finances and are responsible for raising funds to cover the costs of running the Branch. This money is raised by the fundraising team, grant applications and the receipt of receiving regular donations.

Although this financial year was in the height of the Pandemic, financially the Branch is in a secure position and increased its reserves by £11,725 from the previous year. This was due to £39,739 of income, an increase of £21,727 on the previous year. Several large Grants were received - Dudley MBC £10,943, Pears Foundation £7,284 (ring fenced for toilet refurbishment), Eveson Trust £2,000, Rotary Club Dudley £2,000, Virgin Giving £2,500.

Expenditure was £28,014 giving a surplus of income over expenditure of £11,725. Besides the toilet refurbishment costing £7,284 - £4,035 was spent on Building Maintenance, £2,066 on Cleaning £2,071 on postage and telephone. The surplus of Income over Expenditure includes the accounting entry of £4,894 for depreciation.

Our Auditors are French Ludlam and Co. Ltd., Kingswinford and a copy of the Statement of Accounts is attached.

Future Objectives for the Branch:

The main objectives over the next 12 months is to:

- Continue to offer emotional support to our Callers
- Select a Director from within the Branch
- Implement the new Safeguarding Policy
- Continue to recruit and train new volunteers
- Continue with ongoing training for existing volunteers.

Alicia Pawlowski
Treasurer
26th January 2022

THE SAMARITANS
BRIERLEY HILL BRANCH

STATEMENT OF ACCOUNTS

YEAR ENDED 31ST MARCH 2021

THE SAMARITANS
BRIERLEY HILL BRANCH
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Independent Examiner's Report to the Trustees of The Samaritans of Brierley Hill

We report on the accounts of The Samaritans of Brierley Hill for the year ended 31st March 2021, which are set out on Pages 2 - 4.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us 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 to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

FRENCH LUDLAM & CO LIMITED
Statutory Auditors and Accountants

Kingswinford
15 July 2021

THE SAMARITANS
BRIERLEY HILL BRANCH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2021

<u>2020</u>				
£	£		£	£
<u>INCOME</u>				
	6,438	Fundraising	6,340	
6,438	-	Less fundraising expenses	-	6,340
4,937		Donations and grants		13,782
220		Rental income		180
-		Received for prison work		-
6,217		Gift Aid received		1,461
200		Interest received		200
-		Government grants (COVID support)		10,493
-		Received from PEARS re: disabled w/c facility		7,284
<u>18,012</u>				<u>39,739</u>
<u>EXPENDITURE</u>				
	571	Donation to Matala Branch (including currency fees)	-	
	2,865	Maintenance of centre	4,035	
	1,318	Insurance	1,434	
	2,936	Heat, light and water	2,981	
	379	Printing and stationery	560	
	1,980	Postage and telephone	2,071	
	208	Travelling	-	
	1,382	Publicity	227	
	2,025	Centre cleaning and refreshments	2,006	
	-	Training	362	
	792	Branch contribution	1,777	
	826	Sundry expenses	384	
	615	Refurbishment costs	-	
	-	Disabled w/c facility	7,284	
		Depreciation	4,894	28,014
<u>21,123</u>	<u>5,226</u>			
<u>(3,110)</u>		<u>(DEFICIT)/SURPLUS FOR THE YEAR</u>		<u>11,725</u>

ACCOUNTANTS REPORT

We certify the annexed summary accounts are in accordance with the full accounts of the branch.
A copy of the full accounts are available on request.

FRENCH LUDLAM AND CO LIMITED
Registered Auditors and Accountants
Kingswinford
15 July 2021

THE SAMARITANS
BRIERLEY HILL BRANCH

BALANCE SHEET

31st March 2020

31ST MARCH 2021

£

£

£

£

FIXED ASSETS

		Freehold land and buildings at cost		
	105,983	as at 31st March 2020	102,773	
102,773	<u>3,210</u>	Less depreciation	<u>3,210</u>	99,563
		Fixtures and equipment		
	3,429	as at 31st March 2020	5,055	
	<u>3,642</u>	Additions less disposals during the year	<u>-</u>	
	7,071		5,055	
<u>5,055</u>	<u>2,016</u>	Less depreciation	<u>1,684</u>	<u>3,371</u>
107,828				102,934

CURRENT ASSETS

466	Debtors and prepayments	1,582
	Cash at bank	
18,275	Current account	33,611
25,000	Shawbrook Bank 60 day notice account	25,000
<u>43,741</u>		<u>60,193</u>

CURRENT LIABILITIES

<u>3,346</u>	Creditors	<u>3,179</u>
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40,395

NET CURRENT ASSETS

57,014

148,223

TOTAL NET ASSETS

159,948

Represented by:

151,333	Balance as at 31st March 2020	148,223	
<u>148,223</u>	(Deficit)/Surplus For The Year	<u>11,725</u>	<u>159,948</u>

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15 July 2021

THE SAMARITANS
BRIERLEY HILL BRANCH
NOTES TO THE ACCOUNTS

1) Accounting Policies

- a) Basis of accounting. These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities ("the Charities SORP FRS 102"), and with the Charities Act 2011.
- b) Voluntary income received by way of donations and gifts is included in the Statement of Financial Activities (the "SOFA") when received. Gifts in kind are valued and brought in as income and the appropriate expenditure.
- c) Gross fundraising income from events organised by the charity itself is included in the SOFA when received. Where deemed material, fundraising proceeds not yet received by the charity at the year end have also been taken to income at the Trustees' estimate of likely receivable amount.
- d) Covenant, Gift Aid and other income received by the charity in respect of which a claim for repayment of tax has or will be made is grossed up for the tax recoverable and this gross amount recognised in the SOFA.
- e) Income from legacies is included in the SOFA when received or when the Trustees are satisfied the charity has a legally enforceable right of receipt of a conservatively measurable sum.
- f) Revenue grants for immediate financial support and assistance are recognised in the SOFA on receipt and on satisfaction of any preconditions.
- g) Depreciation is provided on all tangible fixed assets of material value held by the charity for its own use on a straight line basis so as to write off their cost over their estimated useful lives as follows:

Freehold buildings	2% - straight line basis
Fixtures and equipment	15% - straight line basis

2) Staff Costs and Numbers

No members of staff were employed by the charity during the year.

3) Reconciliation of Funds

All funds held are available for the ordinary purposes of the charity.

- 4) As part of a restructuring of the national Samaritans organisation, on 1 October 2016, the assets, liabilities and activities of The Samaritans Brierley Hill Branch ("the Charity") were transferred to a new Charitable Incorporation Organisation (CIO). The transfer to the new CIO had no effect on the operations of the branch.
- 5) During the year, the Pears Family Charitable Trust provided a donation of £7,284 to finance the ground floor disabled w/c facility. This income has been treated as restricted funds, as it was donated specifically for this purpose.

THE SAMARITANS
BRIERLEY HILL BRANCH

STATEMENT OF ACCOUNTS

YEAR ENDED 31ST MARCH 2021

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