

BRIERLEY HILL SAMARITANS TRUSTEE REPORT 2023

Introduction

Brierley Hill Samaritans has had a presence in Brierley Hill since 1973, and we celebrate our 50th Anniversary next year. 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 five Trustees who fulfil their obligations within the Charity Commission regulations and make decisions regarding expenditure, strategy etc. The new Directors are in the process of recruiting 15 DD's (Deputy Directors) to split the roles of the previous 5 DD's and help spread the work load. They will manage the operational side of the branch, for example, the quality and consistency of our service, 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE BRANCH

Branch Leadership Team

Co-Directors and also Trustees – Graham Bristow Appointed 29th August 2022 and Joanne Petter (Emily) appointed 29th August 2022

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

Trustee and Treasurer – Alicia Pawlowski co-opted 19th January 2022

The Branch also has 11 Deputy Directors who are responsible for the following areas: New Volunteers, Mentors, Leaders, Support Volunteers, EDI, Recruitment and Selection, IT, GDPR, Premises and Volunteers Support, Training.

Trustees' Report

The AGM was held on 11th July 2023.

Our Listening Volunteers continue 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 cost of living crisis and after effects of COVID. Callers may also be experiencing suicidal thoughts.

The objective of the Charity is that fewer people die by suicide. Samaritans believe that giving emotional support to our callers by listening and empathising 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.

Our Safeguarding Policy is continually reviewed and updated and all our volunteers are aware of their responsibilities when dealing with vulnerable people. The main Samaritan Charity has developed a Phone Call monitoring team to ensure that our Callers receive the best response possible when they contact us in emotional distress.

The Branch no longer responds to emails as this is now being organised by the Central Charity.

Number of Calls

In May 2023, 48 Brierley Hill volunteers spent 210 hours on the phones taking 751 calls. In the second quarter of this year, we spent 13.2% of our time in the Hours of Need period 2- 6am and 29.8% during the twilight period 10pm to 2am. This is a fantastic achievement for a branch of our size.

Number of Listening Volunteers

Total numbers Total volunteer breakdown as of July 2023: 57 listening volunteers, 10 support volunteers and 2 volunteers in training. 69 in total.

Training

New volunteers attend face to face training for sessions which includes skills practice, they are then allocated to a mentor to start shifts and once they are competent they start taking calls by themselves.

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

The Fundraising Team have started to organise events post-pandemic and also place collecting tins in various venues for money and also raising awareness of the Organisation.

Finance Report 1st April 2022 - 31st March 2023

As an affiliated Branch to the main Samaritans 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. As a registered charity we follow Charity Commission rules.

This financial year reflects recovery from the Pandemic and the Treasurer's efforts in obtaining Grants. Total income increased by £11,691. The main donations received were from Enterprise Car Rentals £2,500, McDermott Buildings £1,440, there was Car Park Rental income catch up of £2,000. The total of Grants applied for and received was £11,500. Main Fundraising events raised £820 from the Sarah Millikan Evening and assisting Stourbridge Lions with their annual Sleigh Ride gave way to a donation from them of £450.

Expenditure was £24,675, an increase of £1,246 on the previous year. £4,485 was spent on Branch Maintenance £2,599 on Centre Cleaning and Refreshments, Heat light and water £2,552. The surplus of income over expenditure is £2,972 including a depreciation figure of £7,403. During the year Electronic Gates were purchased for £5,967 and a photocopier for £1,636 which increased our Fixtures and Fittings by £3,771 which allows for depreciation.

This leads to a strong Balance Sheet with Reserves of £155,448. Although we have a strong Balance Sheet, it must be appreciated that we need to continue to work hard applying for Grants, Fundraising and raising our profile in the Black Country Community to encourage support and ensuring we cover our outgoing costs.

Future planned expenditure is the upgrading of the CCTV system, budgeted cost between £2,000 and £2,500. The Treasurer is applying for Grants to cover this cost.

Our Auditors are French Ludlam and Co. Ltd., Kingswinford and a copy of the Statement of Accounts is available on this Site.

Future Objectives for the Branch:

The main objectives over the next 12 months is to:

- Develop an inclusive culture and community feel within the branch
- Increase and retain volunteer numbers
- Recruit more volunteers to roles of responsibility
- Focus on supporting vulnerable groups within our community

Alicia Pawlowski
Treasurer and Trustee
October 2023

THE SAMARITANS
BRIERLEY HILL BRANCH
STATEMENT OF ACCOUNTS
YEAR ENDED 31ST MARCH 2023

THE SAMARITANS
BRIERLEY HILL BRANCH
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

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 2023, 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

FRENCH LUDLAM & CO LIMITED
Statutory Auditors and Accountants

Kingswinford
30 June 2023

THE SAMARITANS
BRIERLEY HILL BRANCH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

2022

£	£		£	£
		<u>INCOME</u>		
	3,576	Fundraising	3,085	
3,576	-	Less fundraising expenses	(442)	2,643
10,519		Donations and grants		21,649
-		Rental income		2,000
1,744		Gift Aid received		1,149
117		Interest received		206
<u>15,956</u>				<u>27,647</u>
		<u>EXPENDITURE</u>		
	600	Donation to Matala Branch	-	
4,181		Maintenance of centre	4,485	
1,524		Insurance	1,735	
2,657		Heat, light and water	2,552	
236		Printing and stationery	189	
1,732		Postage and telephone	1,831	
657		Travelling	719	
302		Publicity	791	
2,812		Centre cleaning and refreshments	2,599	
26		Training	-	
2,469		Branch contribution	2,336	
544		Sundry expenses	394	
<u>23,429</u>	<u>5,689</u>	Depreciation	<u>7,043</u>	<u>24,675</u>
<u>(7,472)</u>		<u>(DEFICIT)/SURPLUS FOR THE YEAR</u>		<u>2,972</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 & Co Limited

FRENCH LUDLAM AND CO LIMITED

Registered Auditors and Accountants

Kingswinford

30 June 2023

THE SAMARITANS
BRIERLEY HILL BRANCH

BALANCE SHEET
31st March 2022

31ST MARCH 2023

£	£		£	£
		<u>FIXED ASSETS</u>		
		Freehold land and buildings at cost		
	99,563	as at 31st March 2022	96,353	
96,353	<u>3,210</u>	Less depreciation	<u>3,210</u>	93,143
		Fixtures and equipment		
	3,371	as at 31st March 2022	5,600	
	<u>4,708</u>	Additions less disposals during the year	<u>7,604</u>	
	8,079		13,204	
<u>5,600</u>	<u>2,479</u>	Less depreciation	<u>3,833</u>	<u>9,371</u>
<u>101,953</u>				<u>102,514</u>
		<u>CURRENT ASSETS</u>		
	195	Debtors and prepayments	716	
		Cash at bank		
	28,905	Current account	30,584	
	25,000	Shawbrook Bank 60 day notice account	25,205	
	<u>54,100</u>		<u>56,505</u>	
		<u>CURRENT LIABILITIES</u>		
	<u>3,577</u>	Creditors	<u>3,571</u>	
<u>50,523</u>		<u>NET CURRENT ASSETS</u>		<u>52,934</u>
<u>152,476</u>		<u>TOTAL NET ASSETS</u>		<u>155,448</u>
		Represented by:		
	159,948	Balance as at 31st March 2022	152,476	
<u>152,476</u>	<u>(7,472)</u>	(Deficit)/Surplus For The Year	<u>2,972</u>	<u>155,448</u>

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French Ludlam & Co Limited
FRENCH LUDLAM AND CO LIMITED
Registered Auditors and Accountants
Kingswinford
30 June 2023

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.

THE SAMARITANS
BRIERLEY HILL BRANCH
STATEMENT OF ACCOUNTS
YEAR ENDED 31ST MARCH 2023

THE SAMARITANS
BRIERLEY HILL BRANCH
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

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30 June 2023

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BRIERLEY HILL BRANCH

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