

The logo for Samaritans, featuring the word "SAMARITANS" in white capital letters on a green rectangular background. Below this, the text "Bracknell, Wokingham, Ascot & Districts" is written in white on a darker green rectangular background.

SAMARITANS

**Bracknell, Wokingham,
Ascot & Districts**

Annual Report and Financial Statements

For the year ended 31st March 2024

Samaritans of Bracknell, Wokingham, Ascot & Districts

Annual Report & Financial Statements

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Trustees

Director	Michael Songer
Trustee & Secretary	Lesley Monk
Trustee	James David Reid
Trustee & Treasurer	Cathrine Deborah Wratten

Principal Office

Hope Cottage
2 Mount Pleasant
Bracknell
Berkshire
RG12 9AD

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiners

Holy Brook Associates Ltd
Curious Lounge
20 Tudor Rd
Reading
RG1 1NH

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1 Status and Administration

Samaritans of Bracknell, Wokingham, Ascot & Districts is a registered charity. The registered number is 1170901.

Trustees

The following persons acted as trustees during the accounting period.

Name

Director	Barbara Ann Denyer	Retired 18 December 2023
Director	Michael Songer	Ex officio from 18 December 2023
Trustee & Secretary	Katherine Veronica Parsons	Retired 30 November 2023
Trustee & Secretary	Lesley Monk	Co-opted 8 February 2024
Trustee	James David Reid	Appointed 30 November 2021
Trustee	John David Williams	Retired 30 November 2023
Trustee & Treasurer	Cathrine Deborah Wratten	Appointed 21 December 2022

2 Structure, governance and management

The charity, Samaritans of Bracknell, Wokingham, Ascot and Districts, is an affiliated branch of a national organisation called Samaritans, a company limited by guarantee and incorporated under the Companies Act 1948 on 11th April 1963, whose registered office is at The Upper Mill, Kingston Road, Ewell, Surrey, KT17 2AF.

The governing document of the charity is the Samaritan branch model constitution amended in December 2016 and adopted by the members on 14th June 2018.

Trustees are elected by members of the charity.

3 Objects and Activities

The objects of the Charity are:

- To enable persons in Bracknell, Wokingham, Ascot and Districts and the surrounding area as well as elsewhere who are experiencing feelings of distress or despair, including those who may be at risk of suicide, to receive confidential emotional support at any time of the day or night in order to improve their emotional health and to reduce the incidence of suicide;
- To promote a better understanding in society of suicide, suicidal behaviour and the value of expressing feelings which may otherwise lead to suicide or impaired emotional health; and
- To collaborate with and support Samaritans Central Charity and its affiliated branches in fulfilling these Objects.

Samaritans' vision is that fewer people die by suicide. We work to achieve this by making it our mission to alleviate emotional distress and reduce the incidence of suicidal feelings and suicidal behaviour.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

4. Achievements and performance

The branch received 18,902 contacts during the year (2023 15,561). As usual three recruitment and training courses for new Samaritans were run. At the end of the year there were 109 listening volunteers (2023 76) and 12 support volunteers (2023 27).

The trustees met regularly through the year to oversee overall management and development of the charity. Regular financial reports are used to inform financial decisions including necessary building maintenance, the purchase of new equipment and to respond to other requests for funds, for example, for publicity materials and for training courses. It retains

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oversight of the charity's risks including financial, those related to ongoing delivery of the branch's Samaritans service, health and safety and data protection. Trustees also sit on the Branch Leadership Team together with the Deputy Branch Director and Deputy Directors with individual responsibility for: Volunteer Support; Recruitment and Selection; New Volunteer Training, Ongoing training; Education and Events; Hub Liaison and Caller Support; IT; Lead of Governance.

Whilst financial resources are essential to run the charity, and in particular pay for the ongoing costs of running the branch premises, the branch has no paid staff. It is entirely reliant on the amazing team of volunteers who deliver the listening service and do all the other tasks involved in running the branch including fundraising, looking after the branch premises and all of the branch infrastructure. Without the contribution of these dedicated volunteers the service would not exist and the trustees are indebted to each and every one of them.

In 2023 we were able to restart our normal fundraising events that were stopped during the pandemic. In particular the Samaritans run was restarted, although it was a smaller event than in previous years, and we also restarted the annual theatre event. We were again very grateful for generous sponsorship and donations from some of our highly valued external partners together with a donation of £13.4 thousand from BFC recycling scheme. As in previous years, the trustees are exceptionally grateful to personal, business and charity donors to our branch.

The strong financial position evidenced in these accounts is expected to be enhanced and maintained in the year ahead. The branch has been able to be more proactive in 2024 in its fundraising activity, evidenced by the commitments made in the first quarter of 2024 for financial support for the successful Samaritans Run, which was held after the end of this accounting period.

Working with businesses in the communities we serve is supporting the sustainability of the branch's financial health. This has focussed not just on raising new funds, but also on developing resource sharing arrangements with local organisations which create financial savings for us; for example, the use of corporate conference facilities free of charge.

The branch will also take opportunities to work with local businesses who can provide opportunities to their employees to support a local charity, whilst for the branch minimising the need to pay for basic maintenance work. These activities also help to raise awareness of Samaritans in the community.

We complete the financial period in a positive position and with a strong focus on financial sustainability going forward

5. Financial Review

- a) **Unrestricted Funds:** Details of the breakdown of expenditure are given in the accounts. All of the funds have been applied for the purpose of the day to day running of a Samaritans branch. The main sources of income are the fundraising events, grants, donations, collections and various initiatives by the volunteers. The fund stands at £98,207 including £50,000 which is designated to be used on the property maintenance and improvement plan.
- b) **Restricted fund:** Nil
- c) **Availability of funds:** Apart from the Premises Capital Reserve, which is held in the form of freehold property revalued at £225,000 at the end of 2000, all other funds are held in cash or cash equivalents. The trustees consider that the charity has sufficient funds to carry out its objectives.
- d) **Policy on reserves:** In setting the reserves policy, the Trustees consider the need to provide against any future income shortfall, fulfil working capital requirements and allow funds to be available to support the branch property maintenance and improvement plan.

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This is balanced against the need to spend reserves now to deliver services to meet beneficiary needs.

As at 31 March 2024, the total funds held by the branch amounted to £98.2 thousand. All of these funds are unrestricted. Within unrestricted funds there is a designated fund for property maintenance and improvement plan amounting to £50 thousand and free reserves of £48.2 thousand.

The 2024-25 property plan includes a major reconfiguration of the ground floor of our office to expand our operations room (to enable growth of the service) and improve the operations room facilities. It is expected that this will utilise the majority of the £50 thousand designated fund. Since the office is an old Victorian cottage the trustees consider it appropriate to retain any balance (and if the balance falls below £20 thousand seek to build it back up to £20 thousand over time) as a contingency against future major remedial costs e.g. roof work.

The free reserves, as at 31st March 2024, of £48.2 thousand equate to 20 months expenditure; this falls in the target range for free reserves set by the trustees of between eighteen and twenty four months of general expenditure (range £42 thousand to £57 thousand).

The reserves policy will continue to be reviewed on at least an annual basis.

6. Trustees Responsibilities

The charity's trustees are responsible for preparing a receipts and payments account and a statement of assets and liabilities for each financial year that properly present the charity's receipts and payments during the year and its assets and liabilities at the end of the year. In preparing those statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which enable them to ensure that the receipts and payments account and statement of assets and liabilities comply with the Charities Act 2011. 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.

Approved on behalf of the Trustees on 28 September 2024

Michael Songer
Trustee



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Samaritans of Bracknell, Wokingham, Ascot & Districts

**On accounts for the year
ended**

31st March 2024

Charity no

1170901

Set out on pages

1-2

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.

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**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Signed:



Date: 30th September
2024

Name:

Rachel Eden

**Relevant professional
qualification(s) or body**

FCMA (Fellow of the Chartered Institute of Management Accountants)

Address:

Holy Brook Associates, Curious Lounge, 1st Floor, Pinnacle Building,
Tudor Road, Reading, England,
RG1 1NH

Section B

Disclosure

NONE

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Receipts & Payments account

Receipts	31/3/2024			Year to
	Unrestricted	Designated	Total	31/3/2023
	£	£	£	£
Donations	22,798		22,798	13,749
Collections	985		985	115
<i>Fundraising activities</i>				
Samaritans Run	10,782		10,782	13,245
Wokingham Theatre		2,319	2,319	2,948
<i>Other</i>				
Other	196		196	97
Interest	1,232		1,232	527
Total Receipts	35,994	2,319	38,313	30,680

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Payments

	31/3/2024			Year to 31/3/2023
	Unrestricted	Designated	Total	
	£	£	£	£
<i>Raising Funds</i>				
Sams Run Expenses	3,112		3,112	7,983
Theatre Costs		250	250	250
General fundraising	111		111	
<i>Raising Funds</i>	3,223	250	3,473	8,233
<i>Charitable Activities</i>				
Telephone & Internet	1,224		1,224	1,132
Meetings, training conventions	1,177		1,177	1,793
Publicity	90		90	530
Centre expenses	854		854	807
<i>Charitable Activities</i>	3,345	-	3,345	4,262
<i>Management & Administration costs</i>				
Water, Gas & Electricity	3,988		3,988	3,988
Building maintenance	6,468		6,468	2,043
Furniture & Equipment	712		712	333
Printing and Stationery	128		128	1,087
Travel Expenses	540		540	500
Insurance	1,120		1,120	1,099
Cleaning	1,514		1,514	1,751
Contribution to Central Charity	6,319		6,319	20,891
Bank charges & transaction fees	534		534	92
Other	121		121	1,427
<i>Management & Administration costs</i>	21,443	-	21,443	33,210
Total Payments	28,010	250	28,260	45,706
Surplus/(Deficit) for the year	7,983	2,069	10,053	(15,025)

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Reserves Movement	31/3/2024			Year to 31/3/2023
	Unrestricted	Designated	Total	
	£	£	£	£
Opening reserves	85,207	2,948	88,155	103,180
Surplus/(Deficit) for the year	7,983	2,069	10,052	(15,025)
Moved to designated	(44,983)	44,983	0	
Reserves at end of period	<u>48,207</u>	<u>50,000</u>	<u>98,207</u>	<u>88,155</u>

Statement of Assets & Liabilities

	31/3/2024	31/3/2023
	£	£
Fixed Asset		
Freehold Property	225,000	225,000
Current Assets		
Cash & bank	98,207	88,155
Total Assets	<u>323,207</u>	<u>313,155</u>
Represented by:		
Unrestricted funds	48,207	85,207
Designated fund	50,000	2,948
Property revaluation	<u>225,000</u>	<u>225,000</u>
	<u>323,207</u>	<u>313,155</u>

The attached notes form part of the financial statements.

The financial statements were approved on 8 August 2024

Cathrine Wratten
Trustee & Treasurer

Michael Songer
Trustee & Director

Samaritans of Bracknell, Wokingham, Ascot & Districts

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Notes to the Financial Statements

1. The financial statements are prepared on a Receipts and Payments basis. The financial statements have been prepared in accordance with those aspects of the SORP: Accounting and Reporting by Charities 2005, and other accounting standards, which apply to accounts following a Receipts and Payments format.
2. Voluntary income relating to donations, grants and legacies is included when received.
3. Gift Aid and covenanted income received excludes the associated tax repayment due to the charity. The tax repayment is shown in the year in which it is received.
4. Equipment expenditure is written off as incurred during the year.
5. Freehold premises were re-valued at £225 thousand on 20th December 2000. Subsequent expenditure has been written off as incurred. In accordance with the constitution, title to the branch premises is registered in the name of The Samaritans (Company Registration Number 757372).