

SAMARITANS SOUTHAMPTON AND DISTRICT

FINANCIAL STATEMENTS

AND TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

SAMARITANS SOUTHAMPTON AND DISTRICT CIO

FINANCIAL STATEMENTS & TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2022

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Reference and Administrative Details

Legal Status

Samaritans Southampton and District is a registered charity with charity registration 1170928. It is a Charitable Incorporated Organisation (CIO) governed by constitution adopted at incorporation on 30th December 2016.

Trustees are responsible for all the affairs of the Charity and may for that purpose exercise all the powers of the Charity.

Associated names to Samaritans Southampton and District are:

The Samaritans of Southampton

The Samaritans Southampton and District Branch

Officers and professional advisers

The Trustees

Gerard Donnelly

Robert Douglas (resigned 4/3/21)

Julie Smith (resigned 24/3/22)

Peter Bunting (resigned 30/8/21)

Christine Robinson (appointed 20/10/21)

Ann Bradshaw (appointed 20/10/21)

Paula Turvey (appointed 31/12/21 & resigned
01/06/22)

Wendy Birdsey (resigned 31/12/21)

Karen Oborn (appointed 24/3/22)

Nichola Kirby (appointed 19/09/22)

Registered Office

11 College Place

London Road

Southampton

SO15 2FE

SAMARITANS SOUTHAMPTON AND DISTRICT CIO

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Independent Examiner

Parry Hancock
Webb house
20 Bridge Road
Park Gate
Southampton
SO31 7GE

Bankers

Barclays Bank Plc
54 Lombard Street
London
EC3P 3AH

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Structure, Governance and Management

The Trustees

The Trustees present their report and the financial statements of the Charity for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out within the notes to the accounts.

The Board of Trustees continue to be satisfied that the Charity is continuing to deliver an effective and efficient service. It also considers that despite challenges, it is continuing to effectively manage its finances to enable the branch to continue its activities during the coming year and that the Charity's assets are adequate to fulfil these obligations.

Nature of the governing document and constitution of the Charity

Subject to the provisions of its constitution, the affairs of the Charity are managed by a Board of Trustees, who meet four times every year as a minimum.

The methods adopted for recruitment and appointment of new trustees

Members of the Board of Trustees are elected at an Annual General Meeting and consists of the following members, in total not numbering more than thirteen:

- a) A maximum of nine elected members, who must be Samaritans, but excluding the ex-officio members.
- b) A maximum of five ex-officio members comprising at least the Director, Secretary, and the Treasurer of the Charity.
- c) Co-opted members up to a maximum of one third of the Board of Trustees (excluding co-opted members).

Induction

The Samaritan volunteers are invited by the Board of Trustees to nominate themselves to join the board each year prior to the Annual General Meeting.

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Selection is on the basis of what the volunteer can contribute based on their own experience both life and professional. All trustees are subject to DBS (Disclosure and Barring Service) checks and cannot be confirmed in office until this check is complete.

Training

All Trustees are trained in-house and are required to complete online Management Training available on Samaritans intranet. Each Trustee receives a copy of the Charity Commission booklet on trusteeship and its responsibilities, this ensuring that they are aware of the commitment and duties they are undertaking. Further training of Trustees is on an informal basis and is on-going throughout the term of their office. No trustee is paid.

The organisation structure of the Charity and how decisions are made

The Charity falls under the umbrella organisation of the Samaritans nationally. The national organisation provides a model constitution, advice and support, which are adapted to meet the needs of the Charity.

Relationships between the Charity and related parties, including its subsidiaries

Other than the national Samaritans organisation, there are no transactions with any other related parties.

The major risks to which the Charity is exposed and reviews and systems to mitigate risks

The Trustees identify the major risks to which the Charity is exposed each financial year in particular those related to the operations and finances of the Charity. The Trustees then review any major risks which have been identified and establish systems to mitigate their exposure. A risk register is produced and updated whenever necessary.

Objectives, Public Benefit and Activities

**A summary of the objectives of the Charity as set out in its governing document.
To summarise, the Charity's objectives are:**

- a) To enable persons in Southampton and surrounding area who are experiencing feelings of distress and 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.
- b) 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.
- c) To collaborate with and support Samaritans Central Charity and its affiliated branches in fulfilling these objectives.

The Charity's aims, including the changes or differences it seeks to make through its activities, are to:

- a) Support the Samaritans Central Charity mission that fewer people die by suicide.
- b) Contribute to the national effort by making sure there is someone there for anyone that needs someone.
- c) Give people ways to cope and the skills to be there for others.
- d) Campaign to make suicide prevention a local priority.
- e) Work as part of a regional team to contribute to confidential emotional support 24 hours each and every day by telephone, face-to-face and email contact, both from our centre in Southampton, and outside our centre as part of our Outreach programme in schools and workplaces within the Southampton area.

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The Charity's main objectives for the period were:

To provide emotional support to all who contacted us, 24 hours a day, 365 days a year, and to ensure that sufficient trained volunteers are available to be part of a regional rota achieving these objectives. Achieved predominately via telephone, this objective is also through email and face-to face contact. However, face-to-face contact has been suspended since March 2020.

The Charity's strategies for achieving its stated objectives are to:

- a) Generate enough funds for the day-to-day operation of the Charity and to maintain its property in the centre of Southampton, providing for face-to-face contact and the base for our administration and fundraising, and generating income from a part of the building that is not used directly for charitable work.
- b) Recruit and train sufficient volunteers to provide the constant support required by the Charity's main objective.
- c) Publicise the Charity to raise awareness of the work it does.

Details of significant activities (Including its main programmes, projects or services provided) that contribute to the achievement of the stated objectives:

Samaritans Southampton and District's most significant activity was responding to telephone contacts and email contacts. In addition, the Charity has conducted various online events to promote the work of the Charity and provide emotional resilience workshops.

The contribution of volunteers

The Charity relies wholly on the services of volunteers in fundraising, administration of the Charity, and providing caller support which is the main objective of the Samaritans. There is one paid member of staff: a cleaner who is employed for six hours a week.

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Achievements and Performance

A review of charitable activities undertaken by the Charity

The period under review was another busy one for the Southampton and District branch of Samaritans.

April 2021 - March 2022

No. of active listening volunteers	90
No. of inbound calls	14,861 (4,159 hours on the phone)
No. of outbound calls	152 (30 hours on phone)
No. of email replies	2152 (1,076 hours)

During the past period we have continued to communicate the work of Samaritans to our community by distributing information and giving personal talks to a variety of groups and organisations, workplaces, mainly via online platforms.

Fundraising activities

We continued to ensure that funds were sufficient to provide for our needs by aiming to always have at least six months funding available to pay for our day to day expenditure. We receive no allotted funding directly; therefore we raise all our funds through a number of fundraising activities, in addition to renting out the front of our building to a marketing company. However, like all charities, the pandemic continued to hinder our usual fundraising activities. Despite these circumstances many supporters found ways to continue to support us. We are always heartened by our contacts with the public and appreciate the comments received, especially the many words of encouragement and thanks for the support offered by Samaritans. We wish to record our sincere thanks to numerous local businesses, including some local churches, clubs and organisations, who have given donations both during the period under review and in the past. As restrictions are easing, we hope that many of these supporters will be able to reinstate their fundraising activities, such as legacies and regular donations and internal events.

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Duty room refurbishment

The main room where our volunteers provide our support services to callers from was tired and in need of refurbishment. We reached out to a national building company, Golding Construction Services Ltd, via LinkedIn who kindly offered assistance. In September 2021 the leadership team agreed to close the branch for a period of six days to enable the room to be fully upgraded. This included complete redecoration of walls, improved soundproofing and replacement floor covering, significant data and electrical cable management and upgrading the duty station furniture. Sincere thanks to Jamie Golding and his team for providing the materials and manpower to achieve this.

Recruitment

Despite the pressures of the pandemic, we continued to recruit new volunteers. For the period, all training was achieved via online modules and in person remote 'zoom' sessions. We currently have around five hundred potential volunteers from the Southampton area who would like to become involved in the Charity. The number of recruiters, trainers and mentors available from our internal listening volunteers determines our capacity, currently we are able to onboard approximately thirty-six new volunteers per year.

Training

It's vital for all volunteers to continue to develop their skills and keep up to date with any changes to Samaritans policies. This continuous development is achieved via online self-learning together with remote and in branch training sessions.

Promoting our work within the local community

We continue to influence local policy concerning suicide prevention, via the Southampton Suicide Prevention forum, which meets six times per year.

During the period, we attended various outreach activities, including:

- a) Southampton University (Facility management department)

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- a) Local music event for 14 - 16 year olds
- b) Local church Mental Health Awareness session
- c) Presentation to student nurses at Southampton University

Factors relevant to the achievement of the Charity's objectives

The Charity is totally dependent on the services of volunteers. The core aim of all listening volunteers is to support our callers but many other tasks including, but not limited to, recruitment, training, volunteer support, administration, outreach, building management, IT support, health and safety needs to be undertaken and this is completed in house by our volunteers. The Director records his sincere appreciation for the extraordinary service and work provided by the volunteers.

Financial Review

Policy on reserves

The Trustees try to maintain at least six months of cash funds available at any one time to provide funding for the maintenance of the property. At the balance sheet date, free reserves were £65,446 (2021 £62,072).

Principle funding sources and how expenditure in the period under review has supported the key objectives of the Charity

The principal funding sources are donated income and rental income. This funding is applied to support all objects of the Charity.

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the Charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

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Transactions and financial position

The financial statements are set out on the following pages. As stated in the introduction to this report, the Trustees consider the financial position by the Charity during the period to have been satisfactory.

The receipts and payments analysis shows an excess of receipts over payments for the period of £4,640 (2021 net income of £29,796) with the total bank balances at the period end of £66,712 (2021 £62,072).

The total expenditure is spent on direct charitable purposes and support, a full breakdown of income and expenditure is reflected within the financial statements which are included separately within this annual report.

The charity has identified some undisclosed PAYE liabilities and is currently in the process of agreeing the position with HMRC under their voluntary disclosure process. The liability is expected to be in the region of £2,800 but may be as high as £6,500, excluding penalties and interest.

Plans for future periods

The aim of the charity is to ensure that the Southampton and District branch of Samaritans is able to continue to provide the service to callers in future periods. To be more available at times of greatest need and to be visible and active within the local community, supporting the Samaritans new five year strategy. Additionally, we aim to continue to offer all volunteers a supportive and positive experience, to involve as many volunteers as possible in roles throughout the branch and to ensure and embed good governance.

Responsibilities of Trustees

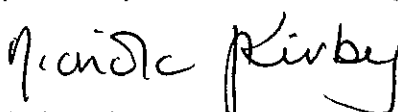
The trustees are responsible for the preparing of the Annual Report and the Financial Statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. 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
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- 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 sufficient 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 along with the applicable regulations and the provisions of the Charity Commission Scheme. 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 by the trustees and signed on their behalf by:

 10 October 2022
Nichola Kirby
Chair of Trustees and Branch Director

SAMARITANS SOUTHAMPTON AND DISTRICT CIO

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES YEAR ENDED 31 MARCH 2022

I report to the trustees on my examination of the accounts of the Samaritans Southampton and District CIO (the Charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed: 

Name: Mrs Lucy A Parry ACA

Address: Parry Hancock, Webb House, 20 Bridge Road, Park Gate, Southampton SO31 7GE

Date: 18th October 2022.

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Receipts and Payments Account Year Ended 31 March 2022

	<i>Note</i>	Unrestricted Funds	Restricted Funds	Total Funds Year Ending 31 March 2022	Total Funds Year Ending 31 March 2021
		£	£	£	£
Receipts					
Donations	2	9,327	-	9,327	8,689
Grants received	3	-	-	-	28,609
Investment income	4	14,210	-	14,210	12,003
Other trading activities (net)	5	4,746	-	4,746	5,468
Total		28,283	-	28,283	54,769
Payments					
Premises expenditure	6	17,165	-	17,165	22,050
Operational expenses	7,8,9	5,474	-	5,474	2,602
Sundry expenses	10	1,004	-	1,004	321
Total		23,643	-	23,643	24,973
Net of receipts (payments)		4,640	-	4,640	29,796
Cash funds last year		62,072	-	62,072	32,276
Cash funds this year		66,712	-	66,712	62,072


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Statement of Assets & Liabilities as at 31 MARCH 2022

	Note		Total Funds Year Ending 31 March 2022 £	Total Funds Year Ending 31 March 2021 £
Cash funds and in hand		Unrestricted funds	66,712	62,072
Asset retained for Charity Use	11	Designated funds	475,000	539,373
Liabilities	12	Unrestricted funds	1,266	-

Signed on behalf of the Trustees:

 10 October 2022

Karen Oborn
Treasurer and trustee

The notes on pages 17 to 22 form part of these financial statements

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NOTES FORMING PART OF THE FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2022

1. Principle Accounting Policies

a) Basis for accounts preparation

The financial statements have been prepared using the receipts and payments basis in accordance with applicable United Kingdom Accounting Standards, the Charities Act 2011 and the Charities Statement of Recommended Practice (FRS 102 2015) based thereon.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The charity is a Public Benefit entity.

b) Income from donations

Income from donations is included in income when it is receivable except as follows:

- (i) When donors specify that donations given to the charity must be used in future accounting periods:
- (ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the preconditions have been met.

Legacies

Income from legacies is recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.

Intangible Income

There was no intangible income during the year other than the goodwill and services of volunteers.

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NOTES FORMING PART OF THE FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2022 Continued

c) Expenditure

Expenditure is accounted for on a cost basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes attributable VAT which cannot be recovered.

Charitable Activities

Expenditure consists of those costs incurred by the charity in the delivery of its activities and service for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Publicity

Publicity costs itemised within the accounts are not for raising funds, but to raise awareness of our availability to those in distress and for recruiting potential volunteers.

Governance Costs

Expenditure includes those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Assets

Tangible Fixed Assets

Expenditure on tangible assets will be capitalised should the cost of any item exceed £2500.

Depreciation Policy

Fixed assets held for use by the charity will be depreciated at annual rates calculated to spread the cost (less anticipated residual value) over its expected life.

e) Funds

Unrestricted funds

Can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds

Funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

Can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund.

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NOTES FORMING PART OF THE FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2022 Continued

	Unrestricted Funds	Restricted Funds	Total Funds Year Ending 31 March 2022	Total Funds Year Ending 31 March 2021
	£	£	£	£
2 Donations - General				
Bequests & Legacies	3,415	-	3,415	1,029
Donations from individuals	3,523	-	3,523	1,946
Donations from business	2,389	-	2,389	5,714
	<u>9,327</u>		<u>9,327</u>	<u>8,689</u>
3 Grants				
Grants received	-	-	-	28,609
4 Income from investments				
Rent received	14,200	-	14,200	12,000
Bank interest received	10	-	10	3
	<u>14,210</u>		<u>14,210</u>	<u>12,003</u>
5 Income from other trading activities				
Miscellaneous fundraising activities	4,746	-	4,746	5,556
Less fundraising expenses	-	-	-	88
	<u>4,746</u>		<u>4,746</u>	<u>5,468</u>
TOTAL RECEIPTS	<u>28,283</u>	-	<u>28,283</u>	<u>54,769</u>

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NOTES FORMING PART OF THE FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2022 Continued

	Unrestricted Funds	Restricted Funds	Total Funds Year Ending 31 March 2022	Total Funds Year Ending 31 March 2021
	£	£	£	£
6 Premises expenditure				
Rates & water	2,583	-	2,583	2,248
Heating & lighting	4,101	-	4,101	3,769
Insurances	1,609	-	1,609	1,469
Caretaking and cleaning	5,021	-	5,021	3,397
Repairs & maintenance - equipment	386	-	386	965
Repairs & maintenance - property	3,466	-	3,466	9,718
Equipment purchases	-	-	-	457
	17,165	-	17,165	22,050
7 Operational expenses				
Volunteers expenses	329	-	329	-
Travel expenses	9	-	9	9
Stationery & postages	114	-	114	125
Printing & photocopying	500	-	500	228
Computer & technology expenses	302	-	302	229
Telephone & communications	2,645	-	2,645	1,979
	3,899	-	3,899	2,570
8 Publicity expenses				
Publicity and outreach	213	-	213	-
9 Governance costs				
Trustees meeting expenses	35	-	35	-
Bank charges	-	-	-	-
Fees paid	1,326	-	1,326	32
	1,361	-	1,361	32
10 Sundry expenses				
Staff training	297	-	297	7
Subsistence	707	-	707	314
	1,004	-	1,004	321
TOTAL PAYMENTS	23,643	-	23,643	24,973

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NOTES FORMING PART OF THE FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2022 Continued

11. Assets retained for Charity use

Fixed assets retained for Charity use is the freehold house at 11 College Place, purchased 16th May 2003. The premises are held primarily for charitable purposes, although these premises are part let to raise additional funds.

The property was revalued at 17th March 2022 by Lauren Udall MRICS of Keygrove Commercial Limited, Chartered Surveyors. The valuation was prepared in accordance with the RICS Valuation – Global Standards as published by the Royal Institution of Chartered Surveyors, July 2017. The property was valued on an open market basis at £475,000. At the date of revaluation, the freehold property investment carried a historical cost of £539,373.

	Unrestricted Funds	Restricted Funds	Total Funds Year Ending 31 March 2022 £	Total Funds Year Ending 31 March 2021 £
12 Liabilities				
Other creditors	276	-	276	-
Accountancy fees	990	-	990	-