

OXFORD SAMARITANS
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

OXFORD SAMARITANS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Williams	
	R Mann	
	I Wylie	
	N Beal	
	D Seal	
	M Jerwood	(Appointed 27 May 2020)
	P Hopkins	(Appointed 27 May 2020)
	M Haddon	(Appointed 27 May 2020)
	V Hemming	(Appointed 27 May 2020)
	B Kemp	(Appointed 27 May 2020)
Charity number	1173722	
Independent examiner	Richardsons	
	30 Upper High Street	
	Thame	
	Oxfordshire	
	OX9 3EZ	
Solicitors	Stanger Stacey and Mason	
	35 High Street	
	Witney	
	Oxfordshire	
	OX28 6HP	

OXFORD SAMARITANS

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OXFORD SAMARITANS

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objectives

1. To be available 24 hours a day
2. To provide a public benefit which gives confidential emotional support for people in despair

The activities

1. To provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide
2. To advance education by providing society with a better understanding of suicide, suicidal behaviour and the value of expressing feelings that may lead to suicide.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities they should undertake.

OXFORD SAMARITANS

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

The branch has maintained a high level of service and has been open 24 hours a day and 7 days a week, throughout the year to March 2021. We have offered service via telephone and e-mail. Our service has been temporarily restricted since Monday 23 March 2020 in line with the introduction of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and we have suspended personal calls at the centre and our outreach programme. These will be reintroduced once it is safe to do so. We have, however, maintained our 24 hour telephone and email service during the lockdown whilst ensuring social distancing and strict hygiene routines are observed.

We continue to receive an increasingly high number of telephone calls in addition to an increasing higher number of e-mails. Our 24 hour service has meant that we have volunteers on duty throughout the night who are able to respond to callers at a time when their needs are greatest in terms of expressing suicidal thoughts and plans.

During November 2020 the Branch took part in a Quality Review conducted by Samaritans Central Charity and developed an Action Plan for our Branch for the next two years. The Quality Review Report, prepared by two Quality Mentors, was extremely positive, with the efforts of the Branch being recognised and acknowledged.

To ensure that our large body of volunteers continue to provide a consistent level of support in line with Samaritans' principles, we have maintained a system of on-going mentoring for every volunteer where mutual peer review and discussion has proved very beneficial. All eligible volunteers also participated in mandatory On Going Training, delivered online. A series of 'top up' training was also offered and delivered (via video conference) for interested volunteers. These have proved popular and will continue post pandemic. We will consider delivering these face to face, once restrictions around social distancing have been sufficiently relaxed.

We have had a lot of enquiries from people who have expressed an interest in joining us to train and become Samaritans, as a result we now have a substantial waiting list of potential volunteers. Unfortunately we were unable to run interviews early in the pandemic but we now have an established and successful system of offering interviews via video conference and Samaritans Core Training is currently delivered online. Two cohorts of new volunteers have been trained and begun listening with us since November 2020.

We were disappointed not to run our established "Feet on the Street" operation whereby volunteers are out meeting people on alternate Fridays, face to face, in the centre of Oxford but we will resume this as soon as the easing of restrictions allows. Responding to these restrictions we have continued to deliver training and talks and support for local businesses, charities, and universities using online platforms; including providing support for staff at a local college following the sudden, tragic death of a student.

OXFORD SAMARITANS

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

We have been fortunate to receive a high number of requests from individuals interested in training as Samaritans over the past 12 months; particularly following high profile events such as the tragic suicide of television presenter, Caroline Flack. In order to meet this increased demand we have successfully increased the number of volunteers which now stands at around 170, a similar figure to last year. Fortunately, we have an increasing number of people who wish to become listening volunteers and we are marshalling resources to be able to accommodate them, but this places an increased workload on the people who help to train and induct them into the Samaritans service and those who support them during their time with us. The impact of COVID-19 and social distancing measures necessitate a pause in training and recruitment and this will impact Oxford Samaritans' ability to train and mentor.

Before its temporary suspension we continued to run our Feet on the Street operation whereby volunteers are out meeting people on alternate Fridays, face to face, in the centre of Oxford, which has very much helped us to meet those people who would not normally contact us.

A team of our volunteers visit the Listeners at HMP Bullingdon on a fortnightly basis. They help to train and support the Listeners in this vital role to help to try and reduce the incidence of suicide in this environment. It is a service we have been providing for 20 years. Like many of our outreach services, our ability to support prisoners has been impacted by the state of lockdown in response to the threat posed by COVID-19; though solutions and alternative methods to offer our support continue to be explored and pursued.

All these activities have helped us to reach a much wider audience, particularly those who are most vulnerable.

Financial review

Reserves policy

The trustees have reviewed the policy and have resolved to keep reserves of unrestricted funds equal to approximately two years expenditure. The balance of unrestricted current net assets of £862,718 (2020: £889,380) is in keeping with that policy once this expenditure has occurred.

Total funds of the charity stood at £868,475 (2020: £889,380) at the year end.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

Oxford Samaritans is a Charitable Incorporated Organisation. Oxford Samaritans is an affiliated branch set up as an individual charity, with governing documents based on templates and with specific agreements with the Central Charity, including the branch rules and operating agreement.

The Branch Leadership Team is comprised of the Branch Trustees (including the Branch Director) and the Deputy Directors. Trustees are elected by members of the Oxford branch at the AGM and hold office for a maximum period of three years.

Prior to selection prospective trustees are seen by the Branch Director who explains an outline of their duties. Once they have been appointed they are formally inducted and introduced to their duties by the Deputy Director for Governance. They then complete a mandatory online training module offered by Samaritans Central Charity.

OXFORD SAMARITANS

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees who served during the year were:

M Williams

R Mann

C Ball

(Resigned 27 May 2020)

I Wylie

J Cassell

(Resigned 27 May 2020)

N Beal

D Seal

M Jerwood

(Appointed 27 May 2020)

P Hopkins

(Appointed 27 May 2020)

M Haddon

(Appointed 27 May 2020)

V Hemming

(Appointed 27 May 2020)

B Kemp

(Appointed 27 May 2020)

The trustees report was approved by the Board of Trustees.



M Williams

Trustee

Dated: 12-05-2021



R Mann

Trustee

Dated: 12-5-21

OXFORD SAMARITANS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OXFORD SAMARITANS

I report to the trustees on my examination of the financial statements of Oxford Samaritans (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 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 financial statements to be reached.



Andrew King FCA
Richardsons
30 Upper High Street
Thame
Oxfordshire
OX9 3EZ

Dated: 12 May 2021

OXFORD SAMARITANS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations and legacies	3	34,222	18,558	52,780	67,630
Charitable activities	4	2,461	-	2,461	20,434
Investments	5	25,800	-	25,800	26,835
Total income		62,483	18,558	81,041	114,899
<u>Expenditure on:</u>					
Raising funds	6	17,723	-	17,723	18,151
Charitable activities	7	71,422	12,801	84,223	63,407
Total resources expended		89,145	12,801	101,946	81,558
Net (expenditure)/income for the year/ Net movement in funds		(26,662)	5,757	(20,905)	33,341
Fund balances at 1 April 2020		889,380	-	889,380	856,039
Fund balances at 31 March 2021		862,718	5,757	868,475	889,380

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OXFORD SAMARITANS

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		679,590		679,590
Current assets					
Debtors	12	3,206		4,813	
Cash at bank and in hand		206,417		236,128	
		<u>209,623</u>		<u>240,941</u>	
Creditors: amounts falling due within one year	13	<u>(20,738)</u>		<u>(31,151)</u>	
Net current assets			188,885		209,790
Total assets less current liabilities			<u>868,475</u>		<u>889,380</u>
Income funds					
Restricted funds			5,757		-
Unrestricted funds			862,718		889,380
			<u>868,475</u>		<u>889,380</u>

The financial statements were approved by the Trustees on 10 - 4 - 21



M Williams
Trustee



R Mann
Trustee

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Oxford Samaritans is a Charitable Incorporated Organisation. The principal address is 60 Magdalen Road, Oxford, Oxfordshire, OX4 1RB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs can not be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Depreciation is not charged (see below)
Computers	25% straight line basis

The freehold property is included at cost as the fair value cannot be measured reliably without undue cost or effort. Depreciation has not been charged in respect of freehold property. The charity adopts a policy of fully maintaining and repairing its building and as such the residual value is so high, and the expected life so long, that the depreciation charge would not be significant.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	33,910	6,000	39,910	28,219
Legacies receivable	-	-	-	36,085
Grants	-	12,558	12,558	2,894
Other	312	-	312	432
	<u>34,222</u>	<u>18,558</u>	<u>52,780</u>	<u>67,630</u>

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Sundry income 2021 £	COVID Support 2021 £	Total 2021 £	Total 2020 £
Other income	1,461	1,000	2,461	20,434

5 Investments

	Unrestricted funds 2021 £	Total 2020 £
Rental income	25,800	25,430
Interest receivable	-	1,405
	25,800	26,835

6 Raising funds

	2021 £	2020 £
<u>Fundraising and publicity</u>		
Fundraising	3,014	5,041
OutReach	612	475
Management fees	3,715	3,562
Repairs for rental property	10,382	9,073
Fundraising and publicity	17,723	18,151
	17,723	18,151
For the year ended 31 March 2020		
Fundraising and publicity		18,151

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities

	2021 £	2020 £
Telephone	2,377	2,693
Volunteer & officers' expenses	3,691	5,788
Donations to head office	50,580	-
	<u>56,648</u>	<u>8,481</u>
Share of support costs (see note 8)	23,447	29,177
Share of governance costs (see note 8)	4,128	25,749
	<u>84,223</u>	<u>63,407</u>
Analysis by fund		
Unrestricted funds	71,422	60,271
Restricted funds	12,801	3,136
	<u>84,223</u>	<u>63,407</u>

8 Support costs

	Support costs £	Governance costs £	2021 £	2020 £
Training and conferences	200	-	200	5,116
Rates	2,628	-	2,628	3,163
Heat and light	4,027	-	4,027	2,618
Equipment costs	4,914	-	4,914	1,507
Housekeeping	7,862	-	7,862	6,520
Printing and stationery	483	-	483	215
Insurance	1,566	-	1,566	1,350
Maintenance of premises	1,767	-	1,767	8,688
Bank charges	-	87	87	98
Levy to/(from) Samaritans	-	1,726	1,726	23,444
Professional fees	-	2,315	2,315	2,207
	<u>23,447</u>	<u>4,128</u>	<u>27,575</u>	<u>54,926</u>
Analysed between Charitable activities	<u>23,447</u>	<u>4,128</u>	<u>27,575</u>	<u>54,926</u>

Governance costs includes payments to the Independent Examiner of £2,280 (2020: £2,172) for fees.

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year. No employee received emoluments in excess of £60,000.

Trustees' expenses

One trustee (2020: one trustee) was reimbursed for expenses during the year totalling £618 (2020: £688). Travelling and related expenses incurred by the trustees are reclaimable.

10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	-	-

11 Tangible fixed assets

	Freehold land and buildings £	Computers £	Total £
Cost			
At 1 April 2020	679,590	3,262	682,852
At 31 March 2021	679,590	3,262	682,852
Depreciation and impairment			
At 1 April 2020	-	3,262	3,262
At 31 March 2021	-	3,262	3,262
Carrying amount			
At 31 March 2021	679,590	-	679,590
At 31 March 2020	679,590	-	679,590

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	-	1,400
Prepayments and accrued income	3,206	3,413
	3,206	4,813

OXFORD SAMARITANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,655	2,974
Other creditors	1,726	21,005
Accruals and deferred income	14,357	7,172
	<u>20,738</u>	<u>31,151</u>

14 Analysis of net assets between funds

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	679,590	-	679,590	679,590
Current assets/(liabilities)	183,128	5,757	188,885	209,790
	<u>862,718</u>	<u>5,757</u>	<u>868,475</u>	<u>889,380</u>

15 Related party transactions

Oxford Samaritans is an affiliated branch of Samaritans.

Included in other creditors is a Branch Affiliation Fee of £1,726 (2020: £20,407) due to be paid to Samaritans.