

Registered Charity CIO Number 1173807

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

INDEX

3 - 7	Legal and Administrative Information and Annual Report
8	Independent Examiner's Report
9	Statement of Financial Activities
10	Balance Sheet
11 - 13	Notes

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT

STATUS

Samaritans of Slough, Windsor & Maidenhead (the Charity) is a Charitable Incorporated Organisation (CIO) constituted by Deed of Trust dated 13 July 2017 and is a registered charity number 1173807. Its address is Katharine House, 17 Uxbridge Road, Slough, Berks SL1 1SN. It is a public benefit entity.

Under the constitution there shall be at least three members of the Organisation. The initial members of the charity are the first trustees. Additional members shall be such persons as are admitted to membership by the trustees in accordance with the constitution. Membership is terminated in accordance with clause 8.7 of the constitution.

TRUSTEES

The charity trustees during the period to 31st March 2021 were:

Director	Susan Chapman	Ex officio from September 2017, retired 31 October 2020
	Kathy Fabry	Ex officio from 1 November 2020, retires 31 October 2021
Vice Director	Susan Chapman	Co-opted 1 November 2020, retires 2021 AGM
Trustee & Treasurer	Peter Leach	Elected 27 August 2020, retires 2021 AGM
Trustee & Secretary	June Cook	Elected 27 August 2020, retires 2021 AGM
Trustee	Sheena Potter	Elected 27 August 2020, retires 2021 AGM
Trustee	Trevor Busby	Elected 27 August 2020, retires 2021 AGM
Trustee	Michael Cook	Elected 27 August 2020, retires 2021 AGM
Trustee	Graeme Buck	Elected 27 August 2020, retires 2021 AGM
Trustee	Janet Allen	Elected 27 August 2020, retires 2021 AGM

All elected and co-opted trustees retire at the next AGM (21 July 2021) and may offer themselves for re-election. The maximum continuous term of a trustee is six years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Constitution created the CIO on 13 July 2017

Recruitment and Appointment of Trustees

The Branch Director shall serve a term of 3 years. All other Trustees retire annually but may offer themselves for reappointment.

Trustee Induction and Training

New Trustees are provided with a booklet entitled 'A Trustees Guide for Branch Committee Members'. This identifies five key principles that should underpin all actions taken as a trustee, namely Objectivity, Accountability, Openness, Integrity and Honesty. All trustees are encouraged to attend courses run at both a regional and national level.

(continued)

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT

Risk Management

The Charity carries out regular risk assessments and these are reviewed by the Trustees. The principle risks that have been identified and the steps taken to mitigate those risks are as follows:

- | | |
|--|---------------------------------|
| • Adverse publicity | Regular training |
| • Insufficient volunteers for other duties | Trustees to 'sell' other roles |
| • Trustees being unaware of statutory responsibilities | Training |
| • Personal injury to Volunteers | Maintain safe work space |
| • Too few Volunteers | Regular recruitment initiatives |

In addition, insurance policies are maintained where appropriate.

Organisational Structure

The Trustees meet quarterly to discuss matters relating to the operation of the Charity, each elected member of the Committee being entitled to a vote if necessary.

Related Parties

The Charity is affiliated to Samaritan Central Charity, fulfilling the criteria laid down by Samaritan Central Office.

OBJECTIVES, ACTIVITIES AND THE DELIVERY OF PUBLIC BENEFIT

The objects of the Charity are:

(a) to enable people living in Slough, Windsor & Maidenhead and the surrounding area (but without specific limitations to the area) who are experiencing feelings of distress or despair, including those who may be at risk of suicide, to receive confidential emotional support 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; and

(c) to collaborate with and support the 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.

Public Benefit

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Branch's aims and objectives in planning future activities. The Branch furthers its charitable purposes for the public benefit by providing confidential emotional support to persons who are suicidal, despairing or in distress.

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SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT

ACHIEVEMENTS AND PERFORMANCE

Due to the coronavirus pandemic the last year has been unlike any other and our main achievement has been to keep the branch open throughout the year. Many volunteers have been unavailable because of health concerns. The branch is indebted to those volunteers who have been prepared to work additional shifts to cover for those who have been unavailable. In addition, the branch directorate have needed to spend many extra hours implementing the required health and safety measures to provide a safe and virus free place of work.

Contacts

The following table shows the number and type of contacts dealt with by the branch's volunteers over the last 3 years. The reduction in telephone calls handled is as a result of the pandemic. The increase in emails is due to volunteers unable to work at the branch being able to answer emails from home. Please note that the total number of telephone contacts in 2018/19 and 2019/20 were exactly the same, this is not a typing error!

	<u>2020/21</u>	<u>2019/20</u>	<u>2018/19</u>
Telephone Calls	15,842	20,559	20,559
Hours on the phone	3,799	4,039	4,032
Emails	4,277	3,364	2,844
SMS (this service has now been withdrawn)	0	2,727	3,748
Face-to-Face	0	48	38
Online Chat (Service introduced in 2021)	25	0	0

Prisons

Through our dedicated prison team we were able to continue to support the listener scheme at HMP Bronzefield. This year, due to the pandemic, all listener training sessions have been provided remotely.

Outreach and Awareness Raising

Sadly, due to the pandemic, our outreach and awareness activities have been heavily curtailed during the year.

FINANCIAL REVIEW

At the year end, the charity had unrestricted funds of £327,562; this comprised of designated funds related to our premises totalling £290,257 (which includes the asset value of the property Katharine House) and a general fund of £37,305. There were no restricted funds.

During the year the branch has successfully applied for grants made available from various institutions to provide financial support during the pandemic. As a consequence of the pandemic, branch fundraising opportunities have been limited. Expenditure is focused entirely on service provision, fundraising costs and premises running and upkeep.

Income and expenditure for the year were £85,023 and £49,765 respectively, resulting in a surplus of £35,258. The trustees consider these additional funds are necessary to provide future financial stability due to continuing pandemic related uncertainty and planned property improvements.

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SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT

Principal risks

The principal risks facing the branch are insufficient volunteers to keep the branch open, insufficient funds to run the branch and the possibility of breach of confidentiality.

- New volunteer recruitment is essential to ensure that we always have adequate cover. Through information sessions, and a careful selection process followed by a comprehensive training programme, we have continued to maintain our number of volunteers in excess of 100 for several years.
- The branch has an experienced fundraising team so that it has the best possible chance of regularly covering its annual costs.
- A cornerstone of the Samaritans' service is that, subject to Samaritans safeguarding policies, all those who contact us are guaranteed absolute confidentiality. Policies and procedures, including DBS checks for volunteers, are in place to reduce the possibility of inadvertent breach of confidentiality.

Reserves policy

As branch income is heavily dependent on donations, either directly, or through our fundraising activities, it can not be guaranteed. The trustees consider that about 9 months of annual expenditure which equates to £37,000 is an appropriate level at which to maintain the general reserve, in order to meet working capital needs.

Last year the trustees established a designated fabric fund to provide for the future expense of a major modernisation or refurbishment of our premises. Largely due to the financial success of this year they have felt able to transfer a further £26,000 into the fabric fund whilst maintaining the general fund at a level that is in line with their reserves policy. Both the general fund and the designated fabric fund are retained in cash or near cash assets.

PLANS FOR FUTURE PERIODS

It is the aim of the Trustees to promote diversity among our listening volunteers. In particular we are focussing on making our building accessible to wheelchair users. This will benefit both our service provision and offer support for people who may suffer isolation and loneliness because of their disabilities. Currently the premises at Katharine House are not suitable for all wheelchair access. A recent review of the premises has shown that to guarantee access for all, door widths need to be increased and a hydraulic lift fitted to allow access to the upper floor. These works are budgeted at around £60,000.

We will continue to follow initiatives instigated by Samaritans Central Office and continue to dedicate ourselves to maintaining the high standard of Samaritan response to all callers at any time of day or night, however they choose to contact us.

(continued)

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each period which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping accounting records which 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. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.



K Fabry
Director

21 July 2021

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MARCH 2021

Independent examiner's report to the Trustees of Samaritans of Slough, Windsor & Maidenhead CIO

I report on the accounts of the Charity for the period ended 31st March 2021, which are set out on the following pages.

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 period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of 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, 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.

Independent examiner's statement

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

- (1) which gives me 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 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Roger Keys
41 Walker Road
Maidenhead
Berkshire
SL6 2QU



Date 07.07.2021

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31ST MARCH 2021

	Year ended 31 March 2021			Year ended 31 March 2020		
	£	£		£	£	
	Designated funds	General fund	TOTAL	Designated funds	General fund	TOTAL
<u>INCOME FROM</u>						
Commercial						
Industry & Commerce	-	3,459	3,459	-	1,450	1,450
Community						
Branch Fundraising	-	4,536	4,536	-	13,297	13,297
Churches, Clubs etc.	-	3,605	3,605	-	4,437	4,437
Private & Related Gift Aid	-	19,439	19,439	-	14,666	14,666
	-	27,580	27,580	-	32,400	32,400
Foundation						
National Lottery	-	12,850	12,850	-	7,500	7,500
Trust Funds	-	36,471	36,471	-	6,000	6,000
	-	49,321	49,321	-	13,500	13,500
Investment Income						
Interest Earned	-	80	80	-	297	297
Other Income						
Bronzefield Prison Service	-	4,583	4,583	-	5,125	5,125
TOTAL	-	85,023	85,023	-	52,772	52,772
<u>EXPENDITURE ON</u>						
Raising Funds						
Advertising & Publicity	-	885	885	-	2,715	2,715
Charitable Activities						
Telephone	-	1,400	1,400	-	1,191	1,191
HMP Bronzefield	-	1,395	1,395	-	674	674
	-	2,795	2,795	-	1,865	1,865
Other - governance costs						
Water, light and heat	-	2,013	2,013	-	2,434	2,434
Repairs and cleaning	-	8,434	8,434	-	4,624	4,624
Insurance and rates	-	2,527	2,527	-	2,491	2,491
IT & Equipment purchases	-	4,722	4,722	-	1,255	1,255
Centre expenses	-	399	399	-	318	318
Print, postage and stationery	-	317	317	-	179	179
Conferences and training	-	124	124	-	1,970	1,970
Travelling	-	22,059	22,059	-	15,218	15,218
Recruitment advertising	-	68	68	-	-	-
Provisions	-	263	263	-	410	410
Depreciation	-	188	188	-	188	188
New branch contribution	-	4,971	4,971	-	3,815	3,815
50th Anniversary expenses	-	-	-	-	385	385
	-	46,085	46,085	-	33,287	33,287
TOTAL	-	49,765	49,765	-	37,867	37,867
<u>NET MOVEMENT IN FUNDS</u>	-	35,258	35,258	-	14,905	14,905
Transfer between funds	26,000	(26,000)	-	29,500	(29,500)	-
<u>Reconciliation of funds:</u>						
Funds balance brought forward 1 April 2020	264,257	28,046	292,303	234,757	42,641	277,398
Fund balance carried forward at 31st March 2021	290,257	37,304	327,561	264,257	28,046	292,303

Movements in funds are disclosed in note 4 to the accounts.
All funds are unrestricted and continuing.

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

BALANCE SHEET AS AT 31ST MARCH 2021

	<u>Notes</u>	2021 £	£	2020 £	£
<u>FIXED ASSETS</u>					
Tangible assets	2	217,390		217,578	
<u>CURRENT ASSETS</u>					
Prepayments		1,204		5,520	
Cash at bank		118,239		75,517	
		<u>119,443</u>		<u>81,037</u>	
<u>CREDITORS:</u> Amounts falling due within one year	3	9,272		6,312	
		<u>110,171</u>		<u>74,725</u>	
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u><u>327,561</u></u>		<u><u>292,303</u></u>	
<u>FINANCED BY:</u>					
UNRESTRICTED FUNDS					
General Fund	4	37,304		28,046	
Designated Funds	4	290,257		264,257	
		<u><u>327,561</u></u>		<u><u>292,303</u></u>	

Approved by the Trustees on 20 July 2021 and signed on their behalf by:


Trustee & Vice Director (S Chapman)


Trustee & Treasurer (P A Leach)

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021

1 ACCOUNTING POLICIES

The principal accounting policies which are adopted in the financial statements are set out below.

(a) Basis of Accounting

the historical cost convention, in accordance with the Charities Act 2011 and follow the recommendations in the Charities SORP (FRS 102): the Statement of Recommended Practice - Accounting & Reporting by Charities and with The Charities (Accounts and Reports) Regulations 2008.

(b) Depreciation

Fixed assets other than freehold property are depreciated over their expected useful life.

(c) Gross fund-raising

Income from events organised by the charity itself is accounted for when received.

(d) Voluntary Income

Income received by way of donations and gifts is accounted for when received.

(e) Expenditure

Expenditure is accounted for on the accrual basis.

(f) Revenue Grants

Grants for immediate financial support and assistance are accounted for on receipt and on satisfaction of any precondition.

(g) Donated services

The value of donated time provided by unpaid volunteers is recognised qualitatively in the Trustee Report but is not quantified in these accounts.

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021

2 FIXED ASSETS

	Solar Panels	Property £	TOTAL £
<u>COST</u>			
At 1 April 2020	3,760	214,757	218,517
Additions	-	-	-
At 31 March 21	<u>3,760</u>	<u>214,757</u>	<u>218,517</u>
<u>DEPRECIATION</u>			
At 1 April 2020	939	-	939
Charge for the period	188	-	188
At 31 March 2021	<u>1,127</u>	<u>-</u>	<u>1,127</u>
Net book value 31 March 2020	<u>2,821</u>	<u>214,757</u>	<u>217,578</u>
Net book value 31 March 2021	<u>2,633</u>	<u>214,757</u>	<u>217,390</u>

The Charity's freehold premises are at 17 Uxbridge Road, Slough, SL1 1SN. On 17 November 2017 the previously unregistered property was registered at the Land Registry in the name of Samaritans of Slough, Windsor & Maidenhead Charitable Incorporated Organisation. The market value is likely to exceed the carrying value however it is not considered prudent use of charitable funds to obtain a professional valuation.

	<u>2021</u>	<u>2020</u>
<u>3 CREDITORS</u>		
Accruals	<u>9,272</u>	<u>6,312</u>

Current liabilities includes £2,000 in respect of the estimated balance owing for the refurbishment of the Charity's premises.

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021

4 MOVEMENTS IN FUNDS

	Designated Fabric Fund	Designated Premises Fund	General Funds £	Total £
At 1st April 2020	49,500	214,757	28,046	292,303
Incoming resources	-	-	85,023	85,023
Transfer between funds	26,000	-	(26,000)	-
Outgoing resources	-	-	(49,765)	(49,765)
At 31st March 2021	75,500	214,757	37,304	327,561
Represented by:				
Tangible Fixed Assets	-	214,757	2,633	217,390
Current Assets	75,500	-	43,943	119,443
Current Liabilities	-	-	(9,272)	(9,272)
	75,500	214,757	37,304	327,561

General Funds Funds are available for the ordinary purpose of the charity.

Premises Fund Funds are committed in support of the Charity's freehold, operational and administrative premises.

Fabric Fund Funds are committed for the refurbishment & improvement of the building

5 TRUSTEE REMUNERATION AND EXPENSES

The trustees did not receive any remuneration during the period. It is the policy of the Charity to reimburse in full all expenses properly incurred by its volunteers in connection with its charitable activities. During the period the total amount reimbursed to nine trustee members in respect of mileage travel costs amounted to £2,777 (2020: seven trustees £1,161).

6 STAFF COSTS & VOLUNTEERS

No employee received remuneration in excess of £60,000. The charity relies solely on the work of unpaid volunteers in the course of undertaking its charitable activities and these costs are not included in the SOFA.

7 LEGAL FORM

The entity is a Charitable Incorporated Organisation, created on 13 July 2017.