

Registered Charity CIO Number 1173807

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

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 2022 were:

Director	Kathy Fabry	Ex officio from 1 November 2020, retired 30 November 2021
	Sue Yerburch	Ex officio from 1 December 2021, retires 30 November 2024
Vice Director	Susan Chapman	Co-opted 1 November 2020, retired 21 July 2021
Trustee & Vice Director	Carol Williams	Elected 21 July 2021, retires 2022 AGM
Trustee & Secretary	June Cook	Elected 21 July 2021, retires 2022 AGM
Trustee & Treasurer	Peter Leach	Elected 21 July 2021, retires 2022 AGM
Trustee	Sheena Potter	Elected 21 July 2021, retired 31 December 2021
Trustee	Trevor Busby	Elected 21 July 2021, retires 2022 AGM
Trustee	Michael Cook	Elected 21 July 2021, retires 2022 AGM
Trustee	Graeme Buck	Elected 21 July 2021, retires 2022 AGM
Trustee	Janet Allen	Elected 21 July 2021, retires 2022 AGM
Trustee	Susan Chapman	Co-opted 21 July 2021, retires 2022 AGM

All elected and co-opted trustees retire at the next AGM (20 July 2022) 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.

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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 Trustee 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

It has been pleasing to see the branch gradually returning to something like pre-COVID normality over the past year. We are proud to reflect that during this incredibly stressful period we have managed to keep the branch running by continuing to provide a high quality service to our many callers. This has been achieved by maintaining a stable number of volunteers by adapting to new ways of delivering training and recruitment.

Contacts

The following table shows the number and type of contacts dealt with by the branch's volunteers over the last 3 years. The continuing reduction in telephone calls handled is as a result of volunteers having to isolate due to the pandemic. The decrease in emails is due to a change in policy from central office regarding the handling of these contacts. We were pleased that so many of our volunteers took on the additional training required to enable them to become involved in the new online chat service.

	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
Telephone Calls	14,016	15,842	20,559
Hours on the phone	3,463	3,799	4,039
Emails	1,799	4,277	3,364
SMS (this service has now been withdrawn)	0	0	2,727
Face-to-Face	1	0	48
Online Chat (Service introduced in 2021)	446	25	0

Prisons

Through our dedicated prison team we were able to continue to support the listener scheme at HMP Bronzefield.

Outreach and Awareness Raising

As for the previous year our outreach and awareness raising activities have had to be necessarily curtailed. We are pleased to report that during the current year many activities are planned, some made possible by generous donations from our supporters.

FINANCIAL REVIEW

At the year end, the charity had unrestricted funds of £327,580; 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 £37,323. There were no restricted funds.

This year the majority of our income has been derived from grants received from trust funds and donations received from industry, commerce, clubs, charities and private individuals. In addition, we receive a contribution from the management of HMP Bronzefield in recognition of the work we do there. Expenditure is focused entirely on service provision, fundraising costs and premises running and upkeep.

Income and expenditure for the year were £49,582 and £49,563 respectively, resulting in a surplus of £19. Although this surplus is far below that achieved last year it is in line with the trustees' forecast and previous reserves have been preserved for future premises improvement works..

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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 at around the 100 level 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.

Two years ago the trustees established a designated fabric fund to meet the costs of future, necessary maintenance and improvements to our branch premises. At the beginning of the financial year this fund stood at £75,500. In order to retain the general fund at the level required to meet working capital needs the trustees do not feel it would be prudent to transfer further funds into the fabric fund at this time. 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. The Trustees are continuing to explore the best way to adapt our premises accordingly.

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.

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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.

Sue Yerbergh
Director

20 July 2022

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MARCH 2022

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 2022, 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 Act

have 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

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31ST MARCH 2022

	Year ended 31 March 2022			Year ended 31 March 2021		
	£	£		£	£	
	Designated funds	General fund	TOTAL	Designated funds	General fund	TOTAL
<u>INCOME FROM</u>						
Commercial						
Industry & Commerce	-	5,862	5,862	-	3,459	3,459
Community						
Branch Fundraising	-	1,319	1,319	-	4,536	4,536
Churches, Clubs etc.	-	4,514	4,514	-	3,605	3,605
Private & Related Gift Aid	-	19,568	19,568	-	19,439	19,439
	-	25,401	25,401	-	27,580	27,580
Foundation						
National Lottery	-	-	-	-	12,850	12,850
Trust Funds	-	10,871	10,871	-	36,471	36,471
	-	10,871	10,871	-	49,321	49,321
Investment Income						
Interest Earned	-	448	448	-	80	80
Other Income						
Bronzefield Prison Service	-	5,500	5,500	-	4,583	4,583
Public Sector						
Local Authorities	-	1,500	1,500	-	-	-
TOTAL	-	49,582	49,582	-	85,023	85,023
<u>EXPENDITURE ON</u>						
Raising Funds						
Advertising & Publicity	-	498	498	-	885	885
Charitable Activities						
Telephone	-	1,422	1,422	-	1,400	1,400
HMP Bronzefield	-	1,451	1,451	-	1,395	1,395
	-	2,873	2,873	-	2,795	2,795
Other - governance costs						
Water, light and heat	-	1,999	1,999	-	2,013	2,013
Repairs and cleaning	-	10,452	10,452	-	8,434	8,434
Insurance and rates	-	2,593	2,593	-	2,527	2,527
IT & Equipment purchases	-	5,869	5,869	-	4,722	4,722
Centre expenses	-	419	419	-	399	399
Print, postage and stationery	-	317	317	-	317	317
Conferences and training	-	154	154	-	124	124
Travelling	-	18,007	18,007	-	22,059	22,059
Recruitment advertising	-	-	-	-	68	68
Volunteer care	-	626	626	-	263	263
Depreciation	-	188	188	-	188	188
New branch contribution	-	5,466	5,466	-	4,971	4,971
Legal & professional	-	102	102	-	-	-
	-	46,192	46,192	-	46,085	46,085
TOTAL	-	49,563	49,563	-	49,765	49,765
<u>NET MOVEMENT IN FUNDS</u>	-	19	19	-	35,258	35,258
Transfer between funds	-	-	-	26,000	(26,000)	-
<u>Reconciliation of funds:</u>						
Funds balance brought forward 1 April 2021	290,257	37,304	327,561	264,257	28,046	292,303
Fund balance carried forward at 31st March 2022	290,257	37,323	327,580	290,257	37,304	327,561

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 2022

	<u>Notes</u>	2022 £	£	2021 £	£
<u>FIXED ASSETS</u>					
Tangible assets	2	217,202		217,390	
<u>CURRENT ASSETS</u>					
Prepayments		1,885		1,204	
Cash at bank & building society		129,124		118,239	
		<u>131,009</u>		<u>119,443</u>	
<u>CREDITORS:</u> Amounts falling due within one year	3	20,631		9,272	
		<u>110,378</u>		<u>110,171</u>	
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u><u>327,580</u></u>		<u><u>327,561</u></u>	
<u>FINANCED BY:</u>					
UNRESTRICTED FUNDS					
General Fund	4	37,323		37,304	
Designated Funds	4	290,257		290,257	
		<u><u>327,580</u></u>		<u><u>327,561</u></u>	

Approved by the Trustees on 20 July 2022 and signed on their behalf by:

Trustee & Director (Sue Yerburgh)

Trustee & Treasurer (Peter Leach)

SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2022

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 or 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 2022

2 FIXED ASSETS

	Solar Panels	Property £	TOTAL £
<u>COST</u>			
At 1 April 2021	3,760	214,757	218,517
Additions	-	-	-
At 31 March 22	<u>3,760</u>	<u>214,757</u>	<u>218,517</u>
 <u>DEPRECIATION</u>			
At 1 April 2021	1,127	-	1,127
Charge for the period	188	-	188
At 31 March 2022	<u>1,315</u>	<u>-</u>	<u>1,315</u>
 Net book value 31 March 2021	<u>2,633</u>	<u>214,757</u>	<u>217,390</u>
 Net book value 31 March 2022	<u>2,445</u>	<u>214,757</u>	<u>217,202</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>2022</u>	<u>2021</u>
3 <u>CREDITORS</u>		
Accruals	9,407	9,272
Grants received awaiting satisfaction of precondition	11,224	-
	<u>20,631</u>	<u>9,272</u>

Accruals 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 2022

4 MOVEMENTS IN FUNDS

	Designated Fabric Fund	Designated Premises Fund	General Funds £	Total £
At 1st April 2021	75,500	214,757	37,304	327,561
Incoming resources	-	-	49,582	49,582
Transfer between funds	-	-	-	-
Outgoing resources	-	-	(49,563)	(49,563)
At 31st March 2022	75,500	214,757	37,323	327,580
Represented by:				
Tangible Fixed Assets	-	214,757	2,445	217,202
Current Assets	75,500	-	55,509	131,009
Current Liabilities	-	-	(20,631)	(20,631)
	75,500	214,757	37,323	327,580

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 eleven trustee members in respect of mileage travel costs amounted to £3,416 (2021: nine trustees £2,777).

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.