

Registered Charity CIO Number 1173807

**SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2023**

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## **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 2023 were:

Director	Sue Yerburgh	Ex officio from 1 December 2021, retires 30 November 2024
Trustee & Vice Director	Carol Williams	Elected 20 July 2022, retires 26 July 2023
Trustee & Secretary	June Cook	Elected 20 July 2022, retires 26 July 2023
Trustee & Treasurer	Peter Leach	Elected 20 July 2022, retires 26 July 2023
Trustee	Trevor Busby	Elected 20 July 2022, retires 26 July 2023
Trustee	Michael Cook	Elected 20 July 2022, retires 26 July 2023
Trustee	Graeme Buck	Elected 20 July 2022, retires 26 July 2023
Trustee	Janet Allen	Elected 20 July 2022, retires 26 July 2023
Trustee	Susan Chapman	Elected 20 July 2022, retires 26 July 2023

All elected and co-opted trustees retire at the next AGM (26 July 2023) and may offer themselves for re-election, provided that the term for continuous office does not exceed the six year maximum stipulated in the charity's constitution. During the forthcoming year this period will be exceeded for the posts of secretary and treasurer, positions that must be held by trustees under the constitution of the charity. Unless applications to fill these roles are received the trustees may have to implement clause 12.6 of the constitution to extend the office of the two sitting trustees fulfilling these roles. The trustees will issue a statement setting out the situation for resolution at the AGM.

#### **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. Trustees are required to undertake training provided on line by Samaritans Central Office.

(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 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.

(continued)

## **SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO**

### **LEGAL AND ADMINISTRATIVE INFORMATION AND TRUSTEE REPORT**

#### **ACHIEVEMENTS AND PERFORMANCE**

The branch has continued to improve all areas of its service provision as detailed in the table below. It has adapted to new methods of delivering training and maintained a satisfactory level of fully trained volunteers to deliver the listening service. Outreach and other out of branch activities have been expanded to ensure a growing public awareness of our presence in our area,

#### **Contacts**

The following table shows the number and type of contacts dealt with by the branch's volunteers over the last 3 years. It is pleasing to see the number of telephone calls answered, and hours spent on the phone supporting our callers, has increased and will, hopefully, soon recover to pre-pandemic levels. As reported last year, the handling of emails at branch level has been phased out in early 2023. Webchat has been maintained at (exactly) the same level as last year. We hope that our capacity to provide this service will increase as more volunteers undertake the necessary training.

	<u>2022/23</u>	<u>2021/22</u>	<u>2020/21</u>
Telephone Calls	<b>15,282</b>	14,016	15,842
Hours on the phone	<b>3,625</b>	3,463	3,799
Emails (Service withdrawn in 2023)	<b>590</b>	1,799	4,277
Face-to-Face (service now withdrawn)	<b>0</b>	1	0
Webchat	<b>446</b>	446	25

#### **Prisons**

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

#### **Outreach and Awareness Raising**

Through our strong team we have been able to continue to build on our outreach and awareness raising activities moving forward from the pandemic.

#### **FINANCIAL REVIEW**

At the year end, the charity had unrestricted funds of £333,162; this comprised of designated funds related to our premises totalling £295,757 (which includes the asset value of the property Katharine House) and a general fund of £37,405. 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 £70,469 and £64,887 respectively, resulting in a surplus of £5,582. The trustees had anticipated drawing funds from the designated property fund during the year but this has proved unnecessary due to the level of income received.

(continued)

## **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 a range of 6 to 9 months of annual expenditure is an appropriate level at which to maintain the general reserve, in order to meet working capital needs. The current level is approximately 7 months of expenditure.

Three 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. Due to the better than expected financial result for the year the trustees have felt it appropriate to transfer a further £5,500 from the general fund to the fabric fund. This increases the total in the fabric fund to £81,000 and retains the general fund at a level within the stated policy of the trustees.

#### **PLANS FOR FUTURE PERIODS**

The trustees have appointed a working group to make proposals for the refurbishment of Katharine House. Architects have been appointed and plans submitted to Slough Council for building regulation approval. It is hoped that work can commence either towards the end of this year or early next year.

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.

Sue Yerburgh  
Director

26 July 2023

**SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO**

**FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MARCH 2023**

***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 2023, 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 2023**

	Year ended 31 March 2023			Year ended 31 March 2022		
	Designated funds	£ General fund	£ TOTAL	Designated funds	£ General fund	£ TOTAL
<b><u>INCOME FROM</u></b>						
<b>Commercial</b>						
Industry & Commerce	-	12,447	12,447	-	5,862	5,862
<b>Community</b>						
Branch Fundraising	-	10,321	10,321	-	1,319	1,319
Churches, Clubs etc.	-	2,516	2,516	-	4,514	4,514
Private & Related Gift Aid	-	15,836	15,836	-	19,568	19,568
	-	28,673	28,673	-	25,401	25,401
<b>Foundation</b>						
National Lottery	-	5,300	5,300	-	-	-
Trust Funds	-	11,184	11,184	-	10,871	10,871
	-	16,484	16,484	-	10,871	10,871
<b>Investment Income</b>						
Interest Earned	-	1,002	1,002	-	448	448
<b>Other Income</b>						
Bronzefield Prison Service	-	5,500	5,500	-	5,500	5,500
<b>Public Sector</b>						
Local Authorities	-	6,363	6,363	-	1,500	1,500
<b>TOTAL</b>	-	70,469	70,469	-	49,582	49,582
<b><u>EXPENDITURE ON</u></b>						
<b>Raising Funds</b>						
Advertising & Publicity	-	2,655	2,655	-	498	498
<b>Charitable Activities</b>						
Telephone	-	1,233	1,233	-	1,422	1,422
HMP Bronzefield	-	1,676	1,676	-	1,451	1,451
	-	2,909	2,909	-	2,873	2,873
<b>Other - governance costs</b>						
Water, light and heat	-	1,671	1,671	-	1,999	1,999
Repairs and cleaning	-	16,214	16,214	-	10,452	10,452
Insurance and rates	-	2,800	2,800	-	2,593	2,593
IT & Equipment purchases	-	3,615	3,615	-	5,869	5,869
Centre expenses	-	828	828	-	419	419
Print, postage and stationery	-	904	904	-	317	317
Conferences and training	-	7,537	7,537	-	154	154
Travelling	-	17,029	17,029	-	18,007	18,007
Recruitment advertising	-	-	-	-	-	-
Volunteer care	-	779	779	-	626	626
Depreciation	-	188	188	-	188	188
New branch contribution	-	4,028	4,028	-	5,466	5,466
Legal & professional	-	3,730	3,730	-	102	102
	-	59,323	59,323	-	46,192	46,192
<b>TOTAL</b>	-	64,887	64,887	-	49,563	49,563
<b><u>NET MOVEMENT IN FUNDS</u></b>	-	5,582	5,582	-	19	19
<b>Transfer between funds</b>	5,500	-	5,500	0	0	-
<b><u>Reconciliation of funds:</u></b>						
Funds balance brought forward 1 April 2022	290,257	37,323	327,580	290,257	37,304	327,561

<b>Fund balance carried forward at 31st March 2023</b>	<b><u>295,757</u></b>	<b><u>37,405</u></b>	<b><u>333,162</u></b>	<b><u>290,257</u></b>	<b><u>37,323</u></b>	<b><u>327,580</u></b>
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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 2023**

	<u>Notes</u>	2023 £	£	2022 £	£
<b><u>FIXED ASSETS</u></b>					
Tangible assets	2	217,014		217,202	
<b><u>CURRENT ASSETS</u></b>					
Prepayments		2,567		1,885	
Cash at bank & building society		131,689		129,124	
		<u>134,256</u>		<u>131,009</u>	
<b><u>CREDITORS:</u></b> Amounts falling due within one year	3	18,108		20,631	
		<u>116,148</u>		<u>110,378</u>	
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		<u><u>333,162</u></u>		<u><u>327,580</u></u>	
 <b><u>FINANCED BY:</u></b>					
UNRESTRICTED FUNDS					
General Fund	4	37,405		37,323	
Designated Funds	4	295,757		290,257	
		<u><u>333,162</u></u>		<u><u>327,580</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 2023**

#### **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 2023**

**2 FIXED ASSETS**

	Solar Panels	Property £	TOTAL £
<b><u>COST</u></b>			
At 1 April 2022	3,760	214,757	218,517
Additions	-	-	-
At 31 March 23	<u>3,760</u>	<u>214,757</u>	<u>218,517</u>
 <b><u>DEPRECIATION</u></b>			
At 1 April 2022	1,315	-	1,315
Charge for the period	188	-	188
At 31 March 2023	<u>1,503</u>	<u>-</u>	<u>1,503</u>
 Net book value 31 March 2022	<u>2,445</u>	<u>214,757</u>	<u>217,202</u>
 Net book value 31 March 2023	<u>2,257</u>	<u>214,757</u>	<u>217,014</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.

	<b><u>2023</u></b>	<b><u>2022</u></b>
<b><u>3 CREDITORS</u></b>		
Accruals	9,083	9,407
Grants received awaiting satisfaction of precondition	<u>9,025</u>	<u>11,224</u>
	<u>18,108</u>	<u>20,631</u>

# **SAMARITANS OF SLOUGH, WINDSOR & MAIDENHEAD CIO**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31ST MARCH 2023**

#### **4 MOVEMENTS IN FUNDS**

	Designated Fabric Fund	Designated Premises Fund	General Funds	Total
			£	£
At 1st April 2022	75,500	214,757	37,323	327,580
Incoming resources	-	-	70,469	70,469
Transfer between funds	5,500	-	(5,500)	-
Outgoing resources	-	-	(64,887)	(64,887)
At 31st March 2023	<b>81,000</b>	<b>214,757</b>	<b>37,405</b>	<b>333,162</b>
Represented by:				
Tangible Fixed Assets	-	214,757	2,257	217,014
Current Assets	81,000	-	53,256	134,256
Current Liabilities	-	-	(18,108)	(18,108)
	<b>81,000</b>	<b>214,757</b>	<b>37,405</b>	<b>333,162</b>

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 £3,037 (2022: eleven trustees £3,416).

#### **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.