



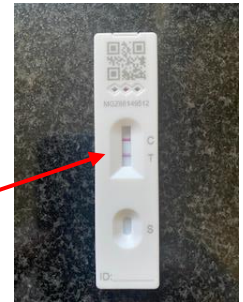
# Annual Report 2021/22



## Introduction

The Directors report last year started with saying what an unusual year it had been since the last AGM, and I'm feeling a sense of déjà vu as I write this report. Whilst the pandemic seems to be largely behind us, other unpleasant things have now reared their heads, in particular a war in Europe and very challenging economic times.

As a branch we've weathered the pandemic and have come out of it with less active volunteers than we had at the start of 2020. Last year I made it clear that the branch strategy in the period following the pandemic was one of consolidation and returning the number of volunteers to pre-pandemic levels. The pandemic has gone on for longer than expected, and so this is still the key element of our current strategy so that we have less closed shifts and can be there more for our callers. We certainly want to see less of these in future and be able to move on from the pandemic!



At the time of writing the number of active listening volunteers stands at 98, and with 4 volunteers going through mentored duties and the next core training group of 9 due to start in September we should be finishing the year with over 100 active listening volunteers. The branch target is to get back to over 110 active listening volunteers by the end of next year, which in turn will enable us to get back to over 95% of shifts being open.

## Training

There have been many changes to the Training Team during the last year, and the leadership of the team is shared between 2 Deputy Directors (DDs). This shared leadership approach is something that Central Charity are now encouraging as it more sustainable and places less of a load on individual volunteers. The Training Team have had to accommodate further changes to the training material, and are hoping it will now remain stable for a while.

The Training has also returned to face-to-face training, which as well as being so much better at allowing the new volunteers to get to know each other, also allows larger training groups than could be achieved using Zoom.

The next training course will be at Missenden Abbey due to space constraints at the branch as there are still some pandemic restrictions in place. Longer term the financial position resulting from the legacies will give us the option to 'future proof' the branch and create more space for training.

## Recruitment

The Recruitment Team has been using the new recruitment process for around a year now, and it is working well. Around half of Potential Volunteers (PVs) are being accepted following interview. The volume of new applications is running at a healthy level (there were 16 applicants during June, and there are around 24 PVs on the waiting list for interviews). As well as the upcoming training course this Autumn being filled, 7 places on the provisional January 2023 training have been filled.

The Team is planning to give successful PV's who are waiting for 2023 training an opportunity come into the branch to meet some of the team and give us an opportunity to tell them more about being a Listener as well as 'keeping them warm.' It would also avoid them feeling forgotten as they move from Recruitment into Training.



## Outreach

The easing of lockdown restrictions has allowed Outreach to restart. The constraint imposed by lower volunteer numbers means this is a slow process, but it is gathering momentum. The main focus has been on visits to schools and talks. There have also been some local events where we have had a stand including an event at High Wycombe in conjunction with Network Rail, and most notably at the recent Aylesbury Parklife festival where around a dozen volunteers were present to raise our profile in the Aylesbury area, which is an area where previously we've struggled to establish a very high profile.

The Branch has resumed the training of listeners in the Aylesbury Young Offenders Institution. The first group of listeners completed their training in August and had a presentation and celebration event for the listeners on 26<sup>th</sup> August.

## Service Delivery

The removal of Caller Support from the branch requires more communication with the Caller Support and Safeguarding Hub, and this is proving to be an ongoing challenge due to lack of resources in the hub. It's something that has been flagged with Central Charity and they're increasing the numbers in the hub.

OGD has been on-line as a result of the pandemic, and in the last year volunteers in the branch have completed on-line safeguarding and applying Samaritans key policies modules. There is further on-line training on replying to caller emails which will be completed by the end of year by all volunteers who do emails.

Webchat has been continuing in the evenings alongside regular listening shifts. In the 12 months to July 2022 the branch spent over 400 hours completing over 680 webchats. Central Charity are trying to increase the number of webchat slots as we move into 2023.

## Volunteer Support

There has been a change in leadership in Volunteer Support, with the leadership being shared between 2 DDs. The last year has been a very busy time with the number of resignations and Leave of Absences (LOAs) running higher than previous years. This is most likely an impact of the pandemic, and the Volunteer Support Team have responded magnificently and provided support to all volunteers who have needed to go on LOA.

## Dayleaders

The use of the screensaver to provide information to on-shift volunteers and the ability to update it remotely has helped in communication and information sharing.

As at July 2022 the branch had around 20 active Dayleaders (DLs), with a few taking a one to two cycle break per SCO's recommendation. But we still have 25 duties to fill each week, so more DLs are needed and the DD for Dayleading is always looking to ask listening volunteers to take on DL duties.

The folders in the booths have been updated to make them clearer for on-shift volunteers, and in particular to bring follow-up calls and third party forms up to date. The Written Word hints and tips in the booths has been updated, and a similar hints and tips is being prepared for webchat.

## External Relations

The annual cycling event was at last able to go ahead this year and generated about £13-14k nett of expenses with three sources still to be agreed. Despite reduced numbers after a 3-year gap, we benefitted from some very generous sponsorship and donations. We'll run it again next year with hopes of revived numbers.

In addition to the large legacy from the late Doreen Bateman that will shortly be received, and the legacy from the late Phyllis Skinner, the branch has benefitted from some generous donations including £4,200 from RH Amar, over £5,000 in memory of a volunteer's brother, and £2,000 from a volunteer running 12 marathons.

## Regional Roles

A volunteer in the branch has taken on the role as Regional Prison Support Officer which had been unfilled for a number of months. In addition to Aylesbury Young Offenders Institute, there are several prisons covered by branches in our region and the need for a coordinated approach to running listening schemes will be invaluable.

## The Future

I'd like to thank everyone who has supported the branch during the last 12 months. We are all volunteers and without the huge support we receive we wouldn't be able to carry on being there for our callers.

The branches financial position is already very strong, and will be significantly boosted by a very substantial legacy that will be received shortly. This gives the opportunity for us to look at longer term and bigger plans for our branch than is normally the case for a Samaritans branch.

In the recent tidy up of the branch unearthed annual reports going back to the founding of the branch on 15th January 1968. Reading some of these early reports it struck me how different things were nearly 55 years ago, to how they are today. For example, in 1968 the branch took 158 calls and had nearly 100 volunteers by the end of the year. The first annual report showed a surplus of £98 10 6 (i.e. in pounds, shillings and pence)!

Whilst we don't know what lies ahead for the Samaritans service in the future, looking at the changes we've seen over the last 50 years means it's safe to say that there will be many changes over the next 50 years, both in terms of the nature of our service, the needs of our callers, and the operation of the branch. Even without knowing the details of specific changes, we can take steps to invest in our branch and to future proof the premises as much as possible.

Making sure our branch is well set for the future will mean we can ensure we will be there to support our callers whatever future forms of service delivery emerge and look at how we can expand across our presence across the area we cover in the Chilterns. These are exciting times that lie ahead for our branch.

Best wishes,

Stephen

Director



### Chiltern Samaritans Trustees from April 2021

Stephen Weir Director Ex-Officio from Jan 2021

Peter Cooper Treasurer Ex-Officio from June 2018

Simon Rubin Elected from July 2018

Linda Rawlinson Elected from July 2019

Buff Davis Elected from June 2020

Keith Bradford Elected from June 2020

Amanda Weaver Elected from June 2021

**We'd like to express our thanks to all those who have contributed to Chiltern Samaritans during the past 12 months.**

#### **Businesses/Organisations:**

R H Amar, The Entertainer, O'Shea Developments, SHJ, Malt the Brewery, Amersham Free Church, B&P Glasser

#### **Individuals**

Estate of Rahul Patel (deceased), Estate of Nick Thurlow (deceased), Melanie Lilley-Edwards wedding guests, Tony Hubbard, Rashila Wanninayake,

In addition we give our special thanks to the numerous individual donors, and those who have given a donation.

## ANNUAL FINANCIAL STATEMENT 2021/2022

### Income & Expenditure Account

	<u>Year to 31st March 2022</u>	<u>Year to 31st March 2021</u>
<b>Sales</b>		
Gift Aid & Personal Donations	12,911	3,400
In Memoriam/Legacies	64,811	25,750
Local Organisations & Business	8,820	9,210
Grants & Prisons	50	1,445
Local Council & Churches	788	35
Fund Raising - Branch & Local Activity	23,877	27,128
Interest from Assets	2,260	2,202
Other Incomes	14	0
	<b><u>113,531</u></b>	<b><u>69,170</u></b>
<b>Direct Expenses</b>		
Marketing	280	802
Telephones	2,383	1,604
Outreach	(79)	102
Prisons	71	137
Volunteer Recruitment	1,651	1,372
Caller Support	66	32
Fundraising - Branch and Local Activities	3,406	3,549
Volunteer Retention Project	0	(5,000)
Volunteer Duties Expenses	2,674	2,170
	<b><u>10,451</u></b>	<b><u>4,767</u></b>
<b>Gross Profit/(Loss):</b>	<b><u>103,079</u></b>	<b><u>64,403</u></b>
<b>Overheads</b>		
Administration Expenses	1,972	224
Housekeeping	2,907	3,827
Property Maintenance	7,291	7,348
Branch Furniture & Equipment	1,130	981
Professional fees	236	35
Fuel And Power	(257)	4,843
Property & Water Rates	1,411	1,358
Property & Public Liability Insurance	1,067	958
Annual Contribution to Samaritans	51,533	15,329
	<b><u>67,290</u></b>	<b><u>34,903</u></b>
<b>Net Profit/(Loss):</b>	<b><u>35,789</u></b>	<b><u>29,500</u></b>

## BALANCE SHEET 31<sup>st</sup> March 2022

### Fixed Assets

Investments	63,500.00	
		63,500.00

### Current Assets

Sundry Debtors/Prepayments	105.50	
Reserve Account	30,007.05	
Bank Account	125,056.26	
		155,168.81

### Current Liabilities

Sundry Creditors	0.00	
Samaritans' Contribution	59,070.00	
Deferred Income	3,535.37	
		62,605.37

### Current Assets less Current Liabilities:

**92,563.44**

### Total Assets less Current Liabilities:

**£156,063.44**

### Capital & Reserves

Funds	120,274.39	
P & L Account	35,789.05	
		<b><u>£156,063.44</u></b>

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### Monetary Fixed Assets

The Samaritans' centre is a freehold tenure and was purchased at a historical cost of £21,899

### Reserve Policy

We have no guaranteed source of income. Our reserves policy states that unrestricted reserves will be kept in the region of 125-150% of the average annual running costs of the previous three years. This policy is being reviewed annually in the first quarter of the new financial year.

On behalf of the Trustees.



Stephen Weir  
Branch Director



Peter Cooper  
Treasurer

### Independent Examiners Report

To the Trustees of Chiltern Samaritans on accounts for the period ending 31st March 2022 set out above.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirement:

- a) to keep accounting records in accordance with section 130 of the 2011 Act, and
- b) to prepare accounts which accord with the accounting requirements of the 2011 Act have not been met.

Vince Parry, Independent Examiner, Amersham

## CHILTERN SAMARITANS

### Balance Sheet

**31-Mar-22**

#### Fixed Assets

Investments	63,500.00	
		63,500.00

#### Current Assets

Sundry Debtors/Prepayments	105.50	
Reserve Account	30,007.05	
Bank Account	125,056.26	
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#### Current Assets less Current Liabilities:

92,563.44

#### Total Assets less Current Liabilities:

£156,063.44

#### Capital & Reserves

Funds	120,274.39	
P & L Account	35,789.05	
		<u>£156,063.44</u>

# CHILTERN SAMARITANS

## Income & Expenditure Account

31-Mar-22

	<u>Year to 31st March 2022</u>	<u>Prior Year to date</u>
<b>Sales</b>		
Gift Aid & Personal Donations	12,911.49	3,399.80
In Memoriam/Legacies	64,811.44	25,750.00
Local Organisations & Business	8,819.55	9,210.48
Grants & Prisons	50.40	1,444.68
Local Council & Churches	787.55	35.00
Fund Raising - Branch & Local Activity	23,876.57	27,127.88
Interest from Assets	2,259.71	2,202.19
Other Incomes	13.86	0.00
	113,530.57	69,170.03
<b>Direct Expenses</b>		
Marketing	279.94	801.97
Telephones	2,382.76	1,603.58
Outreach	(79.04)	101.52
Prisons	70.84	136.80
Volunteer Recruitment	1,650.50	1,372.18
Caller Support	66.29	31.94
Fundraising - Branch and Local Activities	3,405.89	3,548.98
Volunteer Retention Project	0.00	(5,000.00)
Volunteer Duties Expenses	2,674.25	2,170.15
	10,451.43	4,767.12
<b>Gross Profit/(Loss):</b>	103,079.14	64,402.91
<b>Overheads</b>		
Administration Expenses	1,971.88	224.40
Housekeeping	2,907.44	3,826.51
Property Maintenance	7,291.38	7,348.16
Branch Furniture & Equipment	1,129.55	981.20
Professional fees	235.68	35.00
Fuel And Power	(257.23)	4,842.60
Property & Water Rates	1,411.27	1,358.35
Property & Public Liability Insurance	1,067.12	957.82
Annual Contribution to Samaritans	51,533.00	15,329.00
	67,290.09	34,903.04
<b>Net Profit/(Loss):</b>	35,789.05	29,499.87



# CHILTERN SAMARITANS

## Income & Expenditure Account

31-Mar-22

	<u>Year to 31st March 2022</u>	<u>Prior Year to date</u>	
<b>Sales</b>			
Gift Aid & Personal Donations	12,911	3,400	
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Fund Raising - Branch & Local Activity	23,877	27,128	
Interest from Assets	2,260	2,202	
Other Incomes	14	0	
	113,531		69,170
<b>Direct Expenses</b>			
Marketing	280	802	
Telephones	2,383	1,604	
Outreach	(79)	102	
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	10,451		4,767
<b>Gross Profit/(Loss):</b>	103,079		64,403
<b>Overheads</b>			
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Housekeeping	2,907	3,827	
Property Maintenance	7,291	7,348	
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Property & Water Rates	1,411	1,358	
Property & Public Liability Insurance	1,067	958	
Annual Contribution to Samaritans	51,533	15,329	
	67,290		34,903
<b>Net Profit/(Loss):</b>	35,789		29,500

From: Vince Parry <vparry@tigateen.com>  
Sent: 02 September 2022 15:51  
To: Stephen Weir  
Cc: coops45@hotmail.co.uk  
Subject: RE: Re: Fw: Independent Review of Accounts year to 31 March 2022

Hi Stephen

For some reason my tablet is not showing the attachments from you although they have come through on my phone and laptop.

All information is fine now and I will attend the Zoom AGM tomorrow at 10am.

Best wishes

Vince

Sent from Mail for Windows

From: Stephen Weir  
Sent: 01 September 2022 20:46  
To: Vince Parry  
Cc: coops45@hotmail.co.uk  
Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2022

Hi Vince,

The attachment of the report shows in my sent items as a Word document, but I've reattached it again and as a PDF in case the Word document is being stripped out by virus protection.

With regards to the other points, please see my comments in red against each point:

1 I would like assurance that expenses are not paid unless fully supported with receipts. I need to be provided with this when I am asked to check the accounts. I can confirm this is the case, and we will make sure this confirmation is explicitly stated in future.

2 I would like to have sight of the missing Support for P010 and P012. For P010 the claim was for some refurbished office chairs that a volunteer paid for themself and submitted an expense claim. They had supplied the quote to me (see attached email) and the claim was paid on the

basis of the quote (and the 4 new chairs that were in the centre). For P012 I have attached the original invoice and also a chase up statement we subsequently received as there had been a delay in payment due to uncertainty as to whether it should have been taken from a grant we received during the pandemic.

3 Pete has explained that some gift aid has been received after the year end from HMRC, which goes some way to explaining the disconnect between the income and tax receipts. In future, I think this should be reconciled in more detail to show Samaritans receive their full entitlement. I will ask Pete to ensure this reconciliation is done in future.

I hope this clarified the outstanding points, please let me know if you need any more information.

Best wishes

Stephen

Stephen Weir  
Amersham Branch Director  
Mobile: 07879 688 995  
Email: Stephen.Weir@Samaritans.org

From: Vince Parry <vparry@tigateen.com>  
Sent: 01 September 2022 20:11  
To: Stephen Weir <Stephen.Weir@samaritans.org>  
Cc: coops45@hotmail.co.uk <coops45@hotmail.co.uk>  
Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2022

Hi Stephen

There have been no changes to requirements of independent examiners report so last years format is fine.

Copy of your report not attached and I also need to see accounts that are being presented and response to items 1-3 below.

Best wishes

Vince

On 31 Aug 2022 20:42, Stephen Weir <Stephen.Weir@samaritans.org> wrote:

Hi Vince

Thank you for the confirmation, and the comments for future improvements which I have noted. As an example of this I have just circulated the agenda for the next Branch Leadership Team Meeting next week and I have included an explicit agenda item for us to review the financial position, and this will be carried over for all future agendas.

I have also noted the point on proper notice of the accounts, and recognise that I can't change that now, but that planning for the next AGM will be more orderly.

Many thanks for all your hard work on the review of the accounts. I have included the same statement regarding the independent review of accounts in my annual report (copy attached). Please let me know if you would like any modifications to this statement.

Best wishes

Stephen

Stephen Weir  
Amersham Branch Director  
Mobile: 07879 688 995  
Email: Stephen.Weir@Samaritans.org

From: Vince Parry <vparry@tigateen.com>  
Sent: 31 August 2022 17:33  
To: Stephen Weir <Stephen.Weir@samaritans.org>  
Cc: coops45@hotmail.co.uk <coops45@hotmail.co.uk>  
Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2022

Hi Stephen

Pete and I have exchanged emails and the current situation from my

perspective is as follows.

I have not been given a copy of the accounts which are to be presented at the AGM, although, I understand these are very close to the figures I have reviewed. The 'audited' accounts should have been sent out with the notice of the AGM, so strictly speaking, proper notice has not been given.

We are 3 months behind last year reviewing the accounts compared to 2022. We need to agree expectations regarding information and timings prior to the next year end.

1 I would like assurance that expenses are not paid unless fully supported with receipts. I need to be provided with this when I am asked to check the accounts.

2 I would like to have sight of the missing Support for P010 and P012.

3 Pete has explained that some gift aid has been received after the year end from HMRC, which goes some way to explaining the disconnect between the income and tax receipts. In future, I think this should be reconciled in more detail to show Samaritans receive their full entitlement.

4 &5 Done

The £96,602 figure was simply misadvised and can be ignored.

Administration expense is mainly Hospitality/Entertainment and would be better if description could reflect this, but I'm not over-fussed.

You have given me assurance that financial matters discussed at future committee meetings will be properly minuted to help demonstrate the involvement and shared responsibility of Trustees.

Apart from above, I'm OK with accounts.

Best regards

Vince

On 30 Aug 2022 21:14, Stephen Weir <Stephen.Weir@samaritans.org> wrote:

Hi Vince,



Has Pete got back to you on this? I want to make sure the branch accounts are all in order before the AGM?

Best wishes

Stephen

Stephen Weir  
Amersham Branch Director  
Mobile: 07879 688 995  
Email: Stephen.Weir@Samaritans.org

From: Vince Parry <vparry@tigateen.com>  
Sent: 22 August 2022 18:50  
To: peter cooper <coops45@hotmail.co.uk>  
Cc: Stephen Weir <Stephen.Weir@samaritans.org>  
Subject: RE: Re: Fw: Independent Review of Accounts year to 31 March 2022

Hi Peter

Thank you for your response to my questions.

I need to be give the excel files at the outset of the examination of your accounts.

What version of Sage are you using as I struggle to understand how any accounting system cannot provide a nominal ledger breakdown without you or I going to great effort. I had to create a nominal summary last year and this year from the detailed transaction listing (audit trail) using Excel formulas. This is complicated by the inclusion of void and deleted transactions plus some pre-financial year entries.

Regarding your answers to my questions:

1 I think with the backing of your Leadership Team people can be asked to sign their expenses claim.

2 The records I'm given to check need to be supported with proper receipts and back-up.

3 The amount received from HMRC £98.75 is out of sync with the amount shown as Gift Aid Income £2,018.68 and I cannot ascertain that it has been fully accounted for. Also,

does online giving include gift aid and how is this validated, if applicable?

4 To be reallocated.

5 Noted

I am reporting on the accounts that get presented to the members, so yes, I need to see exactly what is given to them. These should have been included in the notice of the meeting, which also should be sent to me.

The excess of income over expenditure on the files I have is £35,789 not £96,602 you mention below?

Administration Expenses of £1,972 includes £1,500 Hospitality, so maybe the description needs to be amended?

I will be happy for my report to be included once the above items are addressed.

Best wishes

Vince

Sent from Mail for Windows

From: peter cooper

Sent: 17 August 2022 09:46

To: Vince Parry

Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2021

Hi Vince,

Thanks for your email. I thought the files I sent through were the same as last year namely, Trial Balance, Audit Report, Profit & Loss Account and Balance Sheet.

Glad you managed to follow my breakdowns of the various expense headings but sorry Sage Accounts does not supply full details and I have to go through expense payments looking for relevant account code which is a real inconvenience.

Your comments to Stephen are noted and agreed.

With regard to the comments & questions:

1. I continue to try to get expense claims signed by the recipient but it's a long process. I could withhold payment but this is a bit excessive given the recipients are all

volunteers.

2. If receipts P010 and P012 are not in the payments folder then these were probably paid in response to an email from the payees.

3. Gift Aid recoveries from HMRC are checked by me but quite often the first I know of general donations are when they appear on the bank statements or in a collection box.

4. R015 was treated as a general branch activity but if cycling event was mentioned it should have gone to 4610.

5. Large swings in relation to Gift Aid and Personal Donations relates to two legacies received during the year from the Estates of deceased volunteers. An even bigger

bequest is expected in the current year. Fund raising activities were impacted by the COVID epidemic and property maintenance is incurred when required. Yes, the electricity saga was a real pain and the suppliers lost their contract. I switched to Scottish Power.

I will ensure you get a copy of the accounts sent out with the AGM notice but there have

been no changes to the accounts I sent you.

Final excess of Income over Expenditure was £96,602.

Can I ask Stephen to include your Independent Review note as per last year?

Happy to collect the files since I have to call into the office fairly regularly.

Kind regards

Peter

From: Vince Parry <vparry@tigateen.com>

Sent: 16 August 2022 21:50

To: peter cooper <coops45@hotmail.co.uk>

Subject: RE: Re: Fw: Independent Review of Accounts year to 31 March 2021

Hi Peter

I don't know what's going wrong with files and messages? Do you still have the message and attachments that you sent me in 2021, which is all that I was after?

I've managed to analyse the detailed transactions and link via TB through to accounts so that's fine but long-winded as I am no longer a spreadsheet jockey! PDF files are no good and it would be better if this could come directly from the system. Is there a built-in auditing utility as I can't be the only

person with this issue.

I spoke with Stephen about the AGM and said I would be completed in time for the AGM. I pointed out that audited accounts and agenda should be sent out with notice of AGM and we need to get our planning straightened out.

Anyway, only a few comments & questions this year.

- 1 I think expenses should be signed by person claiming
- 2 Some missing receipts P010 office chairs, P011 Paula expenses
- 3 How do you know all Gift Aid has been received
- 4 R015 Is Provident Fin Grp Match Funds for 2021 cycle challenge in 4023 Branch Activities correctly allocated?
- 5 Can you explain large swings between 2021 and 2022 of following:  
Gift Aid & Personal Donations  
Fund Raising – Branch & Local Activity Income & Expense  
Property Maintenance

I saw the saga with the electricity bills which must have been a pain to sort out.

Can I have copies of the accounts that get sent out for the AGM when they are final together with details of any changes if there are any.

The files are ready to collect when you are ready or I can drop off at the Amersham office.

Best wishes

Vince

Sent from Mail for Windows

From: peter cooper  
Sent: 31 July 2022 09:52  
To: vparry@tigateen.com  
Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2021

Hi Vince,

Didn't get your last message below.

Could not get report you wanted from Sage but I have attached the trial balance @ 31 March 2022 with details of all the figures in the accounts which you can see by going to the figure concerned and reading the composition of cell addresses. Hope it makes sense

Regards  
Peter

From: vparry@tidgeen.com <vparry@tidgeen.com>  
Sent: 31 July 2022 08:10  
To: peter cooper <coops45@hotmail.co.uk>  
Subject: Re: Re: Fw: Independent Review of Accounts year to 31 March 2021

Hi Peter  
Did you get my last message?  
Vince

Sent from my Huawei Mobile

----- Original Message -----

Subject: Fwd: Re: Fw: Independent Review of Accounts year to 31 March 2021  
From: - -  
To: peter cooper  
CC:  
Hi Peter

These are the files from last year I am after from you.  
You've sent me the audit trail twice, what I need are xl files for the trial balance and P&L so I can link through the transactions from the detailed audit report.

Best wishes  
Vince

----- Original Message -----

From: peter cooper <coops45@hotmail.co.uk>  
To: "vparry@tidgeen.com" <vparry@tidgeen.com>  
Date: 21/04/2021 15:23  
Subject: Re: Fw: Independent Review of Accounts year to 31 March 2021

Hi Vince,

Please find attached spreadsheets for Income & Expenditure account, Balance Sheet, Trial Balance and Audit Report.



Stephen Weir has agreed to forward the Governance Folder and various Minutes.

I am attending Amersham Hospital on Friday midday so will drop off the files after the appointment if convenient.

Best wishes

Pete

From: vparry@tigateen.com <vparry@tigateen.com>  
Sent: 19 April 2021 15:11  
To: peter cooper <coops45@hotmail.co.uk>  
Subject: Re: Fw: Independent Review of Accounts

Hi Peter

I hope you're well and was wondering when I'd hear from you!

Can you send what you can electronically to me or put on a USB stick and maybe you can drop off the files when you can.

Could you also send me the organisation's governing documents, any statutory records, directors and committee meetings minutes etc.

My address is  
Tigateen  
Hervines Road  
Amersham  
HP6 5HS

We are the second house on the right, opposite flats, Garden Court.

Best times this week would be Tuesday, Wednesday or Friday early afternoons or evenings.

Best wishes

Vince

07773 454418

On 19 Apr 2021 14:13, peter cooper <coops45@hotmail.co.uk> wrote:

Hi Vince,

Annual report ready for your review. Have

excel spreadsheets for Balance Sheet, Income & Expenditure Account, Trial Balance and Audit Report.

When is convenient to send these reports and hand over files containing Receipts, Payments and Bank Statements.

Best wishes  
Pete  
Treasurer  
Chiltern Samaritans

From: peter cooper <coops45@hotmail.co.uk>  
Sent: 19 February 2021 14:17  
To: vparry@tidgeen.com <vparry@tidgeen.com>  
Cc: Erik Jan Scholten <scholtenej@gmail.com>;  
Stephen Weir <Stephen.Weir@samaritans.org>  
Subject: Re: Independent Review of Accounts

Hi Vince,

Apologies for the delay in responding to your email.

I attach a copy of the accounts for the year ended 31 March 2020.

Target date for the accounts is the AGM scheduled for 30 June 2021. Accounts will need to be signed and printed for circulation prior to this meeting.

Accounts, books and records will be available just after mid-April 2021.

As you will see from the attachment, the Annual Report also includes photographs chosen by the Branch Director.

Erik Jan can advise timescale for printing and rationale behind choice of photographs.

The previous independent financial examiner was Yingying Scopes whose contact details are on 3 Rings and her address is on the accounts.

Look forward to meeting you in due course

Regards

Pete

From: vparry@tidgeen.com <vparry@tidgeen.com>

Sent: 12 January 2021 20:29  
To: Amersham Director  
<Amersham.Director@samaritans.org>  
Cc: coops45@hotmail.co.uk  
<coops45@hotmail.co.uk>; Stephen Weir  
<stephen.weir567@gmail.com>  
Subject: Re: Independent Review of Accounts

Hi Erik Jan

Happy New Year

Thank you for getting in touch and providing an update on the Branch Director handover and Chiltern Samaritans activities. All is well here thank you, and I'm looking forward to conducting the Independent Review of Accounts when the time comes.

It would be helpful if I could be advised of basic timeframes, i. e. target date for when accounts, books and records will be available for review and the deadline for my report.

Could I also be sent a copy of the formal annual report and accounts for last year and the contact details for the previous Independent Financial Examiner who I would like to speak to.

Best wishes

Vince  
01494 722898

Sent from my Huawei Mobile

----- Original Message -----  
Subject: Re: Independent Review of Accounts  
From: Amersham Director  
To: vparry@tigateen.com  
CC: Stephen Weir , "coops45@hotmail.co.uk "  
Dear Vince,

First of all I hope you had a good start of 2021 and we wish you a happy 2021.

It has been some time since we last spoke, I hope you have kept well

and safe during this strange period. In the last year Chiltern Samaritans had its challenges but we have come through and I believe we are the stronger for it. From a service point of view we managed to be there for our callers practically all the time, despite a lower number of active volunteers because of self-isolation and whilst we had to cancel our major fundraising event last summer, we managed to partially compensate that lost opportunity with other more virtual fundraising activities and remained cash flow positive throughout.

I am also writing to you to introduce Peter Cooper, our Treasury, who will be in contact in due course after our year end in March to go through the financials with you. I am also introducing my successor, Stephen Weir, to you. The Branch Director term is fixed for three years and as I started December 2017 I have come to the end of my tenure and Stephen will take over the steward and leadership of the branch from 11 January.

I want to thank you for accepting the role of Independent Financial Examiner of our charity and hope you will enjoy the interaction with Stephen and Pete and

the branch in the coming period. I will stay on as volunteer so if you need/want to contact me at any time, my email address is scholtenej@gmail.com and mobile is 07702 888747.

Kindest regards,

Erik Jan.

Erik Jan Scholten  
Amersham.Director@samaritans.org  
07702 888 747  
01494 757 139

From: Amersham Director  
<Amersham.Director@samaritans.org>  
Sent: 28 May 2020 09:42  
To: vparry@tigateen.com  
<vparry@tigateen.com>  
Subject: Re: Independent Review of Accounts

Hi Vince,

Very good to speak with you earlier and thank you for taking on the role of independent examiner as of 20 June (to be confirmed at the AGM on that day).

I attach the constitution and the end of year financials 2019-2020.

Let me know if you have any further questions or comments. I'll be in touch again after the AGM.

Very best regards, Erik Jan.

Erik Jan Scholten



Amersham.Director@samaritans.org  
07702 888 747  
01494 757 139

From: Amersham Director  
<Amersham.Director@samaritans.org>  
Sent: 27 May 2020 10:59  
To: vparry@tigateen.com  
<vparry@tigateen.com>  
Subject: Re: Independent  
Review of Accounts

Hi Vince,

Thanks for getting back to me. What about tomorrow, Thursday 28 May at 10:00 am. We can call but below is an invitation to Zoom. In normal circumstances I would have bought you a coffee so this is the closest we can get to that at the moment.

Erik Jan Scholten is inviting you to a scheduled Zoom meeting.

Topic: Vince Parry and Erik Jan Scholten  
Time: May 28, 2020  
10:00 AM London

Join Zoom Meeting  
<https://us02web.zoom.us/j/89993939714?pwd=UY3emx0ZlVhN0hKNG5PUS81NFZldz09>

However, if you are 'zoomed out' let me know and we talk by phone.

Hope tomorrow still works for you.

Have a good day and speak tomorrow at 10:00

unless I hear from you  
otherwise.

Best regards, Erik Jan

Erik Jan Scholten  
Amersham.Director@samaritans.org  
07702 888 747  
01494 757 139

From: vparry@tidgeen.com  
<vparry@tidgeen.com>  
Sent: 26 May 2020 16:00  
To: Amersham Director  
<Amersham.Director@sam  
aritans.org>  
Subject: Re: Independent  
Review of Accounts

Dear Erik Jan

Sorry for not getting back  
to you earlier, my reply has  
been sitting in my drafts  
folder.

Thank you for making  
contact.

I can't say that I have much  
knowledge of Samaritans  
except through Simon,  
however, I do have relevant  
audit experience and have  
acted as a charity trustee.

I'm happy to have an  
introductory call when you  
are available. The best  
times this week are  
Wednesday after 11am,  
Thursday morning or most  
of Friday.

Best wishes

Vince

Sent from my Huawei  
Mobile

----- Original Message -----

Subject: Re: Independent  
Review of Accounts

From: Amersham Director

To: Simon Rubin ,Vince  
Parry

CC:

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Erik Jan Scholten  
Amersham.Director@samaritans.org  
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