

COLCHESTER SAMARITANS

TRUSTEES

ANNUAL REPORT

Year ending 31 March 2022

Summary of the main activities and achievements of the Charity

Colchester Samaritans (hereinafter referred to as the Charity), was incorporated on 17th July 2017 and became fully operational in 1st October 2017. During the period 1st April 2021 to 31st March 2022 the charity was based at Walsingham Road Community Hall, Colchester CO2 7BN and continued to provide a double-manned telephone, and email service for the benefit of people in need of emotional support both from the local community and, from elsewhere in the United Kingdom.

The Charity played a full role in support of Samaritans in the UK and Ireland in line with the objects of the Charity.

Registered name and number

Colchester Samaritans (RC 1173895)

Registered address

Walsingham Road Community Hall
Walsingham Road
Colchester
CO2 7BN

Objects of the Charity

1. To enable persons in Colchester and the surrounding area as well as elsewhere who are experiencing feelings of distress or despair, including those who may be at risk of suicide, to receive confidential emotional support at any time of the day or night in order to improve their emotional health and to reduce the incidence of suicide.
2. To promote better understanding in society of suicide, suicidal behaviour, and the value of expressing feelings which may otherwise lead to suicide or impaired emotional health.
3. To collaborate with and support the Samaritans Central Charity and its affiliated branches in fulfilling these Objects.

Governance

The Branch is a Charitable Incorporated Organisation within the Samaritan Movement.

The activities of the Charity are regulated by:

1. the Constitution of the Charity dated 21st July 2017. A copy is available on application to the Branch Secretary.
2. the nature of services and policies of The Samaritan Company, as determined from time to time by the Council of Management of The Company.

Organisation and decision making structure of the Charity

1. The Branch Director is responsible for and has absolute authority over the day-to-day conduct and management of the work of the Branch in offering help to suicidal, despairing and/or distressed callers. The Director is in charge of all members of the Branch.
2. The Trustees of the Branch (the Trustees) hold specific responsibility for the control and management of the branch, ensuring the branch is carrying out its purposes for the public benefit and fulfilling its legal and regulatory responsibilities, including the upkeep of the Centre, fund raising and expenditure, publicity, and the general management of material resources.

Trustees

Trustees are appointed at an Annual General Meeting or Extraordinary General Meeting of the Charity, as defined in the Constitution of the Charity. Trustees from 1st April 2021 to 31 March 2022 were:

David Atterbury	Lynn Rozier
Robin Blackmore	Rodney Dass
Liz Raczi	Philip Moseley
Caroline Nicholls	Hilary Savage (from 10 th October 2021)
Gaynor Bell (to 10 th October 2021)	Wendy Hutton (to 10 th October 2021)
Lynne Finnigan (from 10 th October 2021)	

Officers at 31 March 2022 were:

Branch Director	Lynne Finnigan
Secretary	Caroline Nicholls
Treasurer	David Atterbury

Professional advisers at 31 March 2022 were:

<u>Auditor</u>	Quantic Accountancy Ltd, 1 Brewery House, Brook Street, Wivenhoe, CO7 9DS
<u>Legal Consultant</u>	Mr P George, The Sentinel, Chapel Road, Wivenhoe CO7 9DX
<u>Bankers</u>	Barclays Bank, 40-41 High Street, Chelmsford CM1 1BE
	The Co-operative Bank plc, P.O. Box 250, Skelmersdale, WN8 6WT

Annual accounts

The Accounts for the year ending to 31st March 2022 constitute part of this report and are attached as an Appendix. They have been prepared on a payments and receipts basis to conform to the Charities Act 2011. They have been subject to independent examination only by the Auditor as an audit is not required as provided under Section 144 of this Act. The Statement of Financial Affairs records an excess of income over expenditure of £80,608.

The Trustee's policy is to maintain sufficient reserves to allow the Charity to continue to function for at least a year if there were to be a serious decline in income. The Branch needs approximately £65,000 a year to maintain current levels of activity. In addition, reserves are needed to maintain the premises and to fund periodic improvements. The current assets are sufficient for these purposes at this time.

Use of the Charity's service

Figures are available for the period 1st April 2021 to 31st March 2022:

1. The Charity maintained a 365-day service
2. The Charity was contacted by callers using the telephone 19,790 times in total
3. Of the total 0 people came in person to the centre and 693 emails were answered. The number of emails answered this year has decreased as the email service is being gradually transferred to the email hub.
4. Where gender is known 6,868 contacts were from males and 7,026 from females, 34 from other term used, 363 unknown and 5 transgender.
5. Our volunteers engaged with 813 online chats.
6. There were 284 requests for contact received (of which contact was made with 226 service users, a success rate of 79%) from our partnership with the EPUT.

Recruitment, selection and profile of volunteers

Figures are available for the period 1st April 2021 to 31st March 2022:

1. 144 people enquired about volunteering
2. Of those, 41 were accepted for training
3. We operated our service with 107 active listening volunteers and 28 support volunteers

4. Volunteers on average do 1 duty a week which ranges from 1.5 to 3.25 hours during the day and 4 hours at night. Daytime duties were shorter during the pandemic to ensure Covid-19 safety measures

Related activities

The Charity has no employees, and all its work is undertaken on a voluntary basis. This includes considerable additional time and effort to enable the Objects of the Charity to be met.

In the period 1st April 2021 to 31st March 2022 this included:

1. Under normal circumstances, publicity, advertising promotional and reaching out activities would have been conducted as usual, but with the Pandemic still in place, many reaching out activities eg Talks had to be conducted via Zoom/Team Meetings. No festivals or presence in town centres could be conducted safely for Volunteers or Callers, until such times as permission was granted by SCO. Since the beginning of 2022 we have been able to resume Outreach work in secondary schools, MCTC and Essex University and we have begun to take the van out into the community and develop links with organisations including Essex Police, the Ambulance Service and Colchester Refugee Action.
2. Fundraising through, for example, street collections, events and monthly book fairs were greatly limited by Covid-19 but we have been able to reinstate them since the beginning of 2022.
3. The pandemic halted some of the planned refurbishment and upgrading of our premises, but plans are being reinstated to provide good operating conditions for our volunteers and a welcoming venue for hirers of the hall.
4. Our partnership with the Mental Health Trust (EPUT) continues to thrive and we make calls to patients needing emotional support who are referred to us from the Trust.

Copies of this report may be obtained by writing to the Secretary at Samaritans, Walsingham Road Community Hall, Colchester CO2 7BN (a small charge will be made to cover postage and printing). Further information about the work of the Charity may be obtained by writing to the Director at the same address.

Received and approved by vote of the Trustees:

Director: Lynne Finnigan

Secretary: Caroline Nicholls Date:

Received by the membership at the AGM, 25th September 2022

Director: Lynne Finnigan

Secretary:

Caroline Nicholls

Date:

COLCHESTER SAMARITANS

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2022

Independent Examiner's Report to the Trustees of Colchester Samaritans

I am reporting on the Accounts of Colchester Samaritans ended 31st March 2022 which are set out on Pages 2 to 7.

Respective responsibilities of trustees and the examiner

Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 Commissioners. 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 seeking explanations from the 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 (other than that disclosed below):

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 Charities Act;
 - to prepare accounts which accord with the accounting records and to comply with the
 - accounting requirements of the Charities 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.

Name: M Lewis

Professional Qualification: Chartered Accountant

Address: 1 Brewery House Brook Street Wivenhoe Essex CO7 9DS

Date:

COLCHESTER SAMARITANSSTATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31st MARCH 2022

	Note	All Funds 2021 £	All Funds 2022 £
<u>Incoming Resources</u>			
Book Fair		333	422
Donations and Gifts		26,802	18,780
Fundraising Events		7,075	3,380
Grants Receivable		53,519	11,660
Gift Aid		6,664	8,059
Legacies			88,341
Hall Hire		300	
Sale of Christmas Cards			466
Interest		8	10
Total Incoming Resources		<u>94,701</u>	<u>131,118</u>
<u>Resources Expended</u>			
Depreciation of Fixed Assets		9,837	6,923
Direct Charitable Expenditure	3	41,025	19,942
Fundraising and Publicity Costs	4	7,427	5,364
Management and Administration Costs	5	17,074	18,281
Total Resources Expended		<u>75,363</u>	<u>50,510</u>
Net Incoming /(outgoing) resources		19,338	80,608
Balance brought forward at 1 April 2022		481,777	501,115
Balance carried forward at 31 March 2022		<u>501,115</u>	<u>581,723</u>

The notes on pages 4 to 7 form part of these accounts

COLCHESTER SAMARITANS**BALANCE SHEET AS AT 31st MARCH 2022**

	Note	2021		2022	
		£	£	£	£
Tangible Fixed Assets	6		284,164		277,241
Current Assets					
Cash at Bank and in hand		216,951		304,482	
Current Assets		216,951		581,724	
Net Total Assets			284,164		277,241
Represented by:					
General	7	216,951		304,482	
Fixed Assets	7	284,164		277,241	
			<u>501,115</u>		<u>581,723</u>

The notes on pages 4 to 7 form part of these accounts

COLCHESTER SAMARITANS

Notes to the Accounts for the period ending 31st March 2022

1. ACCOUNTING POLICIES

a) Basis of Accounting. These accounts have been prepared under the historical cost convention and in accordance with the applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities ("the Charities SORP").

b) Voluntary income received by way of donations and gifts is included in the Statement of Financial Activities (the "SOFA") when received. Gifts in kind are valued and brought in as income and the appropriate expenditure.

c) Gross fund-raising income from events organised by the charity itself is included in the SOFA when received. Where deemed material, fund-raising proceeds not yet received by the charity at the end of year end have also been taken into income at the Trustees' estimate of 'likely receivable amount'.

d) Gift Aid and other income received by the charity in respect of which a claim for repayment of tax has or will be made is grossed up for the tax recoverable and this gross amount recognised in the SOFA.

e) Income from legacies is included in the SOFA when received or when the Trustees are satisfied the charity has a legally enforceable right of receipt of a conservatively measurable sum.

f) Revenue grants for immediate financial support and assistance are recognised in the SOFA on receipt and on satisfaction of any preconditions.

g) Premises overheads are aggregated and allocated to the various functional activities of the charity on a percentage basis determined by the Trustees and disclosed in a note.

h) Any costs which cannot be specifically identified to another functional activity of the charity are included in the management and administration function.

i) Depreciation is provided on all tangible fixed assets of material value held by the charity for its own use on a straight line basis so as to write off their costs over the estimated useful lives as follows:

Freehold Property	50 years
Computers and other office equipment/furniture	4 years

j) No provision for taxation is included in the accounts as the charity is entitled to the exemption from tax afforded by Section 505 on the Income and Corporation Taxes Act 1988.

	2021	2022	
<u>2. PREMISES OVERHEADS</u>			
Water, Light and Heat	3,559	2,653	
Repairs and Renewals	14,207	8,114	
Cleaning and Housekeeping	1,806	3,258	
Office Telephone	869	1,341	
Insurance	2,418	2,585	
Rent (Refund to Lady Masons)	80	840	
Total for Year	22,939	18,791	
Allocated to: -			%
Direct Charitable Expenditure	14,910	12,214	65
Fundraising and Publicity	5,735	4,698	25
Management and Administration	2,294	1,879	10
Total Allocation for Year	22,939	18,791	100
<u>3.DIRECT CHARITABLE EXPENDITURE</u>			
Emergency Telephone	1,479	1,445	
Volunteers Training and Support Costs	215	146	
Volunteers Expenses	18,140	1,427	
Publicity	4,645	444	
Postage, Stationery & IT	1,636	4,266	
Share of Premises Overheads (see note 2)	14,910	12,214	
Total for Year	41,025	19,942	
<u>4. FUNDRAISING AND PUBLICITY COSTS</u>			
Fundraising Expenses	1,692	666	
Share of Premises Overheads (see note 2)	5,735	4,698	
Total for Year	7,427	5,364	
<u>5. MANAGEMENT AND ADMINISTRATION COSTS</u>			
Council Meetings	1,364	1,066	
Bank Charges	188	221	
Contribution to General Office Support	11,178	12,648	
Three Rings	242	367	
Legal Costs	213		
Van Expenses	1,460	1,960	
Branch Visit			
Sundry Expenses	135	140	
Share of Premises Overheads (see note 2)	2,294	1,879	
Total for Period	17,074	18,281	

6. TANGIBLE FIXED ASSETS

	Van	Freehold Property Walsingham Road	Total
<u>Cost</u>	£	£	£
At 31 st March 2021	25,080	346,101	371,181
Additions in period			
At 31 st March 2022	<u>25,080</u>	<u>346,101</u>	<u>371,181</u>
<u>Depreciation</u>			
At 31 st March 21	25,079	61,938	87,017
Charge for year	1	6,922	6,923
At 31 st March 2022	<u>25,080</u>	<u>68,860</u>	<u>93,940</u>
<u>Net Book Value</u>			
At 31 March 2022		<u>277,241</u>	<u>277,241</u>
At 31 March 2021	<u>1</u>	<u>284,163</u>	<u>284,164</u>

7. RECONCILIATION OF FUNDS

	General	Designated Funds	Total
	£	£	£
At 1st April 2021	216,951	284,164	501,115
Surplus for the Year	87,531	-6,923	80,608
At 31st March 2022	<u>304,482</u>	<u>277,241</u>	<u>581,723</u>
Represented by:			
Tangible Fixed Assets		277,241	277,241
Current Assets	304,482		304,482
	<u>304,482</u>	<u>277,241</u>	<u>581,723</u>

General Fund: Funds are held available for the ordinary purposes of the charity.

8. STAFF COSTS AND NUMBERS.

No staff was employed by the charity during the period 1st April 2021 to 31st March 2022.

9. TRUSTEES' REMUNERATION AND EXPENSES

None of the charity's trustees were directly or indirectly remunerated in any way. 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 year, the total amount reimbursed to the trustees, members of the charity's Management Committee, in respect of travel costs for attending meetings. telephone, postage and other similar expenses is disclosed in page 5, note 5.

10. INDEMNITY INSURANCE.

Samaritans has centrally effected professional indemnity insurance to protect employees, Trustees, Directors and other volunteer members of all Samaritan branches.

COLCHESTER SAMARITANS

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Represented by:			
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Current Assets	304,482		304,482
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General Fund: Funds are held available for the ordinary purposes of the charity.

8. STAFF COSTS AND NUMBERS.

No staff was employed by the charity during the period 1st April 2021 to 31st March 2022.

9. TRUSTEES' REMUNERATION AND EXPENSES

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