

COLCHESTER SAMARITANS

TRUSTEES

ANNUAL REPORT

Year ending 31 March 2023

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 on 1st October 2017. During the period 1st April 2022 to 31st March 2023 the charity was based at Walsingham Road Community Hall Colchester CO2 7BN and continued to provide a double-manned telephone and online chat 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 2022 to 31 March 2023 were:

David Atterbury	Lynn Rozier (to 25 th September 2022)
Robin Blackmore (to 15 th December 2022)	Rodney Dass

Liz Raczi
Caroline Nicholls
Terry Beech (from 25th September 2022)
Lynne Finnigan

Philip Moseley
Hilary Savage

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 2023 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 expenditure over income, excluding depreciation, of £61,730.

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 2022 to 31st March 2023:

1. The Charity maintained a 365-day service.
2. The Charity was contacted by callers using the telephone 15,151 times in total.
3. Of the total 0 people came in person to the centre and 693 emails were answered. The email service has been transferred to the email hub.
4. Where gender is known 7,187 contacts were from males and 7,621 from females, 42 from other term used, 301 unknown.
5. Our volunteers engaged with 636 online chats.
6. There were 143 requests for contact received (of which contact was made with 112 service users, a success rate of 78%) from our partnership with the EPUT.

Recruitment, selection and profile of volunteers

Figures are available for the period 1st April 2022 to 31st March 2023:

1. 44 people enquired about volunteering.
2. Of those, 41 were accepted for training.
3. We operated our service with 106 active listening volunteers and 31 support volunteers.
4. Volunteers on average do 1 duty a week which ranges from 2.5 to 3 hours during the day and 4 hours at night.

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 2022 to 31st March 2023 this included:

1. Outreach work in secondary schools, MCTC and Essex University continues and we have extended our reach to refugees in Clacton, and the homeless.
2. Fundraising has been fully re-established since Covid including Book Fairs, Collections at retail venues and public events, in-house events and sponsorships. Donations are down on the past and we are having to work harder to cover our costs.
3. A major plan to refurbish the hall has been implemented creating a large meeting room and providing an overall space which is fit for purpose
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, 1st October 2023

Director: Lynne Finnigan

Secretary: Caroline Nicholls Date:

COLCHESTER SAMARITANS
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Independent Examiner's Report to the Trustees of Colchester Samaritans

I am reporting on the Accounts of Colchester Samaritans ended 31st March 2023 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: Mr Stuart Foster (FCCA)

Professional Qualification: ACCA

Address: Quantic Accountancy Ltd, 1 Second Avenue, Halstead, Essex CO9 2SU

Date: 5 September 2023

COLCHESTER SAMARITANS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31st MARCH 2023

	Note	All Funds 2023 £	All Funds 2022 £
Incoming Resources			
Book Fair		1,605	422
Donations and Gifts		13,704	18,780
Fundraising Events		11,768	3,380
Grants Receivable		3,500	11,660
Gift Aid		1,229	8,059
Legacies		-	88,341
Sale of Christmas Cards		-	466
Interest		14	10
Total Incoming Resources		31,820	131,118
Resources Expended			
Depreciation of Fixed Assets		8,497	6,923
Direct Charitable Expenditure	3	13,217	19,942
Fundraising and Publicity Costs	4	7,333	5,364
Management and Administration Costs	5	73,000	18,281
Total Resources Expended		102,047	50,510
Net Incoming /(outgoing) resources		(70,227)	80,608
Balance brought forward at 1 April 2022		581,723	501,115
Balance carried forward at 31 March 2023		511,496	581,723

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

COLCHESTER SAMARITANS**BALANCE SHEET AS AT 31st MARCH 2023**

	Note	2023		2022	
		£	£	£	£
Tangible Fixed Assets	6		347,498		277,241
Current Assets					
Cash at Bank		163,998		304,482	
Current Assets		511,496		581,723	
Net Total Assets			347,498		277,241
Represented by:					
General	7	163,998		304,482	
Fixed Assets	7	347,498		277,241	
			<u>511,496</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 2023

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.

	2023	2022	
<u>2. PREMISES OVERHEADS</u>			
Water, Light and Heat	2,791	2,653	
Repairs and Renewals	4,244	8,114	
Cleaning and Housekeeping	3,180	3,258	
Office Telephone	1,393	1,341	
Insurance	2,712	2,585	
Rent	164	840	
Total for Year	14,484	18,791	
Allocated to: -			%
Direct Charitable Expenditure	9,415	12,214	65
Fundraising and Publicity	3,621	4,698	25
Management and Administration	1,448	1,879	10
Total Allocation for Year	14,484	18,791	100
<u>3.DIRECT CHARITABLE EXPENDITURE</u>			
Emergency Telephone	1,427	1,445	
Volunteers Training and Support Costs	168	146	
Volunteers Expenses	1,654	1,427	
Publicity	385	444	
Postage, Stationery & IT	168	4,266	
Share of Premises Overheads (see note 2)	9,415	12,214	
Total for Year	13,217	19,942	
<u>4. FUNDRAISING AND PUBLICITY COSTS</u>			
Fundraising Expenses	3,712	666	
Share of Premises Overheads (see note 2)	3,621	4,698	
Total for Year	7,333	5,364	
<u>5. MANAGEMENT AND ADMINISTRATION COSTS</u>			
Regional Conference	1,121	1,066	
Bank Charges	242	221	
Contribution to General Office Support	67,928	12,648	
Three Rings	261	367	
Professional Fees	-	-	
Van Expenses	1,930	1,960	
Branch Visit	-	-	
Sundry Expenses	70	140	
Share of Premises Overheads (see note 2)	1,448	1,879	
Total for Period	73,000	18,281	

6. TANGIBLE FIXED ASSETS

	Van	Freehold Property Walsingham Road	Total
<u>Cost</u>	£	£	£
At 31 st March 2022	25,080	346,101	371,181
Additions in period		78,754	78,754
At 31 st March 2023	<u>25,080</u>	<u>424,855</u>	<u>449,935</u>
<u>Depreciation</u>			
At 31 st March 2022	25,080	68,860	93,940
Charge for year		8,497	8,497
At 31 st March 2023	<u>25,080</u>	<u>77,357</u>	<u>102,437</u>
<u>Net Book Value</u>			
At 31 March 2022	=	<u>277,241</u>	<u>277,241</u>
At 31 March 2023	=	<u>347,498</u>	<u>347,498</u>

7. RECONCILIATION OF FUNDS

	General	Designated Funds	Total
	£	£	£
At 1st April 2022	304,482	277,241	581,723
Surplus for the Year	(140,484)	70,257	(70,227)
At 31st March 2023	<u>163,998</u>	<u>347,498</u>	<u>511,496</u>
Represented by:			
Tangible Fixed Assets		347,498	347,498
Current Assets	163,998		163,998
	<u>163,998</u>	<u>347,498</u>	<u>511,496</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 2022 to 31st March 2023.

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.