

**COLCHESTER SAMARITANS**

**TRUSTEES**

**ANNUAL REPORT**

**Year ending 31 March 2024**

## **Summary of the main activities and achievements of the Charity**

Colchester Samaritans (hereinafter referred to as the Charity), was incorporated on 17<sup>th</sup> July 2017 and became fully operational on 1<sup>st</sup> October 2017. During the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 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 <sup>suicide</sup>.
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 21<sup>st</sup> July 2017. A copy is available on application to the Branch <sup>Secretary</sup>.
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 1<sup>st</sup> April 2023 to 31 March 2024 were:

David Atterbury	Rodney Dass (to 1 <sup>st</sup> October 2023)
Liz Raczi	Philip Moseley (to 1 <sup>st</sup> October 2023)
Caroline Nicholls	Hilary Savage
Terry Beech	Lynne Finnigan
Keith Middleton (Co-opted 19 <sup>th</sup> June 2024)	

**Officers** at 31 March 2024 were:

Branch Director	Lynne Finnigan
Secretary	Caroline Nicholls
Treasurer	David Atterbury

**Professional advisers** at 31 March 2024 were:

<b><u>Auditor</u></b>	Quantic Accountancy Ltd, 1 Brewery House, Brook Street, Wivenhoe, CO7 9DS
<b><u>Bankers</u></b>	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 2024 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 £9,715.

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 currently.

## **Use of the Charity's service**

Figures are available for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024:

1. The Charity maintained a 311-day service as closed for a period to allow refurbishment.
2. The Charity was contacted by callers using the telephone 18,613 times in total.
3. Our volunteers engaged with 464 online chats.
4. There were 71 requests for contact received (of which contact was made with 56 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024:

1. 44 people enquired about volunteering.
2. Of those, 40 were accepted for training.

3. We operated our service with 100 active listening volunteers and 34 support volunteers.
4. Volunteers on average do 1 duty a week which ranges from 2.5 to 3 hours during the day and 4.5 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 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. Major refurbishment of our Duty Room has been completed providing a more user-friendly working environment and incorporating the online chat service which previously operated from another part of the building.
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, 6<sup>th</sup> October 2024

Director: Lynne Finnigan

Secretary: Caroline Nicholls

Date:

## **COLCHESTER SAMARITANS**

### **ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024**

#### **Independent Examiner's Report to the Trustees of Colchester Samaritans**

I am reporting on the Accounts of Colchester Samaritans ended 31st March 2024 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:  
24 July 2024

COLCHESTER SAMARITANSSTATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31st MARCH 2024

	Note	All Funds 2023 £	All Funds 2024 £
<u>Incoming Resources</u>			
Book Fair		1,605	3,000
Donations and Gifts		13,704	48,637
Fundraising Events		11,768	4,305
Grants Receivable		3,500	9,500
Gift Aid		1,229	5,444
Insurance Refund		-	23
Profit on Sale of Van		-	10,000
Interest		14	14
<b>Total Incoming Resources</b>		<b><u>31,820</u></b>	<b><u>80,923</u></b>
<u>Resources Expended</u>			
Depreciation of Fixed Assets		8,435	9,405
Direct Charitable Expenditure	3	13,217	55,664
Fundraising and Publicity Costs	4	7,333	8,116
Management and Administration Costs	5	73,000	26,858
<b>Total Resources Expended</b>		<b><u>102,047</u></b>	<b><u>100,043</u></b>
Net Incoming /(outgoing) resources		(70,227)	(19,120)
Balance brought forward at 1 April 2023		581,723	511,496
Balance carried forward at 31 March 2024		<b><u>511,496</u></b>	<b><u>492,376</u></b>

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

COLCHESTER SAMARITANSBALANCE SHEET AS AT 31st MARCH 2024

	Note	2023		2024	
		£	£	£	£
<b>Tangible Fixed Assets</b>	6		347,498		383,545
<b>Current Assets</b>					
Cash at Bank		163,998		108,831	
<b>Current Assets</b>		511,496		492,376	
<b>Net Total Assets</b>			347,496		492,376
<b>Represented by:</b>					
General	7	163,998		108,831	
Fixed Assets	7	347,496		383,545	
			<u>511,496</u>		<u>492,376</u>

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

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## **COLCHESTER SAMARITANS**

Notes to the Accounts for the period ending 31st March 2024

### **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.

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	2023	2024	
<b><u>2. PREMISES OVERHEADS</u></b>			
Water, Light and Heat	2,791	4,879	
Repairs and Renewals	4,244	18,597	
Cleaning and Housekeeping	3,180	2,915	
Office Telephone	1,393	1,534	
Insurance	2,712	2,472	
Rent	164		
<b>Total for Year</b>	<b>14,484</b>	<b>30,397</b>	
Allocated to: -			%
Direct Charitable Expenditure	9,415	19,758	65
Fundraising and Publicity	3,621	7,599	25
Management and Administration	1,448	3,040	10
<b>Total Allocation for Year</b>	<b>14,484</b>	<b>30,397</b>	100



<b><u>3.DIRECT CHARITABLE EXPENDITURE</u></b>		
Emergency Telephone	1,427	1,143
Volunteers Training and Support Costs	168	312
Volunteers Expenses	1,654	28,290
Publicity	385	4,353
Postage, Stationery & IT	168	1,808
Share of Premises Overheads (see note 2)	9,415	19,758
<b>Total for Year</b>	<b>13,217</b>	<b>55,664</b>
<b><u>4. FUNDRAISING AND PUBLICITY COSTS</u></b>	3,712	
Fundraising Expenses	3,621	517
Share of Premises Overheads (see note 2)		7,599
<b>Total for Year</b>	<b>7,333</b>	<b>8,116</b>
<b><u>5. MANAGEMENT AND ADMINISTRATION COSTS</u></b>		
Regional Conference	1,121	1,861
Bank Charges	242	243
Contribution to General Office Support	67,928	19,468
Three Rings	261	326
Professional Fees		180
Van Expenses	1,930	1,705
Branch Visit		
Sundry Expenses	70.00	35
Share of Premises Overheads (see note 2)	1,448	3,040
<b>Total for Period</b>	<b>73,000</b>	<b>26,858</b>

## **6. TANGIBLE FIXED ASSETS**

## 7. RECONCILIATION OF FUNDS

	Van	Freehold Property Walsingham Road	Total
<b><u>Cost</u></b>	£	£	£
At 31 March 2023	25,080	424,855	449,935
Additions in period	-	45,452	45,452
Disposals in period	(25,080)	-	(25,080)
At 31 March 2024	-	<b><u>470,307</u></b>	<b><u>470,307</u></b>
<b><u>Depreciation</u></b>			
At 31 March 2023	25,080	77,357	102,437
Charge for year	-	9,405	9,405
Eliminated on disposal	(25,080)	-	(25,080)
At 31 March 2024	-	<b><u>86,762</u></b>	<b><u>86,762</u></b>
<b><u>Net Book Value</u></b>			
At 31 March 2023	-	<b><u>347,498</u></b>	<b><u>347,498</u></b>
At 31 March 2024	-	<b><u>383,545</u></b>	<b><u>383,545</u></b>
	General	Designated Funds	Total
	£	£	£
<b>At 1 April 2023</b>	163,998	347,498	511,496
Surplus for the Year	(55,167)	36,047	(19,120)
<b>At 31 March 2024</b>	<b><u>108,831</u></b>	<b><u>383,545</u></b>	<b><u>492,376</u></b>
<b>Represented by:</b>			
Tangible Fixed Assets		383,545	383,545
Current Assets	108,831		108,831
	<b><u>108,831</u></b>	<b><u>383,545</u></b>	<b><u>492,376</u></b>

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

## 8. STAFF COSTS AND NUMBERS.

No staff were employed by the charity during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

## **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 3.

## **10. INDEMNITY INSURANCE.**

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