

Sheffield Samaritans AGM

Annual Report and Accounts

Year ended 31st March 2023



Sheffield Samaritans @SheffieldSams · Jul 15

We're here at Sheffield Pinknic today. There's sunshine between the showers! Come and see us 🌟



120



272 Queens Road.

Saturday 28th October 2023

10.30 am – 12.30 pm

SAMARITANS

About Samaritans

Sheffield Samaritans is committed to providing the Samaritans service for people in Sheffield and the surrounding area.

Phone: 116123 (free call)

Email: jo@samaritans.org

Web chat:

Call in: 272 Queens Road, 10am—8 pm (when resources permit)

Samaritans provides completely confidential emotional support 24 hours a day by telephone, face to face and email, at festivals and outside our centres in prison, in hospitals, schools and the workplace and with the homeless through a network of 201 branches in the UK and Republic of Ireland. The charity's main objectives are:

- To provide assistance to individuals who are suicidal, despairing, or in distress in order to reduce the incidences of suicide;
- To advance education by providing society with a better understanding of suicide, suicidal behaviour and the value of expressing feelings that may lead to suicide.

This is reflected in Samaritans' Mission, Vision and Values statement;

Vision

Our vision is that fewer people die by suicide

We work to achieve this Vision by making it our **Mission** to alleviate emotional distress and reduce the incidence of suicidal feelings and suicidal behaviour. We do this by:

- Being available 24 hours a day to provide emotional support for people who are experiencing feelings of emotional distress or despair, including those that may lead to suicide;
- Reaching out to high risk groups and communities to reduce the risk of suicide
- Working in partnership with other organisations, agencies and experts to achieve our Vision

Our Values

We have five core values. They're supported by these behaviours, which we share within the Samaritans organisation: support, trust, aspirational and respect.

- **Listening** — Exploring feelings alleviates distress and helps people to reach a better understanding of their situation and the options open to them.
- **Confidentiality**—If people feel safe, they are more likely to be open about their feelings.
- **Non-judgemental**—We want people to be able to talk to us without fear of prejudice or rejection. People making their own decisions wherever possible
- **People making their own decisions**—We believe that people have the right to find their own solution and that telling people what to do takes responsibility away from them.
- **Human contact**—Giving people time, undivided attention and empathy meets a fundamental emotional need and reduces distress and despair.

Directors Report. AGM 2022

I can't believe that a year has passed since I took on the role of Director. Whenever anyone asks me how it's going, I say 'I think it's ok – we're still running!' Of course, there are many cogs turning in the background with so many of our wonderful volunteers contributing their time, expertise, and passion week after week, so a massive thank you to every single one of you.

In the last 12 months we have

- taken **18,192** calls
- replied to **2101** emails
- trained **35** new volunteers
- **6** volunteers have continued to be therefore for our callers by transferring to or from other branches when their life circumstances took them away from their branch
- been out and about talking to people and promoting our service at Sheffield train station, Pinknic, Tramlines, the Baton of Hope, local grassroots football, Dronfield Wellbeing Festival, Windrush Day events and even Chelsea Flower Show
- made links with and provided support materials to SACMHA, Assist, City of Sanctuary, South Yorkshire Police, and ESTO Care, a Supported Living organisation
- sadly responded to 2 Step-by-Step requests to support staff following the sudden death a of student
- worked with schools to support their PHSE curriculum through Q&A sessions with Y7 pupils
- provided regular support to staff and service users at S6 Food Bank

...and so much more besides!

I'd like to say an extra thank you to all the Deputy Directors, Group Leaders, Rota Managers, Shift Leaders, the outreach team, the schools' team, shop delivery drivers and everyone else who takes on additional support roles – you're all beaver away in the background but it doesn't go unnoticed.

Earlier this year, we made the decision not to resume face-to-face support in branch. This was a difficult decision, but the rationale is to focus our valuable people resource where we can have most impact. The work with the Food Banks has been a fantastic example of this. Thank you to **Lynne 1953** for all your work with Dee to establish this.

Email is here to stay. Sheffield was one of the branches asked to continue delivering via email in recognition of the volume and quality of email support that we contribute. Whilst the Email Hub has grown significantly, Central Samaritans have recognised that they continue to require branch support. I'm really proud of our email delivery and am pleased that we will be able to continue to provide support in this format.

Looking forward to the year ahead, the Branch Leadership Team have two big pieces of work planned:

1. as we approach the end of the lease on the Charity Shop, we will be reviewing the impact of the shop and considering 'should we stay or should we go?'
2. as we continue to train and gain new volunteers, we will be looking at how we can get the best use out of the building and potentially increase our overall shift capacity.

When we're suitably armed with facts, we will be consulting with the branch – there will be no sudden changes!

Alex 2001 and Jess 1863 will have completed their 3 year term as Training Deputy Directors in April 2024. **MASSIVE THANK YOU** for the amazing work they have done in this time. If you are interested in taking on the role please let us know.

Samaritans is coming up to it's 70th birthday. I know there have been many changes over the years (goodbye Barbara!), but the consistent has been the volunteers turning up week after week to be there for our callers. Thank you for being there.

Jenny 2015

Recruitment and Selection Annual report April 21-22

The team - Ann 1570, Claudia 2039, Dave 2021, Ella 2129, Judith 1150, Kay 1981, Lucy 2061, Lynne1967, Matt 1946, Sandra 1689

The Branch Management Tool [BMT] which was introduced nationally in 2021 has made the whole administrative process for PVs much easier to manage and it means all data we have on PVs is securely held as access to the BMT is through the online tools on my Samaritans login. The system is still a working progress and I have been involved in identifying glitches and suggesting additional functions and actions which would be useful to add. I am the link person for BMT updates so pass on these to the training team.

On the BMT system in April 22, there were over 300 applicants awaiting interviews with Sheffield. [500 in April '21] Throughout the year, emails asking to confirm interest were sent to all those who had been waiting more than 6 months and many withdrew or were withdrawn if they did not respond.

We held 3 rounds of interviews in June, November, and March in advance of a training session. We introduced information sessions as a compulsory part of the process and either Jess or Alex from the training team have joined me to deliver the sessions. They have been very successful in that lots of those attending said how useful it was and it gave those who felt it wasn't right for them the opportunity to self-deselect. We continued to offer both in branch face to face interviews and video interviews [only to those who attended an information session in branch]. Most opted for face to face.

In October the waiting list was back up to 300. I contacted 97 PVs who had been waiting over a year. Most didn't respond so were withdrawn. Of 29 who did respond, 20 attended an information session [in branch or video call], 16 of those attended an interview and 14 were successful and were put forward for training.

In March 23, I contact 100 PVs who had applied between January and July 2022. 33 responded, 21 attended an information session and 18 interviews were arranged. 15 were successful. 1 withdrew.

At the end of this round of recruitment, the waiting list of PVs was down to just over 150.

I would like to thank all the Recruitment team and Jess and Alex from the training team who have made the whole recruitment and selection process as good as it could be in these challenging times.

Lynne 1967

Training /Learning and Development

Three new intakes of volunteers have joined the branch. This is fantastic for us as a branch, as it brings in new talent to support our callers and adds to the incredible volunteers we already have in branch!

Embedded learning was conducted in 2022 and early 2023, with more planned in Autumn 2023 and January 2024. We will be working closely with Volunteer Care to ensure as many people pass their second interviews as quickly as possible.

Training material remains consistent, and feedback from trainees suggests that the content is 'thorough and interesting', whilst the training itself has been said to be 'fantastic and thought provoking'. It is at this point we want to give our heartfelt thanks to each and every person who has supported in the training of core and embedded modules. From skills practitioners, mentors and module trainers – the branch would be at a standstill were it not for your passion to support new volunteers.

One of the best things about this last year from our perspective is that the training team has grown. Although some have left, we're still confident that the team can deliver the best training possible. This really shines through when feedback is given by new volunteers, and we're so proud of the team for all they've accomplished!

We have also welcomed Derek 1719 and Sally 1839 as mentoring leads over this period. It is a big task and the time that Derek and Sally invested in their respective intakes was invaluable. They are a credit to the branch and the L&D team are thankful for their input.

In the coming year we plan to re-introduce on-going mentoring to all volunteers, as well as introduce more supplementary training by third party providers, so that our volunteers really can get the most out of Samaritans.

We are looking forward to another jam-packed year in learning and development and cannot wait to share our progress with you.

Jess and Alex

Communication

This is a new role which Jenny set up when she became Director in October 2022.

My role is to ensure all volunteers feel connected to the branch, region and whole Samaritans organisation.

I send out a weekly Sheffield update to all volunteers, which includes any new information about what is happening in the branch. The Director and other Deputies let me know any details about their own events, any requests or of information to publicise. Any information from volunteers is also welcomed. also include any information from the Yorkshire and Humberside region and the Central Charity.

One of the areas we are often asking about is for volunteers to take on an extra role, as well as their normal duties with callers. Our branch could not continue without the volunteers taking on these extra roles, and we thank all those who are able to help.

Another area for communication is to give information about how the branch and the whole organisation works, the whole range of support we give to callers and the general public.

Having information for volunteers on duty is vital. It is important the volunteers have up to date information on hand when they are on duty, which is easily accessible for them.

More general information is available on noticeboards, which we try not to overload with notices.

Any suggestions from volunteers about communication is welcomed and any suggested improvements are acted upon.

In this way we aim to have knowledgeable volunteers in the branch who understand the reasons for any new developments and also feel they have a voice. They understand the policies and procedures we use and so we can maintain a high quality service for all our callers.

Anne 909

Volunteer Care

The Volunteer Care team aim to “care for and support “ Sheffield Samaritans both within their Samaritan’s life and their personal one.

The team is made up of the Group Leaders; Janet 1936, Julie 1808, Joanne 2013, Lorna 1532, Lynne 1953, Sally 1839 , Sandra 2064, Sue 1924 and myself. We hope that volunteers feel comfortable enough to contact us if they are having problems either within the branch or in their personal life. We aim to try to resolve issues within the branch or to provide support to assist in the management of problems outside the branch, which may include agreeing a period of Leave of Absence if needed.

Each Group Leader receives the monthly stats for their group which enables them to be aware of volunteers who appear to be struggling that month to fulfil their shifts. This enables us to contact the volunteers to check on their wellbeing.

On occasion a group leader may contact a volunteer if they have been notified by a shift leader that a volunteer has had a challenging call or been involved in a difficult situation. This gives another opportunity for the volunteer to explore the incident and their feeling about it.

We have regular meetings, and the minutes are displayed on the notice board in the Daily room.

Our Support Volunteers are our unsung heroes who beaver away behind the scenes ensuring the branch runs smoothly so a huge “Thank You “to them.

You may have noticed that having stepped down as Volunteer Care DD earlier this year I have now picked up the reins again in the short term as a result of the role becoming vacant again. It is a very interesting and rewarding role so if you think you would like to have a go at it please let Jenny 2015 or myself know. If you’d like to join our merry band as a Group Leader you’ll be welcomed with open arms so do please contact one of us.

Lastly, but by no means least I must say a huge “Thank you” to all the Group Leaders for all their hard work and support. They do a fantastic job and without them there would be no Volunteer Care Team.

Sue 1813— DD Volunteer Care

Mentoring

There have been quite a few changes in the mentoring team over the last year. Jenny, on becoming Director handed over to Derek (1719?) who very ably supported 2 Sets of trainees into the branch. Unfortunately, Derek had to step down and Sally 1839 has recently taken on the role.

The Training team is doing 3 sets of training a year at the moment. This means we have a lot of new and enthusiastic people coming into the branch. all needing mentors.

The Mentors have taken on trainees back to back and have done a great job. Our Trainees have merged into the branch so very well. Maybe some of them will consider mentoring in the future, knowing what an amazing experience it can be. Do you remember your first ‘real’ call?

As I have only recently become mentoring lead I would like to thank all the mentors for their help, support and good nature as I am learning the ropes. Someone mentioned it is like herding cats!

Thank you to all mentors.

Sally 1839

Outreach report 2023

It's been exciting to get our outreach up and running again and we have had a busy and enjoyable year.

Lynne 1953 has achieved a great relationship with the S6 food bank, and we will hear more about this at the AGM. It is proving to be a very positive partnership and we would hope to replicate this in other food banks at when we have more resources.

We have built links with SACMHA attending their Windrush event and the opening of their new campus and hope to build on this link in the future.

Kay has led on reestablishing our important work with young people in our school delivery.

We had a presence at Tramlines for the first time in 10 years and it was an exciting (but very wet !!) event - as was our day at the Pinknic (focussed on the LGBT community) event in the Peace gardens

We supported the Yorkshire show and were also involved in the launch of the Baton of hope event across the city.

We continue to support the work of grass roots football led by Abbie

Current plans include our usual carol service at the station and (provisionally 15 December) and again at the station Brew Monday on 15 Jan 2024

We are keen for new volunteers to be involved; everyone is welcome -please do get in touch.

.....**and a little ask** – we would like to get the Sams number out there a bit more – specifically we were talking about GP services and Dentists so if you are going to either of these take some of our cards and ask if you could leave some in their waiting rooms

also we have beer mats – so if by any chance you are visiting a pub/wine bar take some of them with you.

Just get in touch and thanks to everyone who supports our Outreach work on top of the listening shifts – it is very much appreciated!

Dee 1816

EDUCATION AND OUTREACH



Windrush Day – Ecclesfield Park – June 2023



Baton of Hope – Hillsborough Park – June 2023



Braving the mud-bath that was
Tramlines – July 2023



End of Year Social – December 2022

A thank you card from
pupils at King Edward VII
School December 2022



Buildings and Health and Safety

The Branch Leadership Team have worked hard to meet our ongoing legal Health & Safety obligations. With continued regular checks and necessary maintenance within we've kept the building in good condition and safe for all volunteers, staff & visitors.

This year our only major project has been the completion of the refurbishment of the main kitchen space. The addition of new units, worktops, fridge and a slim line dishwasher has made this a more pleasant space for everyone to take a break.

Other minor works have been

- Replacing failed ceiling lights in our face to face room for more energy efficient ones

- Repair to a leaking toilet cistern

We're now in the process of replacing our outdated lights on the upper floor, with more energy efficient ones

I'd like to thank Helen for her continued support in obtaining quotes & arranging dates for work to take place, & keeping everyone informed as work has progressed

Health & Safety wise I'm pleased to say we've had no challenges despite the ongoing threat of COVID earlier in the year. I'd like to thank Lindsey again for her continued monitoring of the national & local situation and branch guidance to help keep the risks low in Branch. We've managed to continue to stay open to offer support.

Finally, I'd like to thank you all for your continued adherence to the guidance in branch and for working around disruption that's been unavoidable whilst work has been completed

Sally 1987 Building Manager and Health & Safety Officer

Samaritans Shop

From April 2022 to the end of the year, for us was our best year yet. Finishing up with £68,698.00: one of those weeks we tipped £2000, which was due to a volunteer donating a beautiful camera and awarding us with a £300 sale. Big thank you to you. It has always been our ambition to achieve the magical £2000, and we did it. I can only think that the upsurge in our sales is due to the demise of many other charity shops in the city centre.

There has been two new additions to our crew: Antonia who is Assistant Manager and has previous experience in the retail charity world. Also, Amy who worked for the Samaritans charity shop as a teenager (but, is no longer a teenager! She won't mind me saying that). We are still short of volunteers, I have 10 now compared to the 24 I had pre-covid.

There have been many units come and go on Chapel Walk in the last 12 months, but we are still standing! 2023 has also been an eventful year, quite up and down sales wise. In recent months, St Luke's Hospice opened a large unit at the bottom of The Moor, and it impacted us very badly.....for a few weeks but then we picked up very dramatically. However, we have noticed that people through the shop don't seem to be donating as much as they used to. I have put 2 plea notices in the window. HINT, HINT, men's clothes in particular.

I would like to take this opportunity to say "THANK YOU" to the delivery drivers who take the donations collected at 272 Queens Road office to the shop on a weekly basis. They are Judith Barber, Sharon Callard, Jenny Parker, Roger Lasko, Sandra Waters and Jane Wright.

If anyone knows someone who might be interested in volunteering at the shop, please contact me on Sheffield@samaritans.org

Karen - Shop Manager

Fundraising

Our fundraising activities were severely impaired through the covid epidemic, but in this financial year have significantly improved.

We thank all those who have fundraised or donated towards our branch activities. A special thank you to Isabelle Blincow and her 10 Artists who for many years have raised branch funds for us through and annual Art Exhibition. A similar thank you to Our Lady and St Thomas Parish Outreach Group.

David 2084

Publicity—April 20 - March 21

Sheffield Samaritans places adverts in local community magazine's:- A guide to Residents and Nursing Care Sheffield, Link, Options and Sheffield Living Well reaching over 1000 local resident.

Examples of social media posts



Thank you to Abi 2128 for posting on our social media platforms

Treasurer's Statement 2021

Treasurer's Report 2023

I enclose my 8th financial report to members, following my appointment in 2015.

A copy of the charity's accounts for the year ended 31st March 2023, are included within the Annual Report for your consideration.

The accounts show a small fall in total income from the previous year to £85,327.

The additional income generated by the shop was offset by lower donations, fewer legacies and the absence of any Covid related grants.

The fall in tariff income from the solar panels arises as last year's figure included a large back dated element.

Total expenditure was also slightly lower than last year, at £103,229.

Shop costs increased by around £5,000, due to higher staff and building costs, but these were still nearly £12,000 lower than the income generated. Further details of the shop costs are shown in note 1.

Expenditure on charitable activities reduced by over £9,000, to £45,703, due mainly to lower building maintenance costs. Further details of these costs are included in note 2.

There was a net reduction in funds of £26,582 for the year. This compares to a deficit of £17,895 for the previous year. The balance sheet on page 3 shows the charity's assets and liabilities at the year end, with the largest of our tangible assets relating to the value of 272 Queens Road building, as shown in note 6.

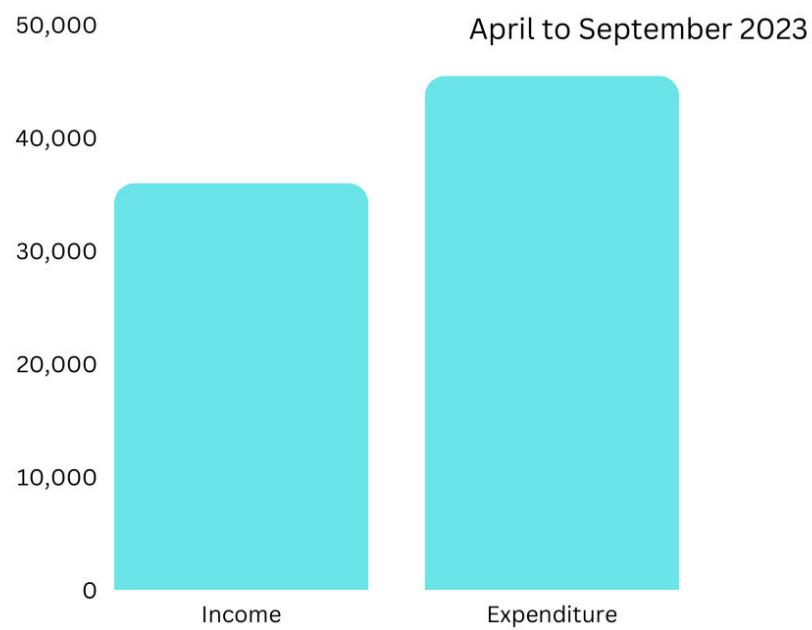
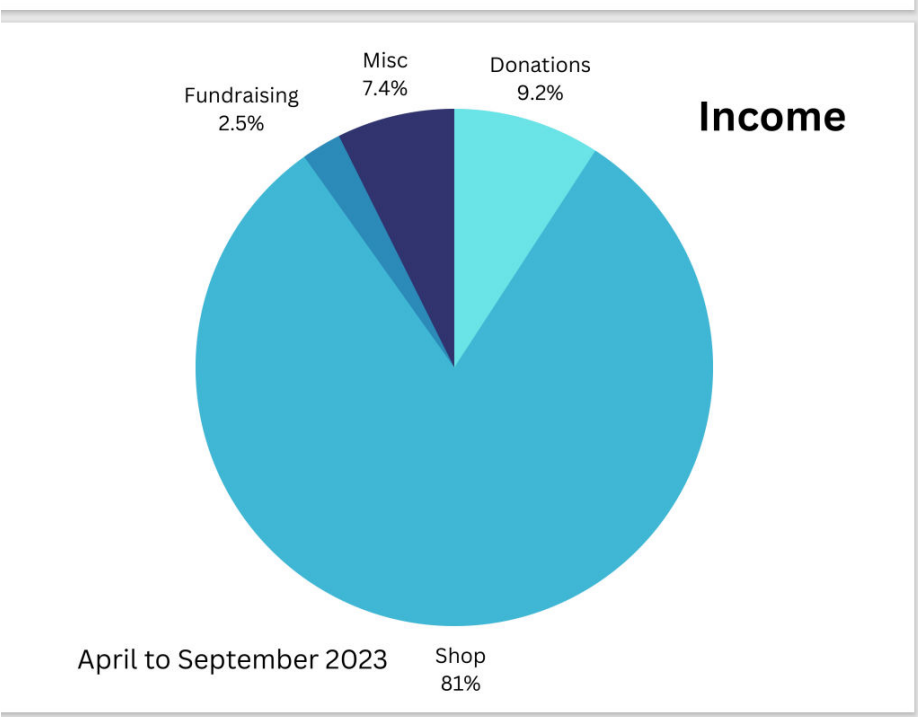
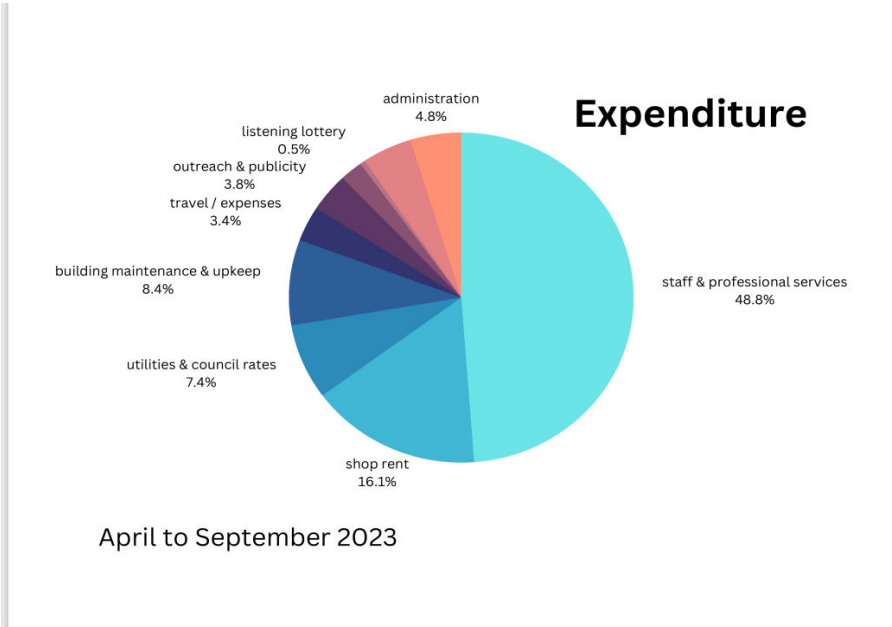
The initial investment deposit of £100,000 is shown as a fixed asset, as last year, with the balance available to fund the ongoing cash flow requirements of the charity.

The bank balances reduced by nearly £19,000 over the year and were just under £25,000 and the charity's funds totalled £735,685 on 31st March 2023, as shown at the foot of the balance sheet. These are all unrestricted in nature, although £707,900 are represented by tangible fixed assets or the initial investment.

Once again, we have some important decisions to make on the future of our Charity Shop on Chapel Walk and focus more of our efforts on future fund-raising activities, that can help to alleviate the downward trend of our finances.

Finally, my thanks to all our volunteers, the members of Branch Leadership Team and our Trustees, all who continue to be very supportive, especially our director Jenny and a special mention for David Morton, both of whom have assisted me personally behind the scenes.

Andrew Denniff - Treasurer



Structure, Governance and Management

As from April 2018, the Branch Leadership team, led by the Director, is responsible for the governance of the Branch. The Leadership team comprises elected trustees, ex-officio trustees, and deputy Directors who have opted to be part of the team. Elected trustees serve for a term of three years. Eligible volunteers are encouraged to stand for election of the Leadership team and new trustees are appointed annually at the AGM. Incoming members are then supplied with information from the Charity Commission and Samaritan Central Office in London about their roles and responsibilities as trustees of Sheffield Samaritans.

The leadership team meet monthly. There are a number of sub-committees which report to the Leadership team.

Public Benefit

The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk Management

The Leadership team's responsibilities for risk management covers all aspects of running the Branch—premises, governance and management, financial, fundraising, outreach, recruitment and selection, training, caller care and legal obligations. The risk register identifies risks, points up the likelihood and impact of the risk, steps taken in mitigation, and addresses the status and owner of the risk. It is reviewed regularly, both by the Leadership team and the lead person for Health and Safety.

Compliance

- Anti-discrimination and Equal Opportunities policies are in place.
- Data protection legislation is complied with and we are entered onto the Data Protection Register.,
- We are aware that aspects of employment legislation apply to voluntary organisations.
- Contacts with young callers oblige us to be up to date with child protection issues; The branch is up to date with Safeguarding procedures.
- We have an obligation to disclose information under the terms of the Terrorism Act
- Health and Safety issues are kept constantly under review.

Quality of service

We strive to offer a high quality service at all times. Good quality initial training and obligatory ongoing training are part of our culture. As described earlier, volunteers support and systems for support and feedback are available.

Volunteer Safety

- Our building was designed with the safety of callers and volunteers in mind
- We have been a non smoking building since July 2006
- Fire and smoke alarms are tested regularly and correct signage is in place
- All electrical appliances are PAT tested annually
- A full review of all aspects of health and safety is carried out every six months
- There is no single staffing; when open the building is staffed by a minimum of two volunteers
- The yard, entrance doors and visitors area are monitored by cctv cameras
- Access gates and doors have security locks
- All volunteers complete a Personal Evaluation and Evacuation Plan—PEEP

Governing Document

The charity is operated under the rules of its constitution adopted 1963/1946 and amended 22 November 1988, 24 April 1991, 25 April 2006 and 21 April 2009

Overall management of the charity is the responsibilities of the trustees who are elected and co-opted under the terms of the constitution. Day to day activities is managed and carried out by volunteer and paid staff.

Aims and Objectives

The principle objectives of the charity are:

To work for the assistance of persons who are suicidal, despairing or in distress by providing a service primarily intended for the benefit of the person in Sheffield and the surrounding area (but without specific limitations as to area) to enable such persons to receive immediate help, compassion and befriending from members of the charity selected and prepared for the purpose, working under direction; and also where appropriate, in accordance with Samaritan procedure, referral to persons having specialist or professional skills.

Administration and Reference

Branch Leadership Team

Jennifer Jones* - Director

Andrew Denniff* - Treasurer

Jane Wright*

Carole King*

David Morton*

Chris Collins *

Frances Gray*

Lynne Gardiner

Alex Carey

Jessica Bowler

Ann Nicole

Anne Nicolson

Dee Napier

Helen Scothorne—Secretary

*** Trustees**

Principal Address

Sheffield Samaritans, 272 Queens Road, Sheffield S2 4DL

Email address: queensroad@shaffieldsamaritans.org.uk

Registered Charity Number: 1173942

Bankers: Royal Bank of Scotland, The Common, Ecclesfield, Sheffield S35 9WJ

Solicitors: Jon Darwin, Norrie, Waite and Slater, 9/12 East Parade, Sheffield S1 2ET

Independent Examiner: Tingle Ashmore Ltd.



We are grateful to everyone who has helped us during 22—23 with donations, large and small. We have received monies from churches, companies, trusts and individuals. Every donation received has helped us to keep the Sheffield Samaritans Centre open to provide a vital service to those in emotional distress, by phone or email.

We are particularly grateful, for personal donations and for those who have remembered us in their will. If you would like to do this please contact our Treasurer Andrew Denniff.

If you are interested in becoming a volunteer please contact Deputy Director for Recruitment and Selection at our Queens Road address

Thank you

SHEFFIELD SAMARITANS
CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NUMBER 1173942

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023

TINGLE ASHMORE LTD
CHARTERED ACCOUNTANTS
SHEFFIELD

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023

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SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SHEFFIELD SAMARITANS

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Brendan Ashmore ACA
Tingle Ashmore Ltd
Chartered Accountants
Enterprise House
Broadfield Court
Sheffield
S8 0XF

Dated : 5th October 2023

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that 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, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

		Unrestricted funds 2023	Restricted funds 2023	Total funds 2023	Total funds 2022
	Notes	£	£	£	£
Income from:					
Donations and legacies		12,407	-	12,407	17,675
Charitable activities:					
Covid related grants		-	-	-	2,667
Job Retention Scheme grants		-	-	-	559
Investment income:		2,437	-	2,437	2,357
Other trading activities:					
Shop income		67,608	-	67,608	50,723
Net fundraising		861	-	861	2,058
Other income:					
Solar panels		2,014	-	2,014	11,684
Total income		<u>85,327</u>	<u>-</u>	<u>85,327</u>	<u>87,723</u>
Expenditure on:					
Raising funds					
Cost of trading from shop	1	55,785	-	55,785	50,599
Investment management costs		1,741	-	1,741	1,778
Charitable activities	2	<u>45,703</u>	<u>-</u>	<u>45,703</u>	<u>55,086</u>
Total expenditure		<u>103,229</u>	<u>-</u>	<u>103,229</u>	<u>107,463</u>
Net (losses)/gains on investments	8	<u>(8,680)</u>	<u>-</u>	<u>(8,680)</u>	<u>1,845</u>
Net movement in funds	3	(26,582)	-	(26,582)	(17,895)
Total funds brought forward		<u>762,267</u>	<u>-</u>	<u>762,267</u>	<u>780,162</u>
Total funds carried forward		<u>£735,685</u>	<u>£-</u>	<u>£735,685</u>	<u>£762,267</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
BALANCE SHEET

		2023	2022
	Notes	£	£
Fixed assets			
Tangible assets	6	607,900	609,052
Investments	7	100,000	100,000
		<u>707,900</u>	<u>709,052</u>
Current assets			
Cash at bank and on hand		24,598	43,309
Investments	7	7,126	15,110
		<u>31,724</u>	<u>58,419</u>
Creditors - amounts falling due within one year	8	<u>3,939</u>	<u>5,204</u>
Net current assets		<u>27,785</u>	<u>53,215</u>
Net assets		<u>£735,685</u>	<u>£762,267</u>
Income funds			
Unrestricted income funds			
General funds	10	735,685	762,267
Restricted funds	10	-	-
Total funds	11	<u>£735,685</u>	<u>£762,267</u>

These financial statements were approved by the Trustees on 30th September 2023 and signed on their behalf by

.....  Jenny Jones
Trustee

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
PRINCIPAL ACCOUNTING POLICIES

General information and basis of preparation

Sheffield Samaritans is a charitable incorporated organisation registered with the Charity Commission in England and Wales. The address of the registered office is 272 Queens Road, Sheffield, S2 4DL.

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

Sheffield Samaritans constitutes a public benefit entity as defined by FRS 102.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist.

Income

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount can be quantified with reasonable accuracy.

Investment income is included when receivable. Bank interest is recognised as income when it is credited to the bank statement.

Income from fundraising activities is reported net of the amounts incurred in raising those funds.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and any professional fees associated with the independent examination of the accounts. Donations made by the branch are also included in this category.

Fixed assets and depreciation

All items of capital expenditure below £500 are written off as incurred.

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

Investments

Investments are included at market value at 31st March 2023.

Realised gains and losses on investments are calculated as the difference between the sales proceeds and their market value at the start of the period, or their subsequent cost, and are charged or credited to the statement of financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the period and are credited or charged to the statement of financial activities based on the market value at the valuation date.

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
PRINCIPAL ACCOUNTING POLICIES

Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered.

Creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension

The charity makes employer contributions to an auto-enrolment pension scheme in favour of certain members of staff. The pension charge in the statement of financial activities is the amount of contributions payable by the charity

Leased assets

All leases are considered to be 'operating leases' and the relevant rentals are charged wholly to the statement of financial activities.

Fund accounting

Unrestricted funds are general funds which are available for use at the trustees' discretion in furtherance of any of the objectives of the charity. Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes. Restricted funds are those donated for a specific purpose, imposed by the donor, or through the terms of an appeal. The restriction means that the funds can only be used for that specific purpose.

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023	Total funds 2022
	£	£	£	£
1 Cost of trading from shop				
Staff	28,135	-	28,135	25,701
Premises	15,678	-	15,678	16,346
Utilities	1,199	-	1,199	924
Building maintenance	1,908	-	1,908	88
Administration	7,481	-	7,481	6,388
Cleaning & maintenance	392	-	392	363
Bank charges	992	-	992	789
	<u>£55,785</u>	<u>£-</u>	<u>£55,785</u>	<u>£50,599</u>
2 Charitable activities				
Staff	6,695	-	6,695	6,319
Outreach & publicity	3,626	-	3,626	4,722
Premises	6,168	-	6,168	5,754
Utilities	3,806	-	3,806	3,687
Building maintenance	7,437	-	7,437	15,424
Travel & volunteers	3,378	-	3,378	1,937
Administration	3,917	-	3,917	5,853
Cleaning & maintenance	6,011	-	6,011	6,809
Donations	232	-	232	192
Branch contributions	1,172	-	1,172	1,348
Depreciation	1,152	-	1,152	1,162
Governance:				
AGM Expenses	963	-	963	763
Accountancy and bookkeeping	1,146	-	1,146	1,116
	<u>£45,703</u>	<u>£-</u>	<u>£45,703</u>	<u>£55,086</u>
3 Net movement in funds				
This is stated after charging:-				
Independent examiner's remuneration			390	360
Depreciation			<u>1,152</u>	<u>1,162</u>

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
NOTES TO THE FINANCIAL STATEMENTS

	2023	2022
	£	£
4 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel		
Salaries	34,200	31,304
Employer's pension contributions	567	716
	<u>£34,767</u>	<u>£32,020</u>

No employees had employee benefits in excess of £60,000 in either period.
The average monthly number of staff employed was 3 (2022 - 3).
The key management personnel of the charity comprise the Trustees.
Trustees received no remuneration, benefits or expenses in either period except expenses paid in connection with their role as listening volunteers.

- 5 Related party transactions
There were no related party transactions requiring disclosure in either period.

6 Tangible assets	Buildings	Equipment	Carpets	Total
	£	£	£	£
Cost or valuation				
As at 1st April 2022 and at 31st March 2023	<u>618,251</u>	<u>29,757</u>	<u>6,075</u>	<u>654,083</u>
Depreciation				
As at 1st April 2022	13,811	25,145	6,075	45,031
Charge for the year	<u>-</u>	<u>1,152</u>	<u>-</u>	<u>1,152</u>
As at 31st March 2023	<u>13,811</u>	<u>26,297</u>	<u>6,075</u>	<u>46,183</u>
Net book value				
As at 31st March 2023	<u>£604,440</u>	<u>£3,460</u>	<u>£-</u>	<u>£607,900</u>

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
NOTES TO THE FINANCIAL STATEMENTS

7 Investments

On 17th January 2011 the charity invested in a Discretionary Managed Portfolio with Brewin Dolphin Ltd. The aim of this portfolio is to generate returns at a higher rate than can be achieved in cash deposits alone. The charity's risk profile is stated as 3 out of 10 with 1 being the most cautious and 10 the most adventurous.

	2023	2022
	£	£
Market value at 1st April 2022	115,110	112,686
Investment income reinvested	2,437	2,357
Investment management costs	(1,741)	(1,778)
Unrealised (loss)/gain on valuation	(8,680)	1,845
Market value at 31st March 2023	<u>£107,126</u>	<u>£115,110</u>
Investments at fair value comprised:		
Listed investments	102,923	108,799
Cash held within the investment portfolio	<u>4,203</u>	<u>6,311</u>
Total	<u>£107,126</u>	<u>£115,110</u>

The initial deposit of £100,000 is considered to be a fixed asset investment with only the surplus available to support the charity's ongoing cash requirements.

	2023	2022
	£	£
8 Creditors - amounts falling due within one year		
Trade creditors	387	1,271
Taxation and social security	627	817
Branch contribution payable	1,172	1,348
Accruals and other creditors	<u>1,753</u>	<u>1,768</u>
	<u>£3,939</u>	<u>£5,204</u>

9 Operating lease commitments

At 31st March 2023, the charity had operating leases with total future minimum lease payments as follows:

Amount falling due:

Within one year	351	351
In the second to fifth years	<u>439</u>	<u>791</u>

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
NOTES TO THE FINANCIAL STATEMENTS

10 Analysis of charity funds

	Balance at 1st Apr 2022	Movement in resources		Balance at 31st March 2023
	£	Incoming	Outgoing	£
Unrestricted funds:				
General funds	762,267	85,327	(111,909)	735,685
Total unrestricted funds	762,267	85,327	(111,909)	735,685
Total funds	£762,267	£85,327	£(111,909)	£735,685
Prior year comparison:				
	Balance at 1st Apr 2021	Movement in resources		Balance at 31st March 2022
	£	Incoming	Outgoing	£
Unrestricted funds:				
General funds	780,162	89,568	(107,463)	762,267
Total unrestricted funds	780,162	89,568	(107,463)	762,267
Total funds	£780,162	£89,568	£(107,463)	£762,267

11 Analysis of net assets between funds

Total funds are invested as follows:

	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023
	£	£	£
Tangible fixed assets	707,900	-	707,900
Net current assets	27,785	-	27,785
Net assets	£735,685	£-	£735,685
Prior year comparison:			
	Unrestricted funds 2022	Restricted funds 2022	Total funds 2022
	£	£	£
Tangible fixed assets	709,052	-	709,052
Net current assets	53,215	-	53,215
Net assets	£762,267	£-	£762,267

SHEFFIELD SAMARITANS
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023
NOTES TO THE FINANCIAL STATEMENTS

- 12 A detailed breakdown of the statement of financial activities between unrestricted and restricted funds for the year ended 31st March 2022 is as follows:

		Unrestricted funds	Restricted funds	Total funds
		£	£	£
Income from:				
Donations and legacies		17,675	-	17,675
Charitable activities:	Grants receivable	3,226	-	3,226
Investment income		2,357	-	2,357
Other trading activities:	Shop income	50,723	-	50,723
	Net fundraising	2,058	-	2,058
Other income:	Solar panels	11,684	-	11,684
Total income		<u>87,723</u>	<u>-</u>	<u>87,723</u>
Expenditure on:				
Raising funds	Cost of trading from shop	50,599	-	50,599
	Investment management costs	1,778	-	1,778
Charitable activities		<u>55,086</u>	<u>-</u>	<u>55,086</u>
Total expenditure		<u>107,463</u>	<u>-</u>	<u>107,463</u>
Net gain on investments		<u>1,845</u>	<u>-</u>	<u>1,845</u>
Net movement in funds		<u>£(17,895)</u>	<u>£-</u>	<u>£(17,895)</u>