



Samaritans of Hillingdon

**Consolidated Report and Accounts
For the Charitable Incorporated Organisation no. 1174063
and the unincorporated charity no. 1174063-1**

12 months ending 31 March 2021

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**Samaritans of Hillingdon
Report of the Management Committee
For the 12 months ending 31 March 2021**

The Management Committee presents its report and audited financial statements for the period ended 31 March 2021.

Reference and Administrative Details of the Charity, its Trustees and Advisors

Samaritans of Hillingdon is a Charitable Incorporated Organisation and is registered charity no. 1174063

It also is the sole trustee of the unincorporated registered charity no. 1174063-1 (previously no. 267858), a dormant and inactive body retained for reasons of transition and continuity. The two charities have been linked by the Charity Commission and may therefore publish a single report and accounts covering both.

The registered office and operating address is:-

2 Press Road,
Uxbridge
UB8 1AT

The trustees of who served during the year were: -

	Appointed	Resigned
K Rowlands (Director from 1 July 2018)		
R Moere		20 th Aug 2020
S Edwards (Secretary)		
P Bola (Treasurer)		
K Carr		
C Forrest		
J Singh	20 th Aug 2020	

Bankers: -

Lloyds TSB
21 High Street
Uxbridge UB8 1JD

Operating Names:-

Samaritans of Hillingdon, Hillingdon Samaritans

Samaritans of Hillingdon
Report of the Management Committee Continued
For the 12 months ending 31 March 2021

Structure, Governance and Management

The Charity is governed by the regulations set out in the constitution and is run by a voluntary Management Committee.

New committee members are elected at the Annual General Meeting (AGM) for a period of one year (but may be re-elected). Existing committee members may co-opt up to two new members between AGMs, but co-opted members must stand for re-appointment at the next AGM.

New committee members are briefed by the Director (who also chairs the committee) to familiarise them with the Samaritans of Hillingdon as well as their wider responsibilities as charity trustees.

The Management Committee met 6 times during the year to review the activities, consider the financial position and to decide policy and procedure.

The day to day work of the charity is overseen by the Director who reports to the Management Committee. This position is unpaid.

The Management Committee are aware of the potential risks to the charity, both financial and otherwise, and implements strategies to control or minimise these risks. Assessments have been undertaken of the major risks which face the charity, including funding and health and safety. The Charity has data protection and privacy policies that are compliant with GDPR and is registered with the Information Commissioner's Office under reference ZA290039.

Objectives and Activities

The charity was originally established in 1974 to provide completely confidential emotional support 24 hours a day by telephone, face to face, electronic communication and letter. Its main objectives are: -

- To provide assistance to individuals who are suicidal, despairing or in distress in order to reduce the incidence of suicide; and
- 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 the Samaritans mission, vision and values statement:

The charity works predominately in the London Borough of Hillingdon and surrounding area. In conjunction with other branches of Samaritans, it provides confidential emotional support that is available 24 hours a day for people who are experiencing feelings of emotional distress or despair, including those which may lead to suicide.

Samaritans vision is for a society in which:

- Fewer people die by suicide;
- People are able to explore their feelings; and
- People are able to acknowledge and respect the feelings of others.

Samaritans of Hillingdon
Report of the Management Committee Continued
For the 12 months ending 31 March 2021

Our values are based on these beliefs:

- The importance of having the opportunity to explore difficult feelings;
- That being listened to, in confidence, and accepted without prejudice, can alleviate despair and suicidal feelings; and
- That everyone has the right to make fundamental decisions about their own life, including the right to die by suicide.

Achievements and Performance

During the past 12 months Samaritans of Hillingdon answered approximately 17,278 calls and other contacts, for which the split was:

	<u>01.04.2020-31.03.2021</u>	<u>01.04.2019-31.03.2020</u>
Telephone	72%	80%
Email, SMS, F2F & WebChat	28%	20%

Financial Review

During the 12 months the charity received £51,318 by way of grants, donations and fund-raising events.

At the end of the year the charity had £88,443 in unrestricted funds (including a nominal value for its freehold property). Designated funds totalled £38,798 (To 31.03.2020: £18,798) and Restricted funds totalled £8,000 (To 31.03.2020: £8,000). The movement on the funds is shown as a transfer in note 9.

Reserves Policy

The charity will aim to retain the following reserves:

18 months' average expenditure, to smooth out irregularities in income and fundraising without risking any interruption to the service provided, plus up to £30,000 as a property maintenance designated fund to provide for routine maintenance of the charity's freehold premises and as a contingency against unexpected measures being urgently needed to safeguard that property.

The above reserves will be in addition to any restricted funds, specified by donors to be used for a particular purpose.

Plans for future periods

The charity will continue with its current activities and attempt to promote its services to the local community.

Approved by the Management Committee on 19th May 2021 and signed on their behalf by: -



K Rowlands - Director

Samaritans of Hillingdon

Statement of Financial Activities For the 12 months ending 31 March 2021

01/04/2020 - 31/03/2021 Statement Of Financial Activities						
	Note	General Funds £	Designated Funds £	Restricted Funds £	All Funds 12 Months to 31.03.2021 £	All Funds 12 Months to 31.03.2020 £
Incoming Resources						
Donations & Gifts	11	20,746			20,746	11,376
Grants Received		22,300			22,300	5,000
Fund Raising		8,272			8,272	4,166
Refunds		-			-	-
Total Incoming Resources		51,318	-	-	51,318	20,542
Resources Expended						
Direct Charitable Expenditure	3	18,221			18,221	13,215
Fundraising	4	952			952	964
Governance Costs	5	9,236			9,236	2,751
Total Resources Expended		28,409	-	-	28,409	16,929
Fund Balances brought forward at 31.03.2020		65,534	18,798	8,000	92,332	88,720
Net Movement in Funds		22,909	-	-	22,909	3,612
Transfers		(20,000)	20,000		-	
Fund Balances carried forward at 31.03.21		£68,443	£38,798	£8,000	£115,241	£92,332

The notes on pages 6 – 11 form part of these accounts

Samaritans of Hillingdon

Balance Sheet As at 31 March 2021

	Note	<u>31.03.2021</u>		<u>31.03.2020</u>	
		£	£	£	£
Tangible Fixed Assets	6		48,795		51,226
Current Assets					
Prepayments		1,811		97	
Debtors	8	673		673	
Cash at Bank and in Hand		65,162		41,996	
		<u>67,646</u>		<u>42,766</u>	
Current Liabilities (amounts falling due within one year)					
Creditors	7	1,200		1,345	
Accruals		-		316	
		<u>1,200</u>		<u>1,661</u>	
Net Current Assets			66,446		41,106
Total Assets			<u>£115,241</u>		<u>£92,332</u>
Represented by:-					
General Funds	9	68,443		65,534	
Designated Funds	9	38,798		18,798	
Restricted Funds	9	8,000		8,000	
		<u>£115,241</u>		<u>£92,332</u>	

Approved by the Board of Trustees on 19th May 2021 and signed on its behalf by: -


K Rowlands - Director


P Bola (Treasurer)

The notes on pages 6 – 11 form part of these accounts

Samaritans of Hillingdon

Notes to the accounts

For the 12 months ending 31 March 2021

1) Accounting Policies

a) **Basis of Preparation**

The accounts have been prepared under the historic cost convention. The financial Statements follow the guideline of the revised Statement of Recommended Practice for Accounting by Charities, issued in January 2015 ("The Charities SORP FRS102") and use applicable Accounting Standards.

b) **Fund Accounting**

General funds are unrestricted funds that are available for use, at the discretion of the trustees, in furtherance of the objectives of the charity and have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the charity for particular purposes. Costs relating to such funds are charged against specific funds.

c) **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the Income, there is reasonable certainty of receipt and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

- **Donations/Collections** – These are accounted for when received.
- **Legacies** – Entitlement is the earlier of the charity receiving the final estate accounts or the legacy being received. No value is included where the legacy is subject to a life interest held by another party.
- **Donated Goods/services** – This is included at the value to the charity where this can be quantified.
- **Grants** – Where these are related to the performance and specific deliveries, they are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance, its recognition is deferred and included in creditors. Where entitlement occurs before income is received, the income is accrued. Capital grants are accounted for as income in the SOFA as soon as they are received.
- **Fundraising** – Fundraising income is recognized in the SOFA when there is reasonable certainty of receipt and the amount can be quantified with reasonable accuracy, and any associated fundraising costs are shown within "Resources Expended".

Samaritans of Hillingdon

Notes to the accounts continued For the 12 months ending 31 March 2021

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resource. Support costs have been allocated on the basis time spent on the activity by volunteers. The following specific policies apply to categories of expenditure:

- **Fundraising Costs** – Fundraising costs are those costs incurred in seeking voluntary contributions.
- **Governance Costs** – Governance costs are the costs associated with the governance arrangements of the charity, which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activities. Included within this category are costs associated with the strategic as opposed to the day to day management of the charity's activities.
- **Support Costs** – Support costs comprise the costs of activities such as the management, financial, administrative and IT, together with common services, office accommodation and communication costs. These are allocated across the categories of charitable expenditure, governance costs and the costs of generating funds. The basis of the cost allocation has been explained in the notes to the accounts.
- **Depreciation** - 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 cost over their estimated useful lives as follows:-

Freehold Property	50 years
Office Equipment and Furniture	4 years

e) Taxation

Samaritans of Hillingdon is a registered charity and is therefore potentially exempt from taxation of its income and gains to the extent that they fall within section 505 of the Income and Corporation Taxes Act 1998 and section 256 of the Taxation of Chargeable Gains Act 1992. No tax charge has arisen in the year.

Samaritans of Hillingdon

Notes to the accounts continued For the 12 months ending 31 March 2021

<u>2. Premises Overheads</u>	<u>31.03.2021</u>	<u>31.03.2020</u>	
	£	£	
Water, Light and Heat	1,406	1,711	
Repairs and Renewals	10,540	78	
Cleaning & Housekeeping	2,367	1,849	
Office Telephone	831	1,098	
Insurance	1,467	1,405	
Depreciation	2,431	2,530	
Total for Year	19,041	8,672	
Allocated to			%
Direct Charitable Expenditure	17,137	7,804	90
Fundraising and Publicity	952	434	5
Governance	952	434	5
	19,041	8,672	100
<u>3. Direct Charitable Expenditure</u>			
Emergency Telephone	606	410	
Internet / Emails	462	180	
Answer Phone	- 1	478	
Volunteer Training and Support	18	3,822	
Volunteer Travel Expenses	-	-	
Advertising and Publicity			
Directors' Expenses	-	521	
Share of Premises Overheads	17,137	7,804	
Total for Year	18,221	13,215	
<u>4. Fundraising</u>			
Fund Raising Expense	-	530	
Share of Premises Overheads	952	434	
Total for Year	952	964	
<u>5. Governance Costs</u>			
Postage, Printing & Stationery	5,474	829	
AGM/Branch Meetings			
Branch Contribution	1,219	1,264	
Sundry/Miscellaneous Expenses	1,591	225	
Share of Premises Overheads	952	434	
Total for Year	9,236	2,751	

Samaritans of Hillingdon

Notes to the accounts continued For the 12 months ending 31 March 2021

6. Tangible Fixed Assets			
	<u>Freehold Property</u>	<u>Office Equipment Furniture & Computers</u>	Total
	£	£	£
As at 31.03.2020	80,000	3,722	83,722
Additions		0	0
As at 31.03.2021	80,000	3,722	83,722
<u>Depreciation</u>			
At 31.03.2020	30,480	2,016	32,496
Charge for Year	1,600	831	2,431
At 31.03.2021	32,080	2,847	34,927
<u>Net Book Value</u>			
At 31.03.21	£47,920	£875	£48,795
At 31.03.20	£49,520	£1,705	£51,225

The title to the freehold premises is held by Samaritans of Hillingdon.

Although it has not been valued recently the trustees believe that the current market value of the Freehold Property is considerably in excess of the book value.

7. Creditors

	31.03.2021	31.03.2020
Branch Contribution (NBC)	1,200	1,345
	1,200	1,345

8. Debtors

Monies owed are due within one year and relate to fundraising income not yet received.

Samaritans of Hillingdon

Notes to the accounts continued For the 12 months ending 31 March 2021

9. Reconciliation of Reserves				
	Balance As At 31.03.2020	Income	Expenditure	Balance As At 31.03.2021
	£	£	£	£
Unrestricted General Fund	65,534	51,318	28,409	88,443
Transfer				(20,000)
Total General Fund	65,534	51,318	28,409	68,443
Designated Fund	18,798	-	-	18,798
Transfer				20,000
Total Designated Funds	18,798	-	-	38,798
Restricted Fund	8,000	-	-	8,000
Transfer				
Total Restricted Funds	8,000	-	-	8,000
All Funds	92,332	51,318	28,409	115,241
Represented By:	General Fund	Designated Fund	Restricted Fund	All Funds
	£	£	£	£
Fixed Assets	48,795	-	-	48,795
Current Assets	20,848	38,798	8,000	67,646
Current Liabilities	(1,200)	-	-	(1,200)
	68,443	38,798	8,000	115,241

10. Description of Reserves

General Funds - Funds held available for the ordinary purposes of the charity.

Restricted Funds – In February 2015 we were extremely fortunate to receive a £5,000 donation from an individual who specified the money should be restricted to future property improvements. In 2016 the same individual donated a further £2,000 restricted to our on-line support services.

In 2014 donations were received amounting to £1,000 in memory of Pam Morgan with the understanding from her family and other donors that it would fund a day of our work in perpetuity each year.

In 2021 the Management Committee agreed to set aside £20,000 as designated funds to be used in the planned new extension to the premises.

To date none of the above-mentioned restricted funds have been expended.

Samaritans of Hillingdon

Notes to the accounts continued For the 12 months ending 31 March 2021

Designated Funds – The designated fund comprises resources received to be invested in the charity's fixed assets. It is therefore not readily available for other purposes. During this financial year none of the Designated fund was utilised.

Reserves Level – The balance of net current assets on the General Fund at the end of the year represents the equivalent of approximately 7 months' forecast expenditure and excludes the property maintenance fund held in the designated fund. The current balance should provide a reasonably secure financial base on which to plan future operations.

11. Donations and Gifts

	31.03.2021	31.03.2020
	£	£
Church Groups / Schools	4,239	7,399
Companies	15,316	908
Individuals	1,191	3,068
	20,746	11,376

Accruals and prepayments excluded from figures quoted above, cash position only.

Income from collections is included under Fundraising.

12. Staff costs and numbers

No paid staff were employed by the charity.

13. Trustees Remuneration and Expenses

It is the policy of the charity to reimburse all expenses properly incurred and claimed by its volunteers in connection with charitable activities. The charity's trustees, those who serve on the Management Committee, are reimbursed expenses in accordance with that policy in common with all other volunteers; the total amount is not considered material.

14. Indemnity Insurance

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

Independent Examiner's Report to the Members of Samaritans of Hillingdon

For the 12 months ending 31 March 2021

Independent Examiner's Report to the Trustees of the Samaritans of Hillingdon
I report on the accounts of the Samaritans of Hillingdon for the 12 months ending 31.03.21.

Respective Responsibilities of the Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of Section 144 of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, 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 of disclosure in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:-

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

have not been met or

2) to which, in my opinion attention should be drawn to enable a proper understanding to the accounts to be reached.



S Munn (MAAT)
Independent Examiner