

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2021
for
Harrow Samaritans**

Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity are:

To enable persons within the Harrow and the surrounding areas, as well as elsewhere, who are experiencing feelings of distress and 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;

To promote in society a better understanding of suicide, suicidal behaviour and the value of expressing feelings which may otherwise lead to suicide or impaired emotional health, and to collaborate with and support Samaritans Central Charity and its affiliated branches in fulfilling these objectives.

KEY OBJECTIVES

Emotional Support

To continue to provide emotional support by telephone, visits, e-mail, and reaching out to schools/colleges and the community.

Samaritans' values are based on its vision of a society in which fewer people die by suicide, or suffer despair and suicidal feelings by:

- Being able to acknowledge and respect the feelings of others
- Having the opportunity to explore difficult feelings
- Being listened to, in confidence and accepted without prejudice, thus alleviating despair and suicidal feelings
- Everyone having the right to make fundamental decisions about their own life, including the right to die by suicide.
- Follow good practice in Safeguarding children and vulnerable adults who are experiencing or at risk of, serious harm or abuse

Recruitment

- By raising awareness of the Samaritans in Harrow, to increase the number of volunteers in order to maintain and if possible, increase our availability. The branch aims to ensure diversity of recruits in line with the Diversity and Equality Policy.

Fund Raising

- To ensure that our Charity Shop continues with its successful growth by collecting good and saleable stock.
- To carry out other fund-raising activities organised from time to time by a fund-raising sub-committee.

Public benefit

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit" in deciding what activities the Charity should undertake.

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Charity shop

- Due to the COVID-19 pandemic and government restrictions the shop was closed for the majority of the accounting period. Relevant grants were applied for to support the period of closure.

Outreach

- The schools Outreach Team which started in 2018 and has been growing in demand to provide support to both primary/secondary schools and colleges. The Outreach Team are also invited as guest speakers, part of discussions and panels by various community groups. The branch also supports Harrow & Wealdstone station and other local stations as part of Samaritans Network Rail scheme. The branch are part of the Public Health Harrow Steering group with other agencies to draft a Local Suicide Prevention Plan.
- Due to the COVID-19 pandemic and government restrictions all face to face Outreach presentations booked were cancelled. Some school presentations were given online and some special requests for mental health presentations to companies as a result of the pandemic were accommodated online.

Recruitment, selection and training

- The branch would not be able to operate without the involvement of the Recruitment/Selection and Training teams which is ongoing all of the year. We usually hold three training sessions per year which are vital to keeping and increasing our number of volunteers. Due to the COVID-19 pandemic, the volunteers who had started their training continued via Zoom and the two further recruitment and training sessions were suspended. Recruitment and training picked up again via Zoom in January 2021.
- Over the accounting year, despite COVID-19 our training team have managed to train 24 new volunteers via zoom to become listening volunteers.
- With the focus on recruitment in the previous years and despite some volunteers isolating due to COVID-19 we were still able to keep the branch open with remaining volunteers and maintain all shifts including six additional nightshifts introduced more recently.
- Our volunteers have answered 17,500+ telephone calls this period and have responded to 3,500 emails.
- We had 82 active listening volunteers at the end of March 2021.

Fundraising activities

Income is raised by

- Sales in our charity shop (suspended due to COVID_19 restrictions), with some rental income from letting surplus accommodation there
- Sales on our Harrow Samaritan Ebay shop
- The sale of honey from our beehives in the garden
- Sales from Samaritans Xmas Cards
- Sales from volunteer participation in the Samarathon
- One off sales of our Harrow Samaritans Christmas cookery book
- Samaritans Children's Book (written by our volunteer)

FINANCIAL REVIEW

Investment powers

The Trust Deed authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held.

During the year there was income of £101,358 (2020: £69,057) including Restricted Funds of £8,948 (2020: £5,692). Expenditure was £62,134 (2020: £87,856) including £328 (2020: £23,408) from restricted funds. This resulted in an excess of unrestricted income over expenditure of £39,224 (2020: deficit of £18,799). During the year restricted funds of £8,620 were transferred from restricted to unrestricted after satisfaction of the conditions.

The net income increased unrestricted funds to £666,152 (2020: £626,928). There were no restricted funds (2020: £nil) at the year-end.

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2021

FINANCIAL REVIEW

Reserves policy

The reserves policy and level of reserves reflects anticipated future requirements and is reviewed by the Trustees during the year. The Trustees consider the level of liquid reserves that it would be appropriate for the charity to maintain. The aim of the Trustees is to have liquid reserves sufficient to cover at least 18 months expenses, if required. The Trustees have concluded that the current level of reserves of £666,152 (2020: £626,928) of which £100,969 (2020: £66,331) are liquid reserves is satisfactory.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Structure

Harrow Samaritans is an independent charity affiliated to the national parent Samaritans organisation, which includes 201 branches. Samaritans provides confidential emotional support through volunteers,

Governance

The charity is controlled by its governing document, a deed of trust, and constitutes a Charitable Incorporated Organisation. It is a "linked charity" with the former Harrow Branch of Samaritans. It has adopted the Samaritans branch model constitution. The parent organisation is a company limited by guarantee, and was incorporated on 11th April 1963, under the Companies Act 1948.

Management

The governing body of the Central Charity is a Board of Trustees supported by five committees. Harrow Samaritans has a Leadership Team consisting of ten Trustees. The Branch Director has overall responsibility for the charity with deputies to assist in varying roles within the branch.

The appointment of trustees is governed by the Trust Deed of the charity. All trustees are made aware of their responsibilities and have completed E-learning Trustee training and obtained their certificates.

The Trustees are responsible for keeping accounting records which disclose with accuracy the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity meet approximately every six weeks and all decisions are made by the trustees using a majority voting system. Decisions usually have the unanimous approval of the trustees.

During the year activities have been undertaken and are ongoing relating to areas of Health & Safety. In recent years numerous reports were carried out which included a Fire Risk Assessment, Water Assessment, Asbestos Assessment, Electrical Assessment all to ensure the safety of our volunteers and visitors. These assessments were also carried out in our shop.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1174064

Principal address

44 Station Road
Harrow
London
HA1 2SQ

Harrow Samaritans

Report of the Trustees for the Year Ended 31 March 2021

Trustees

Jane Reeve
Paul Rubenstein
Judith Jayson (resigned 2.12.2020)
Joyce New
Rosy Canter
Manju Anand Chair
Sandy Herman
Geoffrey Jayson Treasurer
Keval Thanki
Sharen Ann Sawyer (appointed 2.12.2020)

Independent Examiner

Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

COVID-19 IMPLICATIONS

During the pandemic Samaritans were classed as essential workers caring for the vulnerable. With this in mind and despite volunteers self isolating for various reasons, immediate safety and hygiene measures were put in place and the branch and shifts remained opened throughout the whole period. Although face to face calls were suspended, telephone calls and emails continued at the branch.

A second duty room was opened in January 2021 with the pandemic in mind and two additional telephone lines set up to make up a total of six lines. This allowed for a further two volunteers to come into branch and support callers whilst also maintaining social distancing guidelines. Harrow Samaritans were opened for a total of 6192 hours during the accounting period.

During the year, the charity received support from Government grants, job retention scheme and grants from other charities.

The trustees are confident that they have sufficient reserves to continue operations.

Approved by order of the board of trustees on 21 October 2021 and signed on its behalf by:



Manju Anand - Trustee

Independent Examiner's Report to the Trustees of Harrow Samaritans

Independent examiner's report to the trustees of Harrow Samaritans

I report to the charity trustees on my examination of the accounts of Harrow Samaritans (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Trust 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.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Robert Bean ACA
Grunberg & Co Limited
Chartered Accountants
5 Technology Park
Colindeep Lane
Colindale
London
NW9 6BX

22 October 2021

Harrow Samaritans

Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	38,294	8,948	47,242	21,958
Other trading activities	3	18,008	-	18,008	47,099
Other income		36,108	-	36,108	-
Total		<u>92,410</u>	<u>8,948</u>	<u>101,358</u>	<u>69,057</u>
EXPENDITURE ON					
Raising funds	4	36,683	-	36,683	36,724
Charitable activities					
Charitable activities		25,123	328	25,451	51,132
Total		<u>61,806</u>	<u>328</u>	<u>62,134</u>	<u>87,856</u>
NET INCOME/(EXPENDITURE)		<u>30,604</u>	<u>8,620</u>	<u>39,224</u>	<u>(18,799)</u>
Transfers between funds	9	8,620	(8,620)	-	-
Net movement in funds		<u>39,224</u>	<u>-</u>	<u>39,224</u>	<u>(18,799)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		626,928	-	626,928	645,727
TOTAL FUNDS CARRIED FORWARD		<u><u>666,152</u></u>	<u><u>-</u></u>	<u><u>666,152</u></u>	<u><u>626,928</u></u>

The notes form part of these financial statements

Harrow Samaritans

Statement of Financial Position 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	6	565,183	-	565,183	560,597
CURRENT ASSETS					
Debtors	7	3,183	-	3,183	-
Cash at bank		106,909	-	106,909	69,582
		<u>110,092</u>	<u>-</u>	<u>110,092</u>	<u>69,582</u>
CREDITORS					
Amounts falling due within one year	8	(9,123)	-	(9,123)	(3,251)
NET CURRENT ASSETS		<u>100,969</u>	<u>-</u>	<u>100,969</u>	<u>66,331</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>666,152</u>	<u>-</u>	<u>666,152</u>	<u>626,928</u>
NET ASSETS		<u>666,152</u>	<u>-</u>	<u>666,152</u>	<u>626,928</u>
FUNDS	9				
Unrestricted funds:					
General fund				666,152	626,928
TOTAL FUNDS				<u>666,152</u>	<u>626,928</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21 October 2021 and were signed on its behalf by:



Manju Anand - Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government Grants

The charity recognises government grants relating to the Coronavirus Business Interruption Scheme on accruals basis. The grants are recognised in the statement of financial activities over the period in which the charity recognises the related costs for which the grant is intended to compensate. Government assistance has also been extended by way of the provision of guarantees.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on reducing balance
Fixtures and fittings	- 25% on cost and Fully depreciated
Computer equipment	- 25% on reducing balance

Tangible fixed assets are stated at historical cost, less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of financial activities.

The freehold property is included at cost and no depreciation has been provided as the useful economic life of the asset is deemed to be greater than 50 years. Annual impairment reviews are performed, to ensure that the carrying amount of the asset is not overstated. The trustees consider that this accounting policy results in the financial statements giving a true and fair view.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

1. ACCOUNTING POLICIES - continued

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

Financial assets that are measured at cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Debtors

Basic financial assets, including trade and other debtors, are measured at transaction price, less any impairment.

Cash and cash equivalents

Cash and cash equivalents represented by cash in hand and deposits held at call with financial institutions, are measured at amortised cost.

Creditors

Basic financial liabilities, including trade and other creditors, are recognised at transaction price.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Gifts & Donations	27,294	21,958
Grants	19,948	-
	<u>47,242</u>	<u>21,958</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Pears DCMS IT Equipment Grant	8,948	-
Charities Aid Foundation	6,000	-
Healthside Charitable Trust	5,000	-
	<u>19,948</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Shop income	4,241	33,339
Rents received	13,750	13,500
Bank interest received	17	260
	<u>18,008</u>	<u>47,099</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

4. RAISING FUNDS

Raising donations and legacies

	2021	2020
	£	£
Insurance	2,970	2,694
Shop expense - management costs	8,322	9,354
Shop expense - utilities	1,627	2,746
Shop expense - repairs & maintenance	8,330	7,648
Flat expense - agency fees	2,145	2,256
Flat expense - repairs & maintenance	4,676	6,909
Cookbook expenses	2,835	-
Depreciation	1,845	2,306
Support costs	3,933	2,811
	<u>36,683</u>	<u>36,724</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

6. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 April 2020	551,239	30,732	54,351	13,214	649,536
Additions	-	-	7,445	1,175	8,620
At 31 March 2021	<u>551,239</u>	<u>30,732</u>	<u>61,796</u>	<u>14,389</u>	<u>658,156</u>
DEPRECIATION					
At 1 April 2020	-	21,508	54,351	13,080	88,939
Charge for year	-	1,845	1,861	328	4,034
At 31 March 2021	<u>-</u>	<u>23,353</u>	<u>56,212</u>	<u>13,408</u>	<u>92,973</u>
NET BOOK VALUE					
At 31 March 2021	<u>551,239</u>	<u>7,379</u>	<u>5,584</u>	<u>981</u>	<u>565,183</u>
At 31 March 2020	<u>551,239</u>	<u>9,224</u>	<u>-</u>	<u>134</u>	<u>560,597</u>

The property held by Harrow Samaritans was classified as a tangible fixed asset for the year under review. The shop was specifically used in the furtherance of the charities objectives and the flat was ancillary to the purchase of the shop and was not acquired for investment potential or income.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Prepayments and accrued income	3,183	-
	<u>3,183</u>	<u>-</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	5,946	1,451
Other creditors	3,177	1,800
	<u>9,123</u>	<u>3,251</u>

9. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	626,928	30,604	8,620	666,152
Restricted funds				
Restricted fund	-	8,620	(8,620)	-
TOTAL FUNDS	<u>626,928</u>	<u>39,224</u>	<u>-</u>	<u>666,152</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	92,410	(61,806)	30,604
Restricted funds			
Restricted fund	8,948	(328)	8,620
TOTAL FUNDS	<u>101,358</u>	<u>(62,134)</u>	<u>39,224</u>

Harrow Samaritans

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	628,011	(1,083)	626,928
Restricted funds			
Restricted fund	17,716	(17,716)	-
TOTAL FUNDS	<u>645,727</u>	<u>(18,799)</u>	<u>626,928</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	63,365	(64,448)	(1,083)
Restricted funds			
Restricted fund	5,692	(23,408)	(17,716)
TOTAL FUNDS	<u>69,057</u>	<u>(87,856)</u>	<u>(18,799)</u>

During the year, a grant was received which was restricted to the acquisition of computer and IT systems and furnitures and fixtures, to establish a new duty room. This was fully expended in the year, to the satisfaction of the grant conditions. The value of the assets have been transferred from restricted funds to unrestricted funds as the use of the assets are not restricted.

10. RELATED PARTY DISCLOSURES

During the year, the charity received an unrestricted grant of £5,000 (2020: £nil) from Heathside Charitable Trust. Geoffrey Jayson is a trustee of the Heathside Charitable Trust.

11. FINANCIAL ASSETS AND LIABILITIES

	2021 £	2020 £
Financial assets measured at amortised cost	<u>69,582</u>	<u>85,209</u>
Financial liabilities measured at amortised cost	<u>3,251</u>	<u>5,123</u>

Harrow Samaritans

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts & Donations	27,294	21,958
Grants	19,948	-
	<hr/>	<hr/>
	47,242	21,958
Other trading activities		
Shop income	4,241	33,339
Rents received	13,750	13,500
Bank interest received	17	260
	<hr/>	<hr/>
	18,008	47,099
Other income		
Harrow Council Covid-19 Grant	36,108	-
	<hr/>	<hr/>
Total incoming resources	101,358	69,057
EXPENDITURE		
Raising donations and legacies		
Insurance	2,970	2,694
Shop expense - management costs	8,322	9,354
Shop expense - utilities	1,627	2,746
Shop expense - repairs & maintenance	8,330	7,648
Flat expense - agency fees	2,145	2,256
Flat expense - repairs & maintenance	4,676	6,909
Cookbook expenses	2,835	-
Depreciation of tangible fixed assets	1,845	2,306
	<hr/>	<hr/>
	32,750	33,913
Charitable activities		
Rates and water	4,984	3,487
Telephone	3,407	3,400
Sundries	1,416	1,755
Advertising	72	409
Printing, postage & stationery	264	408
Repairs & maintenance	5,440	34,403
Motor & travel	1,706	1,370
Computer, IT & software	2,815	1,620
Cleaning	2,720	3,106
Volunteer training & support	62	1,130
Depreciation of tangible fixed assets	2,188	44
	<hr/>	<hr/>
	25,074	51,132
Support costs		

This page does not form part of the statutory financial statements

Harrow Samaritans

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	2021 £	2020 £
Support costs		
Governance costs		
Levy to general office	377	-
Independent examination fees	3,933	2,811
	<u>4,310</u>	<u>2,811</u>
Total resources expended	<u>62,134</u>	<u>87,856</u>
Net income/(expenditure)	<u><u>39,224</u></u>	<u><u>(18,799)</u></u>

This page does not form part of the statutory financial statements