COMPANY REGISTRATION NUMBER: 4754829

REGISTERED OFFICE: THE FLAMSTEED CENTRE
ALBERT STREET
ILKESTON
DERBYSHIRE

DE7 5GU



# COMPANY LIMITED BY GUARANTEE FINANCIAL STATEMENTS 31 DECEMBER 2013

Registered in England and Wales Charity Number 1098815 Registered in Scotland Charity Number SC041397

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# FINANCIAL STATEMENTS

# YEAR ENDED 31 DECEMBER 2013

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

## The Board of Trustees/Directors

Mrs A Samata was appointed as The Chair of the Trustees on 20 November 2010

Ms S Holden was appointed as a Trustee on 11November 2006
Mrs J Mathers was appointed as a Trustee on 6 June 2009
Ms J Carter was appointed as a Trustee on 7 November 2009
Mr D McQueen was appointed as a Trustee on 20 November 2010
Ms A Culley was appointed as a Trustee on the 15January 2011
Mr G Price was appointed as Trustee on 31 January 2012
Mrs V Culpan was appointed Trustee 10 September 2013

**Company Secretary** 

**Eric Thwaites** 

**Business Adviser** 

David M.J. O'Grady

Independent Examiner

Mark Newey

**Derby Community Accountancy Service** 

Babington Lodge 28 Green Lane Derby DE1 1RY

Bankers

CAF Bank Ltd.

25 Kings Hill Avenue

Kings Hill West Malling Kent ME19 4JQ

# TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2013

The Trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31st December 2013.

#### STRUCTURE, GOVERNMENT AND MANAGEMENT

#### GOVERNING DOCUMENT

Survivors of Bereavement by Suicide, National office is based at The Flamsteed Centre, Albert Street, Ilkeston, Derbyshire, DE7 5GU, which is the company's registered office and the principal address of the charity.

Survivors of Bereavement by Suicide is a company limited by guarantee and not having a share capital (company registration No. 4754829) England and Wales registered charity No. 1098815, Scottish charity No SC041397.

The charity's governing document is the Memorandum and Articles of Association.

## TRUSTEE SELECTION METHODS

An assessment is made to discover those skills required by the Organisation. Efforts are made to recruit trustees who meet the skill requirements of Survivors of Bereavement by Suicide. The trustees are responsible for scheme governance and the employment of staff. They are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources. It is also responsible for maintaining proper ongoing accounting records which show with reasonable accuracy the financial position of the charitable company and for safeguarding assets.

## RISK MANAGEMENT POLICY

The trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future. However, the trustees consider that the continuing uncertainty over funding levels constitutes a significant residual risk to our present level of operation if we are not successful in negotiating more sustainable funding. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of our services to our clients. The policies are periodically reviewed to ensure that they still meet the need of the charity.

## RESERVES

It is the charity's policy to maintain free reserves (that is funds not tied up in fixed assets, designated and restricted funds) at a level not less than three months operating resources expended.

## CHARITABLE OBJECTIVES

To meet the needs and break the isolation of those bereaved by the suicide of a close relative or friend, by offering a safe confidential environment in which bereaved people can share their experiences and feelings, consequently giving and gaining support from each other. To promote greater awareness for professionals to help them recognise the specific support required for those bereaved by suicide.

## **GOVERNANCE AND FINANCIAL CONTROLS**

The Trustees have reviewed the major risks to the charity and believe where possible maintaining reserves at the required levels, combined with regular reviews of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks, which we face and confirm that they have established systems to mitigate the significant risks. Finances are reviewed on a two monthly basis. The charity's expenses are met by small donations and funding from a wide range of Trusts, companies and individuals.

## **INVESTMENT POWERS AND RESTRICTIONS**

Funds that are not immediately required are placed on deposit with the Charities Aid Foundation.

## **REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

Trustees' meetings are held every two months. The Administrator holds a series of meetings with our Business Adviser supporting and advising on corporate issues that arise.

During 2013 a total of five new support groups, Cumbria South, Ipswich, Melton Mowbray, Swindon and Uttoxeter started but unfortunately one group, Beaconsfield, closed this brings the total of 47 groups during 2013. Both Cumbria (South) and Ipswich are an extension of existing groups in their area. During the launch of the Ipswich group the NHS Foundation Trust showed interest in supporting our organisations in regenerating new groups in their area.

In 2013 our Chair, Angela Samata, continues as a member for the All Party Parliamentary Group (APPG) for Suicide Prevention. The Chair attended a meeting with the Chief Coroners at the Royal Court of Justice to discuss the impact on narrative verdicts and also played a significant role in assisting the Department of Health in producing their Preventing Suicide in England, a cross-government outcomes strategy to save lives to support those families left behind by suicide.

The Venerable William Noblett CBE undertook the active role of Patron to Survivors of Bereavement by Suicide. Alice Middleton MBE, founder of the organisation, agreed to be honorary Patron of the charity.

We enlisted the services of an external Transition Manger on a temporary basis who also volunteered to progress the organization to a position of sustainability and steady growth.

The Board of Trustees granted permission for our Cumbrian Group Leader to work closely on the Euregenas project exploring the efficacy of interventions for people bereaved by suicide in the U.K.

Following the financial difficulty during 2012 the organisation has been working closely with Primetimers in achieving successful financial sustainability for the future. Professional charged awareness training events arranged with a negligible amount of success. However, a blanket appeal to 2,000 Trusts proved successful generating over £30,000 revenue.

Through Primetimers the organisation continues to work closely with Keith Slater, Regenerating Communities Ltd.

We continue to receive funds from generous donations through Just Giving, Virgin Giving and BT Mydonate.

The charity achieved two grants, one from Awards for All to be utilised for development of a new Helpline and training events for new and existing Helpline Volunteers and the other from Lloyds TSB for the Assistant Administrators salary.

All groups are supported by the National Office and the Trustees. Group attendances during 2013 was a total of 3,031. Email support averages out at 40 contacts per month plus group email contact 10 per month given a total of 7,500 per year.

Our National Helpline continues twelve hours a day, 365 days a year. We have ongoing training for our Helpline volunteers, whose numbers have increased to the point where we have no difficulty in filling the rota. The Helpline received **3,789** Calls during 2012 this is not including the calls which are taken by each Group Leader, we estimate an average of **11** calls per month per group giving a total of around **6,200** per year.

We are particularly proud of our website, www.uk-sobs.org.uk, which is professionally maintained. Since our development in 2011 our feedback page on the website has received 29 recorded comments. The website for 2013 received 51,286 visits from which 36,496 (71.1%) were new. Those viewing our website were across the UK and a small percentage overseas. The Transitions Manager has commenced working alongside the website manager to develop a new website, combining easier instant accessibility and providing additional information. The new website has the potential to add on more features such as Bulletin Board etc.

## THE TRUSTEES

The Trustees who served during the period were as follows:

Angela Samata
Gail Burton
Suzzi Holden-Carter
Joyce Mathers
Jacqueline Carter
Doug McQueen
Ann Culley
Geoff Price
Vivien Culpan

TRUSTEES ANNUAL REPORT
YEAR ENDED 31 DECEMBER 2013

Mrs G Burton resigned as a Trustee on 4 April 2013 which took effect as of 4th July 2013
Ms S Holden was appointed as a Trustee on 11November 2006
Mrs A Samata was appointed as a Trustee on 5 May 2007 and Chair 20 November 2010
Mrs J Mathers was appointed as a Trustee on 6 June 2009
Miss J Carter was appointed as a Trustee on 7 November 2009
Mr D McQueen was appointed as a Trustee on 20 November 2010
Miss Ann Culley was appointed as a Trustee 15 January 2011 and Vice Chair 25 November 2012
Mr Geoff Price was appointed as a Trustee on 31 January 2012 and Interim Treasurer 12th May 2012
Mrs Vivien Cuplan was appointed as a Trustee on September 2013

## **NEW TRUSTEES**

One new Trustee and interim treasurer was appointed in January 2012 Geoffrey Price who will be an asset to The organisation.

#### **RESIGNED TRUSTEES**

Gail Burton resigned the position of Trustee.

## TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statement for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing the financial statement, the trustees are required to select suitable accounting policies and then apply them consistently, making judgments and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue with its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

## INDEPENDENT EXAMINER

Mark Newey, of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

## **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under section 477 of the Companies Act 2006.

Signed by order of the Trustees

Mr G M/Price Treasurer / Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES YEAR ENDED 31 DECEMBER 2013

### Independent Examiner's Report to the Trustees of

I report on the accounts of the company for the year ended 31 December 2013 which are set out on pages 8 to 14.

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10 (1)(a) to (c) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations and that an independent examination is needed. The charity is required by law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of C.I.M.A.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act) and section 44(1)(c) of the Charities and Trustee investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Record keeping

Insufficient records either by way of lack of Bank Statements or evidence of expenditure were not always available at the time of the Examination in a number of cases. These have been identified under Note 8 in the Notes to the Financial Statements.

## Independent examiner's statement

In connection with my examination apart from the matter referred to above indicating that the Accounts are not fully compliant with the Accounting requirements of section 396 of the Companies Act and with the Statement of Recommended Practice: Accounting and Reporting by Charities 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 386 of the Companies Act 2006; and section 44(1)(a) of the 2005 Act; and
- to prepare accounts which accord to the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8
- Practice: Accounting and reporting by Charities have not been met; or
- to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Newey
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Signed M. Nowey A. C.M.A

Date 3, 17/2014

# STATEMENT OF FINANCIAL ACTIVITIES

# YEAR ENDED 31 DECEMBER 2013

	ι	Jnrestricted	Resticted	Total funds	Total funds
		Funds	Funds	2013	2012
INCOMING RESOURCES	Note				
INCOMING RESOURCES					
Donations	2	73546	50523	124069	68848
Interest receivable	4	111	43	154	147
Income from charitable					
trading activities:					
Grants receivable	3	7500	20574	28074	96110
Fund Raising /Other income		1545	14835	16380	6536
TOTAL INCOMING RESOURCES		82702	85975	168677	171641
RESOURCES EXPENDED					
Cost of generating funds:					
Fundraising and publicity		0	0	0	0
Charitable activities					
Staff costs / Volunteer costs		38849	7083	45932	42433
Management and Administration		13824	30903	44727	25995
Professional fees		1574	0	1574	1506
Donations out		0	4137	4137	2491
Group overheads		0	40507	40507	22511
TOTAL RESOURCES EXPENDED	5	54247	82630	136877	94936
TOTAL RESOURCES EXPENDED	3			1308//	
NET INCOMING/(OUTGOING)					
RESCOURCES FOR THE YEAR		28455	3345	31800	76705
Balances brought forward		33617	130176	163793	87089
Balances carried forward		62072	133521	195592	163793
				Year to	Year to
				31/12/2013	31/12/2012
Income				168523	171494
Total Expenditure	5			136877	94936
Operating surplus (deficiency)	6			31646	76558
Other income					
Interest receivable	4			154	147
Not retained ourselve (definions)					
Net retained surplus (deficiency)				21000	76705
for the financial year				31800	76705

The charity has not recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing

## **BALANCE SHEET**

## AS AT 31 DECEMBER 2013

		2013 £	2013 £	2012
	Note			
FIXED ASSETS				
Tangible assets		0	0	0
CURRENT ASSETS				
Debtors		0	0	0
Cash at bank		196042	196042	164278
CREDITORS: Amounts falling due within one year	7	450	450	485
NET CURRENT ASSETS	8	195592	195592	163793
TOTAL ASSETS LESS CURRENT LIABILITIES		195592	195592	163793
NET ASSETS		195592	195592	163793
FUNDS				
Unrestricted			62072	33617
Restricted			133521	130176
Total funds			195592	163793

For the year ending 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the members of the committee on the

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2nd August 2014, and are signed on their behalf by:

Ann Culley Chair

#### NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 DECEMBER 2013

#### 1. ACCOUNTING POLICIES

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 2006.

#### **Cash flow statement**

The Trustees have taken advantage of the exemption in Financial Reporting Standard No. 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

## Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment - 33.3% straight line

### **Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

#### Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### Investment income

Bank interest is included in the income and expenditure account when receivable.

## Taxation

As a charity, the charity is exempt from taxation.

## **Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31 DECEMBER 2013

2. Donations	Unrestricted	Restricted	Total	Total
	Funds 2013	Funds 2013	Funds 2013	Funds 2012
	£	£	£	£
Donations	73546	50523	124069	68848
3. Incoming resources from charitable activiti	es			
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	31-Dec-13	31-Dec-12
Grants Receivable	£	£	£	£
McPin Foundation	5000	0	5000	100
Lloyds TSB	0	8500	8500	2500
Judy Meadows	2500	0	2500	2500
James Wentworth	0	0	. 0	2500
Mcqueen Foundation	0	0	0	15780
Awards for All	0	10000	10000	0
Community Foundation	0	574	574	1200
Department of Health	0	0	0	50000
Porticus	0	0	0	18000
Group Grants	0	1500	1500	3530
Total	7500	20574	28074	96110
4. Interest receivable			Year to	Year to
			31/12/2013	31/12/2012
Bank interest receivable			154	147
5. Total resources expended			Total Exp	
	Unrestricted	Restricted	31-Dec-13	31-Dec-12
ACCOMODATION / VOLUNTEER EXPENSES	12421		12421	5864
ADVERTISING PROMOTIONS/BOOKS	2990	4658	7648	1983
TELEPHONE / INTERNET	1220	3131	4351	4355
BUSINESS DEVELOPMENT	0	17461	17461	5632
CONFERENCE COSTS	3371	3493	6864	3573
DONATIONS	. 0	8789	8789	2691
EMPLOYEE COSTS	24804	7083	31887	30857
INSURANCE / LEGAL PROF	1574	189	1763	1684
SUNDRY EXPENSES	763	13374	14137	9576
POSTAGE / PRINTING	1352	5776	7128	8244
RENT / ROOM HIRE	2928	15077	18005	14191
STATIONERY / SOFTWARE	534	699	1233	1205
TRAINING	0	900	900	3747
TRAVEL	1624	1999	3623	1334
EQUIPMENT	666	0	666	
	<u>54247</u>	82630	136877	94936

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31 DECEMBER 2013

The aggregate payroll costs were:					
				Year to	Year to
				31-Dec-13	31-Dec-12
Wages and salaries				30109	29119
Pension costs				1777	1738
	,			31887	30857
No employee earned more than £60000 per annum.					
Particulars of employees:					
The average number of staff employed by the charity durin	g the financial year a	mounted to:			
•				Year to	Year to
·				31-Dec-13	31-Dec-12
Direct Charitable Staff				2	2
				2	2
6. Operating surplus/(deficit)					
Operating surplus/(deficit) is stated after charging :				31646	76558
Depreciation	•			. 0	0
•				31646	76558
7. Creditors					
Ammounts falling due within one year				450	485
,				450	485
9 Shakamant of funda					
8. Statement of funds	At			At	
	01-Jan-13	Incoming	Outgoing	31-Dec-13	31-Dec-12
	61-5411-15	£	£	51-Dec-15 £	£
General Reserve	25736	75202	38865	62072	25736
Unrestricted Grants	23,30	, 5202	30003	02072	25750
McPinn Foundation	0	5000	5000	0	0
Judy Meadows	0	2500	2500	0	0
Mcqueen Foundation	7882	0	7882	0	7882
Total unrestricted funds	33617	82702	54247	62072	33617
Group Funds	73017	66901	40507	99411	73017
Awards for All	133	10000	5037	5096	133
Community Foundation	0	574	574	0	. 0
Department of Health	45057	0	17461	27596	45057
Porticus	11968	0	11968	0	11968
Lloyds/TSB Foundation	0	8500	7083	1417	
Total restricted funds	130176	85975	82630	133521	130176
Total funds	162702	168677	126977		162702
i Otal Tullus	163793	1000//	136877	195592	163793

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 DECEMBER 2013

		31/12/2013		31/12/2012
8	UK Support Group Funds	£	UK Support Group Funds	£
	Aberdeen	0	Aberdeen	0
	Aylesbury	1590	Blackburn	500
*	Blackburn	500	Bolton	755
	Bolton	1360	Bradford	1639
	Bradford .	1472	Bromsgrove	250
*	Bridgend/Port Talbot	79	Bridgend/Port Talbot	0
	Bromsgrove	0	Bury St Edmunds	2341
*	Bury St Edmunds(Suffolk)	2131	Cardiff	10608
	Cardiff	10448	Crewe	866
*	Crewe	870	Cumbria	2410
*	Cumbria	7523	Dartford	1517
	Dartford	1162	Exeter	695
	Exeter	741	Gloucester	8595
*	Gloucester	7038	Henley on Thames	665
	Henley on Thames	930	Hull	1701
	Hull	1546	Ilkeston	1069
	Ilkeston	728	Jersey	2364
	Jersey	2054	Leamington	1335
*	Leamington	964	Liverpool	5642
	Liverpool	5283	London	1350
	London	2411	Maidstone	1220
•	Maidstone	1027	Manchester	1777
	Manchester	4466	Mold	335
	Melton Mowbray	645	Portsmouth	12308
	Mold	267	Renfrewshire	1154
	Portsmouth	12321	Scottish Borders	20
	Renfrewshire	928	Sheffield	3547
	Scottish Borders	435	Solihull	1682
*	Scunthorpe	10506	St Helens	1000
	Sheffield	5589	Surrey	613
	Solihull	1454	Tain	358
	St Helens	1000	Tamworth	2598
	Surrey	1090	Watford	1076
	Swindon	730	Wirral	464
	Tain	1744		
	Tamworth	2786		
	Uttoxeter	960		
	Watford	1285		
*	Wirral	2366		
	Petty cash	982	Petty cash	485
	Group Total	99411	Group Total	73017

\* Incomplete records provided by these Groups

## 9. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee as such does note have a share capital. In the event of the company being wound up the indebtedness of each member shall not exceed £1.