



## Treasurers Report to the year ended 31<sup>st</sup> March 2020 Presented by Ken Burr, SUF Finance Volunteer.

The annual accounts show the income SUF has received in the year to 31<sup>st</sup> March 2020, and how it has spent that money on meeting its charitable objectives. The figures can be summarized as follows:

	2020			2019
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and grants	107952	41850	149802	163189
Investment income	2		2	368
Other income	29741		29741	26560
<b>Total income</b>	<u>137695</u>	<u>41850</u>	<u>179545</u>	<u>190117</u>
<b>Expenditure</b>				
Charitable activities	137708	44248	181956	149256
<b>Total expenditure</b>	<u>137708</u>	<u>44248</u>	<u>181956</u>	<u>149256</u>
<b>Net (expenditure/income and net movement in funds)</b>	<u>-13</u>	<u>-2398</u>	<u>-2411</u>	<u>40861</u>
<b>Total funds brought forward</b>	112683	7834	120517	79656
<b>Total funds carried forward</b>	<u>112670</u>	<u>5436</u>	<u>118106</u>	<u>120517</u>

**Unrestricted funds** are those funds that trustees can spend entirely at their discretion on the charitable objectives of SUF.

**Restricted funds** can only be used for the purpose specified by the provider.

SUF unrestricted expenditure exceeded unrestricted fund income by just £13, effectively breaking even.

Restricted expenditure exceeded restricted fund income by £2,398, reducing the balance of restricted funds held in line with their intended use.



## Donations and grants

During the year SUF received the following donations and grants:

	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
<b>Donations</b>				
Donations	537		537	
<b>Grants</b>				
Mental Health Pooled Fund	107415		107415	120000
NHS Ipswich & East Suffolk CCG				31500
NHS West Suffolk CCG				5956
Norfolk & Suffolk Foundation Trust (NSFT)				3722
Port of Felixstowe Fund				2011
Suffolk Community Foundation		993	993	
Public Health QI Project		941	941	
Transformation - Mental Health Services		37916	37916	
Waveney Peer Support		2000	2000	
	<u>107952</u>	<u>41850</u>	<u>149802</u>	<u>163189</u>

During the year SUF received a number of small donations from supporters and organisations.

The grants from the Mental Health Pooled Fund was £12,585 lower than last year, when SUF received the benefit of additional funding from the commissioner. The funding received in 2019 from NHS Ipswich & East Suffolk Clinical Commissioning Group (CCG) and NHS West Suffolk CCG and NSFT were provided for that year only. It included £7,444 for the Grass Roots Suicide Prevention StayAlive App to cover the cost initially paid by SUF. However in the current year new funding was received for work on Mental Health Service Transformation, together with small amounts from Suffolk Community Foundation and Public Health Quality Improvement Project. The grant in 2019 from Port of Felixstowe was a one off but in the current year the Suffolk County Council Commissioner provided £2,000 to fund a peer support group in Waveney. Overall donation and grant income fell by £13,387 and most of this is accounted for by the lower Mental Health Pooled Fund grant.



## Investment income

During the year SUF continued the policy of placing funds on deposit with the Ipswich building Society where possible. The low interest income of £2 reflects the low interest rates on offer.

	Unrestricted Funds £	Total Funds £	Unrestricted Funds £	Total Funds £
Building society interest	2	2	368	368

## Other Income

The income was applied to fund the information and advice service to patients in mental health hospital wards provided by SUF staff member James Woolnough. Income increased over 2019 because SUF was able to claim for more time.

	Unrestricted Funds £	Total Funds £	Unrestricted Funds £	Total Funds £
Income from Voiceability contract	29741	29741	26560	26560



	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
	£	£	£	£
Staff salaries and benefits	95631	33724	129355	94747
Staff and user expenses	8410	759	9169	8208
Support costs	33667	9765	43432	46301
	<u>137708</u>	<u>44248</u>	<u>181956</u>	<u>149256</u>

### Expenditure on SUF's charitable activities

Expenditure in 2020 increased by £32,700 over 2019. Staff salaries and benefits increased by £34,608, staff and user expenses by £961 with a reduction of £2,869 in support costs.

The increase in salaries and benefits was due to the recruitment of three additional staff and the cost of salary increases to ensure that SUF salaries remained competitive. Staff and user expenses were higher because of the increase in staff.



	2020	2019
	£	£
Office rent, rates, light and heat	15502	14317
Office costs inc. telephone, IT, postage & equipment hire	11254	8569
Computer and website costs	3189	3263
Grass Roots Suicide App. costs	0	7444
Marketing and public relations	5321	3798
Insurance	1058	920
Room hire and events	1878	3856
Depreciation	2887	2253
Trustee expenses	1047	461
Independent examination fee	1296	1420
	<u>43432</u>	<u>46301</u>

#### Support costs were as follows:

Support costs were £2,869 lower in total in 2020 compared with 2019. In 2019 SUF paid for the £7,444 development costs of the Grass Roots Suicide Prevention StayAlive App; there was no expenditure for this in 2020.

Office rent, rates and utilities cost increased in line with the lease and increases in consumption with additional staff and greater use of the office facilities. General office expenses also increased because of greater activity with the appointment of two part-time staff.

Marketing and PR costs increased with the production of more professionally written editorial items. The cost of room hire, and events decreased in line with lower use of outside meeting facilities. The increase in depreciation of equipment was due to the purchase of additional laptops for staff use and office furniture. Trustee expenses covered travel costs to attend meetings and provision of light refreshments. The increase was due to additional claims for travel expenses.



**Balance sheet**

**31 March 2020**

	2020	2019
	£	£
<b>Fixed assets</b>		
Tangible fixed assets	3306	4038
<b>Current assets</b>		
Debtors	7969	12763
Cash at bank and in hand	<u>108753</u>	<u>113215</u>
	116722	125978
<b>Creditors: Amounts falling due within one year</b>	<u>-1922</u>	-9499
<b>Net current assets</b>	<u>114800</u>	<u>116479</u>
<b>Total assets less current liabilities</b>	118106	120517
<b>Net assets</b>	<u>118106</u>	<u>120517</u>
<b>Funds of the charity</b>		
Restricted funds	5436	7834
Unrestricted funds	112670	112683
<b>Total charity funds</b>	<u>118106</u>	<u>120517</u>

The balance sheet shows the assets, liabilities and the funds of SUF. Tangible fixed assets consist of office furniture and all the IT equipment owned by SUF.

Debtors: included in the £7,969 total is £7,654 due from funders. The balance is prepaid expenses including IT support, equipment rental and service charges.

The cash at bank is held in a current account with the Co-op Bank and a deposit account with the Ipswich Building Society.

Creditors include accruals for utilities and provision for the Independent account's examiners fee.

The funds of the charity consist of unspent restricted funds of £5,436 and unrestricted funds of £112,670. The restricted funds balance has been carried forward to 2020-2021 and will be used for the purposes set by the funders. The unrestricted funds are carried forward and will be used in 2020-2021 by the trustees to fund the charitable activities of SUF.

The trustees consider that the charity is a going concern.



## **Reserves policy**

The trustees are committed to providing maximum possible service levels.

The trustees have grown the reserves to equal at least six months operating costs.

In addition reserves cover statutory redundancy and notice costs of £31,000 and £6,000 to replace IT equipment.

This equates to a reserve's requirement of £105,854.

Reserves on unrestricted funds at 31<sup>st</sup> March 2020 are £112,670, exceeding the reserves policy.

The trustees will continue to review the reserves policy in line with operating costs.