



# Trustees' Annual Report

For the period 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023

## **Reference and administration details:**

Charity name:	Lighthouse Christian Books and Café
The charity's previous name:	New Creation Christian Book and Coffee Shop
Registered charity number:	1063924
Charity's address:	Lighthouse 13 Bampton Street Tiverton Devon
Postcode:	EX16 6AA
Phone Number	01884 255769
Email Address	office@lighthousetiverton.org.uk
Web-site	www.lighthousetiverton.org.uk

## **Names of the charity Trustees who managed the charity during the period:**

	<b>Trustee name</b>	<b>Office (if any)</b>
1	Mrs Holly Haig	
2	Mr Rikky Apps	Treasurer
3	Mr Bruce Govett	
4	Mrs Val Bloxham	
5	Mr Pete Bangs (from July onwards)	

## **Major changes made during the year**

In March, Kelsie Ackland was appointed to the vacant position as Café manager. Then at the end of July, Pete Bangs was appoint as a trustee.



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## **Structure, governance and management**

The Trust's governing document is a Trust Deed dated 12<sup>th</sup> June, 1997 as amended on 9<sup>th</sup> December, 2019 to allow the Charity to change its name from New Creation Christian Book and Coffee Shop to Lighthouse Christian Books and Café. This constitutes the charity as a Trust. Any new Trustee is selected by existing Trustees.

### **The charity's organisational structure and relationship with any related parties.**

The overall management of the charity is carried out by the Trustees while the day-to-day running is carried out by the shop's manager, and when we have one, the deputy/café manager.

The trustees are responsible for:

- 1 managing the assets of the Trust, which include the furnishings and equipment in the shop, café, kitchen, office and storage areas;
- 2 the lease and liaising with the landlords about the condition of the building (the landlords are responsible for external repairs to the property);
- 3 maintain the internal parts of the property, including repairs and decorations, etc.;
- 4 financial resources.

The manager and deputy/café manager are together responsible for:

- 1 the day to day running of the Trust's business;
- 2 stock control;
- 3 supervising the team of volunteers.

The shop's manager deals mainly with the book shop while the deputy/café manager deals mainly with the café although they will deputise for each other when necessary.

The trustees usually meet regularly (approximately four times a year) as a management committee and the shop manager and deputy/café manager will attend the meeting as necessary (at least for part of the meeting). Following prayer together, they review the immediate past performance, the current situation and decide on any future development.

If any matters turn up between meetings these are normally dealt with by email and ratified at the next meeting. As the premises are rented the trustees keep in contact with the landlords as to the condition of the building.



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For the period 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023

## **Objectives and activities**

### **Summary of the objectives of the charity as set out in its governing document:**

To advance the Christian faith, in particular by the distribution of Bibles and other Christian literature and of other Christian goods; and such other charitable purposes as the Trustees shall determine.

### **Summary of the main activities undertaken for the public benefit in relation to these objectives:**

The Charity was established to provide Christian resources for members of Tiverton and district churches and fellowships, Sunday Schools and Youth Fellowships; as an outreach to the people of the area and to spread the Gospel (Good News) of Jesus Christ to the general public.

It fulfils these aims by running a book shop and café in Tiverton, which is normally open five and a half days a week.

The book shop stocks Christian books, CDs, DVDs, greetings cards and other gifts, including fair-traded goods. Wherever possible, our stock is obtained from Christian suppliers and most of it carries some form of Christian message. There is also a second-hand book section selling Christian books, CDs and DVDs that have been donated.

The café supplies hot and cold drinks, all day snacks and light lunches. Most of the food is prepared and cooked on the premises. As well as an in-doors seating area, there is the **Harbour**, a courtyard behind the shop, which can be used by the café's customers when the weather is suitable.

The Charity also attends external events, such as the Mid-Devon Show, and will visit local churches and other events, when invited, to provide a stand selling books and other goods.

There is a **Room Downstairs** which is available for individuals or groups to use, free of charge. It is used for various meetings during the year including a lunch-time prayer meeting on Tuesdays and an early morning prayer meeting on Thursdays. It is also the location of the second-hand book section and provides an overflow area for the café.

The charity also provides a place of opportunity for Christian service in the bookshop and café, a sanctuary and place of refreshment for body, mind and spirit, a place of prayer, an outlet for Fairtrade goods and, wherever possible, monetary support for other Christian Charities and ventures.



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For the period 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023

## **Achievements and performance**

### **Summary of the main achievements of the charity during the year:**

We started our fourth year at our new premises with Covid-19 behind us and settled down for what we hoped would be a more normal year. And it turned out to be so.

Following Grace's (the deputy manager) move to work for the Exeter Diocese the previous year and the failure to fill the vacant post, it was decided to close the shop on Mondays to give Penny, our salaried manager) a day off. We were finally able to appoint a new café manager in March which allowed us to return to opening five and a half days a week again.

Over the year we showed a financial improvement over the previous year by reducing our overall losses from £11,813 to £4,592. This was mainly due to an increase in trading revenue of nearly £3,000 and an increase in donations of just over £3,400 and a decrease in our outgoings of £170. The full accounts are set out on pages 7 and 8.

We were able to meet the deficit out of the charity's reserves. The trustees thank God that in previous years He has supplied a surplus of income that has allowed us to continue trading during periods when we do not make a profit. We believe that as long as He wants the shop to continue trading in Tiverton He will provide for our financial needs, but we also realise that we have a responsibility to make sure that the business is run as efficiently as possible.

We, the trustees, give thanks to the employees who not only carry out their duties but go over and beyond what they are employed to do. And we also give thanks to the many volunteers who help in so many ways, serving in the shop, waiting in the café and working in the kitchen.

Next, we give thanks to the many local people who support us by using the book shop and café, giving donations and praying for the work.

Lastly, we would like to give glory to the Lord, who has watched over first New Creation and now Lighthouse for the last 36 years, providing all our needs.



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For the period 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023

## **Financial review**

### **Brief statement of the charity's policy on reserves:**

As part of their area of responsibility, the Trustees have established a Reserve Policy requiring reserves of approximately six months expenses, and this has been calculated as £25,000.00.

At present the charity has excess of this in its reserves.

### **Details of any funds materially in deficit:**

This is not applicable as accounts are prepared on a Receipts and Payments basis.

## **Declaration**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

Signature:

A handwritten signature in black ink, appearing to read 'Richard Apps'.

Full Name: Richard Apps

Position: Trustee – Treasurer

Date: 19<sup>th</sup> September 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LIGHTHOUSE CHRISTIAN BOOKS AND CAFÉ

I report on the accounts of the charity for the year ended 31 December 2023 which are set out on pages 7 and 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state 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 Commission. 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.

**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 2011 Act; and  
  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John Anderson BA CPFA

21<sup>st</sup> October 2024

Meadowside  
High Street  
Halberton  
Tiverton EX16 7AG

**LIGHTHOUSE CHRISTIAN BOOKS AND CAFÉ**  
Reg Charity No: 1063294  
**RECEIPTS AND PAYMENT ACCOUNTS - 2023**

**RECEIPTS AND PAYMENTS ACCOUNT – 2023**

1 January, 2023 to 31 December, 2023

**Receipts**

	£	£	£	£
Sales				
Goods – General	18,318.10		18,596.38	
Goods – Bibles	1,225.77		2,109.51	
Goods – 3 <sup>rd</sup> World	474.80		2,110.37	
Second-hand Books	1,076.04		1,094.44	
Vouchers (net)	-81.24		15.50	
Café	21,755.68	42,769.15	15,857.59	39,783.79
Donations		11,088.19		7,679.47
Grants		0.00		0.00
Other Income		125.00		18.05
		53,982.34		47,481.31
Interest				
HSBC	618.97		68.75	
Barclays	0.00	618.97	0.00	68.75
	<b><u>TOTAL RECEIPTS</u></b>	<b><u>54,601.31</u></b>		<b><u>47,550.06</u></b>

**Payments**

	£	£	£	£
Purchases				
Bookshop	12,573.95		14,737.99	
Café	3,392.55	15,966.50	2,872.35	17,610.34
Merchant Services charges		495.70		545.16
Gifts/Adverts		395.00		400.00
Insurances		1,081.11		1,134.50
Print, Stationery and Postage		157.28		224.13
Rent		10,749.96		10,749.96
Repairs, Renewals and Capital Outlay		1,939.11		1,513.51
Employee costs		24,712.91		23,853.09
Utilities				
Electricity Supply	961.30		872.13	
Gas Supply	756.59		503.49	
Phone and Internet	609.65		422.97	
Water Supply	338.16		302.85	
Business Rates	169.16	2,834.86	282.80	2,384.24
Subscriptions and Licences		254.07		227.54
Sundries		126.80		261.99
Administration		308.18		287.53
Bank Charges		171.95		171.03
	<b><u>TOTAL PAYMENTS</u></b>	<b><u>59,193.43</u></b>		<b><u>59,363.02</u></b>

**Surplus/Deficit**

	£	£	£	£
Total Receipts		54,601.31		47,550.06
Total payments		59,193.43		59,363.02
	<b><u>TOTAL SURPLUS/DEFICIT</u></b>	<b><u>-4,592.12</u></b>		<b><u>-11,812.96</u></b>

**LIGHTHOUSE CHRISTIAN BOOKS AND CAFÉ**  
 Reg Charity No: 1063294  
**RECEIPTS AND PAYMENT ACCOUNTS - 2023**

**MEMO: TRADING ACCOUNT**

1 January, 2023 to 31 December, 2023

	£	£
Sales		42,769.15
Cost of Sales		
Opening Stock	5,500.00	
Purchases	15,966.50	
Closing Stock	5,250.00	
		<u>16,216.50</u>
<b>Gross Profit</b>		<b><u>26,552.65</u></b>
Margin	[profit as a percentage of 'cost of sales']	163.74%

1 January, 2022 to 31 December, 2022

	£	£
Sales		39,783.79
Cost of Sales		
Opening Stock	5,500.00	
Purchases	17,610.34	
Closing Stock	5,500.00	
		<u>17,610.34</u>
<b>Gross Profit</b>		<b><u>22,173.45</u></b>
Margin	[profit as a percentage of 'cost of sales']	125.91%

**ASSETS & LIABILITIES**

as at 31<sup>st</sup> December 2023

**ASSETS**

	£	£
HSBC Current Account	4,083.24	
Less - cheques not presented	<u>0.00</u>	4,083.24
HSBC Deposit Account		41,699.97
Barclays Bank Savings Account		0.00
Petty cash (Cash retained)		525.34
<b>Total Cash</b>	[see reconciliation below]	<u>46,308.55</u>
Stock		
Book Shop	5,250.00	
Coffee Shop	<u>200.00</u>	5,450.00

as at 31<sup>st</sup> December 2022

	£	£
HSBC Current Account	6,538.12	
Less - cheques not presented	<u>0.00</u>	6,538.12
HSBC Deposit Account		44,081.00
Barclays Bank Savings Account		0.11
Petty cash (Cash retained)		281.44
<b>Total Cash</b>	[see reconciliation below]	<u>50,900.67</u>
Stock		
Book Shop	5,500.00	
Coffee Shop	<u>200.00</u>	5,700.00

Total Assets

**51,758.55**

**56,600.67**

**LIABILITIES**

Creditors	0.00	0.00
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**Net Funds**

**51,758.55**

**56,600.67**

**CASH RECONCILIATION**

Cash brought forward	50,900.67	62,713.63
Cash Movement	<b>-4,592.12</b>	<b>-11,812.96</b>
Cash Carried forward	46,308.55	50,900.67

Prepared by Rikky Apps  
 Trustee  
 22 August, 2024