

Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		1	July	2021			30	June	2022

Section A Reference and administration details

Charity name	LifeLines
Other names charity is known by	-
Registered charity number (if any)	1168273
	10 Springfield Terrace
	Guiseley, Leeds
Postcode	LS20 9AW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carole Butcher	Coordinators Representative		
2	Jan Hall	Vice Chair		
3	Nichola Glasse	Membership Secretary		
4	Beryl Kingsbury			
5	Margaret Shepherd		Resigned 9 Oct 2021	
6	James Mason	Treasurer		
7	Patrick Ballin	Governance Secretary		
8	Susan Drysdale	Wing Editor		
9	Nikita Mistry			
10	Davina Chima			
11	Melanie Mitchell	Coordinator Care		

12

Edmund Conybeare		Appointed 9 Oct 2021	
------------------	--	----------------------	--

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not applicable	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Founder	Jan Arriens	17 Castle Street, Bishop's Castle, Shropshire SY9 5BU

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Co-opted by Trustees, elected by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

LifeLines adheres to a number of internal policies including financial risk, data protection, equality and diversity, fraud, conflicts of interest, health and safety and volunteer management. These are all provided to new Trustees upon joining the LifeLines Committee.

An amendment to the LifeLines Constitution, approving future AGMs to be conducted virtually if required, was approved by members on 9th October 2021.

A Skills Audit of Trustees was completed in June 2022.

The LifeLines Health & Safety Policy was reviewed, and a new version approved in March 2022. Risk Assessments are in the process of being updated in accordance with the new policy.

As of 30 June 2022, the following LifeLines policies were under review and revision:

- ☐ Conflict of Interest
- ☐ Data Protection
- ☐ Financial Policy

- ☐ Fraud
- ☐ Volunteer Management

All Trustees give their time voluntarily and receive no remuneration or benefits.

Section C	Objectives and activities
------------------	----------------------------------

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

<p>For the public benefit, to promote the relief of suffering and distress to those persons who are awaiting execution in any state of the USA by the promotion of friendship by letter writing to such people.</p>
<ol style="list-style-type: none"> 1. Advice and information about the issues likely to arise when writing to prisoners; 2. One to one advice and information on making the initial contact with a specific prisoner in the US on death row who has requested friendship, and for the life of the friendship and beyond, in particular when the sentence of death is likely to be carried out; 3. A quarterly publication that allows people to hear the voice of those on death row and deepens their understanding of the US justice system, and the death penalty in particular; 4. Advice and assistance to make informed choices about giving financial and other types of support to death row prisoners; 5. Conferences that include speakers with personal experience of the justice system, death row, and the impact of violent crime on all those who are affected, with an opportunity to exchange experience and knowledge with other writers. <p>Consideration is given to “public benefit” when making any decision relevant to the activities above with a specific agenda item included in Board meetings for “Governance” to ensure the objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission guidance.</p>

Additional details of objectives and activities (Optional information)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> policy on grantmaking; <input type="checkbox"/> policy programme related investment; <input type="checkbox"/> contribution made by volunteers. 	<p>A significant contribution to the success of Lifelines is made by member volunteers who act as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> state coordinators corresponding with writers and prisoners <input type="checkbox"/> regional coordinators who offer the facility to members to come together on a regional basis to exchange their experience of writing to prisoners <input type="checkbox"/> editor and distributor of The Wing of Friendship <input type="checkbox"/> manager and administrator of the LifeLines website
--	---

Summary of the main achievements of the charity during the year

Our Conferences have remained virtual because of the Coronavirus pandemic, although we hope to be able to move to a hybrid format in the next year. We conducted two successful and well attended virtual Conferences in October 2021 and April 2022, with guest speakers from the USA and UK. The October conference was also our Annual General Meeting, which continued to be conducted in line with Charity Commission guidance on virtual meetings.

Eight Regional Groups around the UK continue to meet regularly and during the latter part of the year some of these meetings have resumed in person. The London Regional Group has welcomed several LifeLines members based outside the UK to its virtual meetings.

Membership stood at 1,179 as at 30th June 2022. New membership applications have declined during the year and the LifeLines Committee is actively looking at ways to attract new members, in order to serve a continuing high level of requests for pen friends from men and women on Death Row in the USA.

Our members-only LifeLines community on Facebook continues to expand with over 25% of our members participating.

Our income has again exceeded our expenditure through careful attention to costs, and this year there continued to be a surplus of income over expenditure. Significant cost savings continued through having virtual rather than face to face conferences.

Section E Financial review

Brief statement of the charity's policy on reserves

LifeLines holds an Operational Reserve which is sufficient to provide for a 3-month administrative capability for the winding-up of the charity in the event of its closure.

The value of the Operational Reserve is reviewed annually.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The breakdown of income can be seen in the Annual Accounts of LifeLines.

LifeLines does not actively fundraise.

The level of reserves does not warrant a complex investment strategy.

Section F Other optional information

Not applicable

Section G Declaration

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

Signed on behalf of the charity's trustees

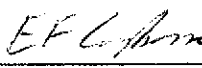

Signature(s)		
Full name(s)	Jan Hall	Patrick Ballin
Position (eg Secretary, Chair, etc)	Vice Chair	Governance Secretary
Date	17 September 2022	

	LifeLines		1168273	CC16a	
	Receipts and payments accounts				
	For the period from	Period start date 1-Jul-21	To		Period end date 30-Jun-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
A1 Receipts					
Subscriptions	25,191			25,191	28,519
Conferences	454			454	418
Interest	1			1	77
Gift Aid	2,698			2,698	1,794
Miscellaneous	216			216	106
Merchandise	141			141	160
Sub total	28,700			28,700	31,074
Total receipts	28,700			28,700	31,074
A3 Payments					
Newsletter Costs	13,052			13,052	10,163
Conferences	503			503	573
Coordinator & Committee Expenses	7,981			7,981	8,190
Website	116			116	111
Governance	472			472	358
Sundry	-			-	83
Other Postage and Stationery	1,330			1,330	970
Sub total	23,453			23,453	20,446
Total payments	23,453			23,453	20,446
Net of receipts/(payments)	5,247			5,247	10,628
A5 Transfers between funds					
A6 Cash funds last year end	50,740			50,740	40,112
Cash funds this year end	55,987			55,987	50,740

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account and Electronic Funds	10,630		
	Savings Account	6,001		
	Long Term Savings Account	38,322		
	Conference and Stamp Float	1,035		
		55,987		
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Signed by two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Edmund Conybeare	19/4/23	
		James Mason	19/04/2023	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

LIFELINES

On accounts for the year
ended

30 JUNE 2022

Charity no
(if any)

1168273

Set out on pages

Charity no. to include the page numbers of and total sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 06 2022

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Imogen McGonigle

Date:

13/4/22

Name:

IMOGEN MCGONIGLE

Relevant professional
qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS
SCOTLAND

(if any):

Address: THE STABLES, RIVERSMEET COTTAGE,
TOPSHAM, EXETER, EX3 0BE

Section B **Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.