



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> July 2022 Period start date To 30<sup>th</sup> June 2023 Period end date

Charity name: LifeLines

Charity registration number: 1168273

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>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</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none"><li><b>1. Advice and information about the issues likely to arise when writing to prisoners;</b></li><li><b>2. One to one advice and information on making the initial contact with a specific prisoner on US Death Row who has requested friendship, and for the life of the friendship and beyond, in particular when a death sentence is likely to be carried out;</b></li><li><b>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;</b></li><li><b>4. Advice and assistance to make informed choices about giving financial and other types of support to Death Row prisoners;</b></li><li><b>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.</b></li></ol>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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</b>

		<b>Commission Guidance.</b>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not applicable.</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable.</b>
Contribution made by volunteers	Para 1.38	<b>The organisation has no employees and relies upon member volunteers who act as:</b> <ul style="list-style-type: none"> <li>• <b>State Coordinators corresponding with writers and prisoners.</b></li> <li>• <b>Regional Coordinators who offer the facility for members to come together on a regional basis to exchange their experience of writing to prisoners.</b></li> <li>• <b>Editor and distributor of the organisation's newsletter, The Wing of Friendship.</b></li> <li>• <b>Manager and Administrator of the LifeLines website</b></li> <li>• <b>Committee Members/Trustees</b></li> </ul>
Other		

## **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>We conducted two successful and well attended virtual Conferences in October 2022 and April 2023 with guest speakers in from the US 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. The Autumn Conference and AGM was due to be hybrid (both live and virtual) but this was not possible due to the rail strikes. Our Conferences have remained virtual but we will be introducing a hybrid format for them with both in person and virtual attendance.</b></p> <p><b>Seven Regional Groups around the UK continued to meet both in person and by</b></p>

		<p>Zoom regularly. The London Regional Group welcomed several Lifelines members based outside the UK to its virtual meetings.</p> <p>LifeLines membership stood at 1074 as at 30<sup>th</sup> June 2023. New membership applications declined during the year and the LifeLines Committee is actively looking to recruit new members to serve the continuing high level of requests for penfriends from men and women on Death Row in the USA</p> <p>The members-only Lifelines community on Facebook continues to thrive with over 25% of LifeLines members participating.</p> <p>Our income has again exceeded our expenditure through careful attention to costs, and in the last financial year we therefore ran an income surplus. This was partly due to having virtual rather than face to face conferences but this will change with the new hybrid format mentioned above.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Not applicable</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Not applicable</b>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>In surplus. The breakdown of income and expenditure can be seen in the Annual Accounts of Lifelines.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>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.</b>
Amount of reserves held	Para 1.22	<b>£6000.</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Membership subscription</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>The main risk is the decline in membership which is being addressed by investing in press and publicity. The Trustees maintain and organisational risk register which is reviewed at every meeting.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Co-opted by Trustees, elected by Members</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All new trustees are fully inducted and assessed for training needs which are then met.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	LifeLines
Other name the charity uses	none
Registered charity number	1168273
Charity's principal address	10 Springfield Terrace, Guiseley, Leeds 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	July 2022-October 2022. Stood down as Trustee in October 2022.	
4	Beryl Kingsbury			
5	James Mason Treasurer			
6	Patrick Ballin			
7	Susan Drysdale	Membership Secretary		
8	Nikita Mistry			
9	Davina Chima			
10	Melanie Mitchell	Coordinator Care		
11	Lindesay Mace	Media		
12	Deborah Murphy	Wing Editor	Co-opted as Trustee in June 2023. To be appointed at 2023 AGM	
13	Edmund Conybeare	Governance		
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Jan Hall

Edmund Faraday Conybeare

Position (eg Secretary,  
Chair, etc)

Vice-Chair

Governance Secretary

Date

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	LifeLines			1168273	CC16a
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		1-Jul-22		30-Jun-23	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
<b>A1 Receipts</b>					
Subscriptions	23,195			23,195	25,191
Conferences	984			984	454
Interest	479			479	1
Gift Aid	-			-	2,698
Miscellaneous	793			793	216
Merchandise	156			156	141
<b>Sub total</b>	<b>25,607</b>			<b>25,607</b>	<b>28,700</b>
<b>Total receipts</b>	<b>25,607</b>			<b>25,607</b>	<b>28,700</b>
<b>A3 Payments</b>					
Newsletter Costs	13,735			13,735	13,052
Conferences	1,452			1,452	503
Coordinator & Committee Expenses	8,041			8,041	7,981
Advertising	47			47	-
Website	191			191	116
Governance	510			510	472
Other Postage and Stationery	251			251	1,330
<b>Sub total</b>	<b>24,227</b>			<b>24,227</b>	<b>23,453</b>
<b>Total payments</b>	<b>24,227</b>			<b>24,227</b>	<b>23,453</b>
<b>Net of receipts/(payments)</b>	<b>1,380</b>			<b>1,380</b>	<b>5,247</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>55,987</b>			<b>55,987</b>	<b>50,740</b>
<b>Cash funds this year end</b>	<b>57,367</b>			<b>57,367</b>	<b>55,987</b>

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Current Account and Electronic Funds	12,074		
	Savings Account	6,026		
	Long Term Savings Account	38,776		
	Conference and Stamp Float	491		
		<b>57,367</b>		
		<b>Unrestricted to nearest £</b>	<b>Restricted to nearest £</b>	<b>Endowment to nearest £</b>
<b>B2 Other monetary assets</b>				
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>Signed by two trustees on behalf of all</b>	<b>Signature</b>	<b>Print Name</b>		<b>Date of</b>
		Edmund Conybeare		
		James Mason		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

LIFELINES

On accounts for the year  
ended

30 JUNE 2023

Charity no  
(if any)

1168273

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 06 2023

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:

Date:

11/3/2024

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.