



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st July 2023 **Period start date to** 30th June 2024 **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	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.
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 1.1making the initial contact with a specific prisoner on US Death Row who has requested friendship9	<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 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.3. A quarterly publication that allows people to hear the voices 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 people on Death Row;5. Conferences that include speakers with personal experience of the justice system, Death Row, and the impact of violent crime on all those that are affected, with an opportunity to exchange experience and knowledge with other writers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	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

Commission on public benefit		objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission Guidance
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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	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	The organisation has no employees and relies upon member volunteers who act as: <ul style="list-style-type: none"> - State Coordinators corresponding with writers and prisoners, - Regional Coordinators who offer the facility for members to come together on a regional basis to exchange their experiences of writing to prisoners. - Editor and distributor of the organisation's newsletter, The Wing of Friendship. - Manager and Administrator of the LifeLines website. - Committee Members/Trustees
Other		Not applicable

Achievements and Performance

	SORP reference	
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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>We conducted two successful and well attended Conferences in October 2023 and April 2024. The former was hybrid (in person and virtual) and the latter virtual only. Both heard from excellent guest speakers from the USA and UK. The October Conference was also our Annual General Meeting which was conducted in full compliance with Charity Commission guidance. Seven Regional Groups around the UK continued to meet both in person and by Zoom regularly. The London Regional Group welcomed LifeLines members from outside the UK to its virtual meetings.</p> <p>LifeLines membership stood at 1004 on 30/6/24. New membership applications declined during the year and the LifeLines Committee is actively recruiting new members to meet the continuing high demand 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 sending our newsletter, the Wing of Friendship as a digital edition.</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	Not applicable.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In small surplus. The breakdown of income and expenditure can be seen in the Annual Accounts of LifeLines.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	LifeLines holds an Operational Reserve which is sufficient to provide for a three-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.
Amount of reserves held	Para 1.22	£6000
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	None.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

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	Membership subscription.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	The main risk is the decline in membership which is being addressed by investing in press and publicity. The Trustees maintain an organisational risk register which is reviewed at every meeting.
Other		None.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
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	Co-opted by Trustees, elected by Members.

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	All new trustees are fully inducted and assessed for training needs which are then met.
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	Jan Hall	Vice Chair		
2	Carole Butcher	Coordinator Representative		
3	Patrick Ballin			
4	Davina Chima			
5	Lindesay Mace	Press and Publicity		
6	Edmund Conybeare	Governance		
7	Susan Drysdale	Membership Secretary		
8	Melanie Mitchell	Coordinator Care	Until AGM 7/10/23	
9	Nikita Mistry		Stood down in August 2023	
10	Deborah Murphy	Wing Editor		
11	Rachael Martin		Co-opted 1/12/23	
12	Andrea Woodside		Co-opted 1/12/23	
13	James Mason	Treasurer		
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)		
Full name(s)	Jan Hall	Edmund Conybeare
Position (eg Secretary, Chair, etc)	Vice-Chair <i>(Outgoing)</i>	Governance Secretary
Date	24/10/24	

	LifeLines			1168273	CC16a
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		1-Jul-23		30-Jun-24	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
A1 Receipts					
Subscriptions	23,769			23,769	23,195
Conferences	1,145			1,145	984
Interest	515			515	479
Miscellaneous	694			694	793
Merchandise	210			210	156
Sub total	26,333			26,333	25,607
Total receipts	26,333			26,333	25,607
A3 Payments					
Newsletter Costs	7,951			7,951	13,735
Conferences	2,696			2,696	1,452
Coordinator & Committee Expenses	7,909			7,909	8,041
Advertising	1,836			1,836	47
Website	227			227	191
Governance	569			569	510
Other Postage and Stationery	187			187	251
Sub total	21,375			21,375	24,227
Total payments	21,375			21,375	24,227
Net of receipts/(payments)	4,958			4,958	1,380
A5 Transfers between funds					
A6 Cash funds last year end	57,367			57,367	55,987
Cash funds this year end	62,325			62,325	57,367

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Current Account and Electronic Funds	61,225		
	Savings Account	1,066		
	Conference and Stamp Float	35		
		62,325		
		Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B2 Other monetary assets	Details			
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's	Details			
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
Signed by two trustees on behalf of all	Signature	Print Name	Date of	
		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

Charity Name

LIFELINES

On accounts for the year
ended

30 June 2024

Charity no
(if any)

1168273

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 June 2024.

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:

23/04/25

Name:

IMOGEN MCGONIGLE

Relevant professional
qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS OF SCOTLAND