

# Trinity Church Littlehampton

Report and Accounts  
Year ended 31st March 2021

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRINITY CHURCH LITTLEHAMPTON**  
**LEGAL & ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

ADDRESS FOR CORRESPONDENCE	16 Kent Road Littlehampton West Sussex BN17 6LG
GOVERNING DOCUMENT	CIO Constitution dated 30 April 2018 CIO Charity registered 27 June 2018
CHARITY REGISTRATION NUMBER	1178966
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY (all appointed on registration)	Alex BEAKEN Ruth COBB (resigned 27 July 2021) Simon OSBORNE Jonathan STEELE (resigned 12 October 2021) Philip BROWN Mark THORNET (appointed 23 March 2021) Carolyn SAUNDERS (appointed 1 September 2021)
BANKERS	CafBank 25 Kings Hill Avenue Kings Hill West Malling  Kent ME19 4JQ
INDEPENDENT EXAMINER	Lisa Darby  Stewardship  1 Lamb's Passage LONDON EC1Y 8AB

**INDEX**

Page	
1	Legal & Administrative Details
2-3	Trustees' Report
4	Independent Examiner's Report
5	Receipts and Payments Account
6	Statement of Assets & Liabilities
7	Notes to the Accounts
8	Detailed Receipts and Payments Account

**TRINITY CHURCH LITTLEHAMPTON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 March 2021.

**Objects of the charity**

The charity, which is a church, is governed by a constitution and is constituted as a charitable incorporated organisation. The charity's principal objects, as set out in its governing document, are:

1. To advance the Christian faith by such means as the charity shall determine from time to time.
2. To relieve persons who are in conditions of need, hardship or distress as a result of local or international disaster or by reason of their social, medical or economic circumstances.
3. To educate and assist young persons through their leisure time activities so as to develop their physical, mental and spiritual capacity that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.
4. To advance education in family life, in marriage and family relationships, in particular but not exclusively by the organization of courses for the teaching of the skills of parenthood.
5. To advance Christian religious education and training.

Most the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

**Review of the Years' Activities**

Trinity Church Littlehampton has continued to grow in membership with local residents joining the church community during the financial year, benefitting from teaching and pastoral support provided by the church leadership. Many of these new members have become actively involved in community groups through which practical and emotional support is offered. The church continued to employ a part time member of staff to provide leadership and support the various community groups and other ministries within the church. During COVID we continued to provide online services which also allowed those who didn't have online access to view our meetings and share in the work of the church.

The pandemic continued to have an impact on giving but on a like for like basis the reduction is small and doesn't impede the charitable aims of the church

**Financial review**

During the year income received totalled £58,225 (2020:£56,627) and expenditure totalled £45,140 (2020: £18,539). As a result the cash held by the charity at the period end increased by £13,085 to £99,461, all of which is unrestricted.

There were no payments made to Trustees other than the reimbursement of expenses.

## **Reserves policy**

The charity does not at present have a formal policy for holding reserves. The Trustees have intentionally waited until the regular income received by TCL is understood, as this is deemed key in determining the policy and reasons for holding reserves, but this will be developed. The Trustees are confident that the current level of cash reserves is adequate.

The charity has been running with a stable income that significantly exceeds its expenditure, such that the Trustees have been able as part of the budget to allocate funds to savings for various purposes and thereby plan for future growth and development of the charity's activities. An example is to plan for the purchase or replacement of key equipment as required so that reliance on loans can be minimised or avoided. With employment of a staff member, there is also the requirement to maintain reserves sufficient to pay contractual notice should redundancy ever be required.

## **Funds in deficit**

No funds were in deficit at year end

## **Governance**

Trinity Church Littlehampton has a Constitution and a Basis of Faith as its governing documents. This was accepted on 27th June 2018.

New trustees would be appointed by the charity's current trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skill, knowledge and experience needed for the effective administration of the CIO.

## **Risk statement**

The charity is exposed to various risks - be they operational, financial or reputational. The trustees review the charity's activities regularly to identify significant risks and, where possible, they take appropriate measures to mitigate those risks.

## **Responsibilities of trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

## **Approval**

This report was approved by the trustees and signed on their behalf by:

Simon Osborne

Date: 20 January 2022

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**TRINITY CHURCH LITTLEHAMPTON**

I report to the trustees on my examination of the accounts of Trinity Church Littlehampton ('the charity') for the year ended 31 March 2021 on pages 5 to 8 following.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lisa Darby

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 24 January 2022

**TRINITY CHURCH LITTLEHAMPTON**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted General Funds £	Restricted Funds £	2021 £	2020 £
<b><i>Income receipts</i></b>					
Donations, legacies and grants		40,849	4,225	45,074	45,748
Gift aid receipts		11,893	735	12,628	10,589
Bank interest		523	-	523	290
<b><i>Total receipts</i></b>		<b>53,265</b>	<b>4,960</b>	<b>58,225</b>	<b>56,627</b>
<b><i>Payments</i></b>					
Payments in relation to charitable activities undertaken directly	2	39,470	5,670	45,140	18,539
<b><i>Total payments</i></b>		<b>39,470</b>	<b>5,670</b>	<b>45,140</b>	<b>18,539</b>
Net of receipts / (payments) before transfers		13,795	- 710	13,085	38,088
Transfers between funds				-	-
<b>Net movement in funds</b>	3	13,795	- 710	13,085	38,088
Cash funds as at last year end		85,666	710	86,376	48,288
<b>Cash funds at this year end</b>		<b>99,461</b>	<b>-</b>	<b>99,461</b>	<b>86,376</b>

The notes on page 7 form part of these accounts.

**TRINITY CHURCH LITTLEHAMPTON**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted General funds £	Restricted funds £	2021 £	2020 £
<b>A Cash funds</b>				
Cash at bank with immediate access	16,648	-	16,648	20,086
Notice deposits	82,813	-	82,813	66,290
	<u>99,461</u>	<u>-</u>	<u>99,461</u>	<u>86,376</u>
<b>B Other monetary assets</b>				
Gift aid due to charity	100	-	100	2,535
Prepayments	-	-	-	-
	<u>100</u>	<u>-</u>	<u>100</u>	<u>2,535</u>
<b>C Liabilities</b>				
HMRC re PAYE due			-	487
Grant Commitment			-	2,000
Fee for Independent Examination	972	-	972	600
	<u>972</u>	<u>-</u>	<u>972</u>	<u>2,600</u>

**D Assets retained for charity's own use**

	Cost £	Cost £
Music and PA equipment	5,166	1,291
	<u>5,166</u>	<u>1,291</u>
Includes equipment donated by Jubilee Church Worthing at cost.		

**E Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf

by Simon Osborne date: 20 January 2022

The notes on page 7 form part of these accounts.

**TRINITY CHURCH LITTLEHAMPTON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Charitable Grant	26,440	5,670	32,110	5,043
Rent	-	-	-	2,486
Support services	2,992	-	2,992	2,005
Staff costs	7,340	-	7,340	1,138
Outreach Activities	439	-	439	2,326
Work among the Young	383	-	383	581
Minor equipment	1,200	-	1,200	638
Conference costs	140	-	140	2,208
Other costs	536	-	536	2,114
	<u>39,470</u>	<u>5,670</u>	<u>45,140</u>	<u>18,539</u>

Grants were made during the year as follows:

Redeemer Church, Worthing	19,240	760	20,000	-
Regions Beyond UK	1,200	-	1,200	1,200
Regions Beyond Global	-	4,910	4,910	3,843
Creative Heart	2,000	-	2,000	-
Philippines Church plant	2,000	-	2,000	-
Turning Tides	2,000	-	2,000	-
	<u>26,440</u>	<u>5,670</u>	<u>32,110</u>	<u>5,043</u>

The grant of £20,000 to Redeemer Church, Worthing was given for the refurbishment of facilities within the Guildbourne Centre, Worthing.

**3 Movement of funds**

	Opening balance £	Receipts £	Payments £	Closing balance £
General funds	85,666	53,265	- 39,470	99,461
Restricted funds				
Redeemer Church	710	50	- 760	-
Regions Beyond	-	4,910	- 4,910	-
	<u>710</u>	<u>4,960</u>	<u>- 5,670</u>	<u>-</u>
Total funds	<u>86,376</u>	<u>58,225</u>	<u>- 45,140</u>	<u>99,461</u>



**TRINITY CHURCH LITTLEHAMPTON**  
**DETAILED RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds			2021	Unrestricted Funds			2020
		General Funds	Designated Funds	Restricted Funds		General Funds	Designated Funds	Restricted Funds	
		£	£	£	£	£	£	£	£
<b>Income receipts</b>									
Donations, legacies and grants		40,849	-	4,225	45,074	41,759	-	3,988	45,747
Gift aid receipts		11,893	-	735	12,628	10,024	-	565	10,589
Bank interest		523	-	-	523	290	-	-	290
<b>Total receipts</b>		<u>53,265</u>	<u>-</u>	<u>4,960</u>	<u>58,225</u>	<u>52,074</u>	<u>-</u>	<u>4,553</u>	<u>56,627</u>
<b>Payments</b>									
Payments in relation to charitable activities undertaken directly	2	39,470	-	5,670	45,140	12,032	0	6,507	18,539
<b>Total payments</b>		<u>39,470</u>	<u>-</u>	<u>5,670</u>	<u>45,140</u>	<u>12,032</u>	<u>-</u>	<u>6,507</u>	<u>18,539</u>
Net of receipts / (payments) before transfers		13,795	-	- 710	13,085	40,042	-	- 1,954	38,088
Transfers between funds			-	-	-	- 301	-	301	-
<b>Net movement in funds</b>		<u>13,795</u>	<u>-</u>	<u>- 710</u>	<u>13,085</u>	<u>39,741</u>	<u>-</u>	<u>- 1,653</u>	<u>38,088</u>
Cash funds as at last year end		85,666	-	710	86,376	45,925	-	2,363	48,288
<b>Cash funds at this year end</b>		<u>99,461</u>	<u>-</u>	<u>0</u>	<u>99,461</u>	<u>85,666</u>	<u>-</u>	<u>710</u>	<u>86,376</u>