

# Trinity Church Littlehampton

Report and Accounts

Year ended 31st March 2023

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 2023**

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 (resigned 27 September 2022) Philip BROWN Simon OSBORNE (resigned 28 March 2023) Carolyn SAUNDERS Mark THORNETT Ann WALDEN (appointed 11 July 2023)
BANKERS	CafBank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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**TRINITY CHURCH LITTLEHAMPTON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 March 2023.

**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**

The main activities of the charity continue to be in relation to Christian worship and outreach. The charity aims to serve the local community and wider, to relieve hardship and distress whilst preserving good health and social welfare.

Trinity Church has continued to meet each Sunday with both a main act of worship and young people's groups. Mid-week activities have also taken place. As part of the church's involvement in supporting people 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, the church has supported a local food parcel charity. This has included monthly food donations and Christmas hampers.

Trinity has also taken an active role in supporting the work of Littlehampton Churches Together. In conjunction with another local church, Trinity presented the Christmas Nativity Story in the town centre at the "Turning on of the Christmas Lights" event. The church also joined with Redeemer Church, Worthing, for a special Christmas Eve service.

The leadership of the church have continued to share the good news of the Christian Faith, through preaching, teaching and discipleship groups

**Financial review**

During the year income received totalled £39,198 (2021:£40,821) and expenditure totalled £44,660 (2021: £18,482). As a result the cash held by the charity at the period end reduced by £5,463 to £116,338, 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:

PHILIP BROWN

Philip Brown

Date: 14 December 2023

**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 2023 on pages 6 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.

Sarah Crispin ACA

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 19 December 2023

**TRINITY CHURCH LITTLEHAMPTON**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted General Funds	Restricted Funds	2022	2021
Notes		£	£	£	£
<b><i>Income receipts</i></b>					
		36,653	-	36,653	34,270
		2,145	-	2,145	6,044
		400	-	400	507
		<u>39,198</u>	<u>-</u>	<u>39,198</u>	<u>40,821</u>
<b><i>Payments</i></b>					
		44,660		44,660	18,482
		<u>44,660</u>	<u>-</u>	<u>44,660</u>	<u>18,482</u>
		(5,462)	-	(5,462)	22,339
				-	-
		<u>(5,462)</u>	<u>-</u>	<u>(5,462)</u>	<u>22,339</u>
		121,800	-	121,800	99,461
		<u>116,338</u>	<u>-</u>	<u>116,338</u>	<u>121,800</u>

The notes on page 8 form part of these accounts.

**TRINITY CHURCH LITTLEHAMPTON**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Unrestricted General funds £	Restricted funds £	2022 £	2021 £
<b>A Cash funds</b>				
Cash at bank with immediate access	22,665	-	22,665	28,480
Notice deposits	93,673	-	93,673	93,319
	<b>116,338</b>	<b>-</b>	<b>116,338</b>	<b>121,800</b>
<b>B Other monetary assets</b>				
Gift aid due to charity	8,212	-	8,212	1,908
	<b>8,212</b>	<b>-</b>	<b>8,212</b>	<b>1,908</b>
<b>C Liabilities</b>				
Trade creditors	828	-	828	102
Fee for Independent Examination	690	-	690	1,080
	<b>1,518</b>	<b>-</b>	<b>1,518</b>	<b>1,182</b>

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

	Cost £
Music and PA equipment	7,466
	<b>7,466</b>
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 **PHILIP BROWN** date **14 December 2023**  
Philip Brown

The notes on page 8 form part of these accounts.

TRINITY CHURCH LITTLEHAMPTON

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

**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 2022 £	Total 2021 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Charitable Grant	4,408	-	4,408	4,200
Staff costs	24,289	-	24,289	6,826
Training & development	5,072	-	5,072	1,469
Ministry costs	2,008	-	2,008	1,742
Support costs	4,773	-	4,773	2,772
Property costs	1,977	-	1,977	928
Minor equipment	2,132	-	2,132	545
	<u>44,660</u>	<u>-</u>	<u>44,660</u>	<u>18,482</u>

Grants were made during the year as follows:

Regions Beyond UK	1,200	-	1,200	1,200
Regions Beyond Global	1,920	-	1,920	1,000
Sparkles	-	-	-	2,000
Individual	1,288	-	1,288	-
	<u>4,408</u>	<u>-</u>	<u>4,408</u>	<u>4,200</u>

**3 Movement of funds**

	Opening balance £	Receipts £	Payments £	Closing balance £
General funds	121,800	39,198	(44,660)	116,338
Designated funds	-	-	-	-
	-	-	-	-
	-	-	-	-
Restricted funds				
Redeemer Church	-	-	-	-
Regions Beyond	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>121,800</u>	<u>39,198</u>	<u>(44,660)</u>	<u>116,338</u>