

# Trinity Church Littlehampton

Report and Accounts  
Year ended 31st March 2024

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 2024**

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)	Philip BROWN Carolyn SAUNDERS - resigned 27 August 2024 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

**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

**TRINITY CHURCH LITTLEHAMPTON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 March 2024.

**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 of 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 are 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.

The church has continued to meet on Sundays which has included provision for children and young people. It has set up a weekly English Conversation Class for adults who have English as an additional language. In addition to this, the church runs a Craft Group which is attended by members of the church and others from the community.

During the period the Church has maintained regular gifts to the following charities: -  
Regions Beyond

The church has also supported:

- A local Primary School's Christmas Hamper initiative for vulnerable families.
- Two individuals in their Ministry, one in the UK and another in the Philippines.

The church receives contributions from numerous church members and supporters and from some of the voluntary Trustees, plus one employed member of staff, many of whom have donated countless hours of time without charge serving the church, the local and wider communities.

The church has taken a significant role in supporting the other churches in the town. We organised both the town Nativity in the High Street and Good Friday celebrations. The Church Leader chairs the Churches Together group.

The Trustees confirm that they have had regard to the guidance issued by the Charity Commission in respect of public benefit.

## **Financial review**

During the year income received totalled £59,444 (2023:£39,197) and expenditure totalled £60,279 (2023: £44,660). As a result the cash held by the charity at the period end reduced by £835 to £115,503, of which £115,303 was unrestricted.

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

## **Reserves policy**

The Trustees have determined that the charity should aim to hold unrestricted cash of no less than £11,000 (which equates to about 3 months of unrestricted expenditure) so that the charity could continue to operate should income and/or expenditure vary adversely. At the year end the charity held unrestricted cash of £115,303, complying with its reserves policy and holding additional funds for a potential building in due course.

## **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:

  
Mark Thornett (Jan 20, 2025 14:22 GMT)

M Thornett

Date: Jan 20, 2025

**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 2024 on pages 5 to 7 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*  
Sarah Crispin (Jan 27, 2025 09:52 GMT)

Sarah Crispin ACA

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: Jan 27, 2025

**TRINITY CHURCH LITTLEHAMPTON**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted General Funds £	Restricted Funds £	2024 £	2023 £
<b><i>Income receipts</i></b>					
Donations, legacies and grants		39,666	3,844	43,510	36,653
Gift aid receipts		13,578	1,385	14,964	2,145
Bank interest		970	-	970	400
<b><i>Total receipts</i></b>		<u>54,215</u>	<u>5,229</u>	<u>59,444</u>	<u>39,198</u>
<b><i>Payments</i></b>					
Payments in relation to charitable activities undertaken directly	2	54,621	5,659	60,279	44,660
<b><i>Total payments</i></b>		<u>54,621</u>	<u>5,659</u>	<u>60,279</u>	<u>44,660</u>
Net of receipts / (payments) before transfers		(406)	(430)	(835)	(5,462)
Transfers between funds		(629)	629	-	-
<b>Net movement in funds</b>		<u>(1,035)</u>	<u>199</u>	<u>(835)</u>	<u>(5,462)</u>
Cash funds as at last year end		116,338	-	116,338	121,800
<b>Cash funds at this year end</b>	3	<u>115,303</u>	<u>200</u>	<u>115,503</u>	<u>116,338</u>

The notes on page 7 form part of these accounts.

**TRINITY CHURCH LITTLEHAMPTON**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted General funds £	Restricted funds £	2024 £	2023 £
<b>A Cash funds</b>				
Cash at bank with immediate access	65,303	200	65,503	22,665
Notice deposits - 90 day	50,000	-	50,000	93,673
	<b>115,303</b>	<b>200</b>	<b>115,503</b>	<b>116,338</b>
<b>B Other monetary assets</b>				
Gift aid due to charity	700	-	700	8,212
	<b>700</b>	<b>-</b>	<b>700</b>	<b>8,212</b>
<b>C Liabilities</b>				
Trade creditors	230	-	230	828
Fee for Independent Examination	720	-	720	690
	<b>950</b>	<b>-</b>	<b>950</b>	<b>1,518</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 Mark Thornett date Jan 20, 2025  
Mark Thornett (Jan 20, 2025 14:22 GMT)  
M Thornett

The notes on page 7 form part of these accounts.

**TRINITY CHURCH LITTLEHAMPTON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**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 2024 £	Total 2023 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Charitable Grant	3,200	5,659	8,860	4,408
Staff costs	36,769	-	36,769	24,289
Training & development	-	-	-	5,072
Ministry costs	6,435	-	6,435	2,008
Support costs	4,283	-	4,283	4,773
Property costs	2,908	-	2,908	1,977
Minor equipment	1,026	-	1,026	2,132
	<u>54,621</u>	<u>5,659</u>	<u>60,280</u>	<u>44,660</u>

Grants were made during the year as follows:

Regions Beyond UK	1,200	-	1,200	1,200
Regions Beyond Global	-	3,813	3,813	1,920
Redeemer church Worthing	1,000	-	1,000	-
Individual	1,000	1,846	2,846	1,288
	<u>3,200</u>	<u>5,659</u>	<u>8,859</u>	<u>4,408</u>

**3 Movement of funds**

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
<u>General funds</u>	116,338	54,215	(54,621)	- 629	115,303
<u>Restricted funds</u>					-
Gather 2024	-	200	-		200
Ray Ruby	-	1,846	(1,846)		-
Regions Beyond	-	3,183	(3,812)	629	-
	<u>-</u>	<u>5,229</u>	<u>(5,658)</u>	<u>-</u>	<u>200</u>
<b>Total funds</b>	<u>116,338</u>	<u>59,444</u>	<u>(60,279)</u>	<u>-</u>	<u>115,503</u>

**Restricted Funds**

Gather 2024 - this is a fund set up to accept the income and costs related to the annual church Gathering.

Ray Ruby - this is a fund set up to hold donations and grants relating to our support of a mission couple overseas.

Regions Beyond - This is a fund set up to hold the church members donations and related grants made to Regions Beyond