



Trustees' Annual Report of Lighthouse Burnham

Registered charity in England & Wales with registration no: 1182190

For the period 01 January 2020 to 31 December 2020

Registered address:

Lighthouse Burnham
Bridge House
Station Approach
Great Missenden
HP16 9AZ

Trustees:

Carol Bader - Chair
Michelle Dunster - Treasurer
Adam Woods
Pam Rogers
Julie Richards
Sarah Naylor-Haggar

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Section 1: Structure, Governance & Management

Governing document

Lighthouse Burnham is a Charitable Incorporated Organisation (CIO) governed by its Constitution dated 25 February 2019. The members of the CIO are its trustees and membership cannot be transferred to anyone else. Therefore, only the trustees of the CIO are able to vote on any matter relating to the CIO. The CIO is also governed by its Bye Laws dated 19 February 2019. The Bye-Laws can be changed, but only by a resolution passed at a properly convened meeting of the trustees.

Appointment of trustees

As set out in the Constitution, trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. The chair of trustees is nominated by the trustees of the CIO and may at any point revoke such appointment. There is no fixed term for trustees. When considering the appointment of trustees, the board has regard to the requirement for any specialist skills needed for the effective administration of the CIO.

Trustee induction

As a small, local, charity new trustees are often well aware of our objectives and the work we undertake. As such, the induction of new trustees is minimal. New trustees receive a copy of the current version of the Constitution and Bye Laws, a copy of the most recent Trustees' Annual Report and statement of accounts, and the Charity Commission's 'Charity Trustee Welcome Pack' and 'The essential trustee: what you need to know, what you need to do (CC3)' guide.

Organisation

The board of trustees, which can have up to eight members, administers the CIO. The board meets at least three times a year, in accordance with the Bye Laws.

A management committee, members of which are approved by the trustees at an annual users meeting, is appointed by the trustees to manage the organisation of the Lighthouse Burnham event.

A fundraising committee, members of which are also approved by the trustees at an annual users meeting, is appointed by the trustees to organise and undertake fundraising events.

All trustees, and members of committees, give their time voluntarily and received no benefits from the charity.

Section 2: Objective & Activities

The objective of the CIO is:

To promote the Christian faith, primarily through the provision of an annual holiday week for children and young people, in the area of Burnham, Buckinghamshire, and the surrounding communities, with activities in drama, teaching, music, sports, crafts and other compatible activities, delivered in ways which advance understanding of the Christian faith and its values.

As stated in our charitable objective, our main activity is a non-residential activity week for children and young people. We endeavour to have as many children, from the local community, attend as we can safely accommodate.

In planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Public benefit to children and young people

Our activities benefit children and young people by telling them about mainstream Christianity ecumenically, not from the perspective of a single denomination; and providing them with a safe, fun environment for activities such as craft, sport, drama and games. It also gives them an experience of being in a Christian environment.

Public benefit to their parents

Our activities provide safe, well run Christian events, which are open to children of all faiths and none. These facilities are provided free of charge.

Public benefit to teenagers

Our activities allow teenagers to develop their caring skills for younger children under the supervision of adults, allowing them to gain experience, and through helping to facilitate Christian teaching, they are able to further their understanding of Christianity.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Section 3: Achievements & Performance

2020 was the 19th year of Lighthouse Burnham, but only the second year operating under this CIO. We are continuing to implement changes and improvements to our operating procedure, with the help of Lighthouse Central.

Due to the restrictions in place across the United Kingdom for the majority of the year, we were unable to run the Lighthouse Burnham event in 2020. However, with a desire to provide at least some of Lighthouse to our community and wider, we supported Lighthouse Central in organising Lighthouse Live, a week of online content which could be enjoyed, safely, from the comfort of your own home. A huge thank you to Lighthouse Central for providing such a wonderful experience to so many. We hope to continue working with Lighthouse Central on more content, to be delivered throughout future years, as a way of keeping Lighthouse alive throughout the year, and not just one week of the summer holidays.

Section 4: Financial Review

Not being able to run the Lighthouse Burnham event this year, due to coronavirus restrictions, meant that the CIO had very few outgoings. Equally, we had a large reduction in income, especially from individuals who usually benefit from Lighthouse Burnham.

We incurred a small loss this financial year, however, the decisions which led to this were made in order to safeguard the future of Lighthouse and provide at least some parts of Lighthouse to our community.

Principal Funding Sources

The principal funding source for the CIO are, usually, donations from the beneficiaries of the CIO. It costs approximately £55 per child to attend the Lighthouse Burnham event, but we do not impose a mandatory charge per child to enable those who are less fortunate to attend.

The shortfall in donations from beneficiaries is, mostly, made up for in donations from local churches, businesses and grants. The fundraising committee, and our trustee responsible for fundraising Julie Richards, have been instrumental in producing successful grant applications. As we were unable to operate in our usual way this year, our income from grants, churches and businesses were our main source of income for the first time.

Reserves Policy

To ensure that there is no significant disruption to our charitable activities, holding appropriate reserves will enable the organisation to respond to any unforeseen reduction in income; or additional expenditure. We have based our projections for the appropriate amount of reserves we require on the basis that the reserves in our target range would provide short-term, until long-term solutions can be established.

Our current reserve level of £10,000 is set to ensure we are able to protect ourselves from debt due to a fall in income. Our target reserve level of £20,000 is set to ensure we are able to protect ourselves from debt due to a fall in income, and have funds remaining to provide deposits/financial stability to plan for the next year.

The strategy to reach our target reserve level is to continue to build reserves through operating surpluses. In the short term the trustees have considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

Notes on Accounts

Payment to Lighthouse Central made in order for them to continue their work, which without we could not function as effectively as we do, if it all, and to provide Lighthouse Live, as described in Section 3: Achievements and Performance of this report.

Lighthouse Burnham
Receipts & Payments Account for 12 Months to 31st December 2020

	2019	2020
RECEIPTS		
Gifts & Donations - Non Personal		
Churches	5,122.87	500.00
Business/Others	5,175.51	67.25
Grants	4,942.00	1,250.00
Gifts and Donations - Personal		
Individual Gift Aided Donations	11,954.68	152.95
Individual Non Gift Aided Donations	3,670.09	544.79
Other		
Gift Aid Received	2,986.17	82.20
Fundraising	1,110.50	200.81
Merchandise	2,463.00	-
Events	-	-
Bank Interest	-	-
Other	0.01	-
Total Receipts	£ 37,424.83	£ 2,798.00

		2019	2020
PAYMENTS			
Site & Facilities			
Site Hire		500.00	-
Marquees		15,325.00	-
AV & Staging		4,596.17	-
Toilets		780.00	-
Safety & Security ¹		1,251.36	-
Storage		-	-
Other Site & Facilities		797.13	-
Subtotal	£	23,249.66	£ -
Admin			
Insurances		786.66	60.40
Licenses		335.37	-
DBS Checks		201.00	-
LHC Services		2,605.00	3,605.00
Teaching Costs ²		543.00	-
Donation Processing Fees		195.27	5.46
Card Processing Fees - Sales		30.65	-
Other Admin		460.62	-
Subtotal	£	5,157.57	£ 3,670.86
Activities			
Training		142.95	-
Age Groups		-	-
Drama		-	-
Craft		306.98	-
Sports		-	-
Mainstage		20.00	-
Friday Event		249.63	-
Subtotal	£	719.56	£ -
Uncategorised			
Merchandise		1,164.74	-
Volunteer T-Shirts		910.00	-
Lanyards		240.00	-
Refreshments		168.60	-
Sundries		91.00	-
Subtotal	£	2,574.34	£ -
Total Payments	£	31,701.13	£ 3,670.86
Excess of Receipts over Payments	£	5,723.70	-£ 872.86

Statement of Assets and Liabilities as of 31st December 2019

	2019	2020
Bank Current Account	7,415.78	6,542.92
Bank Reserve Account (Unrestricted)	10,000.01	10,003.60
Bank Reserve Account (Restricted)	-	-
Debtors	-	-
Less Creditors	-	-
NET ASSETS	£ 17,415.79	£ 16,546.52

Notes

¹ Includes fencing/fire safety/radios & security perosnnel.

² Includes activity books.

Independent examiner's report to the trustees of Lighthouse Burnham

I report to the trustees on my examination of the accounts of Lighthouse Burnham (the CIO) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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

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 respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed: 

Name: Stephanie Little

Relevant professional qualification or membership of professional bodies: ICAEW


Address: 50 Langford Avenue, Spencers Wood, Reading, RG7 1ZE

Date: 20th February 2020

Section 5: Declaration

The trustees declare that they have approved this trustees' report.

Signed on behalf of the charity's trustees:



Full name: Adam Woods

Position: Trustee

Date: Wednesday 3rd March 2021