
 CHARITY COMMISSION FOR ENGLAND AND WALES	Trustees' Annual Report for the period						 LifeLines
	From	1	July	2016	To	30	

Section A Reference and administration details

Charity name	LifeLines
Other names charity is known by	
Registered charity number (if any)	1168273
Charity's principal address	9 Manor Close
	Baston
	Peterborough
Postcode	PE6 9PH

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	Year appointed
1	Carole Butcher	Regional Group Coordination		Members	2016
2	Linda Colbourn	Assistant Membership Secretary		Members	2015
3	Karen Collett	Chair		Members	2015
4	Mary Comber	Coordinators Representative	Resigned 24 June 17.	Members	2015
5	Helena Coxshall	Wing Editor	Co-opted 14 April 17.	Committee	2017
6	Jessica Dalton	Membership Secretary	Elected 1 October 16 resigned 24 April 17.	Members	2016
7	Jan Darts	Treasurer/Wing Editor		Members	2015
8	Caroline (Caz) Dyer			Members	2014
9	Nichola Glasse	Membership Secretary	Retired on rotation 1 October 16, co-opted 28 April 17.	Committee	2017
10	Jan Hall	Vice Chair		Members	2014
11	Ann Jacob			Members	2015
12	Beryl Kingsbury			Members	2015
13	Margaret Shepherd			Members	2015

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not Applicable	

Names and addresses of advisers (Optional information)

	Type of adviser	Name	Address
1	Founder	Jan Arriens	17 Castle Street, Bishop's Castle, Shropshire, SY9 5BU
2	Independent Examiner	Imogen McGonigle	13 Marcus Street, London, SW18 2JT

Name of chief executive or names of senior staff members (Optional information)

Not Applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees dated 18 July 2016.
How the charity is constituted	Charitable Incorporated Organisation.
Trustee selection methods	Elected from nominated members by members attending AGM during Autumn Conference or as necessary co-opted by existing Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<ul style="list-style-type: none"> • Trustees appoint state coordinators who identify death row prisoners in the state who want a pen friend. Prisoners are matched to members in conjunction with the Membership Secretary. There are currently 18 state coordinators with some covering more than one state. Four trustees are state coordinators as well. • Trustees also appoint regional coordinators for the UK to facilitate meetings of members in their own locality. There are currently 9 regional groups spread across the UK. • During its first year as a charity, the Board have approved financial, fraud, data protection, equality & diversity, conflict of interest, and complaints & whistle blowing, health & safety policies. Further policies such as risk management are in preparation. • All trustees give their time voluntarily and receive no remuneration or benefits. Trustees do receive reimbursement of allowable expenses in accordance with the financial policy.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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.
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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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 in the US on death row who has requested friendship, and for the life of the friendship and beyond, in particular when the sentence of death is likely to be carried out;
3	a quarterly publication that allows people to hear the voice 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 death row prisoners;
5	conferences that include speakers with personal experience of the justice system, death row, and the impact of violent crime on all those who are affected, with an opportunity to exchange experience and knowledge with other writers.

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 objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission guidance.

Additional details of objectives and activities (Optional information)

A significant contribution to the success of Lifelines is made by member volunteers who act as state coordinators corresponding with writers and prisoners, regional coordinators who offer the facility to members to come together on a regional basis to exchange their experience of writing to prisoners, and the web site manager.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

- Registration as a charity with the Charity Commission on 18 July 2016 and Her Majesty's Revenue & Customs for tax purposes on 5 April 2017.
- Autumn conference attended by nearly 100 members and guests which included:
 - 1st AGM as a charity.
 - Guest speaker Anthony Ray Hinton – an exonerated death row prisoner after spending 30 years in prison in Alabama.
 - Q&A session with Anthony, Ben Harmon (Attorney at Equal Justice Initiative) and Jan Arriens (LifeLines Founder).
 - State discussion groups.
 - Q&A session for members.
- Spring conference attended by over 80 members and guests which included:
 - Guest speaker Tom Fewel, a death penalty abolitionist, who worked with the defence team to convince the jury to impose a prison term rather than death sentence on the killer of his daughter.
 - Guest Speaker Jayne Richards who told us about the help she has received from London-based organisation the Prisoners' Education Trust (PET), and how she has turned her life around.
 - State discussion groups.
 - Q&A session for members.
- Publication of the Summer, Autumn, Winter, Spring editions of the LifeLines newsletter "The Wing of Friendship" including the award of 1st, 2nd and 3rd prizes for the essay, art and poetry competitions for prisoners on death row, conference reports, and death row news from each state coordinator.
- Appointment of:
 - new Membership Secretary Oct 16 and Apr 17.
 - new state coordinator for Idaho and Indiana in Jan 17.
 - new state coordinator for Florida in March 2017.
 - new permanent Editor of the Wing in April 17.
 - new state coordinator for Nevada in April 17.
 - new state coordinator for Pennsylvania in June 17.
- Regional Groups:
 - London met 5 Nov 16, 11 Feb 17, and 10 June 17 with up to 15 members present.
 - North West met on 8 April 17 with 6 members present.
 - Midlands met on 18 Feb17 with 5 members present.
 - Scotland met on 29 Oct 16, 18 Feb 17, and 3 June 17 with up to 7 members present.
 - South East met on 4 Feb 17 and 27 May 17 with 2 members present.
 - South West met on 5 Nov 16 and 24 June 17 with up to 8 members present.
- Membership at the end of the reporting year stands at 1,288, compared to 1,357 at the same time in 2016. During the year 89 new members have joined and 139 prisoners have been provided with a pen friend.
- LifeLines was brought to the attention of the general public by:
 - Advertising for new members in "The Friend", "The Tablet", "New Internationalist", and "Spring Harvest" magazine.
 - Radio interviews of Jan Arriens and other LifeLines members.
 - Members speaking at community groups.

Section E Financial review

Brief statement of the charity's policy on reserves

- For a charity dispensing funds mainly in year it is appropriate to have little or no reserves except for the Operational Reserve. The Operational Reserve covers provision for:
 - 3 months administrative capability for winding up LifeLines activities in the event of closure of the charity, including the payment of outstanding expenses incurred by committee members and coordinators, (£6,000);
 - cancellation of a conference where payment of venue costs and speaker costs will be incurred because conference entrance fees will be reimbursed to members, (£1,500);
 - loss of a batch of Money Orders in transit from the US/UK to the Money Order Shop Organiser (in circumstances not covered by Special Delivery post), (£1,000);
 - loss of receipts through theft, etc. (£700).
- A combination of all the above events is highly unlikely, consequently the provision of the 3 months administrative capability (£6,000) is considered sufficient to cover all these events.
- LifeLines currently holds £31,000 in additional reserve in unrestricted funds having received two substantial donations during the year from the estates of previous members Mercy Margaret Nicholl and Sonia Bliss.

Details of any funds materially in deficit

Further financial review details (Optional information)

<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted. 	<ul style="list-style-type: none"> • LifeLines does not actively fundraise so activities are funded by member subscription and ad-hoc donations. • Subscriptions have a tiered structure to ensure those not in work can afford the membership fee. • A fee is charged for attendance at conferences which is subsidised to ensure affordability to all members. • Most of the income is used to fund production and distribution of the quarterly newsletter, reimbursement of allowable expenses to trustees and coordinators, advertising, and staging of the Conferences. • Income is also spent on advertising for new members. • The level of reserves does not warrant a complex investment strategy. Reserves are held in an instant access interest bearing account.
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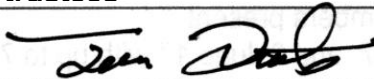
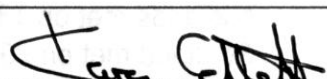
Section F Other optional information

The coming year will see preparations begin for the 30th Anniversary of the founding of LifeLines in 1988.

Section G Declaration

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 Darts	Karen Collett
Position	Treasurer	Chair
Date	23 Sep 17	23 Sep 17



Section A Independent Examiner's Report

Report to the trustees/ members of	LifeLines		
On accounts for the year ended	30 June 2017	Charity no	1168273
Set out on pages	Pages 7 & 8		
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention:</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 		

Signed:

Imogen McGonigle

Date:

21/8/17

Name:

IMOGEN MCGONIGLE

Relevant professional
qualification(s) or body
(if any):

INSTITUTE OF CHARTERED
ACCOUNTANTS SCOTLAND

Address:

13 MARCUS STREET, LONDON, SW18 2JT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.	
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Receipts and payments accounts

For the period from	Period start date 01-Jul-16	To	Period end date 30-Jun-17
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions	27,183	-	-	27,183	30,162
Conferences	2,817	-	-	2,817	2,240
Money Orders	12,914	-	-	12,914	11,138
Interest	2	-	-	2	3
Miscellaneous	115	-	-	115	210
Legacies	31,613	-	-	31,613	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	74,644	-	-	74,644	43,753
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	74,644	-	-	74,644	43,753
A3 Payments					
Printing & Stationery	7,039	-	-	7,039	7,258
Postage	9,043	-	-	9,043	9,104
Coordinator & Committee expenses	9,305	-	-	9,305	7,811
Money Orders	11,870	-	-	11,870	10,975
Advertising	2,748	-	-	2,748	3,789
Conferences	5,009	-	-	5,009	2,932
Returned Subscriptions	-	-	-	-	125
Website	31	-	-	31	250
Governance	669	-	-	669	-
Sundry	289	-	-	289	40
Sub total	46,005	-	-	46,005	42,286
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	46,005	-	-	46,005	42,286
Net of receipts/(payments)	28,639	-	-	28,639	1,468
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,806	-	-	16,806	15,338
Cash funds this year end	45,445	-	-	45,445	16,806

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	5,157	-	-
	Reserve Account	37,143		
	Owed to LifeLines	348		
	Money Orders	1,748	-	-
	Conference & US Stamp Float	1,050	-	-
	Total cash funds		45,445	-
(agree balances with receipts and payments account(s))		OK	OK	OK

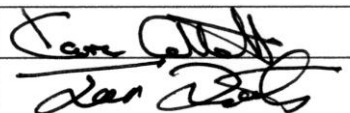

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Karen Collett	23-Sep-17
	Jan Darts	23-Sep-17