

# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		1	July	2019			30	June	2020

## Section A Reference and administration details

Charity name

LifeLines

Other names charity is known by

-

Registered charity number (if any)

1168273

22 The Knoll

Framlingham, Woodbridge

Postcode

IP13 9DH

### 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 (if any)
1	Carole Butcher	State Coordination Representative		
2	Linda Colbourn	Assistant Membership Secretary	Retired on rotation 5 Oct 2019	
3	Karen Collett	Chair	Resigned 15 Jun 2020	
4	Caroline Dyer			
5	Nichola Glasse	Membership Secretary		
6	Jan Hall	Vice Chair		
7	Beryl Kingsbury			
8	Margaret Shepherd			
9	James Mason	Treasurer		
10	David Browne		Resigned 20 Jan 2020	
11	Patrick Ballin	Governance Secretary	Appointed 5 Oct 2019	

**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
Founder	Jan Arriens	17 Castle Street, Bishop's Castle, Shropshire SY9 5BU

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

Not applicable
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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Co-opted by Trustees, elected by Membership

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- 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.

<p>LifeLines adheres to a number of internal policies including financial risk, data protection, equality and diversity, fraud, conflicts of interest, health and safety and volunteer management. These are all provided to new Trustees upon joining the LifeLines Committee.</p> <p>The Financial Policy was revised and agreed in March 2020.</p> <p>A Statement of Solidarity was added to the Equality and Diversity Policy in June 2020.</p> <p>All Trustees give their time voluntarily and receive no remuneration or benefits.</p>
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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.

### 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)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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
- editing and distributing The Wing of Friendship
- the web site manager

We are also thankful for pro bono assistance from AND Digital, a web agency in London, which started designing an update of the LifeLines web site in April, to go live for the start of 2021.

**Summary of the main achievements of the charity during the year**

We have reduced the number of Conferences from two a year to one, which took place in October 2019 in London. The Conference was well attended with an excellent talk from Damon Thibodeaux, a death row exoneree who spent fifteen years in Louisiana as an innocent man. In the afternoon we heard from Claire Jenkins, co-chair of British legal charity Amicus, and from Daniella, a recent Amicus volunteer who had spent time on placement in Louisiana.

The Corona virus pandemic and national UK lockdown from March 2020 disrupted some LifeLines activity. The spring edition of The Wing of Friendship was sent out electronically for the first time, although it will return to a print version as soon as possible so that the death row prisoners who LifeLines members write to can receive copies again.

Prior to the lockdown, Regional groups had a good turnout and some Regional groups have continued to meet virtually.

Membership remains at over 1,000 with only a short “waiting list” of prisoners waiting to pair with writers.

Our members-only LifeLines community on Facebook has expanded and was being used by 274 members as of 30<sup>th</sup> June 2020.

We have continued to narrow the gap between income and expenditure through careful attention to costs, and this year there was a small surplus of income over expenditure. Significant cost savings arose through the change to one Conference per year. We also re-tendered for the printing of The Wing of Friendship, which will result in further savings in the next financial year.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

LifeLines holds an Operational Reserve which is sufficient to provide for a 3-month administrative capability for the winding-up of the charity in the event of its closure.

The value of the Operational Reserve is reviewed annually.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- 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.

The breakdown of income can be seen in the Annual Accounts of LifeLines.

LifeLines does not actively fundraise.

The level of reserves does not warrant a complex investment strategy.

## Section F

## Other optional information

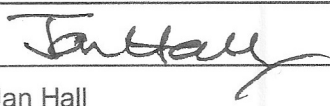
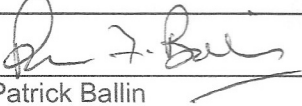
Not applicable

## 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 Hall	Patrick Ballin
Position (eg Secretary, Chair, etc)	Vice Chair	Governance Secretary

Date 5 September 2020





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Lifelines

On accounts for the year  
ended

30 June 2020

Charity no  
(if any)

1168273

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 30 June 2020.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed 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 (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Imogen McGonigle

Date:

25/10/20

Name:

IMOGEN MCGONIGLE

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

INSTITUTE OF CHARTERED ACCOUNTANTS  
SCOTLAND

Address:

13 MARCUS STREET, LONDON, SW18 2JT



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

	Charity Name		No (if any)			
	LifeLines		1168273			
	Receipts and payments accounts					
	For the period from	Period start date	To	Period end date		
		01-Jul-19		30-Jun-20		CC16a

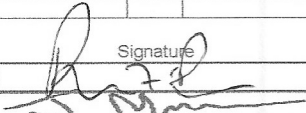
  

Section A Receipts and payments							
	funds		funds		funds	Total funds	Last year
	£		to the nearest £		to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>							
Subscriptions	27,370		-		-	27,370	27,481
Conferences	1,686		-		-	1,686	2,057
Money Orders	6,833		-		-	6,833	9,458
Interest	290		-		-	290	293
Gift Aid	-		-		-	-	1,865
Miscellaneous	223		-		-	223	412
Merchandise	524		-		-	524	1,255
<b>Sub total(Gross income for AR)</b>	<b>36,926</b>		<b>-</b>		<b>-</b>	<b>36,926</b>	<b>42,821</b>
<b>A2 Asset and investment sales, (see table).</b>							
	-		-		-	-	
	-		-		-	-	-
<b>Sub total</b>	<b>-</b>		<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,926</b>		<b>-</b>		<b>-</b>	<b>36,926</b>	<b>42,821</b>
<b>A3 Payments</b>							
Newsletter Costs	10,809					10,809	15,919
Conferences	3,524					3,524	5,479
Coordinator & Committee Expenses	8,663					8,663	11,718
Money Orders	5,307					5,307	9,000
Advertising	1,497					1,497	27
Inventory Purchases	660					660	338
Website	132					132	145
Governance	349					349	349
Sundry	40					40	291
Other Postage and Stationery	1,238					1,238	905
Exceptionals	-					-	1,222
<b>Sub total</b>	<b>32,220</b>					<b>32,220</b>	<b>45,393</b>
<b>A4 Asset and investment purchases, (see table)</b>							
<b>Sub total</b>							
<b>Total payments</b>	<b>32,220</b>					<b>32,220</b>	<b>45,393</b>
<b>Net of receipts/(payments)</b>	<b>4,706</b>					<b>4,706</b>	<b>- 2,572</b>
<b>A5 Transfers between funds</b>	-						
<b>A6 Cash funds last year end</b>	<b>35,405</b>					<b>35,405</b>	<b>37,977</b>
<b>Cash funds this year end</b>	<b>40,112</b>					<b>40,111</b>	<b>35,405</b>

Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
<b>B1 Cash funds</b>	Current Account and Electronic Funds	7,509	-		-
	Savings Account	10,017			
	Long Term Savings Account	21,551			
	Conference and Stamp Float	1,035	-		-
			-		-
		<b>40,112</b>			
		Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
<b>B2 Other monetary assets</b>	Details				
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-



	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	-
			-	-
			-	-
			-	-
			-	-
Signed by one or two trustees on behalf of all the trustees	 Signature	Print Name		Date of approval
		Patrick Ballin		1/11/20
		James Mason		