
THE LIGHTHOUSE PROJECT (CRAWLEY)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

THE LIGHTHOUSE PROJECT (CRAWLEY)

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THE LIGHTHOUSE PROJECT (CRAWLEY)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2020

Trustees

Mrs Rosemary Benwell, Chair
Mr Ian Hancock, Treasurer
Rev Kevin Taylor
Mr Ian Johnson
Mrs Susan Lindridge
Rev Richard Poole
Rev Stephen Burston

Charity registered number

1151019

Principal office

St Andrew's Church
Weald Drive
Furnace Green
Crawley
West Sussex
RH10 6NU

Accountants

Baldwin Scofield Accountancy LLP
Chartered Accountants
3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex
RH12 4RU

Bankers

Lloyds Bank
PO Box 1000
Andover
BX1 1LT

THE LIGHTHOUSE PROJECT (CRAWLEY)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their annual report together with the financial statements of the The Lighthouse Project (Crawley) for the year 1 April 2019 to 31 March 2020.

Objectives and activities

● Policies and objectives

The principal object of the charity is to advance the Christian Faith among young people and families, in schools and groups, and in conjunction with the churches in the area of Crawley, West Sussex and the surrounding area.

The trustees are committed to ensuring that through our staff and volunteers, the Christian Faith is presented to young people in schools and groups, and in conjunction with the churches in the area of Crawley, West Sussex and the surrounding area.

We maintain contact with the local churches and supporters through regular prayer letters, joint church meetings and meeting with local church ministers, pastors and leaders.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

● Activities undertaken to achieve objectives

The objectives are achieved through staff and volunteers leading assemblies, clubs, R E lessons and other activities in primary and secondary schools in the Crawley area.

Achievements and performance

● Review of activities

During the year we have been present in 18 schools, the various activities being overseen by four part-time staff members and 23 volunteers.

Schools are asked to evaluate our work. The results are then acted on in order to bring about continuous improvement. Evaluations from schools are increasingly positive.

Volunteers receive training at least termly to ensure that our input is engaging and appropriate. This covers for example, health and safety and safeguarding. The training also supports activities in assemblies, clubs and PSHCE sessions.

The charity is an Associate of Scripture Union, who have worked for many years in schools and children's missions. They provide us with additional training and resources.

In addition, a trustee with education experience, monitors assemblies against Ofsted criteria. Currently they are of a very high standard.

We have maintained regular contact with our supporters and the local churches.

● Investment policy and performance

We have no investments apart from the bank current account and bank savings account.

THE LIGHTHOUSE PROJECT (CRAWLEY)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Financial review

• Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

• Reserves policy

It is the trustees' policy to maintain a balance of funds which equates to at least three months unrestricted payments, equivalent to £12,000, to cover emergency situations that may arise from time to time.

• Principal funding

The main source of our income during the year was donations from churches and from individuals.

Structure, governance and management

• Constitution

The Lighthouse Project (Crawley) is a registered charity, number 1151019, and is constituted under a Trust deed.

• Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

• Organisational structure and decision-making policies

The trustees are appointed under the Trust deed dated 11 February 2013.

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

All decisions are minuted.

Plans for future periods

We aim to develop a fundraising strategy in the next year and strengthen our contact with local churches. The Covid-19 pandemic has affected our working practices and future plans for our school work. We plan to continue with our work through the use of the internet and social media, and where possible, through a physical presence that adheres to government guidelines. When it is appropriate, we will review the situation to agree a post-Covid strategy. We anticipate that there will be some working practices adopted during the pandemic that will be continued in the future as they are helping us to be more effective in our work.

THE LIGHTHOUSE PROJECT (CRAWLEY)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 21 September 2020 and signed on their behalf by:

Mrs Rosemary Benwell
(Chair of Trustees)

THE LIGHTHOUSE PROJECT (CRAWLEY)

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

Independent Examiner's Report to the Trustees of The Lighthouse Project (Crawley) ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2020.

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Nicholas M Baldwin

Dated: 21 September 2020

BA(Econ) FCA DChA

Baldwin Scofield Accountancy LLP
Chartered Accountants

THE LIGHTHOUSE PROJECT (CRAWLEY)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:				
Donations and legacies	2	37,150	37,150	49,628
Investments	3	215	215	22
Total income		37,365	37,365	49,650
Expenditure on:				
Charitable activities	4	48,651	48,651	44,620
Total expenditure		48,651	48,651	44,620
Net movement in funds		(11,286)	(11,286)	5,030
Reconciliation of funds:				
Total funds brought forward		50,626	50,626	45,596
Net movement in funds		(11,286)	(11,286)	5,030
Total funds carried forward		39,340	39,340	50,626

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 15 form part of these financial statements.

THE LIGHTHOUSE PROJECT (CRAWLEY)

BALANCE SHEET AS AT 31 MARCH 2020

	Note	2020 £	2019 £
Current assets			
Debtors	8	1,325	6,336
Cash at bank and in hand		38,657	44,957
		<u>39,982</u>	<u>51,293</u>
Creditors: amounts falling due within one year	9	(642)	(667)
Net current assets		<u>39,340</u>	<u>50,626</u>
Total assets less current liabilities		<u>39,340</u>	<u>50,626</u>
Total net assets		<u>39,340</u>	<u>50,626</u>
Charity funds			
Restricted funds	10	-	-
Unrestricted funds	10	39,340	50,626
Total funds		<u>39,340</u>	<u>50,626</u>

The financial statements were approved and authorised for issue by the Trustees on 21 September 2020 and signed on their behalf by:

Mr Ian Hancock

The notes on pages 8 to 15 form part of these financial statements.

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Lighthouse Project (Crawley) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.5 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies (continued)

1.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.8 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.9 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.10 Fund accounting

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 and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

2. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £
Donations	37,150	37,150
Similar incoming resources	-	-
	37,150	37,150
	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Donations	49,128	49,128
Similar incoming resources	500	500
	49,628	49,628

3. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £
Investment income - local cash	215	215
	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Investment income - local cash	22	22

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

4. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Total funds 2020 £
Costs of charitable activities	48,651	48,651

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Costs of charitable activities	43,411	1,209	44,620

5. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Total funds 2020 £
Costs of charitable activities	48,651	48,651

	<i>Activities undertaken directly 2019 £</i>	<i>Total funds 2019 £</i>
Costs of charitable activities	44,620	44,620

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2020 £	Total funds 2019 £
Staff costs	39,746	33,035
Travelling	484	1,322
Training	500	416
Office supplies & postage	1,358	707
Resources for schools work	1,052	2,154
Equipment	676	46
Insurance	685	563
Events	1,281	1,364
Other	179	73
Associate Scheme Donation	2,000	2,000
Rent	-	2,250
Independent examination	690	690
	48,651	44,620

6. Staff costs

	2020 £	2019 £
Wages and salaries	39,245	32,443
Contribution to defined contribution pension schemes	501	592
	39,746	33,035

The average number of persons employed by the charity during the year was as follows:

	2020 No.	2019 No.
Staff	3	3

No employee received remuneration amounting to more than £60,000 in either year.

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, expenses totalling £340 were reimbursed or paid directly to 1 Trustee (2019 - £NIL).

8. Debtors

	2020 £	2019 £
Due within one year		
Other debtors	154	5,071
Prepayments and accrued income	-	18
Tax recoverable	1,171	1,247
	<u>1,325</u>	<u>6,336</u>

9. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	642	667
	<u>642</u>	<u>667</u>

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

10. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Unrestricted funds				
General Funds	50,626	37,365	(48,651)	39,340

Statement of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
Unrestricted funds				
General Funds	44,387	49,650	(43,411)	50,626
Restricted funds				
Mercers' grant fund	1,209	-	(1,209)	-
Total of funds	45,596	49,650	(44,620)	50,626

11. Summary of funds

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
General funds	50,626	37,365	(48,651)	39,340

THE LIGHTHOUSE PROJECT (CRAWLEY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

11. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 April 2018</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Balance at 31 March 2019</i> £
General funds	44,387	49,650	(43,411)	50,626
Restricted funds	1,209	-	(1,209)	-
	<u>45,596</u>	<u>49,650</u>	<u>(44,620)</u>	<u>50,626</u>

12. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Total funds 2020 £
Current assets	39,982	39,982
Creditors due within one year	(642)	(642)
Total	<u>39,340</u>	<u>39,340</u>

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019</i> £	<i>Total funds 2019</i> £
Current assets	51,293	51,293
Creditors due within one year	(667)	(667)
Total	<u>50,626</u>	<u>50,626</u>

13. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £501 (2019 - £592).