

REGISTERED CHARITY NUMBER: 1104698

Christian Initiative to Schools in Letchworth and District

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Christian Initiative to Schools in Letchworth and District

TRUST INFORMATION

YEAR ENDED 31 DECEMBER 2020

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Christian Initiative to Schools in Letchworth and District

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

Name	Christian Initiative to Schools in Letchworth and District	
Registered Charity Number	1104698	
Trustees During the Period	Rev Christopher Jenkins Kevin How Martin Money Carol Griffiths (Resigned 12 January 2021) Roger Aldridge Crista Haak Penny Bainbridge (Appointed prior to 5 May 2020 Trustees' meeting) Ashley Croft (Appointed prior to 5 May 2020 Trustees' meeting) Christine Croft (Appointed prior to 5 May 2020 Trustees' meeting)	
Bankers	NatWest Bank	
Independent Examiner	Sue Matejtschuk FCA 39 Silver Birch Avenue Stotfold Hitchin Herts SG5 4AS	

Christian Initiative to Schools in Letchworth and District

Trustees' Annual Report 2020

Charitable Purpose

Christian Initiative to Schools in Letchworth and District (CIS) exists to educate young people in the Christian faith through taking assemblies, Religious Education lessons and holding lunchtime clubs in schools in North Hertfordshire and Central Bedfordshire. In addition, we also provide chaplaincy support to two of the schools.

Public Benefit

We are providing public benefit through our educational activities in sixteen schools in Letchworth and the surrounding area. Christopher Baker, our Schools Worker, is greatly appreciated in all the schools he visits.

Governance

Christian Initiative to Schools in Letchworth and District (CIS) is registered with the Charity Commission, registered charity number 1104698. It is governed by a board of at least six trustees.

The three Officer posts, which remained unchanged throughout 2020, are as follows;

Chairperson: Rev Christopher Jenkins
 Secretary: Kevin How
 Treasurer: Martin Money

Four Trustees meetings were held during the year.

Due to the pandemic we were unable to hold an Annual Celebration in 2020; however, we published a report of our activities on our website.

As CIS reviews its direction over the coming years the Trustees will ensure that it remains consistent with the charity's constitution.

Data Protection

The Trustees of Christian Initiative to Schools in Letchworth and District are aware of their responsibilities as set out under the General Data Protection Regulations (GDPR):

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality (security)
7. Accountability

No complaints, concerns or requests for access to personal records were received in 2020.

Action has been taken to include a privacy statement on correspondence to supporters.

continued.....

.....Trustees Report continued

We continue to be vigilant in including GDPR data privacy statements in publicity, materials and where data is recorded by CIS, for example when organising fundraising events.

Photographs of children or adults are only used with the consent of the parent/guardian or person concerned.

Safeguarding

Christian Initiative to Schools in Letchworth and District (CIS) is committed to the nurturing, protection and safekeeping of all, especially children, young people and adults who are at risk.

We are working to prevent the physical, sexual and emotional abuse of children, young people and adults who are at risk.

We undertake to exercise proper care in the selection and appointment of those working with children, young people and adults who are at risk, whether paid or voluntary.

Regular safeguarding training takes place for our Trustees and our Schools Worker.

CIS is committed to following the Home Office Code of Practice Working Together (2018).

Each worker is required to understand and observe the CIS Safeguarding Policy.

No incidents or concerns were raised during 2020.

Employment

Christian Initiative to Schools in Letchworth and District employs Christopher Baker as our Schools Worker. Christopher takes primary leadership in school assemblies, Religious Education lessons and lunchtime clubs.

For the majority of the year, during the time that access to schools was limited by the pandemic, we had to move to online or recorded sessions for lessons and assemblies. Lunchtime clubs ceased in March 2020, again due to the pandemic.

Finances

On 1 January 2020, £22,230 was brought forward in the Charity's accounts. Income received during 2020 was £27,862. Expenditure during 2020 was £26,050, resulting in an increase in the 2020 end of year funds.

The details of the accounts for 2020 are contained in the Financial Report prepared in line with the guidance for small charities.

Overall, despite the pandemic, our income has remained relatively stable this year and has been enhanced by a larger than usual Gift Aid refund following a substantial gift to our general fund the previous financial year.

Our expenditure has reduced this year through lower travel and school expenses, as a result of the pandemic, and near-completion of our SPACE resource the previous financial year.



.....
Rev Christopher Jenkins
Chairman

Christian Initiative to Schools in Letchworth and District

INDEPENDENT EXAMINER'S REPORT **FOR THE YEAR ENDED 31 DECEMBER 2020**

Independent Examiners Report to the Trustees of Christian Initiative to Schools in Letchworth and District

I report on the financial statements of the Charity for the year ended 31 December 2020, which are set out on pages 5 to 8. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and examiner

As the trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s144 of the Charities Act 2011 (the Charities Act) does not apply.

It is my responsibility to;

- Examine the accounts under section 145 of the Charities Act
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act) and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 of disclosure in the accounts, and the seeking of explanations from the trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether or not the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - 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.



Sue Matejtschuk FCA
39 Silver Birch Avenue
Stotfold
Hitchin
Herts
SG5 4AS

12 October 2021

Christian Initiative to Schools in Letchworth and District

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

		General Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	Notes	1b	1b, 3		
		£	£	£	£
Incoming resources	1c				
Income resources from generated funds					
Regular Gifts		16,077	-	16,077	16,277
One-off Gifts		2,897	-	2,897	22,244
CAF Payments		110	-	110	130
Gift Aid refund	1c	7,103	-	7,103	2,174
Fundraising	6	1,405	-	1,405	1,751
Grants - It's Your Move books	5		270	270	299
Total incoming resources		27,591	270	27,862	42,875
Resources expended	1d				
Employment costs including pension	2	22,197	-	22,197	21,333
Insurance		445	-	445	352
Scripture Union affiliation & DBS check		500	-	500	444
Travel		171	-	171	957
Training/Conferences		45	-	45	-
School expenses inc. CU refreshments	4	188	-	188	372
It's Your Move books	5	641	270	912	732
SPACE Equipment		147	-	147	1,766
Fundraising expenses	6	30	-	30	156
Equipment	7	1,029	-	1,029	1,296
IT Expenses	8	387	-	387	-
Other Expenses		0	-	0	3
Total resources expended		25,780	270	26,050	27,412
Net Movements in funds		1,812	0	1,812	15,463
Total funds at 1 January 2020		22,230	-	22,230	6,767
Total funds at 31 December 2020		24,042	-	24,042	22,230

Christian Initiative to Schools in Letchworth and District

BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2020

		2020	2019
<i>The assets and liabilities of the charity:</i>			
	Notes	£	£
Current assets			
Cash at bank and in hand		24,067	22,912
Creditor			
PAYE control		-	(682)
Employee expenses		(25)	-
Net current assets		<u>24,042</u>	<u>22,230</u>
Total assets less current liabilities		24,042	22,230
Net assets		<u><u>24,042</u></u>	<u><u>22,230</u></u>
<i>The funds of the charity:</i>			
Unrestricted income funds		24,042	22,230
Restricted income funds	3	-	-
Total charity funds		<u><u>24,042</u></u>	<u><u>22,230</u></u>



.....
Martin Money
Treasurer

Approved by the trustees on 16 October 2021

(by return of email)

The notes on pages 7-8 form an integral part of these accounts.

Christian Initiative to Schools in Letchworth and District

NOTES FORMING PART OF THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 DECEMBER 2020**

1 ACCOUNTING POLICIES

1a Basis of preparation

The financial statements have been prepared under the historical cost convention.

The accounts are in accordance with the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005 and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

1b Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1c Incoming resources

Incoming resources are accounted for on a receipts basis. The Gift Aid refund received in 2020 is attributable to income received in the year 1 January 2019 to 31 December 2019.

1d Resources expended

All expenditure is recognised in the period in which incurred and accounted for on an accruals basis.

This has then been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

The Trustees have been reimbursed £nil expenses in 2020 (2019: £nil)

2 STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2020	2019
	£	£
Pay & Pension	22,197	21,333
	<u>22,197</u>	<u>21,333</u>

Staff comprises one Schools Worker. Pension contributions are at 9%

continued.....

3 RESTRICTED FUND ANALYSIS

Funds	2020 Opening Balance £	Income £	Expense £	2020 Closing Balance £
It's Your Move books	-	270	(270)	-
Total	<u>-</u>	<u>270</u>	<u>(270)</u>	<u>-</u>

4 CU EXPENSES

This covers the cost of refreshments and snacks for lunchtime clubs and equipment/props to support assemblies.

5 IT'S YOUR MOVE BOOKS

Each year we purchase 'It's Your Move' books to be handed out to Year 6 primary school pupils. Part of the cost is met from restricted funds, with the remainder covered from general funds.

6 FUNDRAISING

Despite the pandemic, we were able to hold two fundraising events in the year; a music concert by pupils of one of our Trustees, and a quiz night, for which no expenses were incurred as they were both held over Zoom.

Expenses relate to delayed expenses from our November 2019 quiz that fell within the reporting period.

7 EQUIPMENT

A digital camera, accessories and lighting were purchased to allow assemblies/lessons to be filmed/recorded for online delivery whilst access to schools was limited by the pandemic.

We also replaced/upgraded our accounts computer with a laptop and associated peripherals.

8 IT EXPENSES

IT expenses cover our monthly accounting software subscription and maintenance payments for our website.