

# NEW LIFE CHURCH LETCHWORTH CIO

England & Wales · Charity number 1188107

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-02-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Oakhurst  
Stevenage Road  
Hitchin  
Hertfordshire  
SG4 7JX

**Phone** 07426535874

**Email** [nlcletchworth@googlemail.com](mailto:nlcletchworth@googlemail.com)

**Website** [www.nlcletchworth.co.uk](http://www.nlcletchworth.co.uk)

## Activities

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**Objects:** (1) THE ADVANCEMENT OF THE CHRISTIAN FAITH IN ACCORDANCE WITH THE DOCTRINES AND FOR THE BENEFIT OF THE PUBLIC AND THE WORSHIP OF GOD IN HERTFORDSHIRE AND ELSEWHERE BY ANY MEANS WHICH ARE EXCLUSIVELY CHARITABLE IN LAW WHATSOEVER INCLUDING (BUT NOT BY WAY OF LIMITATION) THE PREACHING AND PROCLAMATION OF THE CHRISTIAN GOSPEL AND THE TEACHING OF CHRISTIAN PEOPLE AND THE PRINTING AND DISTRIBUTION OF THE BIBLE AND CHRISTIAN LITERATURE.(2) THE RELIEF OF PERSONS WHO ARE IN CONDITIONS OF NEED HARDSHIP OR DISTRESS OR WHO ARE AGED OR SICK. (3) THE ADVANCEMENT OF EDUCATION ON THE BASIS OF CHRISTIAN PRINCIPLES AND WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING THE PROVISIONS OF SUCH EDUCATION IN ANY EDUCATIONAL ESTABLISHMENT AND IF THE TRUSTEES SO DECIDE THE PROVISION OF ONE OR MORE CHARITABLE EDUCATION ESTABLISHMENTS FOR THE GENERAL EDUCATION OF CHILDREN OR ADULTS ON THE BASIS OF SUCH CHRISTIAN PRINCIPLES.

**Activities:** The advancement of the Christian faith through the preaching and proclamation of the Christian gospel and through serving our community to meet spiritual, mental, emotional and physical needs. We offer activities and support for all ages, through midweek programs, local feeding programs for those suffering with food poverty, education mentoring, and regular public worship for all.

## Classification

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- **How:** Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

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- Throughout England

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£114,910	£132,703	-	-
2024-07-31	£194,785	£126,155	-	-
2023-07-31	£130,849	£144,899	-	-
2022-07-31	£209,181	£77,581	-	-
2021-07-31	£0	£0	-	-

## Trustees

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Name	Role	Appointed
Garth Pendleton-Browne		2023-05-21
Joel Tarbutton		2010-04-01
John King		2020-02-21
Samuel Huggill		2022-01-23

**NEW LIFE CHURCH LETCHWORTH CIO**

England & Wales - Charity number 1188107

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month AUGUST	Year 2024		Day 31	Month JULY	Year 2025

## Section A Reference and administration details

**Charity name**

New Life Church Letchworth CIO

**Other names charity is known by**

New Life Church Letchworth

**Registered charity number (if any)**

1188107

**Charity's principal address**

Oakhurst	
Stevenage Road	
HITCHIN	
<b>Postcode</b>	<b>SG4 7JX</b>

### 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	John King	Chair		
2	Joel Tarbutton			
3	Samuel Huggill			
4	Ashley Croft		Up to 15/4/25.	
5	Garth Pendleton-Browne			
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19				
20				

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

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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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)	CIO registered 21 February 2020
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees in conjunction with Church Elders

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>New Life Church Letchworth is governed by New Life Church Letchworth CIO which was formed in February 2020.</p> <p>There is also the original Trust in existence, charity number 299705.</p> <p>The Church is gradually moving all operational and administrative functions from the Trust to the CIO.</p>
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**Section C Objectives and activities**

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

<p>The objects of the charity, as stated in its constitution are:</p> <ul style="list-style-type: none"> <li>• The advancement of the Christian Faith in accordance with the doctrines set out in the constitution and the worship of God in Hertfordshire and elsewhere by any means whatsoever including the preaching and proclamation of the Christian gospel and the teaching of Christian doctrine and principles and the pastoral care of Christian people and the printing and distribution of the bible and Christian literature.</li> </ul>
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- The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- The advancement of education on the basis of Christian principles and without prejudice to the generality of the foregoing the provisions of such education in any educational establishment and if the trustees so decide the provision of one or more charitable education establishments for the general education of children or adults on the basis of such Christian principle.

New Life Church Letchworth has continued to hold Sunday services throughout the period, providing both adult and children and young person's spiritual education and support on a weekly basis.

The Sunday services are available in person, remotely via YouTube live stream and subsequently via YouTube.

Other church meetings known as Fused Groups are held in various homes or via zoom during the week. Regular men's breakfasts and ladies' events are also held. Seasonal events such as summer barbeques, craft evenings and film nights are also organised. All events are open for anyone to attend.

The CIO also coordinated and supported a scheme which provides meals to families during the school holidays, called Make Lunch. This scheme was ended in April 2025.

The charity trustees have due regard to the guidance on public benefit published by the commission in exercising their powers and duties.

The trustees have also engaged legal advice and support to prepare a deed of transfer in order to transfer the assets held in the Trust to the CIO.

**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)**

**Additional details of objectives and activities (Optional information)**

The smooth operation of the church is greatly enhanced by members of the congregation who volunteer to provide hospitality, welcome, setting up of the building, pa support, running of children's and youth work, worship, and running of small groups during the week. All these inputs help us in our aim to help people to find and follow Jesus.

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

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

## Section D

## Achievements and performance

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

The CIO employed three part-time (0.8, 0.4 and 0.2) staff. The CIO has also continued to support several Charitable Trusts. The Charitable Trusts supported during 2024-25 with regular monthly donations have included: -

- Further Faster
- Transforming Lives for Good
- Christian Initiative to Schools in Letchworth & District
- Choice North Herts
- Tender Heart India

Additionally, the CIO continues to support the Rekai Tangwena Children's Home in Nyanga (Mangondoza Township), Zimbabwe. The Children's Home is linked to Holy Cross Church in Nyanga. A regular sponsorship scheme has been administered to provide regular and committed assistance with food, clothing & education for around 18 children. This funding is channelled directly to a Rekai board member.

In recent years the Church has been partnering with the charity Transforming Lives for Good (TLG). TLG has trained volunteers to go into local schools to provide personal mentoring and guidance. Members of the Church have committed to the programme. The Church has worked with one secondary school in Baldock, and coaches are committed to giving an hour per week over the academic year to work with individual students. The CIO employed a part time (0.2) family & community pastor to further the work of TLG in the local area, and to coordinate with other local churches the Make Lunch programme. Our involvement with TLG and Make Lunch ended in April 2025 following the resignation of the community pastor who was responsible for these initiatives.

The Church has continued to use Letchworth Free Church (LFC) Hall and the North Herts District Council owned Howard Hall for its Sunday service, various meetings and activities throughout the week. We have been grateful to LFC for hosting us and have been able to continue invest our funds and resources in making improvements to the Hall for our mutual benefit. This has included creation of a room dedicated to care of under 5 children on Sundays and improvements to the stage area with storage created underneath, as well as investment in PA and other equipment to facilitate improved live recording of services on UTube.

The Trustees have recognised the need for larger and more suitable premises for its Sunday service and other meetings and activities for the community. In the longer term this may well require the purchase or building of suitable premises. A designated fund has been allocated for this purpose.

The donations received by the CIO are almost entirely through the giving of people within the Church. The trustees will continue to regularly review income and expenditure and ensure that resources are expended effectively in furthering the aims of the CIO.

## Section E

## Financial review

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

The trustees believe that a minimum unrestricted reserve is required to effectively administer New Life Church Letchworth. The minimum reserve is required for the following reasons:-

To ensure that all bills and payments are paid promptly

To allow for short term fluctuations in income

To ensure that New Life Church Letchworth can respond financially to unforeseen needs that may arise locally, nationally or internationally.

To ensure that contractual (mostly employment related) and moral commitments are maintained.

At the end of the accounting period the unrestricted reserves stood at £122082 over the revised reserves policy of £40000. These reserves will be drawn on to cover the planned expenditure for the next year.

The trustees considered the Church's reserves policy and believe that a reserve of between 3-6 months unrestricted fund running costs (£27940 - £55880 this year) is sufficient to meet the above objectives.

In recognition of the Church's need for larger premises for its Sunday Service, weekly meetings and activities the Trustees have designated a building fund of £70,000 from its unrestricted reserves.

### Details of any funds materially in deficit

### 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.

## Section F


## Other optional information

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**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	John Harvey King	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	5/5/26	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

New Life Letchworth Church (CIO)

No (if any)

1188107

CC16a

## Receipts and payments accounts

For the period from	Period start date		To	Period end date		Last year
	Unrestricted funds	Restricted funds		Endowment funds	Total funds	
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
	01 August 2024			31 July 2025		
<b>A1 Receipts</b>						
Tithes and Offerings	79,824	11,090	-	90,914	94,746	
Grants			-	-	0	
Gift Aid	17,296	751	-	18,047	25,904	
Interest	5,618		-	5,618	1	
Contra payments	327		-	327	330	
Loan from NLC Trust	4	0	-	4	73,803	
Other - Rounding	1	1	-	-	2	
			-	-	0	
<b>Sub total (Gross income for AR)</b>	<b>103,070</b>	<b>11,840</b>	<b>-</b>	<b>114,910</b>	<b>194,785</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>103,070</b>	<b>11,840</b>	<b>-</b>	<b>114,910</b>	<b>194,785</b>	
<b>A3 Payments</b>						
Employment costs	67,710	-	-	67,710	60,984	
Leadership Network support	3,592	-	-	3,592	3,898	
Ministry, church services and events	11,578	19,744	-	31,322	34,214	
Offerings, gifts and projects	3,996	1,200	-	5,196	4,936	
Premises	17,021	-	-	17,021	15,052	
Administration	6,958	-	-	6,958	7,072	
Hardship fund payment	460	-	-	460	-	
Loan to NLC Trust	445	-	-	445	-	
			-	-	-	
<b>Sub total</b>	<b>111,760</b>	<b>20,944</b>	<b>-</b>	<b>132,703</b>	<b>126,155</b>	
<b>A4 Asset and investment purchases, (see table)</b>						
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>111,760</b>	<b>20,944</b>	<b>-</b>	<b>132,703</b>	<b>126,155</b>	
<b>Net of receipts/(payments)</b>	<b>- 8,690</b>	<b>- 9,104</b>	<b>-</b>	<b>- 17,794</b>	<b>68,630</b>	
<b>A5 Transfers between funds</b>	<b>- 7,583</b>	<b>7,583</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>A6 Cash funds last year end</b>	<b>178,354</b>	<b>7,826</b>	<b>-</b>	<b>186,180</b>	<b>117,550</b>	
<b>Cash funds this year end</b>	<b>162,082</b>	<b>6,305</b>	<b>-</b>	<b>168,386</b>	<b>186,180</b>	

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	New Life Church Letchworh CIO(less restricted funds	162,072		-
	New Life CIO -Make lunch (plus restricted funds in		6,305	-
	Petty cash	11		-
	<b>Total cash funds</b>	<b>162,082</b>	<b>6,305</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

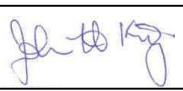
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-

	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>	Interorganisational loan from NLC Trust -General	154758	-	
	Interorganisational loan from NLC Trust -Restricted	4470	-	
	Interorganisational loan from NLC Trust -Designated	69864	-	
	Creditors	2	-	
			-	

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

Signature	Print Name	Date of approval
	John Harvey King	05-May-26



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

New Life Church Letchworth Charitable Incorporated Organisation (CIO)

**On accounts for the year  
ended**

31 July 2025

**Charity no  
(if any)**

1188107

**Set out on pages**

1-2 of the CC16a report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/7/2025

**Responsibilities and  
basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent  
examiner's statement**

I report in respect of my examination of the accounts of the charity 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.

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:**

**Date:**

5 May 2026

**Name:**

Magdalena Shotter of ATS Accounting & Tax Solutions Ltd

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

FCA –  
Fellow of the Institute of Chartered Accountants of England and Wales

**Address:**

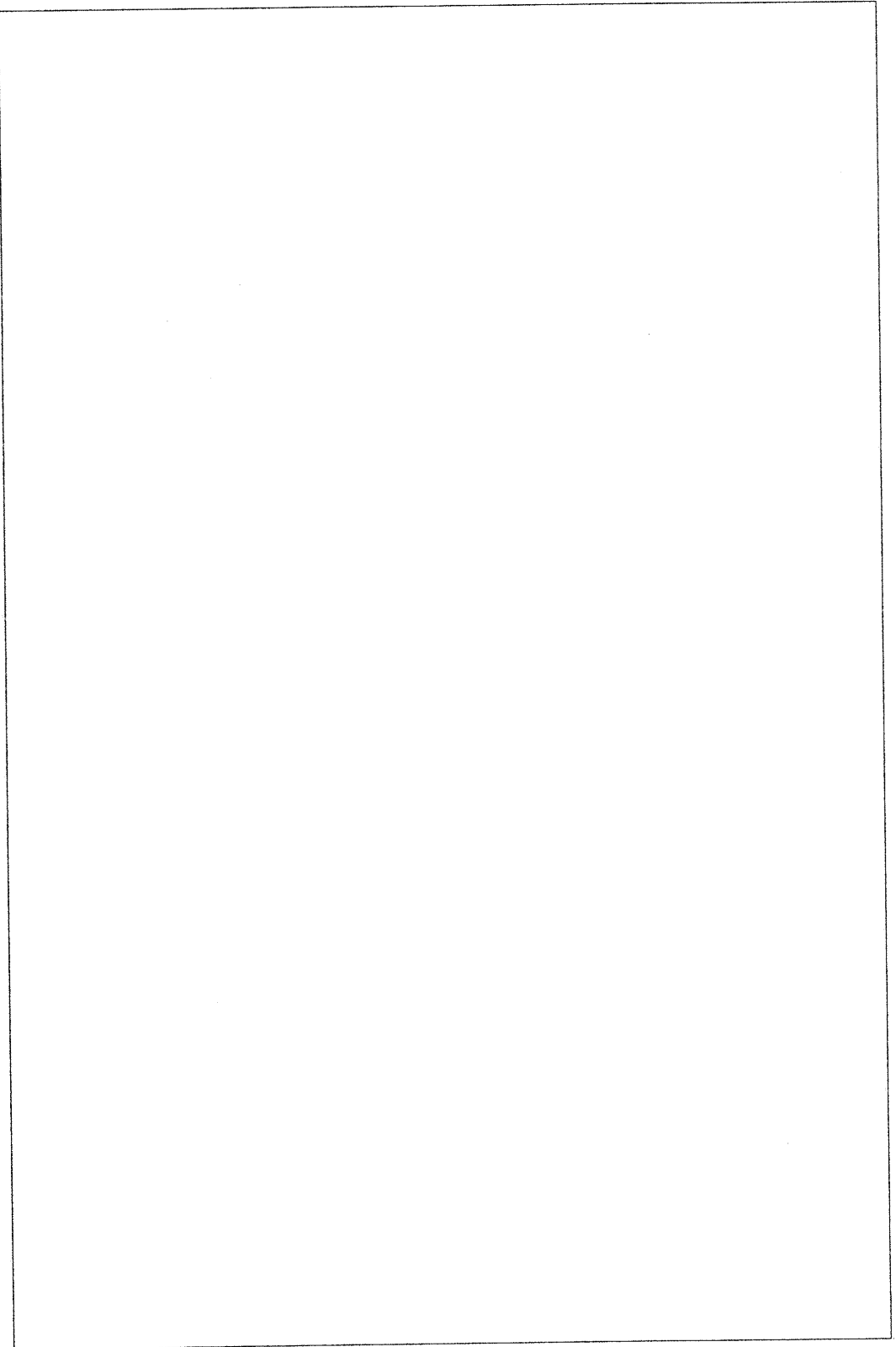
47 Foxholes Hill

Exmouth

Devon, EX8 2DQ

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.**



**NEW LIFE CHURCH LETCHWORTH CIO**

England & Wales - Charity number 1188107

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# Accounts

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<b>Trustees' Annual Report for the period</b>							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month AUGUST	Year 2023		Day 31	Month JULY	Year 2024

**Section A Reference and administration details**

<b>Charity name</b>	New Life Church Letchworth CIO
<b>Other names charity is known by</b>	New Life Church Letchworth
<b>Registered charity number (if any)</b>	1188017
<b>Charity's principal address</b>	Oakhurst
	Stevenage Road
	HITCHIN
	<b>Postcode</b> <span style="float: right;"><b>SG4 7JX</b></span>

**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	John King	Chair		
2	Joel Tarbutton			
3	Samuel Huggill			
4	Sarah Carlson		Up till 14 <sup>th</sup> April	
5	Ashley Croft			
6	Garth Pendleton-Browne			
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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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)

CIO registered 21 February 2020

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing trustees in conjunction with Church Elders

### 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.

New Life Church Letchworth is governed by New Life Church Letchworth CIO which was formed in February 2020.

There is also the original Trust in existence, charity number 299705.

The Church is gradually moving all operational and administrative functions from the Trust to the CIO.

## Section C Objectives and activities

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

The objects of the charity, as stated in its constitution are:

- The advancement of the Christian Faith in accordance with the doctrines set out in the constitution and the worship of God in Hertfordshire and elsewhere by any means whatsoever including the preaching and proclamation of the Christian gospel and the teaching of Christian doctrine and principles and the pastoral care of Christian people and the printing and distribution of the bible and Christian literature.

- The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- The advancement of education on the basis of Christian principles and without prejudice to the generality of the foregoing the provisions of such education in any educational establishment and if the trustees so decide the provision of one or more charitable education establishments for the general education of children or adults on the basis of such Christian principle.

New Life Church Letchworth has continued to hold Sunday services throughout the period, providing both adult and children and young person's spiritual education and support on a weekly basis.

The Sunday services are available in person, remotely via YouTube live stream and subsequently via YouTube.

Other church meetings known as Fused Groups are held in various homes or via zoom during the week. Regular men's breakfasts and ladies' events are also held.

The CIO also coordinates and supports a scheme which provides meals to families during the school holidays, called Make Lunch.

The CIO also supports a local school by providing a one-to-one mentor to pupils who are deemed by the school to be at risk of exclusion.

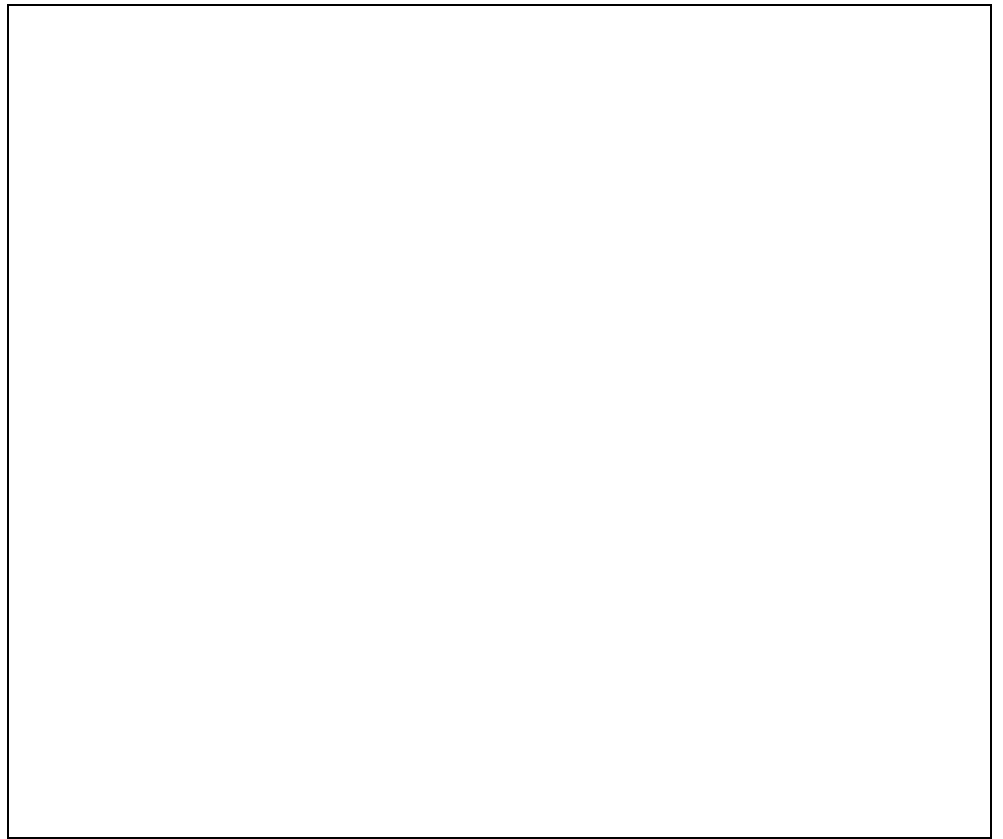
The charity trustees have due regard to the guidance on public benefit published by the commission in exercising their powers and duties.

**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)**

**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.



## Section D

## Achievements and performance

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

The CIO employed three part-time (0.8, 0.4 and 0.2) staff. The CIO has also continued to support several Charitable Trusts. The Charitable Trusts supported during 2023-24 with regular monthly donations have included: -

- Further Faster
- Transforming Lives for Good
- Christian Initiative to Schools in Letchworth & District
- Choice North Herts
- Tender Heart India

Additionally, the CIO has supported the Rekai Tangwena Children's Home in Nyanga (Mangondoza Township), Zimbabwe. The Children's Home is linked to Holy Cross Church in Nyanga. A regular sponsorship scheme has been administered to provide regular and committed assistance with food, clothing & education for around 18 children. This funding has been channelled through the charity SOZO (Support of Zimbabwe's Orphans). During the period, SOZO was wound up as a charity, and the CIO now supports Rekai directly.

In recent years the Church has been partnering with the charity Transforming Lives for Good (TLG). TLG has trained volunteers to go into local schools to provide personal mentoring and guidance. Members of the Church have committed to the programme. The Church has worked with one secondary school in Baldock, and coaches are committed to giving an hour per week over the academic year to work with individual students. The CIO employed a part time (0.2) family & community pastor. Part of this role is to further the work of TLG in the local area, and to coordinate with other local churches the Make Lunch programme.

Last year the CIO received grants from the local business sector and schools to run a TLG Make Lunch programme, and we are grateful for this additional funding to support the running of this programme. Make Lunch enables and equips churches to provide free, hot and healthy meals and food parcels to children and families that could otherwise go hungry. Make Lunch also organised a family fun day during the summer break as well as Easter and Christmas food hampers and presents.

The Church has continued to use Letchworth Free Church (LFC) Hall and the North Herts District Council owned Howard Hall for its Sunday service, various meetings and activities throughout the week. We have been grateful to LFC for hosting us and have been able to continue invest our funds and resources in making improvements to the Hall for our mutual benefit. The Church has continued to work, particularly in prayer and outreach, with other local churches in and around Letchworth.

The Trustees have recognised the need for larger and more suitable premises for its Sunday service and other meetings and activities for the community. In the longer term this may well require the purchase or building of suitable premises. A designated fund has been allocated for this. During the period the trustees actively considered the purchase of an unused church premises in Letchworth. The building in question required extensive remodelling and investment. A bid was submitted but was not accepted by the vendors.

The donations received by the CIO are almost entirely through the giving of people within the Church. The trustees will continue to regularly review income and expenditure and ensure that resources are expended effectively in furthering the aims of the CIO.

Other activity during this period has been to move the financial systems and regular donations from the Trust over to the CIO. This included accounting for Gift Aid amounts.

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

The trustees believe that a minimum unrestricted reserve is required to effectively administer New Life Church Letchworth. The minimum reserve is required for the following reasons:-

To ensure that all bills and payments are paid promptly

To allow for short term fluctuations in income

To ensure that New Life Church Letchworth can respond financially to unforeseen needs that may arise locally, nationally or internationally.

To ensure that contractual (mostly employment related) and moral commitments are maintained.

At the end of the accounting period the unrestricted reserves stood at £138354 over the revised reserves policy. These reserves will be drawn on to cover the planned expenditure for the next year.

The trustees considered the Church's reserves policy and in particular the uncertainty arising from the pandemic and the wider economy and the possible impact on both the Church's income and the need for its work. As a result the trustees have decided to increase the minimum reserve of £30,000 to £40,000 and to link the reserves required to the running costs of the Church. The trustees believe that a reserve of between 3-6 months unrestricted fund running costs (£26219 - £52437 this year) is sufficient to meet the above objectives.

In recognition of the Church's need for larger premises for its Sunday Service, weekly meetings and activities the Trustees have designated a building fund of £70,000 from its unrestricted reserves.

**Details of any funds materially in deficit****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.

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**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	John Harvey King	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12/1/2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

New Life Letchworth Church (CIO)

No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01 August 2023		31 July 2024

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Tithes and Offerings	87,364	7,382	-	94,746	100,684
Grants			-	-	
	23,173	2,731	-	25,904	24,516
Gift Aid					
Interest	1		-	1	75
Contra payments	330		-	330	5,480
Loan from NLC Trust	69,319	4,484	-	73,803	0
	2		-	2	94
Other			-	-	0
			-	-	0
<b>Sub total (Gross income for AR)</b>	<b>180,189</b>	<b>14,597</b>	<b>-</b>	<b>194,785</b>	<b>130,849</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>180,189</b>	<b>14,597</b>	<b>-</b>	<b>194,785</b>	<b>130,849</b>
<b>A3 Payments</b>					
Employment costs	60,984	-	-	60,984	72,537
Leadership Network support	3,898	-	-	3,898	8,920
Ministry, church services and events	14,135	20,079	-	34,214	19,593
Offerings, gifts and projects	3,736	1,200	-	4,936	14,450
Premises	15,052	-	-	15,052	22,283
Administration	7,072	-	-	7,072	7,117
Contra payments	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>104,876.15</b>	<b>21,279.11</b>	<b>-</b>	<b>126,155</b>	<b>144,899</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	<b>104,876</b>	<b>21,279</b>	<b>-</b>	<b>126,155</b>	<b>144,899</b>
<b>Net of receipts/(payments)</b>	<b>75,312</b>	<b>- 6,682</b>	<b>-</b>	<b>68,630</b>	<b>- 14,050</b>
<b>A5 Transfers between funds</b>	- 7,818	7,818	-		-
<b>A6 Cash funds last year end</b>	110,860	6,690	-	117,550	131,600
<b>Cash funds this year end</b>	<b>178,354</b>	<b>7,826</b>	<b>-</b>	<b>186,180</b>	<b>117,550</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	New Life Church Letchworth CIO(less restricted funds held in General acc) New Life CIO -Make lunch (plus restricted funds in General bank acc) Petty cash <b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	178,261   93 <b>178,354</b>	    <b>7,826</b>	    <b>-</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

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

**B5 Liabilities**

Interorganisational loan from NLC Trust - General	155055	-	
Interorganisational loan from NLC Trust - Restricted	4479	-	
Interorganisational loan from NLC Trust - Designated	70000	-	
Harship conduit fund	460	-	
		-	

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

Signature

  
\_\_\_\_\_

Print Name

JOHN H KING

Date of approval

22-May-25



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

New Life Church Letchworth Charitable Incorporated Organisation (CIO)

**On accounts for the year  
ended**

31 July 2024

**Charity no  
(if any)**

1188017

**Set out on pages**

1-3 of the CC16a report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/7/2024

**Responsibilities and  
basis of report**

As the charity trustees 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 accounts of the charity 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:**

**Date:**

22 May 2025

**Name:**

Magdalena Shotter of ATS Accounting & Tax Solutions Ltd

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

FCA –  
Fellow of the Institute of Chartered Accountants of England and Wales

**Address:**

6 Corfield Close

Finchampstead

Wokingham, RG40 4PA

**NEW LIFE CHURCH LETCHWORTH CIO**

England & Wales - Charity number 1188107

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month AUGUST	Year 2022		Day 31	Month JULY	Year 2023

## Section A Reference and administration details

**Charity name**

New Life Church Letchworth CIO

**Other names charity is known by**

New Life Church Letchworth

**Registered charity number (if any)**

1188017

**Charity's principal address**

Oakhurst	
Stevenage Road	
HITCHIN	
<b>Postcode</b>	<b>SG4 7JX</b>

### 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	John King	Chair		
2	Michael Foster		Up to 13/3/2023	
3	Sarah Carlson			
4	Joel Tarbutton			
5	Samuel Huggill			
6	Ashley Croft			
7	Garth Pendleton-Browne		From 21st May 2023	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO registered 21 February 2020
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by existing trustees in conjunction with Church Elders

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>New Life Church Letchworth is governed by New Life Church Letchworth CIO which was formed in February 2020.</p> <p>There is also the original Trust in existence, charity number 299705.</p> <p>The Church is gradually moving all operational and administrative functions from the Trust to the CIO.</p>
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## Section C Objectives and activities

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

<p>The objects of the charity, as stated in its constitution are:</p> <ul style="list-style-type: none"> <li>• The advancement of the Christian Faith in accordance with the doctrines set out in the constitution and the worship of God in Hertfordshire and elsewhere by any means whatsoever including the preaching and proclamation of the Christian gospel and the teaching of Christian doctrine and principles and the pastoral care of Christian people and the printing and distribution of the bible and Christian literature.</li> </ul>
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- The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- The advancement of education on the basis of Christian principles and without prejudice to the generality of the foregoing the provisions of such education in any educational establishment and if the trustees so decide the provision of one or more charitable education establishments for the general education of children or adults on the basis of such Christian principle.

New Life Church Letchworth has continued to hold Sunday services throughout the period, providing both adult and children and young person's spiritual education and support on a weekly basis.

The Sunday services are available in person, remotely via YouTube live stream and subsequently via YouTube.

Other church meetings known as Fused Groups are held in various homes or via zoom during the week. Regular men's breakfasts and ladies events are also held.

The CIO also coordinates and supports a scheme which provides meals to families during the school holidays, called Make Lunch.

The CIO also supports local schools by providing a one to one mentor to pupils who are deemed by the school to be at risk of exclusion.

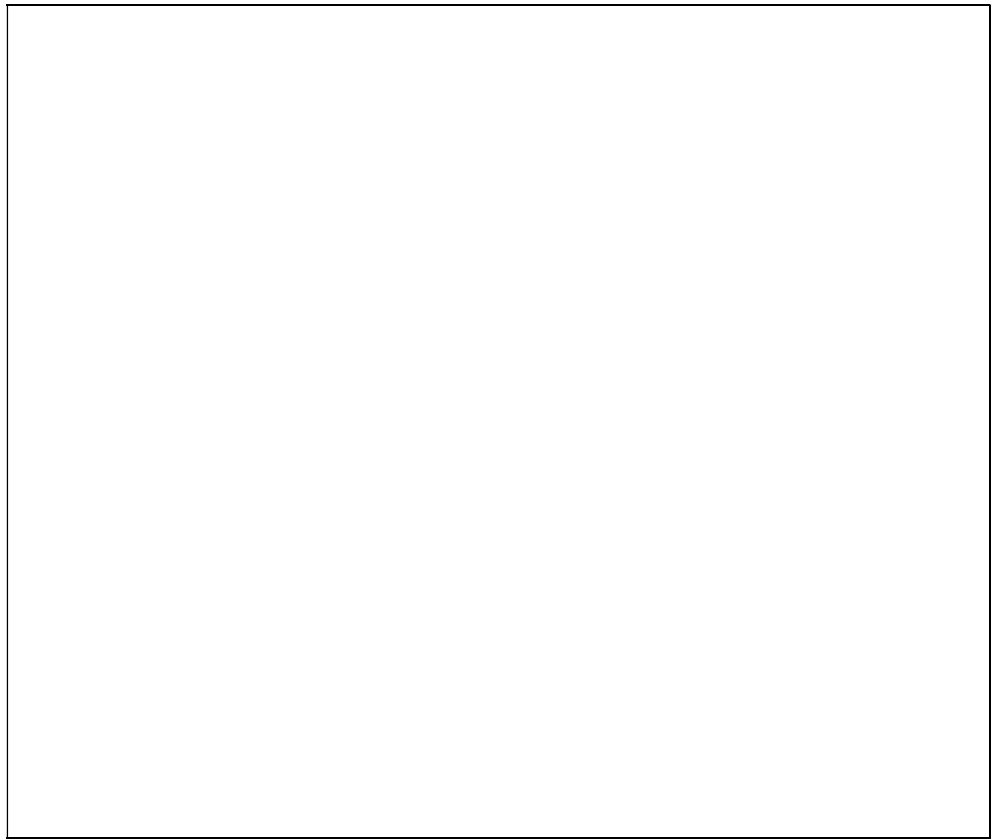
The charity trustees have due regard to the guidance on public benefit published by the commission in exercising their powers and duties.

**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)**

**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.



## Section D

## Achievements and performance

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

The CIO employed three part-time (0.8, 0.4 and 0.2) staff. The CIO has also continued to support several charitable trusts. The Charitable Trusts supported during 2022-23 with regular monthly donations have included:-

- Global Horizons
- Further Faster
- Transforming Lives for Good
- Christian Initiative to Schools in Letchworth & District
- Choice North Herts

Additionally the CIO has supported the Reikai Tangwena Children's Home in Nyanga (Mangondoza Township), Zimbabwe. The Children's Home is linked to Holy Cross Church in Nyanga. A regular sponsorship scheme has been administered to provide regular and committed assistance with food, clothing & education for around 18 children. This funding has been channelled through the charity SOZO (Support of Zimbabwe's Orphans).

Other donations and support has been given to Missions in the UK and overseas including

- Love Moldova
- Tender Heart India.
- Letchworth Foodbank

In recent years the Church has been partnering with the charity Transforming Lives for Good (TLG). TLG has trained volunteers to go into local schools to provide personal mentoring and guidance. Several members of the Church have committed to the programme. The Church has worked with two schools in Letchworth and coaches are committed to giving an hour per week over the academic year to work with individual students. The CIO employed a part time family & community pastor. Part of this role is to further the work of TLG in the local area, and to coordinate with other local churches the Make Lunch programme.

Last year the CIO received grants from the local business sector and schools to run a TLG Make Lunch programme, and we are grateful for this additional funding to support the running of this programme. Make Lunch enables and equips churches to provide free, hot and healthy meals and food parcels to children and families that could otherwise go hungry. Make Lunch also organised a family fun day during the summer break as well as Easter and Christmas food hampers and presents.

The Church has continued to use Letchworth Free Church (LFC) Hall and the North Herts District Council owned Howard Hall for its Sunday service, various meetings and activities throughout the week. We have been grateful to LFC for hosting us and have been able to continue invest our funds and resources in making improvements to the Hall for our mutual benefit. The Church has continued to work, particularly in prayer and outreach, with other local churches in and around Letchworth.

The Church organised a weekend break in Norfolk in July which was attended by over 120 people.

The Trustees have recognised the need for larger and more suitable premises for its Sunday service and other meetings and activities for the community. In the longer term this may well require the purchase or building of suitable premises. A designated fund has been allocated for this. Throughout the reporting year the Church has continued to invest in and improve our use of on-line applications and Communications.

The donations received by the CIO are almost entirely through the giving of people within the Church. The trustees will continue to regularly review income and expenditure and ensure that resources are expended effectively in furthering the aims of the CIO.

Other activity during this period has been to move the financial systems and regular donations from the Trust over to the CIO. This included accounting for Gift Aid amounts.

## Section E

## Financial review

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

The trustees believe that a minimum unrestricted reserve is required to effectively administer New Life Church Letchworth. The minimum reserve is required for the following reasons:-

To ensure that all bills and payments are paid promptly

To allow for short term fluctuations in income

To ensure that New Life Church Letchworth can respond financially to unforeseen needs that may arise locally, nationally or internationally.

To ensure that contractual (mostly employment related) and moral commitments are maintained.

At the end of the accounting period the unrestricted reserves stood at £110860. These reserves will be drawn on to cover the planned expenditure for the next year.

The Church's reserves policy is to maintain a minimum reserve of £40,000, based on the trustees' view that a reserve of between 3-6 months running costs is sufficient to meet the above objectives.

In recognition of the Church's need for larger premises for its Sunday Service, weekly meetings and activities the Trustees have designated a building fund of £70,000 from its unrestricted reserves.

### Details of any funds materially in deficit

### 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.

## Section F


## Other optional information

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**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	John Harvey King	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12/3/2024	



## Receipts and payments accounts

For the period from	Period start date 01 August 2022	To	Period end date 31 July 2023
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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 £
<b>A1 Receipts</b>					
Tithes and Offerings	92,712	7,972	-	100,684	47,760
Grants	-	-	-	-	-
Gift Aid	23,195	1,322	-	24,516	8
Interest	75	-	-	75	-
Contra payments	5,480	-	-	5,480	5,276
Transfer from NLC Trust	-	-	-	-	156,137
Other	94	-	-	94	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>121,556</b>	<b>9,294</b>	<b>-</b>	<b>130,849</b>	<b>209,181</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>121,556</b>	<b>9,294</b>	<b>-</b>	<b>130,849</b>	<b>209,181</b>
<b>A3 Payments</b>					
Employment costs	72,537	1,614	-	74,150	31,752
Leadership Network support	8,920	-	-	8,920	6,160
Ministry, church services and events	13,488	4,492	-	17,980	10,404
Offerings, gifts and projects	2,800	11,650	-	14,450	7,818
Premises	22,283	-	-	22,283	15,342
Administration	7,117	-	-	7,117	4,212
Contra payments	-	-	-	-	1,893
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>127,144</b>	<b>17,755</b>	<b>-</b>	<b>144,899</b>	<b>77,581</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>127,144</b>	<b>17,755</b>	<b>-</b>	<b>144,899</b>	<b>77,581</b>
<b>Net of receipts/(payments)</b>	<b>- 5,589</b>	<b>- 8,461</b>	<b>-</b>	<b>- 14,050</b>	<b>131,600</b>
<b>A5 Transfers between funds</b>	<b>- 10,188</b>	<b>10,188</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>126,637</b>	<b>4,963</b>	<b>-</b>	<b>131,600</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>110,860</b>	<b>6,690</b>	<b>-</b>	<b>117,550</b>	<b>131,600</b>

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

Categories	Details	Unrestrict ed funds to nearest £	Restrict ed funds to nearest £	Endowme nt funds to nearest £
<b>B1 Cash funds</b>	New Life Church Letchworth CIO	110,860	570	-
	New Life CIO -Make lunch	-	6,005	-
	Petty cash	-	115	-
	<b>Total cash funds</b>	<b>110,860</b>	<b>6,690</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestrict ed funds to nearest £</b>	<b>Restrict ed funds to nearest £</b>	<b>Endowme nt funds to nearest £</b>
	Interdivisional loan to NLC Trust	406	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Hardship conduit fund	460	-	
			-	
			-	
			-	

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

Signature

 \_\_\_\_\_  
\_\_\_\_\_

Print Name

JOHN H KING

Date of approval

12/03/2024



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

New Life Church Letchworth Charitable Incorporated Organisation (CIO)

**On accounts for the year  
ended**

31 July 2023

**Charity no  
(if any)**

1188017

**Set out on pages**

1-2 of the CC16a report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/7/2023

**Responsibilities and  
basis of report**

As the charity trustees 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 accounts of the charity 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:**

**Date:**

15 March 2023

**Name:**

Magdalena Shotter of ATS Accounting & Tax Solutions Ltd

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

FCA –  
Fellow of the Institute of Chartered Accountants of England and Wales

**Address:**

6 Corfield Close  
Finchampstead  
Wokingham, RG40 4PA

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.**

**NEW LIFE CHURCH LETCHWORTH CIO**

England & Wales - Charity number 1188107

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# Accounts

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# Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

Day  
1  
Month  
AUGUST  
Year  
2021

Day  
31  
Month  
JULY  
Year  
2022

Section A

Reference and administration details

**Charity name**

New Life Church Letchworth CIO

**Other names charity is known by**

New Life Church Letchworth

**Registered charity number (if any)**

1188017

**Charity's principal address**

47 Shott Lane

Letchworth

**Postcode**

**SG6 1SD**

**Names of the charity trustees who manage the charity**

**Trustee name**  
**Office (if any)**  
**Dates acted if not for whole year**

**TAR**

**Name of person (or body) entitled to appoint trustee (if any)**

John King  
Chair 1

Michael Foster 2

Sarah Carlson 3

Joel Tarbutton 4

Samuel Huggill

5

Ashley Croft

6

7

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18

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

**Name**  
**Dates acted if not for whole year**

**Names and addresses of advisers (Optional information)**

**Type of adviser**

**Name**

**Address**

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

## Section B Structure, governance and management

### Description of the charity's trusts

Constitution	Type of governing document (eg. trust deed, constitution)
CIO registered 21 February 2020	How the charity is constituted (eg. trust, association, company)
Appointed by existing trustees in conjunction with Church Elders	Trustee selection methods (eg. appointed by, elected by)

### 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.

New Life Church Letchworth is governed by New Life Church Letchworth CIO which was formed in February 2020.

There is also the original Trust in existence, charity number 299705.

The Church is gradually moving all operational and administrative functions from the Trust to the CIO.

## Section C Objectives and activities

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

The objects of the charity, as stated in its constitution are:

- The advancement of the Christian Faith in accordance with the doctrines set out in the constitution and the worship of God in Hertfordshire and elsewhere by any means whatsoever including the preaching and proclamation of the Christian gospel and the teaching of Christian doctrine and principles and the pastoral care of Christian people and the printing and distribution of the bible and Christian literature.
- The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.

- The advancement of education on the basis of Christian principles and without prejudice to the generality of the foregoing the provisions of such education in any educational establishment and if the trustees so decide the provision of one or more charitable education establishments for the general education of children or adults on the basis of such Christian principle.

**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)**

Notwithstanding the restrictions the Covid epidemic has had on social gatherings the CIO has continued to meet remotely or in person throughout the period, providing both adult and children and young person's spiritual education and support on a weekly basis.

The CIO also coordinates and supports a scheme which provides meals to families during the school holidays, called Make Lunch.

The CIO also supports local schools by providing a one to one mentor to pupils who are deemed by the school to be at risk of exclusion.

The charity trustees have due regard to the guidance on public benefit published by the commission in exercising their powers and duties.

Please also see the guidance below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/588307/PB3\\_Reporting.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/588307/PB3_Reporting.pdf)

**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.

## Section D

## Achievements and performance

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

The CIO employed three part-time (0.8, 0.4 and 0.2) staff. The CIO has also continued to support several charitable trusts and Christian workers including Alan Scotland who has provided oversight into the Church for many years. The Charitable Trusts supported during 2021-22 with

regular monthly donations have included:-

- Global Horizons
- Transforming Lives for Good
- Christian Initiative to Schools in Letchworth & District

Additionally the CIO has supported the Rekai Tangwena Children's Home in Nyanga (Mangondoza Township), Zimbabwe. The Children's Home is linked to Holy Cross Church in Nyanga. A regular sponsorship scheme has been administered to provide regular and committed assistance with food, clothing & education for around 18 children. This funding has been channelled through the charity SOZO (Support of Zimbabwe's Orphans).

Other donations and support has been given to:-

- Mission workers in the UK and overseas
- Letchworth Foodbank

In recent years the Church has been partnering with the charity Transforming Lives for Good (TLG). TLG has trained volunteers to go into local schools to provide personal mentoring and guidance. Several members of the Church have committed to the programme.

The Church has worked with two schools in Letchworth and coaches are committed to giving an hour per week over the academic year to work with individual students. The CIO also employs a part time family & community pastor. Part of this role is to further the work of TLG in the local area. Last year the CIO received a grant from the Letchworth Heritage Foundation to run a TLG Make Lunch programme, and we are grateful for an additional small grant to support the running of this programme. Make Lunch enables and equips churches to provide free, hot and healthy meals to children and families that could otherwise go hungry.

The Church organised a weekend break in Norfolk in July which was attended by over 120 people.

The Church has continued to use Letchworth Free Church (LFC) Hall and the North Herts District Council owned Howard Hall for its Sunday services, various meetings and activities throughout the week. The Sunday meetings are also broadcast live via Utube and are available at anytime subsequently. We have been grateful to LFC for hosting us and have been able to continue invest our funds and resources in making improvements to the Hall for our mutual benefit. The Church has continued to work, particularly in prayer and outreach, with other local churches in and around Letchworth.

The Trustees have recognised the need for larger and more suitable premises for its Sunday service and other meetings and activities for the community. In the longer term this may well

require the purchase or building of suitable premises. A designated fund has been allocated for this. Throughout the reporting year the Church has continued to invest in and improve our use of on-line applications and Communications.

The donations received by the CIO are almost entirely through the giving of people within the Church. Our reserves are important for the Church particularly during the ongoing of uncertainty from COVID-19 and the economy. The trustees will continue to regularly review income and expenditure and ensure that resources are expended effectively in furthering the aims of the CIO.

Other activity during this period has been to move the financial systems and regular donations over to the CIO. This included accounting for Gift Aid amounts.

**Brief statement of the charity’s policy on reserves**

The trustees believe that a minimum unrestricted reserve is required to effectively administer New Life Church Letchworth. The minimum reserve is required for the following reasons:-

- To ensure that all bills and payments are paid promptly
- To allow for short term fluctuations in income
- To ensure that New Life Church Letchworth can respond financially to unforeseen needs that may arise locally, nationally or internationally.
- To ensure that contractual (mostly employment related) and moral commitments are maintained.

At the end of the accounting period the unrestricted reserves stood at £126637, over the revised reserves policy. These reserves will be drawn on to cover the planned expenditure for the next year.

The trustees considered the Church’s reserves policy and in particular the uncertainty arising from the pandemic and the wider economy and the possible impact on both the Church’s income and the need for its work. As a result the trustees have decided to increase the minimum reserve of £30,000 to £40,000 and to link the reserves required to the running costs of the Church. The trustees believe that a reserve of between 3-6 months running costs (£25,700 - £51,500 this year) is sufficient to meet the above objectives.

In recognition of the Church’s need for larger premises for its Sunday Service, weekly meetings and activities the Trustees have designated a building fund of £70,000 from its unrestricted reserves.

**Details of any funds materially in deficit**

**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.

## 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)**

John Harvey King

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

16/12/2022

Charity Name New Life Church Letchworth CIO	No (if any)		
Receipts and payments accounts			
For the period from	Period start date 01/08/2021	To	Period end date 31/07/2022

CC16a
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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 £
<b>A1 Receipts</b>					
Tithes and offerings	44,245	3,516	-	47,760	
Grants	-			-	
Gift Aid	3	5		8	
Interest				-	
Contra Payments	5,276			5,276	
Transfer from NLC Trust	149,536	6,601		156,137	
	-			-	
	-			-	
<b>Sub total (Gross income for AR)</b>	<b>199,059</b>	<b>10,122</b>	<b>-</b>	<b>209,181</b>	<b>-</b>
<b>A2 Asset and investment sales, (see</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>199,059</b>	<b>10,122</b>	<b>-</b>	<b>209,181</b>	<b>-</b>
<b>A3 Payments</b>					
Employment costs	31,752			31,752	
Leadership network support	6,160			6,160	
Ministry, church services & events	10,404			10,404	
Offerings, gifts and projects	457	7,361		7,818	
Premises	15,342			15,342	
Administration	£4,212			4,212	
Contra payments	1,894			1,894	
	-			-	
	-			-	
<b>Sub total</b>	<b>70,220</b>	<b>7,361</b>	<b>-</b>	<b>77,581</b>	<b>-</b>
<b>A4 Asset and investment purchases,</b>					
Electrical Equipment and Furniture					
	-			-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>70,220</b>	<b>7,361</b>	<b>-</b>	<b>77,581</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>128,839</b>	<b>2,761</b>	<b>-</b>	<b>131,600</b>	<b>-</b>
A5 Transfers between funds	-	2,202			
A6 Cash funds last year end	£0				
<b>Cash funds this year end</b>	<b>126,637</b>	<b>4,963</b>	<b>-</b>	<b>131,600</b>	<b>-</b>

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment funds to nearest £
B1 Cash funds	General fund	56,637		
	Designated building fund	70,000		
	SOZO		230	
	TLG		6	
	TLG Make Lunch		4,342	
	Letchworth Food bank		385	
	<b>Total cash funds</b>		<b>126,637</b>	<b>4,963</b>
	(agree balances with receipts and payments)	UK	UK	UK
B2 Other monetary assets	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which	Cost	Current value
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which	Cost	Current value

**B4 Assets retained for the charity's own use**

			-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which	Amount due	When due
		0	
HMRC PAYE& NICS Payable	Unrestricted	- 297	Aug-22
Accounts payable	Unrestricted	19	Aug-22
NLC Trust	Unrestricted	108	Aug-22
		-	

Signed by one or two trustees on

Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

*Charity Name*  
New Life Church Letchworth CIO

**On accounts for the year  
ended**

31 July 2022	<b>Charity no (if any)</b>	1188107
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**Set out on pages**

1-2 of the CC16a report (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 **31 July 2022**.

**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:**

**Date:**

17 December 2022

**Name:**

Magdalena Shotter from ATS Accounting and Tax Solutions Ltd

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

FCA (Fellow of the Institute of Chartered Accountants of England and Wales)

**Address:**

6 Corfield Close
Finchampstead
Wokingham, RG40 4PA

**NEW LIFE CHURCH LETCHWORTH CIO**

England & Wales - Charity number 1188107

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# Accounts

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**NEWLIFE CHURCH**  
LETCHWORTH

**The Trustees' Annual Report of  
New Life Church Letchworth CIO  
Charity no 1188107**

**For the period 21st February 2020 to 31st July 2021**

## Reference and Administrative details

Charity name	<b>New Life Church Letchworth CIO</b>
Other name the charity uses	New Life Church Letchworth
Registered charity number	<b>1188107</b>
Charity's principal address	47 Shott Lane Letchworth SG6 1SD
<b>Date of registration</b>	<b>21/2/2020</b>

## Trustees and Other Officers

Trustee name	Office (if any)	Dates acted if not for whole year
John King	Chair	
Joel Tarbutton	Elder	
Sarah Carlson		
Michael Foster		
John Hollis	Treasurer	February 20 to May 20
Chris Igoe	Treasurer	June 20 to July 21
Method of selection		New trustees are appointed by existing trustees working in partnership with the church elders.
<b>Other Officers</b>		
Beth Tarbutton	Elder	
Elaine Carr	Elder	
Dr Richard Nevard	Elder and secretary	

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The advancement of the Christian faith through the preaching and proclamation of the Christian gospel and through serving our community to meet spiritual, mental, emotional and physical needs.
Summary of the main activities in relation to those purposes for	Para 1.17 and 1.19	We offer activities and support for all ages, through midweek programs, local feeding programs for those suffering with food poverty, education mentoring, and

the public benefit, in particular, the activities, projects or services identified in the accounts.		regular public worship for all.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p> <p>Please also see the guidance below:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/588307/PB3_Reporting.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/588307/PB3_Reporting.pdf</a></p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This period from the initial registration on 21/2/20 to 31/7/21 has been taken up with the setting up and establishing the CIO as a legal entity. When fully operational the CIO will become the legal entity under which New Life Church Letchworth will be governed and operate. The existing governance of the church is a Trust which has been operating as a local church community for over 30 years. The CIO will continue the existing work of the church.</p> <p>The main activity has been to open a bank account. Covid resulted in the banks not accepting new customers until the end of 2020 and the bureaucratic processes adopted once new applications were being dealt with meant that the account was only set up at the end of July.</p> <p>There has been therefore been no financial or other activity associated with the CIO during this reporting period.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Not applicable as no financial activity
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Not applicable as no financial activity
Amount of reserves held	Para 1.22	Not applicable as no financial activity
Reasons for holding zero reserves	Para 1.22	Not applicable as no financial activity

Details of fund materially in deficit	Para 1.24	Not applicable as no financial activity
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable as no financial activity

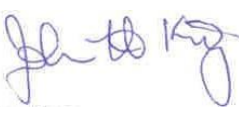
**Additional information (optional)**

Future Plans		<p>The CIO has managed to open a bank account which will be active from August 2021.</p> <p>New accounts will need to be created with HMRC, Nest, to enable employees of the church currently employed by NLC Letchworth Trust to be transferred to the CIO at a future date to be agreed.</p> <p>On that date the existing operation and assets of the church will be transferred to the CIO.</p>
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**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	John Harvey King	
<b>Position</b>	Chair	
<b>Date</b>	7/2/22	