



## Trustees' Annual Report for the period

**From**

**To**

Period start date

Period end date

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**

**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

Ashley Croft

10

11

12

13

14

15

16

17

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

	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.

**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**

<p>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:-</p> <ul style="list-style-type: none"> <li>To ensure that all bills and payments are paid promptly</li> <li>To allow for short term fluctuations in income</li> <li>To ensure that New Life Church Letchworth can respond financially to unforeseen needs that may arise locally, nationally or internationally.</li> <li>To ensure that contractual (mostly employment related) and moral commitments are maintained.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p>
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**Details of any funds materially in deficit**

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**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

Signature(s)

John Harvey King

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)		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/08/2021	To	Period end date 31/07/2022	

### Section A Receipts and payments

	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	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	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>	<b>-</b>
	(agree balances with receipts and payments)	OK	OK	OK
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

**Charity no  
(if any)**

1188107

**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