



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	AUGUST	2022		31	JULY	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

Postcode

SG4 7JX

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)

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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 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 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 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

Section GDeclaration

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	12/3/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

New Life Letchworth Church (CIO)

No (if any)

CC16a

Receipts and payments accounts

For the period
from

Period start date
01 August 2022


To

Period end date
31 July 2023

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 £
A1 Receipts					
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	-
	-	-	-	-	-
Sub total (Gross income for AR)	121,556	9,294	-	130,849	209,181
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	121,556	9,294	-	130,849	209,181
A3 Payments					
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
	-	-	-	-	-
	-	-	-	-	-
Sub total	127,144	17,755	-	144,899	77,581
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	127,144	17,755	-	144,899	77,581
Net of receipts/(payments)	- 5,589	- 8,461	-	- 14,050	131,600
A5 Transfers between funds	- 10,188	10,188	-	-	-
A6 Cash funds last year end	126,637	4,963	-	131,600	-
Cash funds this year end	110,860	6,690	-	117,550	131,600

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 £
B1 Cash funds	New Life Church Letchworth CIO	110,860	570	-
	New Life CIO -Make lunch	-	6,005	-
	Petty cash	-	115	-
	Total cash funds	110,860	6,690	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestrict ed funds to nearest £	Restrict ed funds to nearest £	Endowme nt funds to nearest £
	Interdivisional loan to NLC Trust	406	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset	Cost (optional)	Current value
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset	Cost (optional)	Current value
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which	Amount due (optional)	When due (optional)
	Hardship conduit fund	460	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		JOHN H KING	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.