

# NEW LIFE CHURCH LETCHWORTH

England & Wales · Charity number 299705

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1988-07-21

**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:** THE ADVANCEMENT OF THE CHRISTIAN FAITH IN ACCORDANCE WITH THE DOCTRINES SET OUT IN THE FOURTH SCHEDULE AND THE WORSHIP OF GOD IN THE SAID COUNTY AND ELSEWHERE BY ANY MEANS 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. FOR FURTHER DETAILS SEE FIRST SCHEDULE OF TRUST DEED.

**Activities:** Advancement of the Christian Faith

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Services
- **What:** The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** HERTFORDSHIRE AND ELSEWHERE
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£326	£72,647	-	-
2024-04-05	£3,939	£1,485	-	-
2023-04-05	£20,135	£0	-	-
2022-04-05	£164,854	£235,241	-	-
2021-04-05	£104,498	£100,231	-	-

## Trustees

Name	Role	Appointed
Garth Pendleton-Browne		2025-11-12
JOHN HARVEY KING		
Joel Tarbutton		

**NEW LIFE CHURCH LETCHWORTH**

England & Wales - Charity number 299705

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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 6	Month APRIL	Year 2021		Day 5	Month April	Year 2022

## Section A Reference and administration details

**Charity name**

New Life Church Letchworth Trust

**Other names charity is known by**

New Life Church Letchworth

**Registered charity number (if any)**

299705

**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)
1	John King	Chair		
2	Michael Foster			
3	Sarah Carlson			
4	Joel Tarbutton			
5				
6				
7				
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)	Trust Deed Declaration of Trust 6 April 1988 Memorandum of Resolution 19 April 1988
How the charity is constituted (eg. trust, association, company)	Trust
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 also governed by New Life Church CIO which was formed in February 2021. The Church is gradually moving all operational and administrative functions 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 declarations of trust are:

- The advancement of the Christian Faith in accordance with the doctrines set out in the declaration of trust 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.

Notwithstanding the restrictions the Covid epidemic has had on social gatherings the Trust 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 Trust also coordinates and supports a scheme which provides meals to families during the school holidays, called Make Lunch.

The Trust 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:

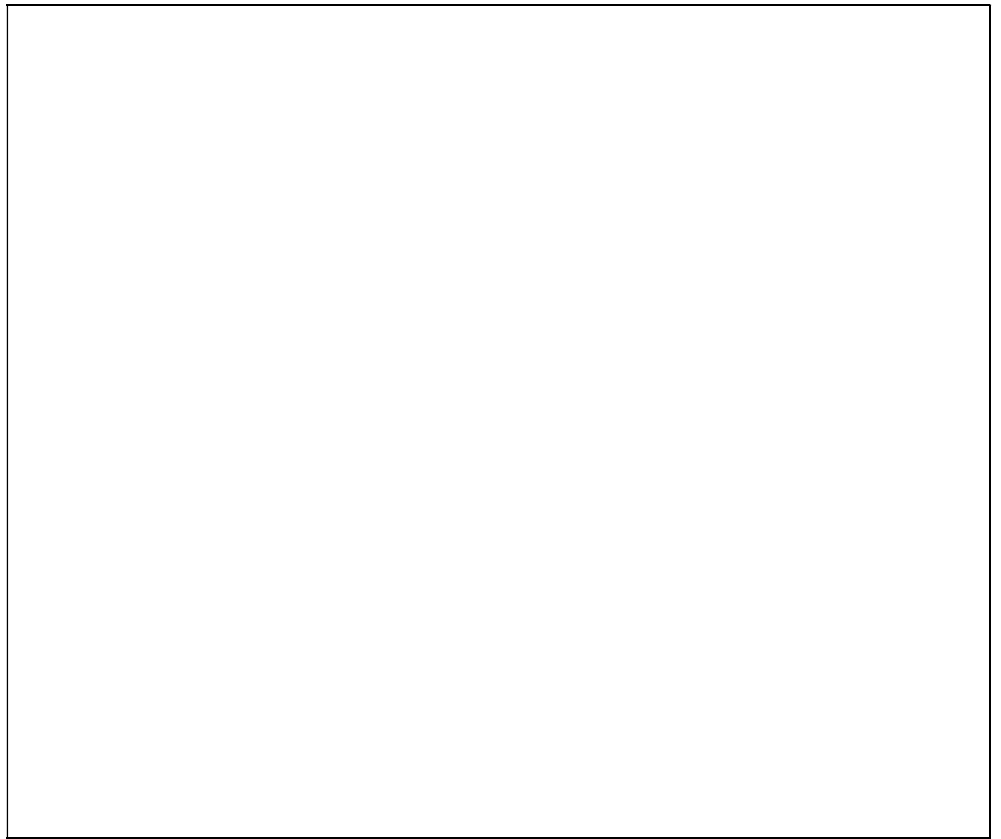
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/588307/PB3\\_Reporting.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/588307/PB3_Reporting.pdf)

**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**

New Life Church Letchworth Trust (the Trust) administered New Life Church Letchworth (the Church), until February 2022 when this was transferred to New Life Church CIO. This report has been split into 2 periods:

**1. From April 2021 until February 2022 when**

The Trust employed three part-time (0.8, 0.4 and 0.2) staff. The staff were transferred over to the CIO on 1st February 2022. The Trust 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 Trust 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:-

- 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 Trust employed a part time family & community pastor. Part of this role is to further the work of TLG in the local area. Last year the Trust 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 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 set up a Charitable Incorporated Organisation (CIO) to administer the Church. The administration of the church was transferred to the CIO on 1st February 2022.

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 and this fund has been transferred to the CIO. Because of the ongoing restrictions brought about by the COVID-19 pandemic it was necessary to again suspend Sunday meetings and other gatherings. 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 Trust 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 Trust.

**2. 1st February to 5th April 2022** The 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.

**Plans for coming year** It is envisaged that once all the financial elements have been transferred over to the CIO the Trust will remain albeit in a dormant state until such time as it is deemed prudent to wind it up.

## 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 £48,756. These reserves will be drawn on to cover the planned expenditure for the next year.

The Church's reserve policy is provided for in the Charitable Incorporated organisation.

### 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

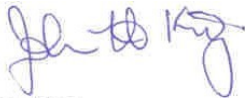
## Other optional information

## Section 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>	16/12/2022	

Charity Name New Life Church Letchworth			No (if any) 299675	CC16a
Receipts and payments accounts				
For the period from	Period start date 06/04/2021	To	Period end date 05/04/2022	

### 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	62,633	9,985	-	72,618	78,639
Offerings	984		-	984	6,625
Grants			-	-	900
Gift Aid	17,106	857	-	17,963	17,768
Interest	7		-	7	30
Contra Payments	283		-	283	536
Other income	4,000	-	-	4,000	-
<b>Sub total (Gross income for AR)</b>	<b>85,012</b>	<b>10,842</b>	<b>-</b>	<b>95,854</b>	<b>104,498</b>
<b>A2 Asset and investment sales, (see table).</b>					
Manse charge repayment	69,000	-	-	69,000	
	-	-	-	-	-
<b>Sub total</b>	<b>69,000</b>	<b>-</b>	<b>-</b>	<b>69,000</b>	<b>-</b>
<b>Total receipts</b>	<b>154,012</b>	<b>10,842</b>	<b>-</b>	<b>164,854</b>	<b>104,498</b>
<b>A3 Payments</b>					
Employment costs	50,177		-	50,177	59,747
Leadership network support	7,280	-	-	7,280	10,920
Ministry, church services & events	5,098	-	-	5,098	8,044
Offerings, gifts and projects	345	5,595	-	5,940	11,315
Premises	4,278	-	-	4,278	4,882
Administration	£6,329	-	-	6,329	5,323
Transfer of funds to CIO - new legal entity	149,536	6,601	-	156,137	-
<b>Sub total</b>	<b>223,044</b>	<b>12,196</b>	<b>-</b>	<b>235,241</b>	<b>100,231</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Electical Equipment and Furniture		-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>223,044</b>	<b>12,196</b>	<b>-</b>	<b>235,241</b>	<b>100,231</b>
<b>Net of receipts/(payments)</b>	<b>- 69,032</b>	<b>- 1,354</b>	<b>-</b>	<b>- 70,386</b>	<b>4,267</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	<b>£117,788</b>	<b>2,427</b>	<b>-</b>	<b>120,215</b>	<b>115,948</b>
<b>Cash funds this year end</b>	<b>48,756</b>	<b>1,073</b>	<b>-</b>	<b>49,829</b>	<b>120,215</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	General fund	48,756		-
	Designated building fund			-
	SOZO		707	
	TLG			
	TLG Make Lunch		366	
	Letchworth Food Bank			-
	<b>Total cash funds</b>	<b>48,756</b>	<b>1,073</b>	<b>-</b>
	payments account(s)			OK

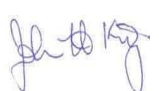
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Building charge repaid in August	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JOHN KING	16-Dec-22



Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

New Life Church Letchworth Trust

**On accounts for the year  
ended**

5 April 2022

**Charity no  
(if any)**

299705

**Set out on pages**

1-2 of the CC16a report

(where applicable, 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 **5 April 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 if the Institute of Chartered Accountants of England and Wales)

**Address:**

6 Corfield Close

Finchampstead

Wokingham, RG40 4PA

**NEW LIFE CHURCH LETCHWORTH**

England & Wales - Charity number 299705

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# Accounts

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**The Trustees' Report and Accounts of  
New Life Church Letchworth Trust  
Charity no 299705**

**For the period 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021**

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## **1. Charitable Purposes**

### **1.1 *Objects and Purposes of Charity.***

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

- The advancement of the Christian Faith in accordance with the doctrines set out in the declaration of trust 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.

### **1.2 *Public benefit statement***

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)

## 2. Legal and Administration Details.

<b>Charity Number</b>	299705
<b>Governing Instrument</b>	Declaration of Trust 6 April 1988 Memorandum of Resolution 19 April 1988
<b>Trustees</b>	Michael Foster (Chairman) John King Joel Tarbutton Sarah Carlson
<b>Method of Selection</b>	New trustees are appointed by the existing trustees working in partnership with the Elders.
<b>Elders</b>	Joel Tarbutton Richard Nevard
<b>Principal Address</b>	47 Shott Lane Letchworth SG6 1SD  <a href="http://www.nlcletchworth.co.uk">www.nlcletchworth.co.uk</a>
<b>Bank</b>	Lloyds 1 Bancroft Hitchin SG5 1JG
<b>Solicitor</b>	Pearcelegal 2 The Square Solihull West Midlands B91 3RB
<b>Insurance Broker</b>	Jelf (Part of Marsh Commercial) 31 Priestgate Peterborough PE1 1JL

### 3. Statement of Financial Activities

#### 3.1 Money on Hand

Money on hand at 5th April 2020

Unrestricted Funds	£ 53,123
Designated Building Fund	£ 60,000
Restricted Funds	£ 2,825
Total	£115,948

Money on hand at 5<sup>th</sup> April 2021

Unrestricted Funds	£ 47,788
Designated Building Fund	£ 70,000
Restricted Funds	£ 2,427
Total	£120,215

Note - £10,000 of unrestricted fund was transferred to the Designated Building Fund during 2020/21

#### 3.2 Income

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>Receipts</b>				
Tithes	78,639	-	<b>78,639</b>	<b>85,426</b>
Offerings	102	6,523	<b>6,625</b>	<b>7,033</b>
Grants	-	900	<b>900</b>	<b>4,265</b>
Gift Aid	16,768	1,000	<b>17,768</b>	<b>16,803</b>
Interest	30	-	<b>30</b>	<b>45</b>
Contra Payments	536	-	<b>536</b>	<b>3,600</b>
<b>Total</b>	<b>96,075</b>	<b>8,423</b>	<b>104,498</b>	<b>117,172</b>

### 3.3 Expenditure

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Last year</b>
<b>Payments</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>
Employment costs	57,938	1,809	<b>59,747</b>	58,793
Leadership network support	10,920	-	<b>10,920</b>	11,160
Ministry, church services & events	8,044	-	<b>8,044</b>	13,039
Offerings, gifts and projects	3,304	8,012	<b>11,315</b>	5,465
Premises	4,882	-	<b>4,882</b>	15,300
Administration	£5,322	-	<b>5,322</b>	3,169
<b>Total expenditure</b>	<b>90,410</b>	<b>9,821</b>	<b>100,231</b>	<b>106,926</b>

## 4. Notes to the Accounts

### 4.1 *Explanation of Expenditure Headings*

Classification	Description
Employment costs	This covers gross salaries, Employers National Insurance and Pension contributions.
Leadership network support	Support given to Global Horizons (Registered Charity 1070770) and Alan Scotland to provide support to churches and Christian ministry in the UK and overseas and from 2020/21 to the Further Faster Network (registered charity 1186278) to provide coaching, content and connection for leaders who want to grow their church by reaching unchurched people.
Ministry, church services & events	Ministers and elder expenses, honorarium/expenses to visiting speakers, expenses for the provision of Church services including for children and online. Money for ticketed events relating to the costs of providing those events.
Offerings, gifts and projects	Support for people experiencing hardship locally, nationally or internationally, small gifts for students and other congregations. Support for restricted projects such as SOZO,
Premises	The hire of Howard Hall and Letchworth Free Church Hall for church meetings. Also costs relating to the repair, maintenances and improvement of these buildings to meet NLC's needs. Exploratory work relating to the purchase of a property.
Administration	Includes IT equipment, software costs, telephone, postage, stationery, insurance, copyright licenses, bank & other financial charges, compliance and legal fees.

### 4.2 *Basis of Preparation*

The annual income of the Trust has been less than £250,000 and therefore income and expenditure accounts have been submitted. They have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, October 2005.

### 4.3 *Income resources*

During this accounting period income was largely the donations of church members. There were no legacies, gifts in kind or donated facilities. No amounts are included in the financial statements for services donated by volunteers.

### 4.4 *Funds*

The bulk of the Trust's funds were unrestricted funds that were available for use at the discretion of the Trustees. There were some restricted funds arising from donations given for particular purposes. Any costs associated with administering these restricted funds were funded from unrestricted funds.

#### **4.5 Tangible Assets**

The Trust's assets fall into three categories:-

##### Property

The Trust has a small charge on a house owned by a church leader. The total value of the charge is approximately £69,000.

##### Assets

These assets are capitalised where their initial value exceeds £5,000 and their use exceeds one year. Depreciation has been based on a linear depreciation over four years. The estimated depreciated value of assets at the end of the financial year was nil.

##### Recoverable Tax

The recoverable tax on unrestricted donations made in the accounting period is estimated to be in the order of £13,500.

#### **4.6 Contingent Liabilities**

There were no contingent liabilities at 5<sup>th</sup> April 2021

#### **4.7 Commitments for Capital Expenditure**

At 5<sup>th</sup> April 2021 there were no contracts for capital expenditure or capital expenditure authorised by the trustees for which contracts have not been placed.

#### **4.8 Guarantees and Securities**

During the course of the accounting period the Trust has not given any guarantees or received a loan secured on any of its assets.

## 5. Trust Policies and Procedures

### 5.1 Reserves Policy

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.

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 and weekly meetings and activities the Trustees have a designated building fund of £70,000 and transferred £10,000 from unrestricted reserves to this fund during the year.

At the end of the accounting period the unrestricted reserves stood at £47,788, within the revised reserves policy. These reserves will be drawn on to cover the planned expenditure for the next year.

### 5.2 Staff Disciplinary and Grievance Procedure

The Trust has a staff disciplinary and grievance procedure.

### 5.3 Safeguarding Policy

The Trust has used the services of *thirtyone:eight* (previously called Churches Child Protection Advisory Service) to provide guidance. DBS checks on staff & volunteers who work with children are undertaken. The Trust has a Safeguarding Policy in place covering children, young people and vulnerable adults.

### 5.4 General Data Protection Regulations - Policies

The Trust has a number of policies relating to the requirements of the General Data Protection Regulations (GDPR). These include:-

- Privacy/Data Protection Policy
- Employment Policy

## 6. Trustees' Report 2020-21

Throughout the reporting period New Life Church Letchworth Trust (the Trust) has continued to administer New Life Church Letchworth (the Church). The Trust employed three part-time (0.8, 0.4 and 0.2) staff. The Trust 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 2020-21 with regular monthly donations have included:-

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

Additionally the Trust 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 Trust employed a part time family & community pastor. Part of this role is to further the work of TLG in the local area. Last year the Trust 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 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. Because of the ongoing restrictions brought about by the COVID-19 pandemic it was necessary to again suspend Sunday meetings and other gatherings. Throughout the reporting year the Church has continued to invest in and improve our use of on-line applications and communications.

The Trustees have set up a Charitable Incorporated Organisation (CIO) to administer the Church. Due to delays in accessing a new business bank account during the pandemic the transition to the CIO continues.

## New Life Church Letchworth Trust Annual Accounts 2020-2021

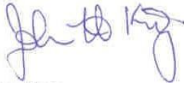
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The donations received by the Trust are almost entirely through the giving of people within the Church. Though as may be expected with much of the year affected by the pandemic regular unrestricted donations have reduced from the previous year. Unrestricted expenditure has also reduced over the same period due to savings the church was able to make on renting premises. The net effect being that the Church remains in a relatively strong financial position of the Trust . 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 Trust.

I declare, in my capacity as Chairman of Trustees, that:-

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Signed



Date: 15/12/21

## 7. Independent Examiner's Report to the Trustees

I report to the trustees on my examination of the accounts of New Life Church Letchworth Trust (Charity number 299705) for the year ended 5 April 2021, which are set out on pages 1 to 11 of this 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.

I have completed my examination. I confirm that no material matters have come to my attention 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.

Signed      Magdalena Shotter

Name:	Magdalena Shotter of ATS Accounting & Tax Solutions Ltd
Profession	Fellow of the Institute of Chartered Accountants of England and Wales (FCA)
Address	6 Corfield Close Finchampstead Wokingham, Berkshire RG40 4PA
Date	1 January 2022