



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	6	APRIL	2021		5	April	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 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 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

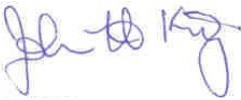
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Harvey King	
Position (eg Secretary, Chair, etc)	Chair	
Date	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 £
B1 Cash funds	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 £
B2 Other monetary assets	Building charge repaid in August	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



JOHN KING

16-Dec-22



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

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

(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 **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 of the Institute of Chartered Accountants of England and Wales)

Address:

6 Corfield Close

Finchampstead

Wokingham, RG40 4PA