

**REGISTERED CHARITY NUMBER: 1104698**

**Christian Initiative to Schools in Letchworth and District**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Christian Initiative to Schools in Letchworth and District**

**TRUST INFORMATION**

**YEAR ENDED 31 DECEMBER 2019**

**Contents**

	Page
Trust Information	1
Trustees Report	2-3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7-8

**Christian Initiative to Schools in Letchworth and District**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2019**

Name	Christian Initiative to Schools in Letchworth and District
Registered Charity Number	1104698
Trustees During the Period	Rev Christopher Jenkins Kevin How Martin Money Roger Aldridge Theodore Clark (Resigned 24 September 2019) Carol Griffiths Crista Haak Andreea Weisl-Shaw (Resigned 12 March 2019)
Bankers	NatWest Bank
Independent Examiner	Sue Matejtschuk FCA 39 Silver Birch Avenue Stotfold Hitchin Herts SG5 4AS

## Christian Initiative to Schools in Letchworth and District

### Trustees' Annual Report 2019

#### Charitable Purpose

Christian Initiative to Schools in Letchworth and District (CIS) exists to educate young people in the Christian faith through taking assemblies, Religious Education lessons and holding lunchtime clubs in schools in North Hertfordshire and Central Bedfordshire. In addition, we also provide chaplaincy support to two of the schools.

#### Public Benefit

We are providing public benefit through our educational activities in sixteen schools in Letchworth and the surrounding area. Christopher Baker, our Schools Worker, is greatly appreciated in all the schools he visits.

#### Governance

Christian Initiative to Schools in Letchworth and District (CIS) is registered with the Charity Commission, registered charity number 1104698. It is governed by a board of at least six trustees.

The three Officer posts, which remained unchanged throughout 2019, are as follows;

Chairperson: Rev Christopher Jenkins

Secretary: Kevin How

Treasurer: Martin Money

Four Trustees' meetings were held during the year and, in addition, our Annual Celebration was held on 15 October 2019 at Grange Baptist Church, Letchworth Garden City.

As CIS reviews its direction over the coming years the Trustees will ensure that it remains consistent with the charity's constitution.

#### Data Protection

The Trustees of Christian Initiative to Schools in Letchworth and District are aware of their responsibilities as set out under the General Data Protection Regulations (GDPR):

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality (security)
7. Accountability

No complaints, concerns or requests for access to personal records were received in 2019.

Action has been taken to include a privacy statement on correspondence to supporters.

continued.....

.....Trustees Report continued

We continue to be vigilant in including GDPR data privacy statements in publicity, materials and where data is recorded by CIS, for example when organising fundraising events.

Photographs of children or adults are only used with the consent of the parent/guardian or person concerned.

The CIS Data Protection Policy was agreed by the Trustees on 15 May 2018 who then received data protection training on 3 July 2018.

### **Safeguarding**

Christian Initiative to Schools in Letchworth and District (CIS) is committed to the nurturing, protection and safekeeping of all, especially children, young people and adults who are at risk.

We are working to prevent the physical, sexual and emotional abuse of children, young people and adults who are at risk.

We undertake to exercise proper care in the selection and appointment of those working with children, young people and adults who are at risk, whether paid or voluntary.

Regular safeguarding training takes place for our Trustees and our Schools Worker.

CIS is committed to following the Home Office Code of Practice Working Together (2018).

Each worker is required to understand and observe the CIS Safeguarding Policy.

No incidents or concerns were raised during 2019.

### **Employment**

Christian Initiative to Schools in Letchworth and District employs Christopher Baker as our Schools Worker. Christopher takes primary leadership in school assemblies, Religious Education lessons and lunchtime clubs.

### **Finances**

On 1 January 2019, £6,767 was brought forward in the Charity's accounts. Income received during 2019 was £42,875. Expenditure during 2019 was £27,412, resulting in an increase in the 2019 end of year funds.

The details of the accounts for 2019 are contained in the Financial Report prepared in line with the guidance for small charities.

Overall, our income and expenditure continues to remain generally consistent year to year. This year we benefited from a substantial gift to our general fund. As expected, we saw an increase in expenditure through purchase of the majority of equipment required for our SPACE educational resource and updating the IT equipment used by our Schools Worker.



.....  
Rev Christopher Jenkins  
Chairman

## **Christian Initiative to Schools in Letchworth and District**

### **INDEPENDENT EXAMINER'S REPORT** **FOR THE YEAR ENDED 31 DECEMBER 2019**

#### **Independent Examiners Report to the Trustees of Christian Initiative to Schools in Letchworth and District**

I report on the financial statements of the Charity for the year ended 31 December 2019, which are set out on pages 5 to 8. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

#### **Respective responsibilities of trustees and examiner**

As the trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s144 of the Charities Act 2011 (the Charities Act) does not apply.

It is my responsibility to;

- Examine the accounts under section 145 of the Charities Act
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act) and
- State whether particular matters have come to my attention.

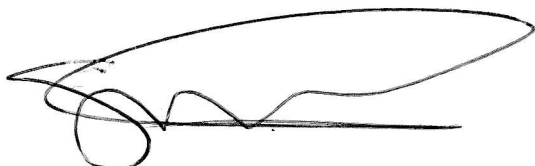
#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosure in the accounts, and the seeking of explanations from the trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether or not the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act;
  - and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Sue Matejtschuk FCA**  
39 Silver Birch Avenue  
Stotfold  
Hitchin  
Herts  
SG5 4AS

12 October 2020

## Christian Initiative to Schools in Letchworth and District


### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

		General Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	Notes	1b £	1b £	£	£
<b>Incoming resources</b>	<b>1c</b>				
<b>Income resources from generated funds</b>					
Regular Gifts		16,277	-	16,277	15,928
One-off Gifts		22,244	-	22,244	4,181
CAF Payments		130	-	130	155
Gift Aid refund	1c	2,174	-	2,174	2,340
Fundraising	7	1,751	-	1,751	1,666
Grants -SPACE Equipment	6	-	-	-	1,000
It's Your Move books		-	299	299	295
Refund of bank charges		-	-	-	-
<b>Total incoming resources</b>		42,576	299	42,875	25,565
<b>Resources expended</b>					
Employment costs including pension	2	21,333	-	21,333	20,706
Insurance		352	-	352	414
Scripture Union affiliation & DBS check		444	-	444	400
Travel		957	-	957	1,034
School expenses inc CU refreshments	4	372	-	372	390
It's Your Move books	5	433	299	732	660
SPACE Equipment		114	1,653	1,766	45
Fundraising expenses	7	156	-	156	192
Equipment	8	1,296	-	1,296	-
Other Expenses		3	-	3	21
<b>Total resources expended</b>		25,461	1,951	27,412	23,862
<b>Net Movements in funds</b>		17,115	(1,653)	15,463	1,702
<b>Total funds at 1 January 2019</b>		5,115	1,653	6,767	5,065
<b>Total funds at 31 December 2019</b>		22,230	-	22,230	6,767

# Christian Initiative to Schools in Letchworth and District

## BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2019

		2019	2018
<i>The assets and liabilities of the charity:</i>			
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Current assets</b>			
Cash at bank and in hand		22,912	7,441
<b>Creditor</b>			
PAYE control		(682)	(674)
<b>Net current assets</b>		<u>22,230</u>	<u>6,767</u>
<b>Total assets less current liabilities</b>		22,230	6,767
<b>Net assets</b>		<u>22,230</u>	<u>6,767</u>
<i>The funds of the charity:</i>			
<b>Unrestricted income funds</b>		22,230	5,115
<b>Restricted income funds</b>	3	-	1,653
<b>Total charity funds</b>		<u>22,230</u>	<u>6,767</u>

  
 .....  
 Martin Money  
 Treasurer

Approved by the trustees on 18/10/2020 (by return of email)

The notes on pages 7-8 form an integral part of these accounts.

## **Christian Initiative to Schools in Letchworth and District**

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 DECEMBER 2019**

#### **1 ACCOUNTING POLICIES**

##### **1a Basis of preparation**

The financial statements have been prepared under the historical cost convention.

The accounts are in accordance with the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005 and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

##### **1b Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

##### **1c Incoming resources**

Incoming resources are accounted for on a receipts basis. The Gift Aid refund received in 2019 is attributable to income received in the year 1 January 2018 to 31 December 2018.

##### **1d Resources expended**

All expenditure is recognised in the period in which incurred and accounted for on an accruals basis.

This has then been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT that cannot be recovered, and is reported as part of the expenditure to which it relates

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

The Trustees have been reimbursed £nil expenses in 2019 (2018: £nil)

#### **2 STAFF COSTS AND NUMBERS**

Staff costs were as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Pay & Pension	21,333	20,706
	<u>21,333</u>	<u>20,706</u>

Staff comprises one Schools Worker. Pension contributions are at 9%

continued.....

### 3 RESTRICTED FUND ANALYSIS

Funds	2019 Opening Balance	Income	Expense	2019 Closing Balance
	£	£	£	£
It's Your Move books	-	299	(299)	-
SPACE Equipment	1,653	-	(1,653)	-
<b>Total</b>	<b>1,653</b>	<b>299</b>	<b>(1,951)</b>	<b>-</b>

### 4 CU EXPENSES

This covers the cost of refreshments and snacks for lunchtime clubs and equipment/props to support assemblies.

### 5 IT'S YOUR MOVE BOOKS

Each year we purchase 'It's Your Move' books to be handed out to Year 6 primary school pupils. Part of the cost is met from restricted funds, with the remainder covered from general funds.

### 6 SPACE EQUIPMENT

We applied for a grant from Scripture Union's Good News Fund in 2018 to create our own SPACE educational resource, and were awarded £1,000 which we assigned to a restricted fund specifically for SPACE resource use.

### 7 FUNDRAISING

We held three fundraising events in the year; a barn dance, a concert and a quiz night. Expenses relate to the cost of food and other items, and we acknowledge the generous free use of facilities for these events.

### 8 EQUIPMENT

We replaced and upgraded the computer and support equipment used by our Schools Worker for preparing and delivering lessons and assemblies.