

**REGISTERED CHARITY NUMBER: 1104698**

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

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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

**TRUST INFORMATION**

**YEAR ENDED 31 DECEMBER 2021**

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

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2021**

Name	Christian Initiative to Schools in Letchworth and District
Registered Charity Number	1104698
Trustees During the Period	Rev Christopher Jenkins Kevin How Martin Money Carol Griffiths (Resigned 12 January 2021) Roger Aldridge Crista Haak Penny Bainbridge Ashley Croft Christine Croft
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 2021

#### 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 three of the schools.

#### Public Benefit

We are providing public benefit through our educational activities within 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 2021, are as follows;

Chairperson: Rev Christopher Jenkins  
Secretary: Kevin How  
Treasurer: Martin Money

Five Trustees meetings were held during the year.

Our Annual Celebration (AGM) was held on 19 October 2021.

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 2021.

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.

continued.....

.....Trustees Report continued

### **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. All Trustees and our Schools Worker received training in 2021.

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 which is reviewed annually.

No incidents or concerns were raised during 2021.

### **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.

We have been able to provide online or recorded sessions for lessons and assemblies when access to schools has been restricted due to the pandemic. Lunchtime clubs have yet to be re-established in the wake of the pandemic.

### **Finances**

On 1 January 2021, £24,042 was brought forward in the Charity's accounts. Income received during 2021 was £21,278. Expenditure during 2021 was £26,491 resulting in an overall reduction in the 2021 end of year funds.

The details of the accounts for 2021 are contained in the Financial Report prepared in line with the guidance for small charities.

Following a substantial gift to our general fund in 2019, we have started to see a downward trend in our income this year, with some of our regular donations being reduced and others being lost altogether.

Additionally, despite reductions in outgoings resulting from online activities due to the pandemic and reduced travel, there has been a slight increase in our expenditure this year.

.....  
Rev Christopher Jenkins  
Chairman

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

### **INDEPENDENT EXAMINER'S REPORT** **FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **Independent Examiner's 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 2021, 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

21 June 2022

## Christian Initiative to Schools in Letchworth and District

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

		General Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Notes	1b	1b, 3		
		£	£	£	£
<b>Incoming resources</b>	<b>1c</b>				
<b>Income resources from generated funds</b>					
Regular Gifts		15,601.96	0.00	<b>15,601.96</b>	16,076.56
One-Off Gifts		2,336.66	0.00	<b>2,336.66</b>	2,897.00
CAF Payments		0.00	0.00	0.00	110.00
Gift Aid Refund	1c	2,284.00	0.00	<b>2,284.00</b>	7,102.75
Fundraising	6	1,055.30	0.00	<b>1,055.30</b>	1,405.00
Grants - It's Your Move Books	5	0.00	0.00	0.00	270.40
<b>Total incoming resources</b>		<b>21,277.92</b>	0.00	<b>21,277.92</b>	27,861.71
<b>Resources expended</b>	<b>1d</b>				
Employment Expenses inc. Pension	2	22,759.20	0.00	<b>22,759.20</b>	22,196.76
Insurance		472.31	0.00	<b>472.31</b>	444.55
Scripture Union Affiliation & DBS Check		500.00	0.00	<b>500.00</b>	500.00
Travel		190.31	0.00	<b>190.31</b>	170.70
Training/Conferences	10	188.00	0.00	<b>188.00</b>	45.00
School Expenses inc. CU Refreshments	4	140.98	0.00	<b>140.98</b>	188.23
It's Your Move Books	5	910.00	0.00	<b>910.00</b>	911.64
SPACE Equipment		0.00	0.00	0.00	146.59
Fundraising Expenses	6	40.00	0.00	<b>40.00</b>	30.00
Equipment	7	432.31	0.00	<b>432.31</b>	1,029.24
IT Expenses	8	777.80	0.00	<b>777.80</b>	387.40
Other Expenses	9	80.00	0.00	<b>80.00</b>	0.00
<b>Total resources expended</b>		<b>26,490.91</b>	0.00	<b>26,490.91</b>	26,050.11
<b>Net Movements in funds</b>		<b>(5,212.99)</b>	0.00	<b>(5,212.99)</b>	1,811.60
<b>Total funds at 1 January 2021</b>		<b>24,042.34</b>	0.00	<b>24,042.34</b>	<b>22,230.74</b>
<b>Total funds at 31 December 2021</b>		<b>18,829.35</b>	0.00	<b>18,829.35</b>	<b>24,042.34</b>

# Christian Initiative to Schools in Letchworth and District

## BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2021

		2021.00	2020.00
<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		18869.35	24066.89
<b>Creditor</b>			
Employee expenses		0.00	-24.55
Fundraising expenses		-40.00	0.00
<b>Net current assets</b>		<u>18829.35</u>	<u>24042.34</u>
<b>Total assets less current liabilities</b>		18829.35	24042.34
<b>Net assets</b>		<u><u>18829.35</u></u>	<u><u>24042.34</u></u>
<i>The funds of the charity:</i>			
<b>Unrestricted income funds</b>		18829.35	24042.34
<b>Restricted income funds</b>	<b>3</b>	0.00	0.00
<b>Total charity funds</b>		<u><u>18829.35</u></u>	<u><u>24042.34</u></u>

.....  
Martin Money  
Treasurer

Approved by the trustees on 16 October 2022

(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 2021**

#### **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 2021 is attributable to income received in the year 1 January 2020 to 31 December 2020.

##### **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 2021 (2020: £nil)

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

Staff costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Pay & Pension	22,759	22,197
	<u>22,759</u>	<u>22,197</u>

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

continued.....

**3 RESTRICTED FUND ANALYSIS**

Funds	2021 Opening Balance	Income	Expense	2021 Closing Balance
	£	£	£	£
It's Your Move books	-	-	-	-
<b>Total</b>	-	-	-	-

No books were purchased from restricted funds during 2021.

**4 SCHOOL EXPENSES**

This covers the cost of equipment/props to support assemblies. As lunchtime clubs were not running during this FY, we have not incurred refreshment/snack expenses.

**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 to support them in their transition to secondary school. Part of the cost is usually met from restricted funds, with the balance covered from general funds.

**6 FUNDRAISING**

Despite the pandemic, we were able to hold three fundraising events in the year; a music concert by pupils of one of our Trustees, an Autumn Concert and a quiz night.

Expenses relate to delayed expenses from our November 2020 quiz that fell within the reporting period.

**7 EQUIPMENT**

Additional equipment, including microphone, batteries and storage media, was purchased to support assemblies/lessons to be filmed/recorded for online delivery whilst access to schools was limited. A card reader was purchased to facilitate contactless payment at fundraising events. Some repairs to existing equipment were also necessary.

**8 IT EXPENSES**

IT expenses are monthly payments for our accounting software subscription and website maintenance.

**9 OTHER EXPENSES**

We provided booklets for a "Christmas Journey" event at one of our supporter churches.

**10 TRAINING/CONFERENCES**

Expenses relate to the purchase of online Safeguarding Children and GDPR training courses for all