

**Charity Number: 1149096**

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC  
CHURCH LIMITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30/11/2017**

Company registered number: 06424907

# **MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**

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**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**CHARITY INFORMATION**  
**FOR THE YEAR ENDED 30th November 2017**

<b>TRUSTEES:</b>	<b>Mrs Dinah Median dos Reis Souza Oliveira Mr. Marco Antonio de Oliveira Mrs. Rita Elsa Ismael Rodrigues da Costa</b>
<b>REGISTERED OFFICE:</b>	<b>1 College Yard 56 Winchester Avenue London NW6 7UA</b>
<b>CHARITY NUMBER:</b>	<b>1149096</b>
<b>COMPANY REGISTERED NUMBER:</b>	<b>06424907</b>
<b>ACCOUNTANTS:</b>	<b>Vertice Services 1 College Yard 56 Winchester Avenue London NW6 7UA</b>
<b>LEGAL STATUS:</b>	<b>Incorporated charity</b>
<b>GOVERNING INSTRUMENT:</b>	<b>Memorandum &amp; Articles of Association</b>

## **Trustees' report for the year ended 30th November 2017**

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The trustees present their annual report and financial statements for the year ended 30th November 2017. The trustees have adopted the provisions of the Statement Practice Accounting and Reporting by Charities issued in March 2005 in preparing the annual report and financial statement of the charity.

### **The objects of the charity are:**

1. To advance the Christian faith for the public benefit in such ways and in such parts of the United Kingdom as the trustees from time to time may think fit;
2. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom as the trustees from time to time think fit; and
3. To advance education for the public benefit in such ways and in such parts of the United Kingdom as the trustees from time to time may think fit.

The trustees meet regularly to manage the charity affairs. The charity has many volunteers during the year.

### **Transactions and financial position**

The statement of financial activities shows a net loss of £5,660.00

### **Fixed Assets**

Detailed of movements in the tangible assets used by the Charity are set out in the note 8 to the accounts.

### **Fund available**

The present level of funding is adequate to support the continuation of the charity principal activities now in operation for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

### **Risk Management**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

## Trustees' report for the year ended 30th November 2017

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Charity law requires the trustees to prepare the financial statements for each financial year with give a true and fair view of the state of affairs of the charity at the year end and its incoming resources and resources expended during that year. In preparing those financial statements, the trustees are required to:

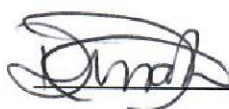
- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Independent Examination

A resolution proposing that Rodolfo Basilio be reappointed as independent examiner will be put to the Annual General Meeting.

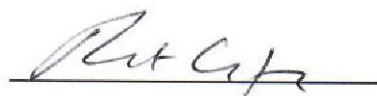
This report was approved by the trustees on 04/08/2018 and signed on its behalf by



Mrs Dinah Oliveira  
Trustee  
04/08/2018



Mr Marco Antonio de Oliveira  
Trustee  
04/08/2018



Mrs Rita Elsa da Costa  
Trustee  
04/08/2018



## **Independent Examiner's Report**

### **To the trustees MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**

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I report on the accounts of the church for the year ended 30th November 2017 set out on the following pages which have been prepared on the basis of the accounting policies shown in the corresponding pages.

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

The trustees of the church are responsible for the preparation of accounts; they consider that the audit requirement under section 43(2) of the Charities Act 1993 (the 1993 Act), does not apply. It is my responsibility to:

- Examine the accounts under section 43(3) of the 1993 Act.
- Follow the procedures laid down in the General Directions given by the Charity Commissioners made under section 43(7)(b) of the Act 1993 Act.
- State whether particular matters have come to my attention.

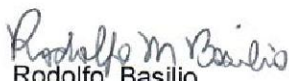
#### **Basis of Independent examiner's report**

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 church and a comparison of the accounts presented with those records. It also includes consideration of the unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

Based on my examination, no matters has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept in accordance with section 41 of the 1993 Act, or that the accounts presented do not accord with those records, or comply with the accounting requirement of the 1993 Act. No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understating of the accounts to be reached.



Rodolfo Basilio

Vertice Services Accountant

04/08/2018

**MINISTERIO PALAVRA GENUINA - CHRIST APOSTOLIC CHURCH LIMITED**

**Statement of Financial Activities**

**for the year ended 30/11/2017**

	Notes	Unrestricted Funds £	2017 Total £	2016 Total £
<b>Incoming resources</b>				
<b>Incoming resources from generated funds</b>	3			
Voluntary income		234,088.00	234,088.00	128,462.24
Activities for generating funds		-		-
Investment income		-		-
<b>Incoming resources from charitable activities</b>		-		-
<b>Other incoming resources</b>				
<b>Total incoming resources</b>		234,088.00	234,088.00	128,462.24
<b>Resources expended</b>	4-7			
<b>Costs of Generating Funds</b>				
Costs of generating voluntary income		34,145.00	34,145.00	7,135.33
Fundraising trading costs		17,504.00	17,504.00	23,712.07
Investment management costs				
<b>Charitable activities</b>		4,975.00	4,975.00	620.00
<b>Governance costs</b>		-		
<b>Support cost</b>		183,124.99	183,124.99	97,760.84
<b>Total resources expended</b>		239,748.99	239,748.99	129,228.24
<b>Net incoming/(outgoing) resources before transfers</b>		- 5,660.99	- 5,660.99	- 766.00
<b>Gross transfers between funds</b>				
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		- 5,660.99	- 5,660.99	- 766.00
<b>Other recognised gains/(losses)</b>				
Gains and losses on revaluation of fixed assets for the charity's own use				
Gains and losses on investment assets				
<b>Net movement in funds</b>		- 5,660.99	- 5,660.99	- 766.00
<b>Total funds brought forward</b>		2,355.00	2,355.00	3,121.00
<b>Total funds carried forward</b>		- 3,305.99	- 3,305.99	2,355.00

**MINISTERIO PALAVRA GENUINA - CHRIST APOSTOLIC CHURCH LIMITED**

**Balance Sheet as at**

**30/11/2017**

	Notes	Unrestricted funds £	Total this year £	Total last year £
<b>Fixed assets</b>				
<b>Tangible assets</b>	8	34,850.00	34,850.00	1,760.00
<b>Total fixed assets</b>		34,850.00	34,850.00	1,760.00
<b>Current assets</b>				
<b>Debtors</b>	9			
<b>Cash at bank and in hand</b>		3,812.00	3,812.00	4,748.00
<b>Total current assets</b>		3,812.00	3,812.00	4,748.00
<b>Creditors: amounts falling due within one year</b>	10	41,968.00	41,968.00	4,154.00
<b>Net current assets/(liabilities)</b>	-	38,156.00	- 38,156.00	594.00
<b>Total assets less current liabilities</b>	-	3,306.00	- 3,306.00	2,354.00
<b>Creditors: amounts falling due after one year</b>	11			
<b>Net assets</b>	-	3,306.00	- 3,306.00	2,354.00
<b>Funds of the Charity</b>				
<b>Unrestricted funds</b>	12			
<b>Restricted income funds</b>	-	3,306.00	- 3,306.00	2,354.00
<b>Endowment funds</b>		-	-	-
<b>Total funds</b>	-	3,306.00	- 3,306.00	2,354.00

For the year 31/11/2017 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.


No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 475 of the Companies Act 2006

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Mr. Marco Antonio de Oliveira

Signature



Date of approval

04/08/2018



**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**1. Accounting Convention**

The financial statements are prepared under the historical cost convention and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in March 2005 (SORP 2005) and the Charities Act 2006.

The charity has taken advantage of the exemption in FRS01 from the requirement to produce a cash flow statement because it is a small charity.

**2. Accounting policies**

**Recognition of incoming resources**

These are included in the Statement of Financial Activities (Sofa) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the Sofa.

**Grants and donations**

Grants and donations are only included in the Sofa when the charity has unconditional entitlement to the resources.

**Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the Sofa at the same time as the gift to which they relate.

**Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the Sofa as incoming resources when receivable.

**Investment income**

This is included in the accounts when receivable.

**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance costs**

Costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Sofa once the recipient of the grant has provided the specified service or output.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

**3. Analysis of incoming resources**

		2017	2016
	Analysis	£	£
Voluntary income	Church Donations	234,088.00	128,462.24
	<b>Total</b>	<b>234,088.00</b>	<b>128,462.24</b>

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**7. Analysis of resources expended**

	Analysis	2017 £	2016 £
<b>Costs of generating voluntary income</b>	Hospitality	7,144.00	5,325.33
	Mission Aid	17,504.11	1,810.00
	<b>Total</b>	<b>24,648.11</b>	<b>7,135.33</b>
<b>Fundraising trading costs</b>	Charitable expenses	27,001	23,712
	Offerings and donations	-	-
	<b>Total</b>	<b>27,001</b>	<b>23,712</b>
<b>Investment management costs</b>			
	<b>Total</b>	<b>-</b>	
<b>Charitable activities</b>	Travel	4,974.90	620
	<b>Total</b>	<b>4,975</b>	<b>620</b>
<b>Governance costs</b>	Accountancy and Consultancy		
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Support cost</b>		<b>2017 £</b>	<b>2016 £</b>
	Rent and rates	53,315.83	27,577.88
	Cleaning	550.35	462.55
	Repairs and Renewals	38,735.42	-
	Church maintenance	428.90	94.95
	Motor expenses		
	Church utility bills		484.72
	Motor repairs		
	Motor insurance		
	Advertising		300.00
	Other expenses		68.37
	Director salary	12,000.00	12,000.00
	Loan repayment		1,580.00
	Fuel	1,725.99	400.87
	Insurance		72.00
	Penalties		562.96
	NIC ER	532.14	536.54
	Other General Supplies		2,180.18
	Salary	62,128.14	39,212.78
	Professional fees	3,093.20	5,542.30
	Telephone	2,850.00	2,714.88
	Training / Seminar	185.00	2,326.54
	Stationery & Office supplies	670.00	1,057.32
	Depreciation expenses	6,910.02	586.00
	<b>Total</b>	<b>183,124.99</b>	<b>97,760.84</b>



**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**8. Tangible Assets**

<b>Cost or valuation</b>					
	<b>Commercial Vehicles</b>	<b>Equipment</b>		<b>Total</b>	
	<b>£</b>		<b>£</b>		<b>£</b>
Balance brought forward ( November 2016 )	5,407.00		4,958.00		10,363.00
Additions			40,000.00		40,000.00
Revaluations	-		-		-
Disposals	-		-		-
Transfers *	-		-		-
Balance carried forward ( November 2017 )	5,407.00	-	44,956.00	-	50,363.00
<b>Accumulated depreciation and impairment provisions</b>					
	<b>Commercial Vehicles</b>	<b>Equipment</b>		<b>Total</b>	
	<b>£</b>		<b>£</b>		<b>£</b>
Balance brought forward ( November 2016 )	4,647.00		3,956.00		8,603.00
Depreciation charge for year 2017	760.00		6,150.00		6,910.00
Impairment provisions	-		-		-
Revaluations	-		-		-
Disposals	-		-		-
Transfers*	-		-		-
Balance carried forward ( November 2017 )	5,407.00	-	10,106.00	-	15,513.00
<b>Net book value</b>					
	<b>Commercial Vehicles</b>	<b>Equipment</b>		<b>Total</b>	
	<b>£</b>		<b>£</b>		<b>£</b>
Brought forward ( November 2016 )	760.00		1,334.00		1,760.00
Carried forward ( November 2017 )	1,000.00		1,000.00		1,760.00



**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**9. Debtors**

n/a

**10-11. Creditors**

	Amounts falling due within one year	
	2017 £	2016 £
<b>Loans and overdrafts</b>		-
<b>Trade creditors</b>	41,968	4,154
<b>Amounts due to subsidiary and associated undertakings</b>	-	-
<b>Other creditors</b>	-	-
<b>Accruals and deferred income</b>	-	-
<b>Total</b>	41,968	4,154

**12. Movement of funds**

	Fund balances brought forward	Incoming resources	Outgoing resources	Transfers	Gains and losses	Fund balances carried forward
Fund names	£	£	£	£	£	£
Unrestricted funds	2,354.79	234,088.00	239,748.99	-	-	- 3,306.20
<b>Total Funds</b>	2,354.79	234,088.00	239,748.99	-	-	- 3,306.20

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30th November 2017**

**13. Employees**

The parts of the charity in which the employees work		<b>This year Number</b>	<b>Last year Number</b>
	Fundraising	2	2
	Charitable Activities	4	4
	Governance	1	1
	Other		
		7	7

**14. Trustees Expenses**

	<b>2017</b>	<b>2016</b>
Number of trustees who were paid expenses	3	3
Nature of the expenses		
Total amount paid	£0	£0

**15. Fees for examination or audit the accounts**

	<b>2017 £</b>	<b>2016 £</b>
Independent examiner's or auditors' fees for reporting on the accounts	£0	£0
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	£0	£0

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30th November 2017**

**16. Granting**

n/a

**Dear Sirs,**

**We confirm the following information in connection with the financial statements for the year 30th November 2017 is to be best of our knowledge and belief, true and fair, bearing in mind the requirements of the Charities Act 1993.**

**1. General**

To the best our acknowledge and belied all transactions undertaken have been properly recorded in the accounting records and these financial statements and all relevant records have been given to you.

**2. Accounting Policies**

The Accountings policies used and detailed in the financial statements and are consistent with those adopted in the previous financial statements.

**3. Statement of Financial Activities - Except as disclosed in the financial statements, the results for the year were not materially affected by:**

- 1) transactions of a sort not usually undertaken by the charity
- 2) circumstances of an exceptional or non-recurrent nature
- 3) charges or credits relating to prior periods or
- 4) Any change in the basis of accounting.

Any expenditure included in the financial statements (where receipts or vouchers were not available) was properly made in connection with the carrying on of the charity's business, unless specifically notified to you as being of a private nature.

**4. Fixed Assets ( £34,850.00)**

- (a) The charity has a satisfactory title of all fixed assets included in the financial statements.
- (b) The fixed assets to which the charity has satisfactory title are included in the financial statements.
- (c) All amounts of expenditure capitalised in respect of fixed assets as detailed in the financial statements represent expenditure incurred in acquiring additional assets or improving existing assets. No expenditure is of revenue nature.

**5. Debtors ( £0,00 )**

Balances included in the financial statements are all valid debtors or prepayments.

**6. Other Current Assets ( £3,812.00)**

In our opinion, other current assets area expected to realise in the ordinary course of business at least the amounts at which they are stated in the Charity's Balance Sheet.

**7. Liabilities ( £41,968.00)**

All know liabilities of material at 30th November 2017 are shown in the financial statements including the liability.

**8. Capital Commitments**

At 30th November 2017 there were no commitments for capital expenditure

**9. Contingent Liabilities**

No contingent liabilities existed on 30th November 2017.



**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC CHURCH LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30th November 2017**

**10. Post Balance Sheet events**

No events have occurred between 30th November 2017 and the date of this letter which could materially affect the financial statements.

**11. Transactions with Trustees**

All transactions with the trustees for the year ended 30th November 2017 are shown in the accounts.

**12. Other Related Party Transactions**

There were no other party related transactions during the year ended 30th November 2017.

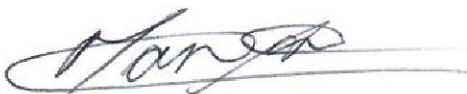
**13. Going concern**

In our opinion the charity will have adequate resources available to finance its trading and other obligations during the course of the 12 months from the date of this letter.

**14. Law and Regulations**

We confirm that the company has complied with all law and regulations relevant of the activities of the charity during the year ended under external examination and that we have made available all such relevant information necessary for external examination purposes.

**Yours faithfully**



**Mr. Marco Antonio de Oliveira**  
Trustee

**Date 04<sup>th</sup> August 2018**



Sent to MABEL PROIMA  
23/08/18

**Charity Number: 1149096**

**MINISTERIO PALAVRA GENUINA-CHRIST APOSTOLIC  
CHURCH LIMITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30/11/2017**

Company registered number: 06424907