

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2019

Charity Registration No. 1113543

Company Registration No. 05596808 (England and Wales)

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

CONTENTS

Page No

2	Legal and administration information
3-4	Trustees' report
5	Independent examiners' report
6	Statement of financial activities
7	Balance sheet
8-11	Notes to the accounts
12-13	Appendices – London and Birmingham

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

LEGAL AND ADMINISTRATION INFORMATION

Trustees

Abednego Dube
Sambulelwe Sibanda
Sevelina Ndlovu

Secretary

Vincent Mutepe

Charity number

1113543

Company number

05596808

Principal address

Kemp House
152-160 City Road
London
EC1V 2NX

Registered office

Kemp House
152-160 City Road
London
EC1V 2NX

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2019

The trustees present their report and accounts for the year ended 31 October 2019.

The accounts have been prepared in accordance with the accounting policies set out on note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also directors for the purpose of company law, and served during the year, were:

Abednego Dube
Sevelina Ndlovu
Sambulelwe Sibanda

New Trustees are appointed by the majority vote of members in general meeting.

Only trustees with suitable spiritual and business experience are appointed.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

The trust is a branch of the mother church, Word of Life International Ministries, based in Zimbabwe.

The trust operates two congregations, Wolverhampton and London, with branch leaders who act as Pastors.

The trust is administered on a day to day basis by the trustees. Dr Goodwill Shana and Pastor Maureen Shana oversee the ministry.

Risk assessment

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that the systems are in place to mitigate exposure to the major risks.

Objectives

The charity's objects are to advance the Christian faith and to relieve persons who are in conditions of need and hardship.

Activities, achievement and performance

The London and Birmingham branches of Word of Life International Ministries have continued to carry their mandate, which is, "affecting the community for Christ in every sphere". This has been delivered through regular church activities that are open to the local community and development and training of congregants for effective ministry and leadership. For the period under review, the attendance for both branches have remained broadly the same.

The company's voluntary income and donations have increased by £5,336 compared to the same period last year due to increasing membership. Expenditure increased by £3,786 in the same period due to higher conference expenses.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2019

Public benefit

The charity believes that the principal aims as described above provide adequate disclosure that these are in accordance with the Charities Commission public benefit requirements.

Financial review

There was a surplus on unrestricted funds of £1,033 for the year.

Reserves

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three to six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained through the year.

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Trustees' responsibilities in relation to the financial statements

The trustees, who are also directors of Word of Life Ministries (London and Birmingham) for the purposes of company law are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

Company law requires the trustees to prepare the financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

On behalf of the board of trustees



Dr Sambulelwe Sibanda
Trustee
Dated: 28 July 2020

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

I report on the accounts of the charity for the year ended 31 October 2019, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The trustees, who are also directors of Word of Life Ministries (London and Birmingham) for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to 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 Commission. 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 usual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedure undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Alaster Ndlovu
11 Gainsborough Drive
Wolverhampton
WV6 7NR

Dated: 27 July 2020

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2019

	Notes	2019 £	2018 £
<u>Incoming resources from generated funds</u>			
Voluntary income		25,965	20,626
Total incoming resources	3	25,965	20,626
<u>Resources expended</u>			
Direct charitable expenditure		24,932	21,146
Total resources expended	4	24,932	21,146
Net income / (expenditure) for the year/ Net movement in funds		1,033	(520)
Fund balance at 1 November 2018		2,837	3,357
Fund balance at 31 October 2019	11	3,870	2,837

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**BALANCE SHEET
AS AT 31 OCTOBER 2019**

	Notes	2019 £	2019 £	2018 £	2018 £
Fixed assets					
Tangible assets	8		1,009		704
Current assets					
Cash at bank and in hand		2,861		2,133	
Net current assets		<u>2,861</u>		<u>2,133</u>	
Creditors: amount falling due within one year		-		-	
Total assets less current liabilities			<u>2,861</u>		<u>2,837</u>
Net assets less current liabilities			<u>3,870</u>		<u>2,837</u>
Income funds					
Unrestricted funds	10		<u>3,870</u>		<u>2,837</u>
			<u>3,870</u>		<u>2,837</u>

For the period ending 31 October 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit, since no member of the company has deposited a notice, pursuant of section 476 of the Companies Act 2006, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company .

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

These accounts were approved by the Board on 28 July 2020.

SIGNED ON BEHALF OF THE BOARD BY:



Dr Sambulelwe Sibanda
Trustee

Company Registration No. 05596808 (England and Wales)

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2019**

1. Accounting policies

1.1 Basis of preparation

The financial statement have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value.

1.2 Preparation of the accounts on a going concern basis

After making an assessment of the company's financial position, the trustees have a reasonable expectation that the company has adequate resources to continue to meet its obligations for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

1.3 Incoming resources

Voluntary income and donations are accounted for as received by the charity.

Grants are recognised in full in the Statement of Financial activities in the period in which they are receivable.

All other income is recognised on a receivable basis except in so far as it is capable of financial measurement.

1.4 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis and included irrecoverable VAT.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services.

Where costs cannot be directly attributable to specific activities, they have apportioned across the cost categories on a basis consistent with the use of these resources.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	20% on a straight line basis
Motor vehicles	20% on a straight line basis

Equipment costing in excess of £200 is capitalised.

1.6 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2019

2. Funds

The charity operates a general fund to oversee the day to day operations of the charity.

The London and Birmingham branches are shown as designated funds.

Certain monies are raised for projects but are regarded as part of the General Activities of the trust.

3. Incoming resources

	2019	2018
	£	£
Voluntary income		
Tithes and offerings	25,965	20,626
Total incoming resources	25,964	20,626

4. Resources expended

	2019	2018
	£	£
Direct charitable expenditure		
Travel, motor and conferences expenses	8,400	5,698
Storage costs	610	-
Rent / Hire of premises	13,898	13,115
Depreciation	515	423
Miscellaneous	1,509	1,910
Total resources expended	24,932	21,146

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses during the year.

6. Employees

There were no employees during the year.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2019**

7. Related transactions

The trust comes under the umbrella of the Word of Life International Ministries Zimbabwe. Air fares and other costs are paid by the trust on behalf of the churches for oversight and strategic direction.

8. Tangible fixed assets

	Fixtures, fittings and equipment
	£
Cost	
At 1 November 2018	11,543
Additions	820
Disposals	-
At 31 October 2019	<u>12,363</u>
Depreciation	
At 1 November 2018	10,839
Charge for the year	515
Disposals	-
At 31 October 2019	<u>11,354</u>
Net book value	
At 31 October 2019	<u>1,009</u>
At 31 October 2018	<u>704</u>

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2019**

9. Movements in funds

The income funds of the charity include unrestricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 November 2018	Incoming resources	Resources expended	Balance as 31 October 2019
	£	£	£	£
Unrestricted funds				
London	(14,115)	22,985	(22,774)	(13,904)
Birmingham	16,952	2,980	(2,158)	17,774
	2,837	25,965	(24,941)	3,870

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)**LONDON
FOR THE YEAR ENDED 31 OCTOBER 2019**

	2019	2019	2018	2018
	£	£	£	£
Incoming resources				
Tithes and offerings	<u>22,985</u>		<u>18,919</u>	
Total incoming resources		22,985		18,919
Resources expended				
Travel, motor and conferences expenses	8,400		5,698	
Storage costs	610		-	
Rent / Hire of premises	11,780		11,274	
Depreciation	475		423	
Miscellaneous	<u>1,509</u>		<u>1,910</u>	
Total resources expended		<u>(22,774)</u>		<u>(19,305)</u>
Net (outgoing) / incoming resources before transfers		211		(386)
Funds balances at 1 November 2018		(14,115)		(13,729)
Funds balances at 31 October 2019		<u>(13,904)</u>		<u>(14,115)</u>

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

BIRMINGHAM
FOR THE YEAR ENDED 31 OCTOBER 2019

	2019	2019	2018	2018
	£	£	£	£
Incoming resources				
Tithes and offerings	<u>2,980</u>		<u>1,707</u>	
Total incoming resources		2,980		1,707
Resources expended				
Depreciation	40		-	
Rent / Hire of premises	<u>2,118</u>		<u>1,841</u>	
Total resources expended		<u>(2,158)</u>		<u>(1,841)</u>
Net incoming / (outgoing) resources before transfers		822		(134)
Funds balances at 1 November 2018		16,952		17,086
Funds balances at 31 October 2019		<u>17,774</u>		<u>16,952</u>