

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2023

Charity Registration No. 1113543

Company Registration No. 05596808 (England and Wales)

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

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WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

LEGAL AND ADMINISTRATION INFORMATION

Directors

Vincent Mutepe
Sevelina Ndlovu
Edwin Tafadzwa Jahwi
Alfred Tafadzwa Maguraushe
Polite Nothando Tshuma
Dr Goodwill Shana (Appointed 1 July 2023)
Maureen Beryl Shana (Appointed 1 July 2023)

Secretary

Vincent Mutepe

Charity number

1113543

Company number

05596808

Principal address

124 City Road
City Road
London
EC1V 2NX

Registered office

124 City Road
City Road
London
EC1V 2NX

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

The trustees present their report and accounts for the year ended 31 October 2023.

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:

Vincent Mutepfe	
Sevelina Ndlovu	
Edwin Tafadzwa Jahwi	
Alfred Tafadzwa Maguraushe	
Polite Nothando Tshuma	
Dr Goodwill Shana	(Appointed 1 July 2023)
Maureen Beryl Shana	(Appointed 1 July 2023)

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, Birmingham 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.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

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 in-person and online church services that are open to the local community and development and training of congregants for effective ministry and leadership. For the period under review, the London branch held in-person services while the Birmingham branch resumed in-person services in January 2023.

The company's voluntary income and donations have increased by £19,726 compared to the same period last year due to the resumption of in-person meetings which resulted in increased attendance and giving. Furthermore, an International HQ Office account was opened to receive tithes and offering from Word of Life International Ministries members that are based outside Africa and not in the UK. Expenditure increased by £5,405 in the same period due to increased conference and travel expenses as the church reposition itself for growth post-covid through capacity building and leadership training.

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 £14,377 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.

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2023**

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

A handwritten signature in black ink, appearing to be 'Vincent Mutepe', written over a horizontal line.

Vincent Mutepe
Trustee
Dated: 31 July 2024

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 2023, 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: 31 July 2024

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2023

	Notes	2023 £	2022 £
<u>Incoming resources from generated funds</u>			
Voluntary income		79,279	59,553
Total incoming resources	3	79,279	59,553
<u>Resources expended</u>			
Direct charitable expenditure		64,902	59,498
Total resources expended	4	64,902	59,498
Net income / (expenditure) for the year/ Net movement in funds		14,377	55
Fund balance at 1 November 2022		23,145	23,090
Fund balance at 31 October 2023	11	37,522	23,145

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 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	8		1,698		166
Current assets					
Debtors		1,674		1,674	
Cash at bank and in hand		34,150		22,835	
Net current assets		35,824		24,509	
Creditors: amount falling due within one year		-		(1,530)	
Total current assets less current liabilities			35,824		22,979
Net assets less current liabilities			37,522		23,145
Income funds					
Unrestricted funds	10		37,522		23,145
			37,522		23,145

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 31 July 2024.

SIGNED ON BEHALF OF THE BOARD BY:



Vincent Mutepe
Trustee

Company Registration No. 05596808 (England and Wales)

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2023**

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 2023

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

	2023	2022
	£	£
Voluntary income		
Tithes and offerings	79,279	59,553
Total incoming resources	79,279	59,553

4. Resources expended

	2023	2022
	£	£
Direct charitable expenditure		
Advertising and publicity	459	-
Travel, motor, and conferences expenses	29,221	44,290
Storage costs	2,625	1,150
Leadership development	6,144	-
Honorarium	7,005	-
Repairs and maintenance	120	-
Rent / Hire of premises	14,675	8,380
Depreciation	588	164
Miscellaneous	4,068	5,514
Total resources expended	64,902	59,498

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration 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 2023

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, strategic direction, and leadership development.

8. Tangible fixed assets

	Fixtures, fittings and equipment
	£
Cost	
At 1 November 2022	12,363
Additions	2,120
Disposals	-
At 31 October 2023	<u>14,483</u>
Depreciation	
At 1 November 2022	12,197
Charge for the year	588
Disposals	-
At 31 October 2023	<u>12,785</u>
Net book value	
At 31 October 2023	<u>1,698</u>
At 31 October 2022	<u>166</u>

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2023**

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 2022	Incoming resources	Resources expended	Balance as 31 October 2023
	£	£	£	£
Unrestricted funds				
London	(6,724)	56,335	(45,748)	3,863
Birmingham	26,863	13,648	(10,184)	30,327
International HQ Office	3,006	9,296	(8,970)	3,332
	23,145	79,279	(64,902)	37,522

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**LONDON
FOR THE YEAR ENDED 31 OCTOBER 2023**

	2023	2023	2022	2022
	£	£	£	£
Incoming resources				
Tithes and offerings	<u>56,335</u>		<u>35,321</u>	
Total incoming resources		56,335		35,321
Resources expended				
Advertising and publicity	267		-	
Travel, motor and conferences expenses	16,904		26,863	
Honorarium	7,005		-	
Leadership development	5,549		-	
Storage costs	2,625		1,150	
Rent / Hire of premises	9,780		8,380	
Depreciation	435		124	
Miscellaneous	<u>3,183</u>		<u>3,324</u>	
Total resources expended		<u>(45,748)</u>		<u>(39,841)</u>
Net incoming resources before transfers		10,587		(4,520)
Funds balances at 1 November 2022		(6,724)		(2,204)
Funds balances at 31 October 2023		<u>3,863</u>		<u>(6,724)</u>

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**BIRMINGHAM
FOR THE YEAR ENDED 31 OCTOBER 2023**

	2023 £	2023 £	2022 £	2022 £
Incoming resources				
Tithes and offerings	<u>13,648</u>		<u>2,100</u>	
Total incoming resources		13,648		2,100
Resources expended				
Advertising and publicity	192		-	
Depreciation	153		40	
Rent / Hire of premises	4,895		-	
Leadership development	595		-	
Repairs and maintenance	120		-	
Travel, motor, and conferences expenses	3,459		491	
Miscellaneous	<u>770</u>		<u>-</u>	
Total resources expended		<u>(10,184)</u>		<u>(531)</u>
Net incoming resources before transfers		3,464		1,569
Funds balances at 1 November 2022		26,863		25,294
Funds balances at 31 October 2023		<u>30,327</u>		<u>26,863</u>

WORD OF LIFE MINISTRIES (LONDON AND BIRMINGHAM)

**INTERNATIONAL HQ OFFICE
FOR THE YEAR ENDED 31 OCTOBER 2023**

	2023 £	2023 £	2022 £	2022 £
Incoming resources				
Tithes and offerings	<u>9,296</u>		<u>22,132</u>	
Total incoming resources		9,296		22,132
Resources expended				
Depreciation	-		-	
Rent / Hire of premises	-		-	
Travel, motor, and conferences expenses	8,858		16,936	
Miscellaneous	<u>112</u>		<u>2,190</u>	
Total resources expended		<u>(8,970)</u>		<u>(19,126)</u>
Net incoming resources before transfers		326		3,006
Funds balances at 1 November 2022		3,006		-
Funds balances at 31 October 2023		<u>3,332</u>		<u>3,006</u>