

# **LIVING WORD CENTRE**

## **TRUSTEES REPORT AND ACCOUNTS 2020**

Prepared by: Kaxton Advisory

**LIVING WORD CENTRE  
44 CONISTON COURT  
HARCOURT ROAD  
WALLINGTON  
SM6 8AT**

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## **LIVING WORD CENTRE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020.**

The trustees of the charity present their report with the financial statements of the charity for the year ended 31<sup>st</sup> December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS:**

**Registered Charity Number:** 1107285

**Registered Office:** 44 Coniston Court  
Harcourt Road,  
Wallington  
SM6 8AT

**Trustees:**

Rev. Enoch Davis Attah Owusu	Trustee (Chairman)
Ms Olivia Owusu	Trustee
Mrs Paulina Addo	Trustee
Ms Joyce Kwapong	Trustee
Mr Christopher O. Donkor	Trustee

**Independent Examiners:**

Kaxton Advisory Ltd  
Suite 4  
The Generator Business Centre  
Surrey  
CR4 3FH

**Bankers:**

Barclays Bank  
43 High Street,  
Sutton.  
SM1 1DR

## **STRUCTURE, GOVERNANCE AND MANAGEMENT:**

### ***Governance***

The church is governed by a Constitution and the Church Council, as defined by the Charities Act 2011.

### **Membership of trustee board:**

The trustees of the charity are also voluntary trustees for the purposes of charity law and under the charity's Constitution are known as members of the Trustees Board.

### **Induction and training of trustees**

All trustees are familiar with the practical work of the church and have undertaken training to support their role.

### **Organizational structure**

The Trustee Board meets quarterly, and feedback report is given at each meeting. The Pastor has the responsibility for the day to day operational management of the church supported by the Assistant Pastors.

### **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects. Procedures and risk assessments are in place to ensure compliance with Health and Safety of volunteers; members; children; and visitors to the church

## **OBJECTIVES AND ACTIVITIES:**

### ***Objectives - For the Benefit of the public***

- a) To advance the Christian faith in accordance with the statement in such ways in such parts of the United Kingdom or the world as the Church Council from time to time may deem fit.
- b) 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 counseling and support in such ways in such parts of the United Kingdom or the world as the Church Council from time to time may deem fit
- c) To advance Christian education in such ways in such parts of the United Kingdom or the world as the Church Council from time to time may deem fit.

## **ACHIEVEMENTS AND PERFORMANCE:**

### ***Achievements:***

- a) The church maintained its multi-cultural state with people from Ghana, Nigeria and Britain.
- b) The worship team also has become multi-cultural.
- c) Children Ministry is one core focus of the church to help raise future generations of power within the local community.
- d) Free games are held for children in the church and community during school breaks.
- e) End of year party was held for the Church and people from the community.
- f) The Church continues to support people's spiritual and physical and social needs.
- g) The church continues to evangelism through regular Facebook programmes.

## **FINANCIAL REVIEW:**

### ***Church Finances:***

The church finance committee was responsible for the financial planning during the year. The church was able to raise **£35,894.00** within the year as against administrative expenses of **£21,291.00**. This resulted in a surplus of **£14,603**.

Activities of the church were deeply affected by the Covid19 pandemic which made it impossible for frequent gathering to worship. The trustees made an effort to use online evangelism to support and encourage members and the community.

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

1. Select suitable accounting policies and then apply them consistently;
2. Make judgments and estimates that are reasonable and prudent;
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

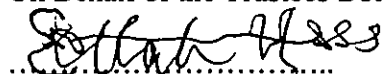
## **STATEMENT AS TO DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINERS**

So far as the trustees are aware, there is no relevant information of which the charity's independent examiners are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any examination information and to establish that the charity's independent examiners are aware of that information.

## **INDEPENDENT EXAMINERS**

The independent examiners, Kaxton Advisory Ltd., will be proposed for re-appointment at the forthcoming Annual General Meeting.

On Behalf of the Trustees Board:



**Rev. Enoch Davis Attah Owusu**

20<sup>th</sup> October 2021

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIVING WORD CENTRE**

I report on the accounts of the Church for the year ended 31<sup>st</sup> December, 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 9 to 12

This report is made solely to the Trustees Board in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Church and the Church's trustees for my examination work.

### **Respective responsibilities of Trustees and Examiner**

The Church's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioner (under Section 145(5)(b) of the Charities Act); and
- 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 Commissioner.

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 any 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 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:

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.

**EMMANUEL ASHILEY. MSc.**  
**KAXTON ADVISORY LTD**  
**SUITE 4**  
**THE GENERATOR BUSINESS CENTRE**  
**SURREY**  
**CR4 3FH**

**Kaxton**  
**Advisory**

Signed: 

23/10/2021

**LIVING WORD CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

				2020	2019
		General	Restricted		
		Funds	Funds	Total	Total
		£	£	£	£
	Note				
<b>INCOMING RESOURCES</b>					
Voluntary Income	2	35,894	-	35,894	37,924
<b>Total</b>		<b>35,894</b>	<b>-</b>	<b>35,894</b>	<b>37,924</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable Expenditure:</b>					
Administration & Management	3	21,291	-	21,291	45,156
<b>Total</b>		<b>21,291</b>	<b>-</b>	<b>21,291</b>	<b>45,156</b>
<b>NET INCOMING RESOURCES</b>		<b>14,603</b>	<b>-</b>	<b>14,603</b>	<b>(7,232)</b>
<b>Movement in Funds</b>					
Net Incoming Resources		14,603	-	14,603	(7,232)
Balance brought forward		54,280	-	54,280	61,512
Transfers (Reserve)		-	-	-	-
<b>BALANCE CARRIED FORWARD</b>		<b>68,883</b>	<b>-</b>	<b>68,883</b>	<b>54,280</b>



**LIVING WORD CENTRE  
BALANCE SHEET AS AT 31ST DECEMBER 2020**

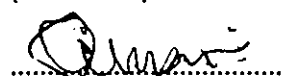
		2020	2019
	<u>Note</u>	<u>£</u>	<u>£</u>
<b>Non-Current Assets</b>			
Tangible Assets	5	1,097	1,896
		<u>1,097</u>	<u>1,896</u>
<b>Current Assets</b>			
Bank (Barclays)		68,285	53,084
		<u>68,285</u>	<u>53,084</u>
<b>Creditors: Amount falling due within 1 year</b>	4	499	700
<b>Net Current Assets</b>		<u>67,786</u>	<u>52,384</u>
<b>Net Assets</b>		<u><u>68,883</u></u>	<u><u>54,280</u></u>
 <b>Funds</b>			
General		68,883	54,280
		<u><u>68,883</u></u>	<u><u>54,280</u></u>

Approved by the Board Council on 20/10/2021 And signed on its behalf by

**Rev Enoch Davis Attah - Owusu**  
(Pastor in Charge)



(Treasurer)



## **NOTES TO THE FINANCIAL STATEMENTS:**

### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP.

#### **Basis of Accounting:**

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the Church Council is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

#### **Incoming Resources:**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary Income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognized when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within the activities for generating funds when they are sold.

Income from investment is included in the year in which it is receivable.

#### **Resources Expended:**

Expenditure is recognized on the accrual basis as a liability is incurred. Expenditure included any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and costs of trading for fundraising purposes including the charity's shop.

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 are those costs incurred in support of expenditure on the objects of the charity and include project management.

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**LIVING WORD CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 2020**

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**2. INCOMING RESOURCES**

	<b>General Funds</b>	<b><u>2020</u> Total Funds</b>	<b><u>2019</u> Total Funds</b>
<b>Voluntary Income</b>			
<b>General Fund</b>			
General Offering	23,535	23,535	23,820
Tithes	5,565	5,565	7,600
Gift Aid Received	6,794	6,794	6,504
	<b>35,894</b>	<b>35,894</b>	<b>37,924</b>
<b>TOTAL</b>	<b>35,894</b>	<b>35,894</b>	<b>37,924</b>

# LIVING WORD CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 2020

### 3. RESOURCES EXPENDED:

	<b>2020</b>	<b>2019</b>
	<b>Management &amp; Admin</b>	<b>Management &amp; Admin</b>
	<b>£</b>	<b>£</b>
Rent/ Rates	2,913	10,658
Donations	3,300	6,620
Repairs & Renewals	-	550
Travel & Transport/Fuel	510	450
Administration	1,019	1,576
Accountancy Services	499	700
Subscription	803	930
Insurance	-	300
Stationery/postage	100	1,570
Pastoral Expenses	5,590	5,400
Telephone / Internet	394	200
Evangelism	949	1,607
Social Activities	110	424
Instrumentalist	2,565	2,443
Depreciation	1,609	4,128
Welfare	930	7,600
	<b>21,291</b>	<b>45,156</b>

## NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 2020

	<b>2019</b>	<b>2018</b>
<b>4. CURRENT LIABILITIES</b>		
Accountancy Fee	499	700
	<b>499</b>	<b>700</b>

# **LIVING WORD CENTRE**

## **NOTES TO THE ACCOUNTS - 31ST DECEMBER 2020**

### **5: NON CURRENT ASSETS**

	<b>Musical Inst</b>	<b>Computer</b>	<b>Furniture</b>	<b>Equipment</b>	<b>Total</b>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Cost	13,686	2,031	2,557	-	<b>18,274</b>
Additions	-	229	-	580	<b>809</b>
Disposal	-	-	-	-	-
Balance as at 31st December 2020	<b>13,686</b>	<b>2,260</b>	<b>2,557</b>	<b>580</b>	<b>19,083</b>
<b>Depreciation/Rate</b>					
As at 1st January 2020	12,644	1,177	2,556	-	<b>16,377</b>
Charge for the year	1,041	452	-	116	<b>1,609</b>
Balance as at 31st December 2020	<b>13,685</b>	<b>1,629</b>	<b>2,556</b>	<b>116</b>	<b>17,870</b>
<b>Net Book Value</b>					
As at 1st January 2020	1,042	854	1	-	<b>1,897</b>
As at 31st December 2020	<b>1</b>	<b>631</b>	<b>1</b>	<b>464</b>	<b>1,097</b>