

Registered number  
07338966

Living Word Community Church  
Company Limited By Guarantee  
Report and Unaudited Accounts  
31 March 2021

Charity Number 1141829

TRUEMAN BROWN  
CHARTERED ACCOUNTANTS  
7 FOXGLOVE ROAD  
SOUTH OCKENDON  
ESSEX. RM15 6EU

**Living Word Community Church  
Company Limited By Guarantee  
Report and accounts  
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**Living Word Community Church  
Company Limited By Guarantee  
Company Information**

**Directors**

S Blake  
D J Donoghue  
B Foster  
S Mulaka

**Accountants**

Trueman Brown  
7 Foxglove Road  
South Ockendon  
Essex  
RM15 6EU

**Registered office**

7 Foxglove Road  
South Ockendon  
Essex  
RM15 6EU

**Registered number**

07338966

**Living Word Community Church  
Company Limited By Guarantee  
Trustees Annual Report**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31st March 2021.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Living Word Community Church
<b>Charity registration number</b>	1141829
<b>Company registration number</b>	7338966
<b>Registered office</b>	7 Foxglove Road South Ockendon Essex, RM15 6EU

**THE TRUSTEES**

The trustees who served the charity during the year were as follows:

S Blake  
D J Donoghue  
B Foster  
S Mulaka

**Accountants**

Trueman Brown  
Chartered Accountants  
7 Foxglove Road  
South Ockendon  
Essex. RM15 6EU

**Living Word Community Church  
Company Limited By Guarantee  
Trustees Annual Report**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 6th August 2010 and registered as a charity on 11th May 2011. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**Recruitment and appointment of management committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

One third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office.

The first trustees to retire shall be decided by lots drawn amongst themselves.

In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience required for the effective administration of the charity.

**Trustee training and induction**

Most trustees are already familiar with the practical work of the charity.

Additionally, new trustees will be invited and encouraged to attend a series of short training sessions (of no more than an hour) to familiarise themselves with the charity and the context within which it operates. These cover:

- The obligations of Management Committee members;
- The main documents which set out the operational framework for the charity including the Memorandum and Articles;
- Resourcing and the current financial position as set out in the latest published accounts;
- Future plans and objectives;

A Question and Answer pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum And Articles and the latest financial statements.

# **Living Word Community Church Company Limited By Guarantee Trustees Annual Report**

## **Risk management**

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre.

## **Organisational structure**

The Company has a Management Committee of no less than 3 Trustees who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has five Trustees from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Pastor and the Administration Assistant. The Pastor is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Administration Assistant has responsibility for the day to day operational management of the charity and working practices in line with good practice.

## **OBJECTIVES AND ACTIVITIES**

The company's objects and principal activities are to:

- advance the Christian faith in accordance with the Statement of Beliefs in such parts of Basildon, the United Kingdom or the World as the Trustees may from time to time think fit;
- to relieve persons who are in conditions of need, financial hardship or sickness and who may be aged and to relieve the distress caused thereby in the said location and in such other parts of the United Kingdom or the World as the Trustees may from time to time think fit;
- advance Christian education in The said location and in such other parts of The United Kingdom the World as the Trustees may from time to time think fit;
- provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

## **ACHIEVEMENTS AND PERFORMANCE**

The company represents the incorporation of the charitable trust, Essex In Harvest (Billericay) Trust, which was registered with Charities Commission under the number 293710.

The company commenced its activities on 23rd December 2011.

**Living Word Community Church  
Company Limited By Guarantee  
Trustees Annual Report**

**FINANCIAL REVIEW**

The company, with the aid of sound financial management and the support of both its staff and volunteers generated a positive financial outcome for the period with a net decrease in fund of £102,582 (2020: Increase of £8,757).

The company will rely on the generosity of the congregation attending our weekly church meetings and Sunday Services provided at the Wat Tyler Centre.

**PLANS FOR FUTURE PERIODS**

The company will continue its core activities for the foreseeable future.

**RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Living Word Community Church for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial 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, including the income and expenditure, of the charitable company 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

**Living Word Community Church  
Company Limited By Guarantee  
Trustees Annual Report**

**ACCOUNTANTS**

Trueman Brown are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

This report was approved by the trustees on 19 May 2021 and signed on its behalf.

D J Donoghue  
Director



**Living Word Community Church  
Company Limited By Guarantee  
Statement Of Financial Activities (Incorporating The Income And  
Expenditure Account)  
for the year ended 31 March 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Incoming resources from generating funds:					
Voluntary Income	2	82,059	95,180	177,239	81,320
Investment income	3	1,626	-	1,626	2,220
Other incoming resources	4	4,188	-	4,188	3,258
<b>Total incoming resources</b>		<b>87,873</b>	<b>95,180</b>	<b>183,053</b>	<b>86,798</b>
Charitable activities	5	(73,844)	-	(73,844)	(74,550)
Governance costs	7	(7,838)	-	(7,838)	(21,005)
<b>Net incoming resources for the year/Net income for the year</b>	8	<b>6,191</b>	<b>95,180</b>	<b>101,371</b>	<b>(8,757)</b>
Total funds brought forward		249,905	-	249,905	258,662
<b>Total funds carried forward</b>		<b>256,096</b>	<b>95,180</b>	<b>351,276</b>	<b>249,905</b>

The Statement of Financial Activities includes all the gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

**Living Word Community Church  
Company Limited By Guarantee  
Balance Sheet  
as at 31 March 2021**

	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
<b>Fixed assets</b>					
Tangible assets	10	3,634	-	3,634	1,774
<b>Current assets</b>					
Debtors	11	663	-	663	663
Cash at bank and in hand		251,821	95,180	347,001	247,491
		252,485	95,180	347,664	248,154
<b>Creditors: amounts falling due within one year</b>	12	(23)	-	(23)	(23)
<b>Net current assets</b>		252,462	95,180	347,642	248,131
<b>Net assets</b>		256,096	95,180	351,276	249,905
<b>Funds</b>					
Unrestricted income funds	14	256,096	95,180	351,276	249,905
<b>TOTAL FUNDS</b>		256,096	95,180	351,276	249,905

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime, so far as applicable to charities.

D J Donoghue  
Director

Approved by the board on 19 May 2021

**Living Word Community Church  
Statement Of Cash Flows  
for the year ended 31 March 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash used in operating activities</b>	17	100,957	(10,205)
<b>Cash flows from investing activities</b>			
Interest income		1,626	2,220
Purchase of tangible fixed assets		(3,072)	(1,154)
		<u>(1,446)</u>	<u>1,066</u>
<b>Net increase/(decrease) in cash</b>		99,510	(9,138)
Cash at bank and in hand less overdrafts at 1 April		<u>247,491</u>	<u>256,629</u>
<b>Cash at bank and in hand less overdrafts at 31 March</b>		<u>347,001</u>	<u>247,491</u>

**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement Of Recommended Practice "Accounting and Reporting By Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

***Fund accounting***

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objectives.

***Resources expended***

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Donations payable are payments made to third parties in furtherance of the charitable objectives of the charity. Single or multi-year donations are accounted for when either the recipient has a reasonable expectation that they will receive the donation.

***Depreciation***

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	25% on the written down value
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***Debtors***

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

***Cash at bank and in hand***

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

***Creditors and provisions***

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**2 Voluntary Income**

	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Tithes	48,308	-	48,308	49,796
Gift aid tax recovered	13,741	-	13,741	15,830
Gifts, donations and offerings	20,010	95,180	115,190	15,694
	<u>82,059</u>	<u>95,180</u>	<u>177,239</u>	<u>81,320</u>

**3 Investment income**

	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Bank interest receivable	1,626	-	1,626	2,220
	<u>1,626</u>	<u>-</u>	<u>1,626</u>	<u>2,220</u>

**4 Other incoming resources**

	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Other income	4,188	-	4,188	3,258
	<u>4,188</u>	<u>-</u>	<u>4,188</u>	<u>3,258</u>

**5 Cost of charitable activities by fund type**

	<b>Unrestricted Funds 2021 £</b>	<b>Unrestricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Programme activity costs	56,282	-	56,282	61,935
Support of outside causes	17,562	-	17,562	12,615
	<u>73,844</u>	<u>-</u>	<u>73,844</u>	<u>74,550</u>

**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**6 Costs of charitable activities by activity type**

The charity undertakes its charitable activity by a programme of activities and by giving donations to a number of institutions in furtherance of its charitable activities.

	<b>Activities Undertaken Directly 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Programme activity costs	56,282	56,282	61,935
Support of outside causes	17,562	17,562	12,615
	<u>73,844</u>	<u>73,844</u>	<u>74,550</u>

The recipients of donations included:

	<b>2021 £</b>	<b>2020 £</b>
Barnabas	-	630
Lifelink	4,952	4,481
Zimbabwe Mission	4,220	-
School Teams Ministry	920	950
Overseas Mission	-	160
O2H Mission	300	-

**7 Governance costs**

	<b>Unrestricted Funds 2021 £</b>	<b>Unrestricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Staff training & welfare	-	-	-	343
Insurance	299	-	299	541
Cleaning	130	-	130	-
Hire of premises	1,200	-	1,200	13,759
Legal & other professional fees	945	-	945	1,122
Telephone and internet	1,095	-	1,095	949
Depreciation	1,212	-	1,212	591
Computer expenses	692	-	692	-
Printing, postage, stationary and advertising	480	-	480	1,234
Information and publications	273	-	273	-
Bank charges	88	-	88	38
Repairs and maintenance	129	-	129	205
Accountancy fees	473	-	473	633
Subscriptions	80	-	80	-
Sundry expenses	742	-	742	1,590
	<u>7,838</u>	<u>-</u>	<u>7,838</u>	<u>21,005</u>

**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**8 Net incoming resources for the year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation of owned fixed assets	1,212	591

**9 Staff costs and emoluments**

Total staff costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	40,237	41,711
Social security costs	4,409	4,329
Pension costs	6,360	6,243
	<u>51,006</u>	<u>52,283</u>

Particulars of employees

	<b>2021</b>	<b>2020</b>
	<b>No.</b>	<b>No.</b>
Number of pastoral staff	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2017 - Nil).

**10 Tangible fixed assets**

	<b>Plant and machinery etc £</b>
<b>Cost</b>	
At 1 April 2020	8,290
Additions	3,072
At 31 March 2021	<u>11,362</u>
<b>Depreciation</b>	
At 1 April 2020	6,516
Charge for the year	1,212
At 31 March 2021	<u>7,728</u>
<b>Net book value</b>	
At 31 March 2021	<u>3,634</u>
At 31 March 2020	<u>1,774</u>

**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**11 Debtors**

	<b>Unrestricted Funds 2021 £</b>	<b>Unrestricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Other debtors	663	-	663	663

**12 Creditors: amounts falling due within one year**

	<b>Unrestricted Funds 2021</b>	<b>Unrestricted Funds 2021</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
Other creditors	23	-	23	23
	23	-	23	23

**13 Restricted Income Funds**

	<b>Building Maintenance Fund £</b>	<b>Building Fund £</b>	<b>Total £</b>
Balance Brought Forward	-	-	-
Incoming Resources	10	95,170	95,180
Resources Expended	-	-	-
	10	95,170	95,180

Building Fund

Funds to be used to purchase the United Reform Church building in Basildon, Essex.

Building Maintenance Fund

Funds to be used to maintain the United Reform Church building, once the purchase has been completed.

**14 Unrestricted income funds**

	<b>Opening balance £</b>	<b>Net incoming resources £</b>	<b>Closing balance £</b>
General funds	249,905	6,191	256,096



**Living Word Community Church  
Company Limited By Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**15 Analysis of net assets between funds**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>2021 £</b>
<b><u>Restricted income funds</u></b>			
Building funds	-	95,170	95,170
Building maintenance funds	-	10	10
<b><u>Unrestricted income funds</u></b>			
General funds	3,634	252,462	256,096
<b>Total Fund</b>	<b>3,634</b>	<b>347,642</b>	<b>351,276</b>

**16 Company limited by guarantee**

Living Word Community Church is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

**17 Reconciliation of net movement in fund to net cash flows from operating activities**

	<b>- £</b>	<b>- £</b>
Net movement in funds	101,371	(8,757)
Add back depreciation charge	1,212	591
Deduct interest income in investing activities	(1,626)	(2,220)
(Decrease)/Increase in creditors	-	(743)
Decrease/(Increase) In debtors	-	924
	<b>100,957</b>	<b>(10,205)</b>