

# **Proclamation Zambia Trustees Annual Report and Financial Statements**

Year ended  
31 December 2022

**Registered Charity Number 1152619**

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Our vision is to equip those in Zambia, whom God has called for Christian ministry, with Bible handling skills so that they can teach God's word faithfully wherever they serve.

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## Trustees Annual Report

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## Charity Information

Charity Number:	1152619
Registered Address:	24 Balcombe Road Haywards Heath West Sussex RH16 1PF
Website:	<a href="http://www.proclamationzambia.org">www.proclamationzambia.org</a>
Board of trustees:	C Knott (Chairman) J Buick (appointed 5 February 2022) E Menzies P Rees J Siwale
Director of ministry:	A Muwowo
Bankers:	Barclays Bank plc 77 South Road Haywards Heath RH16 4LB

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## Vision

Our vision is to equip those in Zambia, whom God has called for Christian ministry, with Bible handling skills so that they can teach God's word faithfully wherever they serve.

The Biblical mandate to raise up a new generation of faithful Bible teachers is inspired by Paul writing to Timothy when he says

*"What you have heard from me in the presence of many witnesses entrust to faithful people who will be able to teach others also."*

*2 Timothy 2 v 2*

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## Mission

Our mission is to provide support to the work of the Board and staff at Proclamation Institute Zambia, a college on the outskirts of Kitwe, Zambia as they seek to provide high quality training to pastors, church planters and others so they are equipped to preach and teach the Word of God accurately and passionately.

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## Objectives and activities

The objects of the Charity for the public benefit, as given its Constitution are:

- the advancement of the Evangelical Christian Faith by the promotion of Biblical education and the training of Bible teachers in Zambia
- the relief of financial need in establishing a training institute in Zambia

The trustees, having had regard to the guidance issued by the Charity Commission on public benefit, raise funds from individuals and groups, steer the activities of the Charity and publicise its work to support its objectives and are satisfied that the Charity meets the public benefit requirement.

During the year, events were organised by the Charity to raise funds and awareness of the work in Zambia. Events raise necessary funds for the work but also serve to keep supporters connected to the work of the Charity as well as providing opportunities to introduce friends and families to the work of Proclamation Zambia.

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## Summary of activities supported in Zambia

2022 was the seventh year of training students at the college, Proclamation Institute Zambia (PIZ). Seventeen students joined in 2022. The college is glad to report that over 110 students have now passed through the training since the college's inception.

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### PIZ Students 2022



Amos



Bernard



TRAINING PREACHERS | GROWING CHURCHES



Bright



Eugene



Gabriel



Hatontola



Jackdden



Jim



Jonathan



Lindah



Matchel



Norman



Precious



Rosemary



Ruth



Tapson



Tukiya

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In keeping with prior years all the students were attached to different evangelical churches around Kitwe throughout the year.

During the year, Chris Hawthorne stepped down for family reasons from being the principal of the college, having served for three and half years. Tryson Mtonga, who had acted before as principal, was appointed to be the next principal.



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In addition to the teaching programme, the college was able to support a number of initiatives in the country, to demonstrate the benefits of obtaining and continuing to use Bible handling skills. These included

- i) A Mission Week in June 2022, which this year was held in Garneton,
- ii) Five district training days held in Lusaka, Kitwe, Samfya, Mansa and Luanshya with over 270 attendees in total
- iii) The Annual Conference held on site in November 2022,



The last event in the academic year is the graduation ceremony and the students are shown below on 12 November 2022 . This is an exciting time for students, their relatives, the staff, and the whole college community.





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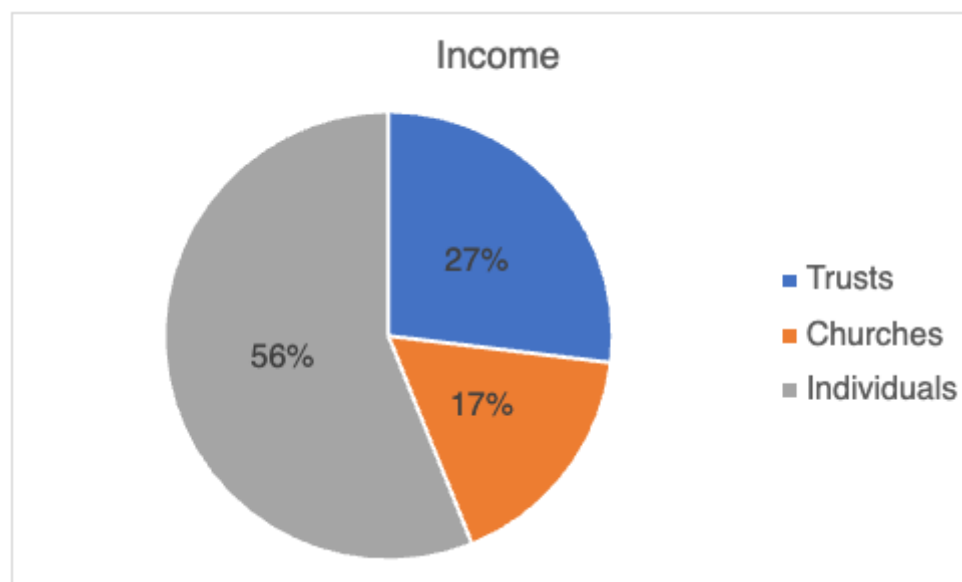
## Awareness and fundraising activities in the UK

As in previous years, a number of initiatives have taken place to inform people and raise support for the work of PZ including a Taste of Zambia event, the Bewl Water walk, as well as regular deputation visits to a number of churches throughout the UK.

## Financial review

### Income

Total income for 2022 was £129,430 (2021: £183,302) with 56% coming from Individuals, 26% from Trusts and 17% from Churches, and consisting of more than 800 individual gifts in total. The fall in income reflects completion of some capital projects, for which there was separate fundraising activity, and reductions due to cost of living challenges in the UK.



Donations, grants, amounts from HM Revenue & Customs in respect of donations under Gift Aid and bank deposit interest are all accounted for when received.

Amounts received which are specified by donors as being for a particular purpose are credited to restricted funds for those purposes. Amounts for which no designation is specified by the donor, amounts received under Gift Aid and bank deposit interest are credited to unrestricted funds and allocated at the discretion of the Trustees as appropriate from time to time.

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## Expenditure

Total expenditure for 2022 was £176,925. 77% of the expenditure was funds sent directly to the college in Zambia (2021; 78%) with the remainder spent on providing external support to the college and raising both awareness and funds in the UK and overseas.

Expenditure is accounted for on a cash basis. Any expenses incurred in excess of the amounts available from restricted funds are charged against unrestricted funds. Any balances on restricted funds at the year end are held in restricted accounts and are used in subsequent periods to support the work for which the funds were given.

## Reserves

The Trustees' policy for unrestricted reserves is to cover three months running costs for the UK office, which amounts to approximately £10,000. The cash fund reserve balances at the year end were as follows:

	Type of fund	31 December 2022 £	31 December 2021 £
General fund	Unrestricted	8,499	41,735
Farm fund	Restricted	2,000	3,475
Capital expenditure fund	Restricted	-	12,784
		<b>10,499</b>	<b>57,994</b>

The Charity raises funds principally for current project needs and the majority of the funds are therefore only held for a relatively short time pending remittance overseas as projects proceed. Unrestricted funds are held pending allocation.

In the last quarter of 2022, an individual donor indicated that they would be making a donation of a one bedroomed residential property located in Bolton, UK in early 2023. The Charity became the owner of that property on 31 March 2023 together with its monthly rental income.

## Principal risks and related matters

The Trustees of the Charity are responsible for the management of the risks faced by the Charity. The Trustees recognise the importance of reviewing the risks associated with the Charity and will review major risks on a regular basis. Risks that are identified during review are monitored and controlled on an on-going basis. The Trustees are satisfied that all major risks have been reviewed and procedures put in place to mitigate against those risks.



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## Organisational structure and governance

The Charity was established as a Charitable Incorporated Organisation on 30 October 2013.

The Charity is registered with the Charity Commission and is accepted by HM Revenue & Customs as being exempt from tax under the provisions of section 505(1) Income and Corporation Taxes Act 1988.

### Statement of Trustees Responsibility

The Trustees are responsible for preparing the Trustees Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 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 to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution of the Charity. 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website.

The Director of Ministry, who is employed by the Charity, is responsible for developing the work of the Charity under the guidance of the Trustees and increasing awareness of the issues being addressed by the Charity, helping to develop partnerships between supporters in the UK and operational ministry programmes and raising support from churches and individuals as well as other grant making trusts and entities.

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## Future plans and goals

The goals for 2023 are to continue to raise awareness and support for the college in Zambia both in the UK and further abroad.

2023 has seen a fresh intake of 17 students at the college. In addition to the running of the college, the main projects requiring support in 2023 concern improving the number and quality of the living quarters on site.

Approved by order of the board of Trustees on 27 June 2023 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'Chris Knott', written in a cursive style.

Chris Knott  
Chairman of Trustees

## Independent examiner's report to the trustees of Proclamation Zambia on the financial statements for the year ended 31 December 2022

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees 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 financial statements under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (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 statement

My examination was carried out in accordance with 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the 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 financial statements 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 financial statements 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 financial statements to be reached.



Paul Mullis

27 June 2023

Fellow of the ICAEW  
Stanley House, Front Street, High Spen,  
Rowlands Gill, Tyne & Wear.

# Proclamation Zambia Financial Statements

For the year ended  
31 December 2022

Registered Charity Number 1152619

## Statement of Financial Activities

### For the year ended 31 December 2022

	Unrestricted funds £	Restricted funds £	Total funds £	2021 £
<b>Incoming resources</b>				
Donations, legacies and grants	89,987	20,666	<b>110,653</b>	183,302
Loans received	-	18,777	<b>18,777</b>	-
	<u>89,987</u>	<u>39,443</u>	<u><b>129,430</b></u>	<u>183,302</u>
<b>Resources expended</b>				
Charitable activities				
Grants	91,625	43,865	<b>135,490</b>	127,530
Salaries	25,463	9,837	<b>35,300</b>	33,629
Travel costs	3,958	-	<b>3,958</b>	-
Other office costs	2,020	-	<b>2,020</b>	2,719
Bank charges	157	-	<b>157</b>	118
	<u>123,223</u>	<u>53,702</u>	<u><b>176,925</b></u>	<u>163,996</u>
Net movement in funds	(33,236)	(14,259)	<b>(47,495)</b>	19,306
Total funds brought forward	41,735	16,259	<b>57,994</b>	38,688
<b>Total funds carried forward</b>	<u><b>8,499</b></u>	<u><b>2,000</b></u>	<u><b>10,499</b></u>	<u>57,994</u>

There were no recognised gains and losses in the year other than those shown above.

All of the above results are derived from continuing activities.

## Balance Sheet

### As at 31 December 2022

	2022	2021
	£	£
<b>Fixed assets</b>		
Tangible assets	-	-
<b>Current assets</b>		
Cash at bank	10,499	57,994
<b>Creditors: amounts falling due within one year</b>	(18,777)	-
<b>Net current (liabilities)/assets</b>	(8,278)	57,994
<b>Net (liabilities)/assets</b>	<u>(8,278)</u>	<u>57,994</u>
<b>Funds of the Charity</b>		
Unrestricted	(10,278)	47,135
Restricted	2,000	16,259
<b>Total Charity Funds</b>	<u>(8,278)</u>	<u>57,994</u>

These financial statements have been prepared in accordance with the Charities SORP (FRS 102).

These financial statements were approved, and authorised for issue by the board on 27 June 2023 and signed on their behalf by:



Chris Knott  
Chairman of Trustees

Charity Number 1152619

## Notes to the financial statements for the year ended 31 December 2022

### 1. Accounting policies

#### *Basis of preparing the financial statements*

The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### *Income*

All income is recognised in the Statement of Financial Activities once the Charity has received it in cash.

#### *Expenditure*

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

#### *Taxation*

The Charity is exempt from tax on its charitable activities.

#### *Fund accounting*

Unrestricted funds may be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds may only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### *Pension costs and other post-retirement benefits*

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. Trustees' remuneration

No trustee received any remuneration or benefit for the year ended 31 December 2022 (2021: £Nil).



## Notes to the financial statements (continued) for the year ended 31 December 2022

### 3. Staff costs

The average number of employees for the year ended 31 December 2022 was 1 (2021: 1).

No employee received emoluments in excess of £60,000.

### 4. Creditors: amounts falling due within one year

During the year, two trustees made personal loans to the Charity amounting to £18,777 to enable the Charity to continue to support the running costs of the college in Zambia. The loans are unsecured, carry no interest and have no fixed payment terms although it is anticipated that they will be able to be repaid during the course of 2023.

### 5. Movement in funds

	At 1 January 2022 £	Incoming resources £	Resources expended £	At 31 December 2022 £
<b>Unrestricted Funds</b>				
General fund	41,735	89,897	(123,223)	8,499
<b>Restricted Funds</b>				
Directory of Ministry fund	-	9,837	(9,837)	-
Student fund	-	6,098	(6,098)	-
Farm fund	3,475	18,777	(20,252)	2,000
Capital expenditure fund	12,784	4,731	(17,515)	-
	16,259	39,443	(53,702)	2,000
<b>Total funds</b>	57,994	129,430	(176,925)	10,499