

## HIGHEST LIFE MINISTRY

Charity No. 1167163

### ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER, 2024

The trustees present their reports and independently examined financial statements for the year ended 31st December, 2024. The trustees confirm that the reports and the financial statements comply fully with the Charities Act 1993, as amended by the charities act 2006, the church constitution and the charities SORP 2005.

The church's constitution is her approved governing document. This document states clearly that the sole aim of our charity is to advance and promote the Christian faith mainly in the United Kingdom. We are located in our own building which we acquired on a leasehold basis on 20 Shannon Street, LS9 8SS , Leeds.

Trustees Name	Office Held	Dates Acted	Appointing Body
Richmond Osei-Poku	Senior Pastor	Whole Year	Board of Trustees
Olivia Esther Osei-Poku	Women's Leader	Whole Year	Board of Trustees
Haga Konadu	Treasurer	Whole Year	Board of Trustees

Type of Advisers	Name	Address
Bankers	Lloyds Bank	65-68 Briggate, LS1 6LH . Leeds

#### Organisational Structure:

All trustees are appointed and removed at the beginning of the year by the existing trustees at their first meeting for that year subject to the approval of the board of elders. The trustees have the overall responsibility for the management of the affairs of the church. These responsibilities are further delegated to leadership teams appointed by the trustees to manage the various departments of the church. We have Pastoral , Teaching. Training and Development etc leadership teams to manage all the departments that caters for all the activities we have outlined to achieve our objectives.

All major decisions regarding spiritual matters are taken at the Board of Elders meeting which can be convened at the request of at least half of their members. The Board of Elders are elected by the entire membership of the church to oversee spiritual matters and mediations. Matters involving administrative management and other legal matters are

handled by the trustees. Routine decision are taken by the team leaders for each department.

The Senior Pastor who is also a trustee is responsible for the day to day running of the church. His duties includes planning, organising and coordinating the daily and weekly activities of the church. His role essentially involves the creation of a monthly rota detailing all daily and weekly activities for that month and ensuring that all departmental team leaders know what their departments are doing in that month.

### **Objectives and Activities:**

Throughout the year our activities have been guided by our commitment to fulfil the objective of advancing the Christian faith for the benefit of the United Kingdom public. This objective is clearly stated as the sole purpose of our charity in our approved governing documents. This year our goal is to serve our members as well as reaching out to the general public in order to make new members. The trustees planned and provided the following activities during the year having regard to the Commission's specific guidance on charities advancing religion.

1. A place of worship which is opened on Sundays, Mondays and Fridays to the general public, with a minister available who can be seen on request without prior appointment.
2. Counselling and referral services to our members and the general public on matters ranging from marriage, debt, religion, lawlessness, drug issues etc
3. Conduct Bible lessons or teaching for groups and the general public
4. Hold and teach the practice of faith healing to the public
5. Serve tea & coffee free of charge to the public who attend the services.
6. Hold weekly intercessory prayers for the peace, security and prosperity of the United Kingdom.
7. Conduct outreach activities as and when possible. This is a way of reaching the larger public and advertising our mission and faith.
8. Provides the following pastoral services at no charge; Naming ceremonies, organising retreats, conducting funeral services, water baptism, wedding services, hospital visitations, home visitations etc

### **Achievements and Performance:**

The year 2024 we resumed our operational capacity to the pre pandemic level. Our in person services and activities are fully on course. We have expanded our outreach and missions activities significantly. Our goal to reach all the major cities with the gospel campaign is still alive. This year we managed to reach 4 cities with our campaign during the summer. Due to financial and volunteering constraints we could not meet our target of reaching 7 cities with our campaigns as planned. Our food bank project which was launched

during the Covid period is still ongoing and helping to support families struggling with the cost of living crisis that's being experienced currently due to food and energy price inflation. Our membership drive is still on course and yielding fruit as church attendance is increasing steadily.

### **Financial Review**

During the year under review our weekly takings were quite stable, though there was not a significant increase compare to the last year. The charity does not rely on external funds but on contributions from the congregations. There is no significant financial risk associated with running the church. However, all risk have been assessed and policies have been put in place to mitigate and avert all risk.

### **Conclusion**

Our vision of reaching out to the public with the positive message of Christ's love is still at the heart of everything we plan and execute. We want to take this opportunity to thank all the ministers, partners, members and the general public for all their support and contribution during the year. Next year we hope to do more to realise our goals in providing more benefits to the public.

Rev. Richmond Opoku  
45a South Parkway, LS14 6ZD, Leeds

**HIGHEST LIFE MINISTRY**  
**CHARITY NUMBER 1167163**  
**RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER, 2024**

<b>PARTICULARS</b>	<b>Notes</b>	<b>(£) AMT</b>	<b>(£) AMT</b>
<b>Receipts</b>			
Offerings, Tithes and other Receipts			115,439.77
<b>Payments</b>			
Rent		8,200.00	
Travelling & Accommodation		4,150.66	
Stationery, Teaching Materials, Bibles etc		1,650.00	
Registration, Renewal, Subscriptions etc		2,810.00	
Repair & Maintenance Works		4,506.00	
Painting & Decorations		5,600.00	
Training, Development & Governance		3,150.00	
Furniture & Fittings		1,805.00	
Gift & Donations etc		5,455.33	
Sanctuary Equipment & Expenses		1,011.45	
Audio Equipment		3,672.40	
Media & Web Hostings		3,880.50	
Welfare Expenses		11,774.56	
Cleaning, Sanitation & Waste disposal		3,104.50	
Printing		2,330.03	
Refreshments		3,475.00	
Van Running Expenses		5,060.88	
Conferences & Events		7,903.00	
Bank Charges & Repayments		1,632.00	
Professional & Legal Charges		2,450.66	
Volunteer Allowances		12,680.00	
Office equipment		980.50	
Missions & Outreaches		10,655.00	
Admin Expenses		2,370.00	
<b>Total Payments</b>			<b>110,307.47</b>
<b>Excess of Receipts Over Payments</b>			<b>5,132.30</b>
<b>Opening Balance as at 01/01/2024</b>			<b>9,042.00</b>
<b>Closing Balance as at 31/12/2024</b>			<b>14,174.30</b>

Rev. Richmond Osei Poku  
45A South Parkway LS14 6ZD, Leeds

**HIGHEST LIFE MINISTRY**  
**CHARITY NUMBER 1167163**  
**STATEMENT OF ASSET AND LIABILITY AS AT 31 DECEMBER 2024**

<b>Particulars</b>	<b>Amount</b>
Cash Balance	<b>14,174.30</b>
Mini Van	<b>6,740.00</b>

Rev. Richmond Osei Poku  
45A South Parkway LS14 6ZD, Leeds

## **THE INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF HIGHEST LIFE MINISTRY.**

I report on the financial Statements of the charity for the year ended 31st December 2024.

### **THE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustee considers 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. It is my responsibility to:

1. Examine the financial statements under section 145 of the 2011 Act;
2. Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. State whether particular matters have come to my attention

This report, including my statement, has been prepared for and only for the charity's trustee as a body. My work has been undertaken so that I might state to the charity's trustee 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 charity and the charity's trustee as a body for my examination work, for this report, or for the statements I have made.

### **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 with the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanation 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 financial statements presents 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 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
  - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Liz Mapumo (BSc)  
5 New North Road,  
Ilford, Essex. IG6 2UA  
01 August, 2025