

Zambia Overseas Christian Fellowship (ZOCF)



Registered Charity Number 1177269

Annual and Financial Statements

For the year ended 31 March 2022

Annual Report 2022

The Board of Trustees presents its trustees report for the year ended 31 March 2022. Charity Name: The name of the Charitable Incorporated Organization is the Zambia Overseas Christian Fellowship. The Charitable, hereinafter abbreviated as "ZOCF in abbreviation"

Registered Office:

98 Baldwin Road,
Birmingham
West Midlands
B30 3LE

Board of Trustees:

Sam Ngambi (Dr)
Prudence Mwanza (Dr)
Lovely K Mwambazi (Mr)
Sophie Mwiinga (Mrs)
Victor Chilekwa (Dr)

Banking Services:

Barclays Bank
Coventry High Street Branch
25 High Street
Coventry
CV1 5QZ

Governance, Risk and Objectives

Governing Document

The Zambia Overseas Christian Fellowship is a charitable organization registered as a charity on 21 February 2018. The charity was established under a Memorandum of Association by special resolution which established the objects and powers of the charitable organization. In the last year, 4 new Trustees appointed and have serve in their respective capacities. All Trustees are aware of the Charity Commission's guidance on public benefit in their publication 'The Advancement of Religion for Public Benefit' and have regard to it in their administration and activities of ZOFC.

All the Trustees give their time voluntarily and receive no benefits from ZOFC. The Trustees are responsible for the various activities and operations of ZOFC and make regular reports at the meetings so that issues may be highlighted and discussed. A sub-committee called the National Executive Committee of skilled Members of various professional backgrounds is led by the Chairperson and their research and recommendations inform the Board of Trustees.

Risk Assessment

ZOFC recognizes that in relation to 'Risk Assessment', risk is defined as 'the threat of any action or event which will adversely affect an organization's ability to achieve its objectives and execute its strategies'. It also accepts that the term 'risk' can include any circumstances that may, or do, have an adverse effect, and is wider than financial matters. 'Risks' relate not only to the negative consequences of a threat, but also to the impact of not taking advantage of opportunities.

ZOFC recognizes it requires a practical Health and Safety Policy for any building and surrounding grounds in pursuit of its activities. The contents and obligations of the Equality Act 2010 and the Data Protection Acts 1988 and 2003 are known and complied with to the best of the charitable organization.

There is a Protection Policy in place in respect of children and vulnerable adults. Checks have been and are made with the Disclosure and Barring Service (formerly the CRB) in respect of persons dealing regularly with young people and vulnerable adults. The Trustees appointed officer for this is Mrs Sophie Mwiinga. Whilst it is impossible to eliminate all risks and their consequences, efforts are constantly made to minimize such occurrences. The safeguarding policy was revised and approved in August 2019 by the Trustees and implemented where applicable in the various departments of the charitable organization. Trustees are kept informed on matters affecting the charitable organization, such as health and safety, disability discrimination legislation, and child protection.

Public Liability Insurance

We set up public liability in 2018 to cover all our Organizational events and gatherings with Ansvar Insurance Company at a total premium of £278.88 in monthly instalments of £27.80 over 10 months after initial fee of £30.00. The Indemnity limit is £5million, Trustees and directors' indemnity is £100,000 and Employer's indemnity is £10 million. Reputational Risk is £105,000. We endeavour to encourage all our members to make sure all activities they engage at regional or national level are compliant with requirements of the insurance policy. This is funded by membership subscription. Insurance renewals are on a rolling basis.

Objectives and Activities

Purposes and Aims

1. To advance the Christian Religion throughout the United Kingdom and the World for the benefit of the Zambia Community in the United Kingdom and the public.
2. The promotion of Health throughout the United Kingdom and the World for the benefit of the public.
3. The promotion of Community development and capacity building by developing the skills and capacity of the Zambian Community and the public in the United Kingdom in such a way that they are better able to identify and help meet their needs and participate fully in society.

Activities

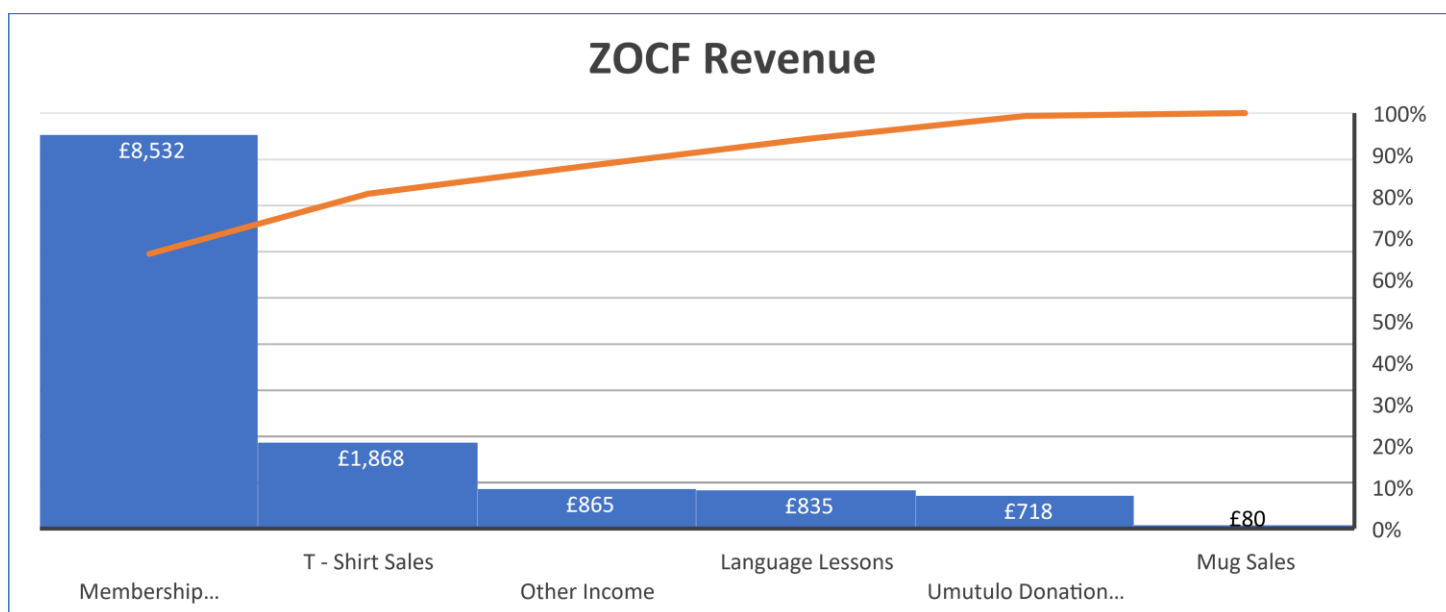
1. **Women:** Annual 3 days women's conference promoting cultural heritage, domestic abuse awareness, health awareness, counselling sessions, promoting family values, women empowerment, physical activities, and networking.
2. **Men:** Annual 3 days' men's conference promoting health awareness, providing a platform for mentorship and discipleship and breaking barriers, networking, and empowerment; promoting health awareness and physical well-being.
3. **Independence Day:** Annual event that seeks to promote the Community development and capacity building by developing the skills and capacity of the Zambian Community and the public in the United Kingdom in such a way that they are better able to identify and help meet their needs and participate fully in society.
4. **Other Charitable Activities:** In this financial year, we have supported various charity activities both within the United Kingdom and Zambia. ZARACH Charity based in England benefitted from our support; ZARACH helps children and families who are living in poverty crisis. In Zambia, our monthly remittances derived from member contributions have supported operations of Zambia Fellowship of Evangelical Students (ZAFES) and Scripture Union Zambia. In the same period, we have made remittances to Masala Village and Brother's Keeper. Both organisations are based in Zambia and look after the elderly and vulnerable in society.

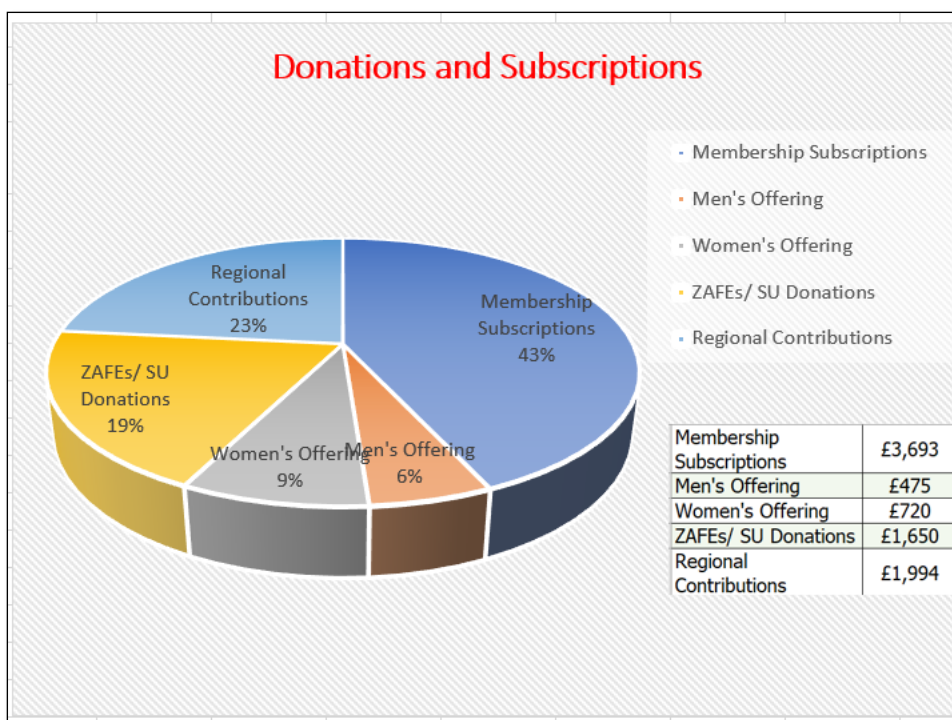
Review of the Year - Achievements and Performance

Financial review

We have been operating as a Charity for three years and have seen financial growth and progress. In the year under review, we received total income of £13,777. This has mainly been generated from member contributions/donations. The projects team was instrumental in raising a further £1,868 from T – shirt Sales which boosted our coffers.

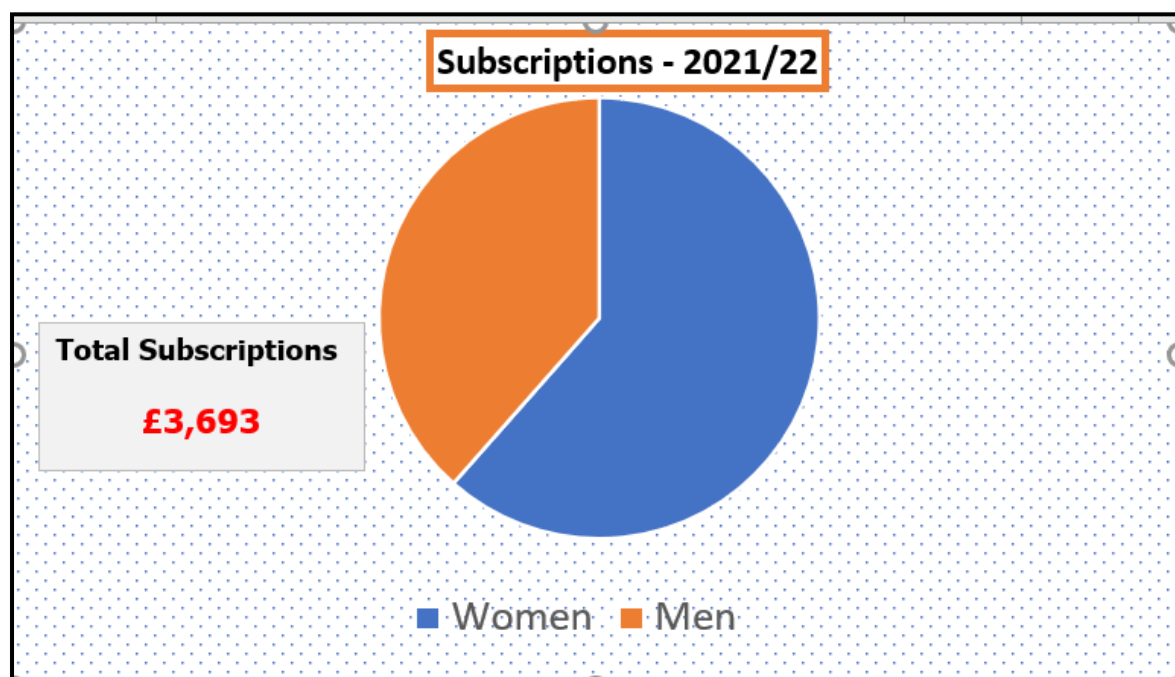
The diagram below shows the income streams of ZOCF in the financial year under review. In the past year the subscriptions / donations increased from £7,178.69 to £8,532.00. This represents a 15.86% increase from last year's income.





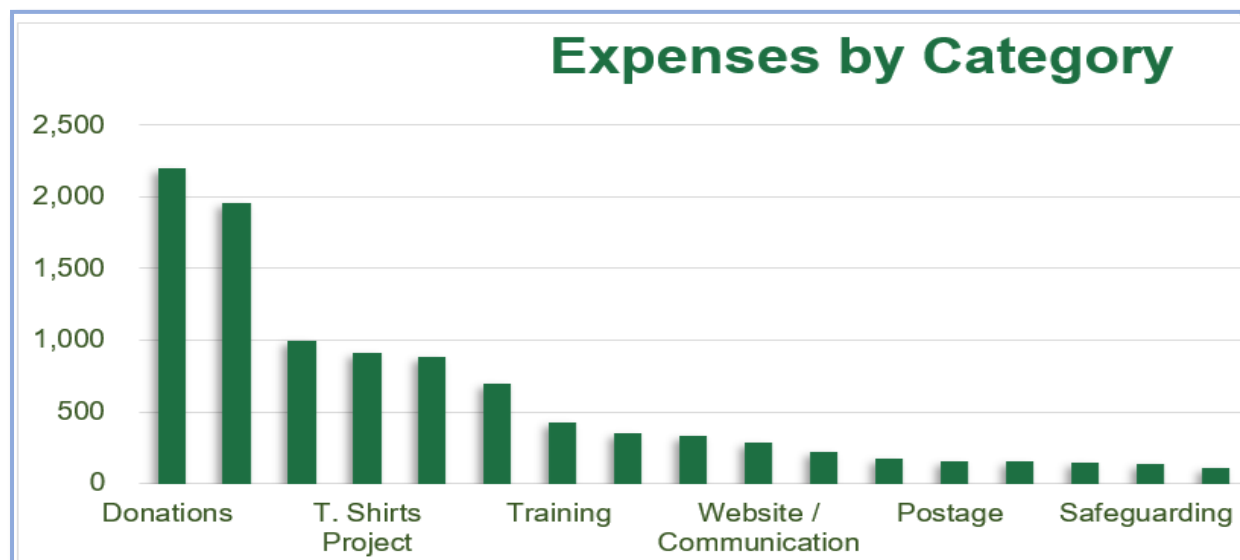
Member subscriptions and donations were **£8,532**. This figure comprises Member Subscriptions, Offerings, ZAFEs/SU donations and regional contributions.

Research is ongoing into strategies to increase our funding streams, especially as we work towards realizing the vision of ZOCCF.



As 31st March, 2022, the total member subscriptions were £3,693 as shown in the diagram above. 35 members had fully settled their member subscriptions and 16 had partially paid towards the subscriptions. Payments for the current financial year are ongoing; 16 members have so far paid member subscriptions and 13 people continued to pay in monthly instalments.

The largest expense for ZOCCF were donations to charitable causes both in Zambia and the United Kingdom. These activities were mainly funded from donations and subscriptions.



To develop collaboration and teamwork within the ZOCCF, funds were also spent on team building activities to motivate our teams across the country to work together, develop their strengths, and address any weaknesses.

Plans

In 2022/23 we intend to continue to develop and expand ZOCCF through our core vision. We intend to strengthen and expand operations in Scotland and Northern Ireland. The strategy is to maintain, develop, review, and build on our aims and objectives.

Recommendations for Action

1. Budget - it's crucial that we create efficiencies to minimize going over budget and reduce expenses and gain financial independence.
2. Revenue – The increase of revenue/activities within ZOCCF is directly proportional to workload. It's recommended that we employ one paid member of staff so that the load is distributed optimally.
 - Gift Aid - We have embarked on the process of claiming Gift Aid. Although we are fully subscribed to Church Suite which is compliant with GDPR requirements, most of our donors haven't given us the Gift Aid declaration despite repeated reminders. This has temporally stalled our efforts to claim Gift Aid and is potentially a loss of income. Members need to be sensitised on the advantages of Gift Aid.
3. Strategy –The Board of Trustees should consider developing a sustainable financial strategy with clear medium and long-term plans. These plans should take into account the aging population and how to tap resources from the younger generations.
5. Systems Training and Engagement – We have relaunched the website, making it more interactive and user friendly. The website will be used to showcase our charitable activities; as a platform to generate income and mobilise more members. To build capacity, we need to identify members we can train to confidently use our website and Church suite facility.

Statement of the responsibilities of the Board of Vision Protectors


The Board of Trustees is responsible for preparing the Annual report and financial statements in accordance with applicable law and United Kingdom generally accepted accounting practice. Charity law requires the trustees to prepare a statement of financial activities and a statement of assets and liabilities for each financial year, which gives a true and fair view of the situation of the charitable organization and of its financial activities for that year and adequately distinguishes any material special trust or other restricted funds of the charity. In preparing those financial statements the Board of Trustees is required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State, whether the policies adopted, are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to the material departures disclosed and explained in the financial statements
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the church will continue to operate.

We are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure the financial statements comply with the Charities Act 2011.

Trustee Board Chairperson

Approval

Signed: 

Date: 20th December, 2022

National Treasurer

Approval

Signed: *P. Phiri*

Date: 19th December, 2022

Financial Statements

ZOCF STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31st March, 2022

Income and Expenses Summary

Revenue	Amount	
Membership Subscriptions / Donations	£ 8,532	
Language Lessons	£ 835	
Umutulo Donation (Men's)	£ 718	
T - Shirt Sales	£ 1,868	
Mug Sales	£ 80	
Other Income	£ 865	
SubTotal: Income		£ 12,898
<u>Less: Charitables Expenses</u>		
Scripture Union - Zambia	£ 515	
ZAFEs - Zambia	£ 1,622	
Donations to Charities - Zambia	£ 1,591	
Donations to Charities - England	£ 608	
Sub Total: Charitable Expenses		-£ 4,336
<u>Less: Operational Expenses</u>		
Liability Insurance	£ 139	
Consumables	£ 16	
Postage	£ 156	
Travel Expenses	£ 603	
Training	£ 739	
Software Expenses	£ 230	
Website / Communication	£ 621	
Honorarium	£ 1,951	
Safeguarding	£ 129	
Office expenses	£ 174	
Professional Fees	£ 150	
T. Shirts Project Expenses	£ 908	
Other Regional Expenses	£ 108	
Social Events	£ 345	
Mugs Project	£ 56	
Sub Total: Operational Expenses		-£6,324.54
Surplus Income		£2,237.76

Balance Sheet

		Current Year	Prior Year
Current Assets			
Cash Funds-Bank		£20,050	£18,091
Accounts Receivables		£0.00	£0.00
Prepayments		£0.00	£0.00
Total		£20,050	£18,091
General / Main Account		£7,620	£8,007
Men Account		£1,810	£1,232
Women Account		£5,853	£2,044
Projects Account		£97	£188
ZOCF Wales Account		£1,808	£1,458
ZOCF Midlands Account		-	£702
ZOCF Manchester Account		£879	£3,342
ZOCF Eastern Region Account		£1,507	£742
ZOCF Leeds Account		£476	£377
		£20,050	£18,091

Notes to the Accounts

- Overall ZOCF bank deposits (including accounts held in regions) increased from £18,091 recorded in the prior year to £20,050 as at 31/03/2022.
- Retained our membership to Thirty-One Eight for policy support and safeguarding guidance at an annual membership fee of £129.
- Individuals within ZOCF and outside have committed to making regular donations to meet ZAFES/SU monthly wages by raising an average of £180 per month. With the Zambian Kwacha appreciating in value, we need to raise more contributions to meet this target.

For the year ended 31 March 2022

1. Accounting Policies

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP) 2015 and the FRS102 accounting standard.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received including gifts in kind that are capable of valuation. Donations arising under Gift Aid and Deeds of Covenant together with the tax recoverable thereon are accounted for when received and provision made for tax unclaimed at the year end. Resources expended in the accounts in the period in which they are incurred and include attributable VAT which cannot be recovered.
- c) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets certain criteria is identified in the relevant fund. Designated funds are funds which have been

allocated by the trustees for identifiable future expenditure. Unrestricted funds are donations and other income received or generated for the objects of the church without further specified purpose and is available as general funds.

d) Undesignated and Designated Funds:

- General Fund – the principal operating fund covering the cost of the charitable organization as approved by the Board of Trustees.

e) Restricted Funds:

- Vision – donations made towards sponsorship of chosen areas of interest by the donor if it is in line with our set objectives.

d) Fixed assets - the charitable organization have no fixed assets.