

## **Zambia Overseas Christian Fellowship (ZOCF)**



Registered Charity Number 1177269

Annual and Financial Statements

For the year ended 31 March 2024

Annual Report 2024

The Board of Trustees presents its trustees report for the year ended 31st March 2024. Charity Name: The name of the Charitable Incorporated Organisation is the Zambia Overseas Christian Fellowship. The Charitable, hereinafter abbreviated as "ZOCF in abbreviation."

### **Registered Office:**

167-169 Great Portland Street  
5th Floor  
London  
W1W 5PF

### **Board of Trustees:**

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 (ZOCF) is a charitable organisation established on February 21, 2018, and officially registered as such. Its foundation is based on a Memorandum of Association, reinforced by a special resolution that outlines the organisation's objectives and powers in the charitable sector. The charity currently has three Trustees who have served for over two years, each bringing valuable expertise to their respective roles. All Trustees are well-versed in the guidelines set by the Charity Commission, particularly as outlined in their publication *"The Advancement of Religion for Public Benefit,"* and consistently apply these principles in ZOCF's governance and operations.

The Trustees of ZOCF dedicate their time voluntarily, without seeking personal gain, to manage and oversee the organisation's various activities and operations. They present regular reports during meetings to address key issues. Supporting their efforts is the National Executive Committee (NEC) and regional leaders, they a specialised subcommittee led by the Chairperson and composed of professionals from diverse fields. The NEC

conducts research, develops recommendations, and provides valuable insights to the Board of Trustees, strengthening their decision-making processes.

### **Risk Assessment**

ZOCF recognises the importance of Risk Assessment and defines risk as any potential action or event that could hinder the organisation's ability to achieve its objectives or implement its strategies effectively. This understanding extends beyond financial risks to include any circumstances that may have negative impacts, whether arising from threats or from missed opportunities.

The organisation prioritises the implementation of a practical Health and Safety Policy across all its premises and during activities in surrounding areas. ZOCF fully complies with the requirements of the Equality Act 2010 and the Data Protection Acts of 1988 and 2003, ensuring adherence to its legal and ethical responsibilities as a charitable entity.

In safeguarding the welfare of children and vulnerable adults, ZOCF has established a dedicated Protection Policy. This includes thorough checks conducted by the Disclosure and Barring Service (formerly CRB) for individuals who regularly work with these groups. Mrs. Sophie Mwiinga has been appointed to oversee and manage safeguarding practices. While the complete elimination of risks is impossible, ZOCF is committed to minimising risks and their potential consequences through proactive measures.

The safeguarding policy was revised and approved by the Trustees in August 2019 and has since been effectively implemented across relevant departments. Trustees remain actively informed about issues affecting the organisation, including updates on health and safety protocols, disability discrimination legislation, and child protection measures.

### **Public Liability Insurance**

In 2018, we secured public liability insurance through Ansvar Insurance Company to cover all organisational events and gatherings. The policy premium totalled £278.18, paid in monthly instalments of £23.02 over ten months, following an initial payment of £30.00.

Key policy features include an indemnity limit of £5 million, Trustees and Directors' indemnity of £100,000, Employer's indemnity of £10 million, and Reputational Risk coverage of £105,000.

We strongly encourage all members to ensure that activities conducted at regional or national levels comply with the provisions of this insurance policy. The funding for this coverage is sourced from membership subscriptions, and policy renewals are managed on a rolling basis.

## **Objectives and Activities**

### **Purposes and Aims**

1. To promote the Christian faith across the United Kingdom and globally for the benefit of the Zambian community in the UK and the wider public.
2. To advocate for and advance health initiatives throughout the United Kingdom and worldwide for the benefit of the public.
3. To support community development and capacity building by enhancing the skills and abilities of the Zambian community and the public in the United Kingdom, empowering them to identify and address their needs and actively contribute to society.

## Activities

1. **Women:** We hosted a three-day residential annual women's conference focused on promoting cultural heritage, raising awareness about domestic abuse and health, offering counselling sessions, and fostering family values and women's empowerment. The event included physical activities, networking opportunities, and workshops designed to empower women. Keynote speakers and expert-led sessions covered a range of topics, including leadership, entrepreneurship, and financial literacy, providing attendees with valuable insights and practical skills.
2. **Men:** We hosted a three-day residential annual men's conference focused on promoting health awareness, fostering mentorship and discipleship, breaking barriers, and empowering participants. The event provided opportunities for networking, personal growth, and the promotion of physical well-being, creating a supportive environment for men to connect and thrive.
3. **Independence Day:** This annual event aims to promote community development and capacity building by enhancing the skills and capabilities of the Zambian community and the wider public in the United Kingdom. It empowers participants to better identify and address their needs while fostering active participation in society. The event serves as a valuable source of cultural enrichment, bridging generational gaps and benefiting both younger and older attendees.
4. **Other Charitable Activities:** In this financial year, we have supported various charity activities in Zambia. World Vision a Charity registered both in Zambia benefitted from our support; our donation went towards to mitigations the effects of drought. In Zambia, our monthly remittances derived from member contributions have supported the operations of Zambia Fellowship of Evangelical Students (ZAFES) and Scripture Union Zambia.

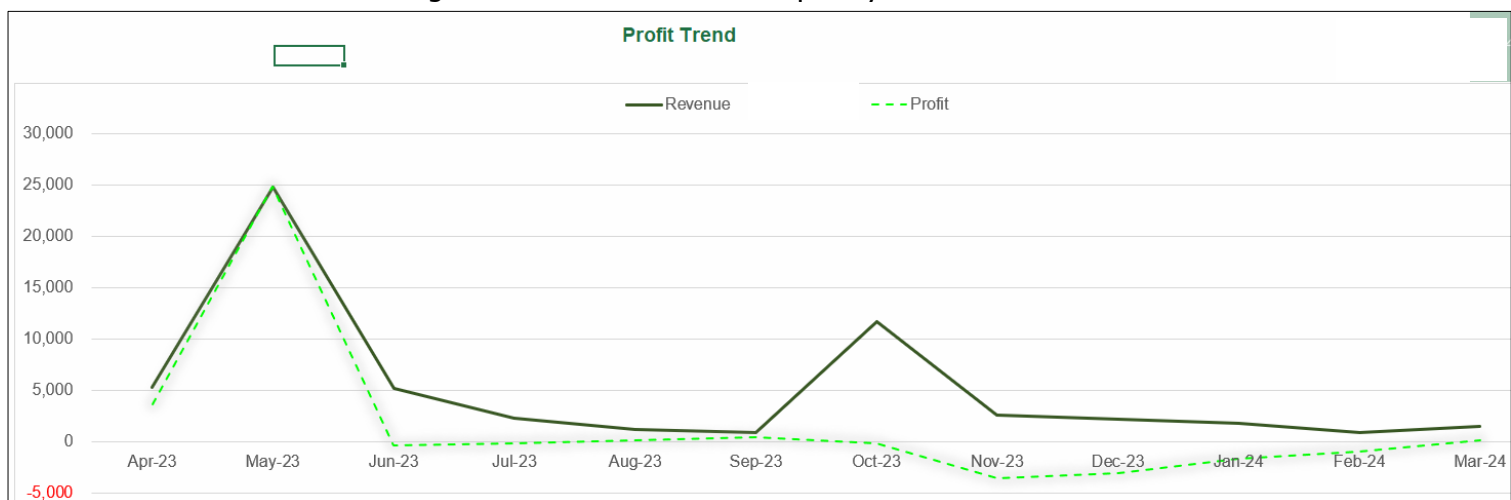
## Review of the Year - Achievements and Performance

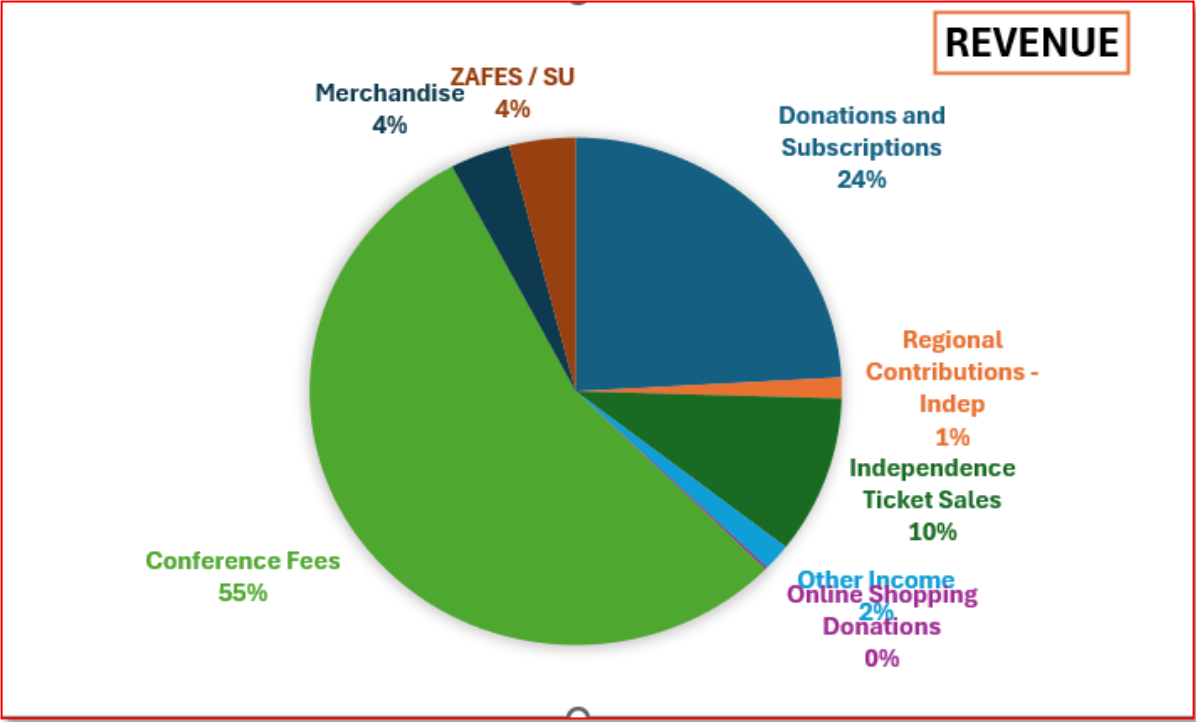
### Financial review

Over the past four years, we have proudly operated as a charity, achieving steady financial growth and progress. In the most recent financial year, our total income reached £61,310 driven primarily by member contributions, donations, and conference fees—marking an 12.6% increase in revenue.

The men's, women's, and regional initiatives also played a pivotal role in boosting revenue, collectively generating an additional **£3,270** through merchandise sales, further enhancing our financial reserves.

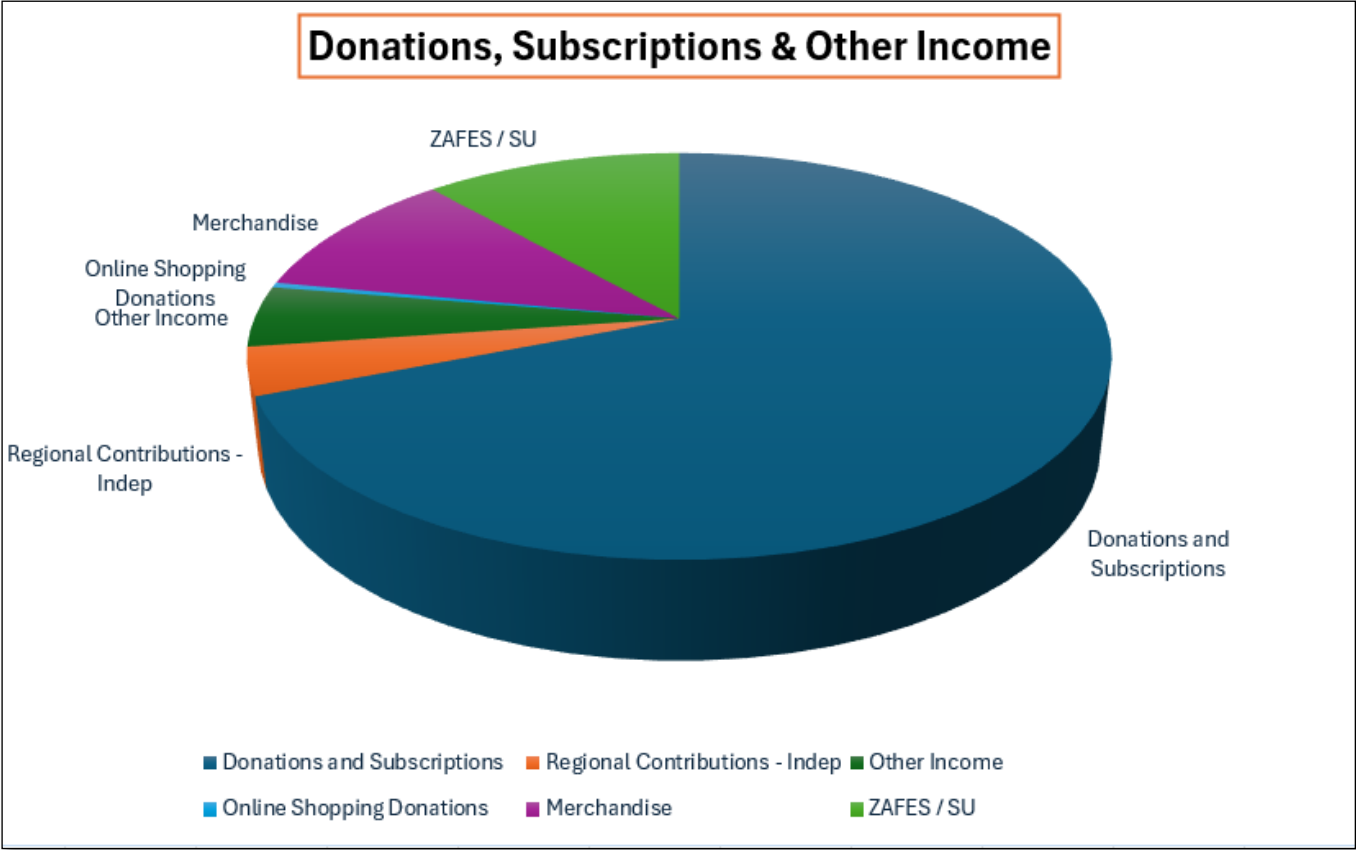
The accompanying diagram provides an overview of ZOCCF's income streams for the financial year under review. Subscriptions and donations experienced a significant increase, rising from **£9,021 to £15,004**—a 63.2% growth compared to the previous year. This positive development was instrumental in reducing the deficit recorded in the prior year's financial statements.





Member subscriptions and donations were **£15,004**. This figure comprises Member Subscriptions and Offerings. ZAFES/ SU donations contributions were **£2,460**

ZOCF is actively seeking ways to strengthen its funding sources as we work toward realising our vision. Currently, our income primarily comes from membership subscriptions and voluntary contributions collected during events such as conferences. While our membership has grown significantly, subscriptions and donations have remained inconsistent. Income tends to peak during national events like conferences and Independence celebrations but remains largely stagnant throughout the rest of the year.



Description	Amount	%
Liability Insurance	278	0.46%
Benevolence - Regional	250	0.41%
Postage & Printing	703	1.16%
Travel Expenses	454	0.75%
Hire of Conference Venues	37,590	61.81%
Training	-	0.00%
Software Expenses	50	0.08%
Scripture Union - Zambia	982	1.62%
Zafes - Zambia	1,643	2.70%
Website / Communication	288	0.47%
Honorarium	1,400	2.30%
Safeguarding	257	0.42%
Office expenses	415	0.68%
Professional Fees	-	0.00%
Donations	289	0.48%
Projects Expenses	1,840	3.02%
Entertainment	3,730	6.13%
Social Events	1,885	3.10%
Hire of Equipment	945	1.55%
Conference Expenses	3,088	5.08%
Bank Charges	107	0.18%
Decorations Events	437	0.72%
Regional Expenses	4,032	6.63%
Refunds - Conference Fees	150	0.25%

The expenses highlighted in red were substantially higher than anticipated and played a significant role in our overall high expenditure. This was due high expenditure associated with the relaunch of the London region and high entertainment costs for independence celebrations.

Donations to charitable causes have decreased from 6% in 2022 to 4.8% in the current financial year.

Although costs for Hire of Conference venues is fully funded by delegates, associated costs such as honorarium payments and conference expenses are unusually high. The board must put in place more stringent measures to ensure these expenses are properly costed agreed beforehand.

### **Plans**

ZOCF has extended its outreach efforts to London, Scotland and Northern Ireland regions. However, additional follow-up visits will be required to strengthen and solidify regional capacity to effectively mobilise community participation which will increase member

subscriptions. We may need to consider how these outreach trips will be funded and at what intervals.

### **Recommendations for Action:**

1. Plan and execute additional follow-up visits to ensure sustained engagement and on strengthening regional capacity training additional colleagues to enhance their skills and resilience, ensuring sustained progress and continuity in the absence of the primary team leader.
2. Develop a framework to support regional teams in mobilising community participation.
3. Allocate resources for ongoing regional outreach and capacity-strengthening activities.
4. Centralised Accounting System - The Board of Trustees should prioritise the implementation of a centralised accounting system. Currently, most regions—aside from the Midlands—continue to operate independent bank accounts that were established when ZOCF functioned as an association. This decentralised approach can become challenging to manage, especially when there are sudden changes in regional office bearers. We need to bring in line with Charity's financial standards.
  - **Key Benefits of a Centralised System: Improved Risk Management:** Centralised accounting enhances financial risk management by consolidating resources and expertise, making it easier to identify and address potential issues and controls.
  - **Increased Efficiency:** A centralised system streamlines processes, enhances coordination, and boosts overall operational efficiency. The Board should take immediate steps to transition to a centralised system to ensure consistency, accountability, and long-term sustainability.
5. Strategy –The Board of Trustees should continue to offer a platform for young people to be assimilated into the management structures of ZOCF particularly in areas of Treasury and secretariat duties.
6. Systems Training and Engagement – The Board of Trustees should explore the possibility of outsourcing or acquiring full-time equivalent personnel to effectively handle the daily workload demands within the

charity. This individual could also be instrumental in overseeing the seamless integration and transition of accounting systems across the organisation.

### **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 Member**

##### **Approval**

Signed: 

Date: 10<sup>th</sup> January 2025

#### **National Treasurer**

##### **Approval**

Signed: 

Date: 29<sup>th</sup> November, 2024

## **Financial Statements**

### **ZOCF STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31<sup>st</sup> March 2024**

#### **Income and Expenses Summary**

	2023	%
<b>Revenue</b>	<b>61,320</b>	
Donations and Subscriptions	14,722	24.12%
Regional Contributions - Indep	810	1.33%
Independence Ticket Sales	6,141	10.06%
Other Income	1,035	1.70%
Online Shopping Donations	87	0.14%
Conference Fees	33,544	54.97%
Merchandise	2,229	3.65%
ZAFES / SU	2,460	4.03%
<b>Expenses</b>	<b>60,813</b>	
Liability Insurance	278	0.46%
Benevolence - Regional	250	0.41%
Postage & Printing	703	1.16%
Travel Expenses	454	0.75%
Hire of Conference Venues	37,590	61.81%
Software Expenses	50	0.08%
Scripture Union - Zambia	982	1.62%
Zafes - Zambia	1,643	2.70%
Website / Communication	288	0.47%
Honorarium	1,400	2.30%
Safeguarding	257	0.42%
Office expenses	415	0.68%
Donations	289	0.48%
Projects Expenses	1,840	3.02%
Entertainment	3,730	6.13%
Social Events	1,885	3.10%
Hire of Equipment	945	1.55%
Conference Expenses	3,088	5.08%
Bank Charges	107	0.18%
Decorations Events	437	0.72%
Regional Expenses	4,032	6.63%
Refunds - Conference Fees	150	0.25%
<b>Surplus / (Deficit) – 2023/24</b>	<b>507</b>	
Retained earnings – 2022/23	1,313	
<b>Surplus / (Deficit) – 2023/24</b>	<b>1,820</b>	

## **Balance Sheet**

	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2000/21</b>
<b>Current Assets</b>				
Cash Funds-Bank	<b>£17,449</b>	<b>£19,226</b>	<b>£20,050</b>	<b>£18,091</b>
Accounts Receivables	£0.00	£0.00	£0.00	£0.00
Prepayments	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£18,179</b>	<b>£19,226</b>	<b>£20,050</b>	<b>£18,091</b>
General / Main Account	8,300.78	10,104.59	£7,620	£8,007
Men Account	1,031.22	3,240.20	£1,810	£1,232
Women Account	3,070.56	1,388.97	£5,853	£2,044
Projects Account	202.24	60.88	£97	£188
ZOCF Wales Account	1,335.71	1,465.67	£1,808	£1,458
ZOCF Midlands Account	602.17	-	-	£702
ZOCF Manchester Account	463.08	437.40	£879	£3,342
ZOCF Eastern Region Account	2,566.97	1,836.97	£1,507	£742
ZOCF Leeds Account	606.43	691.43	£476	£377
	<b>£18,179</b>	<b>£19,226</b>	<b>£20,050</b>	<b>£18,091</b>

## **Notes to the Accounts**

- Overall ZOCF bank deposits (including accounts held in regions) decreased from £19,226 recorded in the prior year to £18,179 as at 31/03/2024.
- Retained our membership to Thirty-One Eight for policy support and safeguarding guidance at an annual membership fee of £256.91.
- Individuals within ZOCF and friends of ZOCF have committed to making regular donations to meet ZAFES/SU monthly wages by raising an average of £180 per month. With the Zambian Kwacha fluctuating in value, we need to raise more contributions to meet this target.

## **For the year ended 31 March 2024**

### **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 has no fixed assets.