

# **SOUTHERN AFRICA LITERATURE TRUST**

**71 Howard Street  
North Shields  
Tyne and Wear  
NE30 1AF**

**Annual Report  
and  
Financial Statements  
for the year  
1<sup>st</sup> October 2020  
to  
30<sup>th</sup> September 2021**

**Registered Charity No 1181782  
Company Registered No 11581132**

# **SOUTHERN AFRICA LITERATURE TRUST**

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# **SOUTHERN AFRICA LITERATURE TRUST**

## **Report of the Trustees**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements for the year ended 30<sup>th</sup> September 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVE AND ACTIVITIES**

#### **Objective and aims**

The Charity's objectives are set out in its Memorandum and Articles of Association and are as follows:

- 1). To advance the Christian religion in, particularly but not exclusively Central and Southern Africa, for the benefit of the public through the holding of prayer meetings, lectures, public celebration of religious festivals producing and/or distributing literature on Christianity to enlighten others about the Christian religion, and,
- 2). The relief and assistance of people in any part of the world who are the victims of war or natural disasters, trouble, or catastrophe in particular by the provision of grants to charitable organisations.

#### **How our activities deliver public benefit**

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. The trustees have complied with their duty in Section 17 of the Charities Act 2011 and have paid due regard to guidance published by the Charity Commission regarding public benefit.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The activities of the Trust continued to be seriously affected by the ongoing Covid-19 pandemic for a significant portion of the year. Nevertheless, we are grateful that as travel restrictions began to ease, it was possible for the Chairman to visit Malawi twice to review operations there, first in May and again in August.

Stephen's visit in May was timed to coincide with the arrival in Malawi of Anna Vallance, who has been commended to the work by her assembly in Livonia, MI, USA. It has been a pleasure to welcome her. Her dedication to the work and devotion to the Lord will undoubtedly strengthen the team, particularly as she has joined the Board of the Malawi operation.

Anna has been gaining familiarity with the various aspects of the Trust's activities. She has accompanied Harold on school visits and literature supply trips, and is regularly involved with Goodson in the work around Saidi, setting up a Child Headed Households group with which she meets on a regular basis.

The visit in May also coincided with the appointment of Watipaso Kaliwo as Executive Assistant, SALT's first salaried employee. Wati brings several years of experience in Communications with a major international NGO, which combined with her excellent education, pleasant disposition, and devoted Christian character, should make her a real asset as she supports the administrative and related work of the Trust.

Wati & Anna have worked well together as a team, making monthly visits to Dzaleka Refugee Camp to oversee the orphan feeding and other programs there. Particularly noteworthy is the implementation of the Swahili BES/Bible Time ministry, which is being run as a pilot for the Chichewa work which we hope to roll out in the near future. Wati & Anna have worked together with Chichewa translation and revision teams on this major project, and we are looking forward to seeing the fruit of their labours.

At Dzaleka, we have been helping to provide additional school classrooms and desks, as well as installing a borehole for the use of the school and surrounding neighbours. At Saidi, we were involved in rehabilitating a dilapidated building used by a local Under-5's health clinic. By all accounts, these projects have been a great help to their respective communities.



It has been very encouraging to see real progress with our building project at Saidi. The priorities during this period have been (1) construction of a dwelling for the site supervisor (Goodson), (2) continuation of the perimeter wall / fence, (3) construction of a concrete base for shipping containers, and (4) earthworks to level the site, particularly removing several very large anthills. Goodson has grown into the supervisory role and proved to be faithful and diligent in this responsibility.

We take this opportunity to record our profound thanks to every brother and sister in Christ who has supported us – financially and in prayer. It goes without saying that the purchase and development of the land involves considerable expenditure. As a board, we are enormously encouraged by the Lord's provision for the financial needs of the development project. Donations more than doubled during the period, meaning that we were able to press ahead without compromising our conviction that this development should not adversely affect the ongoing activities of the Trust. At the same time, we are humbled, not just by the responsibility entrusted to us, but by the sad reality that a significant portion of this increase came from donations arising from the disposal of buildings by assemblies which have ceased to exist or become too small to need them. The responsibility to use such funds wisely for the perpetuation of Christian testimony in another part of harvest field weighs heavily.

Special mention is due to our friends at Revival Movement / Every Home Crusade, who blessed us again with a substantial donation of printed material. We estimate the commercial value of this donation to be a six-figure sum, and although we made several contributions toward their costs, their generosity enabled us to free up funds for outreach operations and building work in Malawi. We are conscious that RM / EHC support many ministries across the globe, and therefore we cannot rely upon them to meet all (or, even most) of our printing needs going forward.

Brother Harold has proved to be very useful in coordinating the growing literature ministry. He has developed relationships at various points of the supply chain: printers, clearing agents, couriers, and of course, our large network of volunteer literature distributors. We are grateful to him and the entire network of distributors for their diligent service, ultimately rendered to the Lord, of course.

We have continued to be troubled with costly vehicle reliability problems in Malawi. Our vehicles have an average age of almost 20 years, mostly driven on dusty, bumpy roads. The Trustees recently priced a replacement utility-type Land Cruiser, but the duty-free cost was in excess of £55,000 (US\$70,000), so for the meantime we have little option but to "struggle on". However, we have agreed to start a vehicle replacement fund to enable us to purchase such a vehicle at the earliest opportunity.

The Trust funded the purchase of a used 2 Ton truck, to be imported from Japan, although we did not take delivery of this until after the year-end. We are pleased that, after some initial mechanical issues were ironed out, the vehicle is giving very useful service, both in the building project and the literature work.

The Board takes seriously its financial and other responsibilities. During the early part of the period we met for a week-long workshop to educate and evaluate ourselves. We unanimously agreed that the time was well spent and highlighted various areas where we need to develop our competencies and policies. This is a work in progress and we have established an ongoing program of development and review.

## **SOUTHERN AFRICA LITERATURE TRUST**

### **Report of the Trustees (Continued)**

#### **FINANCIAL REVIEW**

##### **Financial position**

During the period the charity reported a surplus of £33,521 (£6,060 for 2020). At the balance sheet date the charity had a surplus in funds of £80,610, (£47,089 at 2020), of which £(34,319), (£1,850 at 2020), were restricted funds.

##### **Investment policy**

The Memorandum and Articles give the trustees the power to apply funds in such a manner as they think fit of for the benefit of any of the stated charitable objects or to invest funds as permitted by the Trustee Act 2000.

##### **Reserves policy**

The trustees have examined the requirement for reserves in the light of the main risks facing the charity. It is the policy of Southern Africa Literature Trust to maintain funds at a level which allows the charity to operate in the light of unforeseen circumstances. The trustees believe that the level of reserves at the end of the financial accounting period are adequate to meet this policy.

#### **PLANS FOR FUTURE PERIODS**

In the near and medium term, the Trust aims to maintain our focus on Gospel Outreach activities, particularly through Gospel Literature. A strong theme has emerged from our workshop sessions, and the Board's vision is to enlighten, encourage, and empower local believers to fulfil their part in the Great Commission.

We intend to focus particularly on establishing the Bible Time ministry in Chichewa and developing our Gospel Literature supply capabilities, including discipleship and training of our volunteer network. This will require considerable resources, but as the Lord enables, we intend to continue our site development plans, prioritising structures that will enable us to host residential Bible teaching



# **SOUTHERN AFRICA LITERATURE TRUST**

## **Report of the Trustees (Continued)**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity was incorporated as a company limited by guarantee on 21<sup>st</sup> September 2018 and gained charitable status on 28<sup>th</sup> January 2018 from which latter date the activities of the charity commenced.. The company was established under a Memorandum of Association which established the objects and powers of the charity 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 £10.

The trustees acting at the year end and who served for the full accounting period were:

Mr. Stephen Harper  
Mrs. Agnes Gail Harper  
Mr James David McMaster  
Mrs. Janet Deborah McMaster  
Dr. Sarah Elizabeth Bond (ne Horan)

#### **Recruitment and appointment of trustees**

Members of the Board are appointed by a decision of the Directors. Every Director shall be appointed for an initial term of up to three years and by invitation only. The process is as follows, either the Chairman or one of the directors will make known to the other members of the board who they propose. After careful consideration and an appropriate character reference, a unanimous agreement should be reached when the final decision is made. In the case of indecision, the matter will be given further consideration until the next Board meeting.

At each annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office and may offer them-selves for re-election.

#### **Organisational structure**

Trustees' meetings are held each month either with the trustees meeting in person or by internet communication. Having regard to the size and activities of the charity, our experience has been that the company's business has been adequately dealt with at the monthly meetings. Minutes are prepared, circulated and agreed at subsequent meetings.

#### **Induction and training of new trustees**

If a new board member is appointed, they will be provided with an induction pack outlining the duties and responsibilities of their role and additional information as regards to the Charity. DBS clearance is a prerequisite.

#### **Risk Management**

The trustees review the major risks to the charity on an ongoing basis. Significant external risks are funding and expenditure.

Procedures are in place to ensure compliance of health and safety regulations and safeguarding for volunteers, leaders and trustees.

**SOUTHERN AFRICA LITERATURE TRUST**  
**Report of the Trustees (Continued)**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

11581132 (England and Wales)

**Registered Charity number**

1181782

**Registered office**

71 Howard Street

North Shields

Tyne and Wear

NE30 1AF

**Trustees**

Mr. Stephen Harper

Mrs. Agnes Gail Harper

Mr James David McMaster

Mrs. Janet Deborah McMaster

Dr. Sarah Elizabeth Bond

**Independent Examiner**

David Hodgson, MBE, FCA, ACIB

Read, Milburn & Co

71 Howard Street

North Shields

Tyne and Wear

NE30 1AF

**Bankers**

HSBC UK

Belfast Royal Avenue

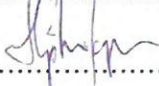
25-29 Royal Avenue

Belfast

BT1 1FB

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 7 June 2022 and signed on its behalf by

  
.....

**Mr Stephen Harper**

**On behalf of the Trustees of Southern Africa Literature Trust**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF SOUTHERN AFRICA LITERATURE TRUST  
For the period ended 30<sup>th</sup> September 2021**

**Independent Examiner's Report to the trustees of Southern Africa Literature Trust**

I report to the charity trustees on my examination of the accounts of the Company for the accounting period ended 30 September 2021.

**Responsibilities and basis of report**

As the charity trustees of the Company (and also its directors for the purpose of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**David Hodgson, MBE, FCA, ACIB**  
Chartered Accountant

Read, Milburn & Co  
71 Howard Street  
North Shields  
NE30 1AF

Date: 7 June 2022



# SOUTHERN AFRICA LITERATURE TRUST

## Balance Sheet as at 30 September 2021

		2021 £	2020 £
<b>FIXED ASSETS</b>			
Office Equipment, at cost	530		
Less depreciation	<u>258</u>	272	329
<b>CURRENT ASSETS</b>			
Debtors – Customs & Excise	1,181		1,304
Cash at Bank and in Hand	<u>79,157</u>		<u>45,750</u>
	<b><u>£80,338</u></b>		<b><u>46,750</u></b>
<b>CURRENT LIABILITIES</b>			
Sundry Accruals	<u>£ -</u>		-
<b>Net Current Assets</b>		80,338	46,750
<b>Total Assets less Current Liabilities</b>		<u>80,610</u>	<u>47,089</u>
<b>Total Net Assets</b>		<b><u>£80,610</u></b>	<b><u>47,089</u></b>
<hr/>			
<b>FUNDS OF THE CHARITY</b>			
Unrestricted Funds		114,929	45,239
Restricted Funds (Note 4)		(34,319)	1,850
<b>Total Funds</b>		<b><u>£80,610</u></b>	<b><u>£47,089</u></b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30 September 2021.

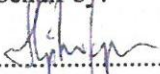
The members have not required the company to obtain an audit of its financial statements for the period ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small company regime.

The financial statements were approved by the Board of Trustees on **7 June 2022** and were signed on its behalf by:

  
.....  
**STEPHEN HARPER, (Chair of Trustees)**

The notes form part of these financial statements

# SOUTHERN AFRICA LITERATURE TRUST

## Statement of Financial Activities for the period ended 30 September 2021

	/-----2021-----\ Unrestricted    Restricted    Total			2020
<b>INCOME</b>				
Donations and Legacies	138,001	86,337	224,338	100,473
Gift Aid	2,672	-	2,672	2,400
Bank Interest Received	3	-	3	12
<b>Total Income</b>	<b>£140,676</b>	<b>£86,337</b>	<b>£227,013</b>	<b>£102,885</b>
<b>EXPENDITURE</b>				
<b>Charitable Activities</b>				
<i>Advertising &amp; Promotion</i>	<i>191</i>	<i>-</i>	<i>191</i>	<i>1,584</i>
<i>Computer Costs</i>	<i>1,001</i>	<i>-</i>	<i>1,001</i>	<i>1,122</i>
<i>Carriage &amp; Shipping</i>	<i>1,113</i>	<i>-</i>	<i>1,113</i>	<i>4,458</i>
<i>Travel &amp; Subsistence</i>	<i>5,365</i>	<i>-</i>	<i>5,365</i>	<i>3,528</i>
<i>Motor Expenses</i>	<i>225</i>	<i>-</i>	<i>225</i>	<i>750</i>
<i>Rent of Office and Storage</i>	<i>2,923</i>	<i>-</i>	<i>2,923</i>	<i>3,847</i>
<i>Heat &amp; Light</i>	<i>160</i>	<i>-</i>	<i>160</i>	<i>68</i>
<i>Insurance</i>	<i>250</i>	<i>-</i>	<i>250</i>	<i>247</i>
<i>Telephone</i>	<i>302</i>	<i>-</i>	<i>302</i>	<i>284</i>
<i>Printing, Postage &amp; Stationery</i>	<i>58</i>	<i>-</i>	<i>58</i>	<i>105</i>
<i>General Administration Expenses</i>	<i>1,059</i>	<i>-</i>	<i>1,059</i>	<i>963</i>
<i>Donations to SALT Malawi</i>	<i>33,071</i>	<i>115,890</i>	<i>148,961</i>	<i>49,466</i>
<i>Literature Publication &amp; Printing</i>	<i>22,800</i>	<i>-</i>	<i>22,800</i>	<i>23,077</i>
<i>Malawi Gospel Outreach Expenses</i>	<i>1,074</i>	<i>-</i>	<i>1,074</i>	<i>1,306</i>
<i>Relief Aid &amp; Operations</i>	<i>-</i>	<i>6,616</i>	<i>6,616</i>	<i>3,922</i>
<i>Bank Charges</i>	<i>418</i>	<i>-</i>	<i>418</i>	<i>448</i>
<i>Accountancy &amp; Professional Expenses</i>	<i>313</i>	<i>-</i>	<i>313</i>	<i>489</i>
<i>Foreign Exchange variances</i>	<i>595</i>	<i>-</i>	<i>595</i>	<i>1,076</i>
<i>Depreciation of Office Equipment</i>	<i>68</i>	<i>-</i>	<i>68</i>	<i>85</i>
<b>Total Expenses</b>	<b>£70,986</b>	<b>122,506</b>	<b>£193,492</b>	<b>£96,825</b>
<b>NET INCOME</b>	<b>69,690</b>	<b>(36,169)</b>	<b>33,521</b>	<b>6,060</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<b>45,239</b>	<b>1,850</b>	<b>47,089</b>	<b>41,029</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£114,929</b>	<b>£(34,319)</b>	<b>£80,610</b>	<b>£47,089</b>

The Notes form part of these financial statements

# **SOUTHERN AFRICA LITERATURE TRUST**

## **Notes to the Financial Statements**

### **Note 1 – STATUTORY INFORMATION**

Southern Africa Literature Trust is a private company limited by guarantee, registered in England and Wales. The company's registered number and registered address can be found within the Reference and Administration Details.

The Accounting period is for the year to 30<sup>th</sup> September 2020 and comparative figures are for the period from incorporation to 30<sup>th</sup> September 2019.

### **Note 2 – ACCOUNTING POLICIES**

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

The financial statements of the charitable company, 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 accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

As these are the first financial statements, there are no comparative figures shown.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amounts and obligation can be measured reliably. 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 attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Depreciation**

Depreciation has been provided at a rate of 20% on a reducing balance basis on fixed assets.

#### **Taxation**

The Charity is exempt from taxation on its charitable activities.

#### **Realised gains and losses**

There have been no realised gains or losses on investments during the year.

### **Note 3 – TRUSTEES' REMUNERATION AND BENEFITS**

No payments have been made to any of the Trustees during the accounting period to 30<sup>th</sup> September 2021.



**SOUTHERN AFRICA LITERATURE TRUST**  
**Notes to the Financial Statements (continued)**

**Note 4 – RESERVES**

The balance on Restricted Reserves is made up of restricted income less associated expenditure during the accounting period. Details of the make-up of balances on Restricted Reserves as at the Balance Sheet date is as follows:-

	<b>B/Fwd</b>	<b>Income</b>	<b>Expenditure</b>	<b>C/Fwd</b>
Building Fund	(6,799)	48,384	78,386	(36,801)
Relief Funds	8,382	32,068	29,053	11,397
Local Workers	267	5,885	15,067	(8,915)
	<u><b>£1,850</b></u>	<u><b>£86,337</b></u>	<u><b>£122,506</b></u>	<u><b>£(34,319)</b></u>