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**WRITTEN WORD OUTREACH MINISTRIES**

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**1 GEORGE STREET  
HOVE  
EAST SUSSEX BN3 3YA**

**CHARITY NUMBER 1053190**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5TH APRIL 2025**

**AJN & CO LTD  
CHARTERED CERTIFIED ACCOUNTANTS & BUSINESS ADVISORS  
2 SILVER STREAK WAY  
STROOD  
ROCHESTER ME2 2GY**

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**WRITTEN WORD OUTREACH MINISTRIES**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHURCH, ITS TRUSTEES AND ADVISORS  
FOR THE YEAR ENDED 5 APRIL 2025**

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**TRUSTEES:**

Nkhensani Priscilla Sono  
Stephanie Yeboah  
Victor Prouse  
Mary Stephens

**SECRETARY:**

Nadia Umwali

**CHARITY NUMBER:**

1053190

**BANKERS:**

NatWest Bank  
103 Church Road  
Hove  
East Sussex BN3 2BF

**ACCOUNTANTS:**

AJN & CO LTD  
Chartered Certified Accountants & Business Advisors  
2 Silver Streak Way  
Strood  
Rochester ME2 2GY

**CONTENT:**

1. Trustees' Report
2. Accountant's Report
3. Statement of Financial Activities
4. Balance Sheet
5. Notes to the Accounts

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**WRITTEN WORD OUTREACH MINISTRIES**

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**TRUSTEES REPORT**

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The Trustees have pleasure in submitting their report, and accounts for the year ended 5th April 2025. The financial statements have been prepared in accordance with the accounting policies set out on page 5, and comply with the Statement of Recommended Practice and applicable law.

**Constitution, objective of the charity, principal activities and organisation of our work**

The charity is constituted under a trust deed dated 3rd November 1995 and is a registered charity number 1053190.

The objectives of the charity as set out in the Declaration of Trust are:

- (a) To propagate the gospel of our Lord Jesus Christ and the advancement of the Christian faith.
- (b) The relief of persons who are in conditions of hardship or distress or who are aged or sick.
- (c) Such other exclusively charitable purposes as the trustees may see fit.

The church was involved in Christian outreach programmes designed to increase Christian awareness and spread the Gospel of our Lord Jesus Christ.

**Public benefits, development, activities and achievements in the year**

When planning our activities in the year, the trustees considered the Charities Commission's guidance on public benefit, and in particular the specific guidance on charities for the advancement of religion. We helped ordinary people in the community to live out their faith through worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus Christ.

Due to the lifting of Covid-19 pandemic restrictions, we were able to organise our usual gifts and presents for the widows and orphans in the community. All our activities during the year were held in our church premises as normal. Our annual Christmass and Easter services were held in our church premises and they were successful.

**Review of the financial position**

The net incoming resources for the year amounted to a surplus of £2,378 (2024 £1,923 deficit) all of which was attributable to the general reserves.

**Board of Trustees**

The members of the board of trustees during the year were

Nkhensani Priscilla Sono  
Stephanie Yeboah  
Victor Prouse  
Mary Stephens

**Approval**

This report was approved by the board of trustees and signed on its behalf by:

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Stephanie Yeboah

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Dated

**WRITTEN WORD OUTREACH MINISTRIES**

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**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF WRITTEN WORLD OUTREACH MINISTRIES**

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I report on the Financial Statements of the charity for the year ended 5th April 2025 which are set out below:

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINERS**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider 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 :

- \* examine the accounts under section 145 of the 2011 Act,
- \* follow the procedures laid down in the general Directions given by the Charity Commission [ under section 145(5)(b) ] of the 2011 Act, and
- \* state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

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 Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matter.

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 accounts 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 2011 Act; and
  - \* to prepare accounts which accord with the accounting records and comply accounting requirements of the 2011 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 accounts to be reached.

\_\_\_\_\_  
**Isaac Addai FCCA, FFA, FIPA, MBA(Finance), BA(Hons)**

\_\_\_\_\_  
Dated

**AJN & CO LTD**

**CHARTERED CERTIFIED ACCOUNTANTS & BUSINESS ADVISORS**

**2 SILVER STREAK WAY**

**STROOD**

**ROCHESTER ME2 2GY**

WRITTEN WORD OUTREACH MINISTRIES

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 5TH APRIL 2025

|  | Notes | <u>Unrestricted</u> |               |
|--|-------|---------------------|---------------|
|  |       | <u>2025</u>         | <u>2024</u>   |
|  |       | £                   | £             |
| <b>Incoming Resources</b>                      |       |                     |               |
| <b>Incoming resources from generated funds</b> |       |                     |               |
| Voluntary income                               | 1.3   | 44,572              | 42,991        |
| HMRC Gift Aid                                  | 2     | 8,535               | 2,570         |
| <b>Total Incoming Resources</b>                |       | <u>53,108</u>       | <u>45,561</u> |
| <b>Resources Expended</b>                      |       |                     |               |
| <i>Cost of generating funds</i>                |       |                     |               |
| Cost of generating voluntary funds             | 4     | 220                 | 138           |
| Charitable Activities                          | 5     | 50,010              | 46,845        |
| Governance costs                               | 6     | 500                 | 500           |
| <b>Total resources expended</b>                |       | <u>50,730</u>       | <u>47,483</u> |
| <b>Net movement in funds</b>                   |       | 2,378               | (1,922)       |
| <b>Reconciliation of funds</b>                 |       |                     |               |
| <b>Total funds brought forward</b>             |       | 3,680               | 5,603         |
| <b>Total funds carried forward</b>             |       | <u>6,058</u>        | <u>3,680</u>  |

There were no recognised gains or losses for the period other than those included in the Statement of Financial Activities.

The notes on pages 5 to 8 form part of these accounts.

WRITTEN WORD OUTREACH MINISTRIES

**BALANCE SHEET AS AT 5TH APRIL 2025**

|   | <u>Notes</u> | <u>2025</u><br>£ | <u>2024</u><br>£ |
|---|--------------|------------------|------------------|
| <b><u>FIXED ASSETS</u></b>                    |              |                  |                  |
| Equipment                                     | 3            | 2,533            | 1,212            |
| <b><u>CURRENT ASSETS</u></b>                  |              |                  |                  |
| Debtors                                       | 8            | 3,750            | 3,750            |
| Cash in hand & Bank                           |              | 275              | 218              |
|   |              | 4,025            | 3,968            |
| <b><u>LESS CREDITORS:</u></b>                 |              |                  |                  |
| Amounts falling due within one year           | 9            | (500)            | (1,500)          |
| <b>NET CURRENT ASSETS / LIABILITIES</b>       |              | <b>3,525</b>     | <b>2,468</b>     |
| <b>TOTAL ASSETS LESS CURRENTS LIABILITIES</b> |              | <b>6,058</b>     | <b>3,680</b>     |
| <b>NET ASSETS</b>                             |              | <b>6,058</b>     | <b>3,680</b>     |
| <b>MEMBERS ACCUMULATED FUNDS</b>              |              |                  |                  |
| Unrestricted Funds                            | 11           | 6,058            | 3,680            |
|   |              | <b>6,058</b>     | <b>3,680</b>     |

Approved by the Board of Trustees and signed on its behalf by

\_\_\_\_\_  
Trustee

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Dated

## WRITTEN WORD OUTREACH MINISTRIES

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5TH APRIL 2025

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#### 1. Accounting Policies

##### 1.1 **Basis of preparation of accounts**

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for Charity Accounts.

The Charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

##### 1.2 **Tangible Fixed Assets for use by the Charity and Depreciation.**

Tangible fixed assets for use by the Charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis;

|                                 |                |
|---------------------------------|----------------|
| Equipment fixtures and fittings | 25% per annum. |
|---------------------------------|----------------|

##### 1.3 **Incoming Resources**

Income from Tithes and Offerings, Grants and Other Income are included in incoming resources when they are receivable.

##### 1.4 **Value Added Tax**

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activities.

##### 2 **Tax reclaims on donations and gifts**

Gift aid receivable is included in income when there is valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

##### 3. **Investment Income**

Investment income consists of net interest received during the period.

WRITTEN WORD OUTREACH MINISTRIES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5TH APRIL 2025

**3. Tangible Fixed Assets**

|  | <u>Equipmt,<br/>Fixtures<br/>&amp; Fittings</u> | <u>Total<br/>2025</u> |
|--|---|-----------------------|
|  | £   | £                     |
| <b>Cost as at 6th April 2024</b>         | 2,155   | 2,155                 |
| Additions during the year                | 2,165   | 2,165                 |
| At 5th April 2025                        | <u>4,320</u>                                    | <u>4,320</u>          |
| <b>Depreciation as at 6th April 2024</b> | 943   | 943                   |
| Charge for the year                      | 844   | 844                   |
| At 5th April 2025                        | <u>1,787</u>                                    | <u>1,787</u>          |
| <b>Net Book Value at 5th April 2025</b>  | <b>2,533</b>                                    | <b>2,533</b>          |
| <b>Net Book Value at 5th April 2024</b>  | <b>1,212</b>                                    | <b>1,212</b>          |

**4. Cost of Generating Voluntary Income**

|                | <u>Unrestricted<br/>Fund</u> | <u>Total<br/>2025</u> | <u>Total<br/>2024</u> |
|----------------|------------------------------|-----------------------|-----------------------|
|                | £                            | £                     | £                     |
| Advertisements | 220                          | 220                   | 138                   |
|                | <u>220</u>                   | <u>220</u>            | <u>138</u>            |

**5. Charitable Activities**

|                               | <u>Unrestricted Funds</u> |               |
|-------------------------------|---------------------------|---------------|
|                               | <u>2025</u>               | <u>Total</u>  |
|                               | £                         | £             |
| Travel & Subsistence Expenses | 3,933                     | 3,589         |
| Welfare & Support             | 318                       | 195           |
| Evangelism & Missions         | 1,587                     | 1,829         |
| Rent & Rates                  | 19,609                    | 17,039        |
| Telecommunication & Data cost | 425                       | 407           |
| Repairs & Maintenance         | 332                       | 957           |
| Insurance                     | 1,613                     | 2,186         |
| Charitable Donations          | 240                       | 281           |
| Pastoral Allowance            | 18,036                    | 17,880        |
| Food & Refreshment            | 683                       | 341           |
| Light & Heat                  | 2,260                     | 1,283         |
| Legal Fees                    | -                         | 205           |
| Print, Post & Stationary      | 130                       | 249           |
| Depreciation                  | 844                       | 404           |
|                               | <u>50,010</u>             | <u>46,845</u> |

WRITTEN WORD OUTREACH MINISTRIES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5TH APRIL 2025

| <b><u>6. Governance Costs</u></b> | <b><u>2025</u></b> | <b><u>2024</u></b> |
|-----------------------------------|--------------------|--------------------|
|                                   | £                  | £                  |
| Accountancy                       | 500                | 500                |
|                                   | <u>500</u>         | <u>500</u>         |

**7. Trustee Remuneration**

No trustee has received remuneration in the year.

No trustee has had expenses reimbursed in the year.

There were no staff costs and emoluments and thus no employee whose emoluments exceeded £60,000

| <b><u>8. Debtors</u></b> | <b><u>2025</u></b> | <b><u>2024</u></b> |
|--------------------------|--------------------|--------------------|
|                          | £                  | £                  |
| Rent Deposit             | 3,750              | 3,750              |
|                          | <u>3,750</u>       | <u>3,750</u>       |

| <b><u>9. Creditors: Amount falling due within one year</u></b> | <b><u>2025</u></b> | <b><u>2024</u></b> |
|--|--------------------|--------------------|
|  | £                  | £                  |
| Accruals   | 500                | 1,500              |
|  | <u>500</u>         | <u>1,500</u>       |

**10. Net Movement in Funds for the Period**

| The net movement in funds for the period is stated after charging: | <b><u>2025</u></b> | <b><u>2024</u></b> |
|--|--------------------|--------------------|
|  | £                  | £                  |
| Depreciation of tangible fixed assets - for use by the charity     | 844                | 404                |
| Accountancy Fee  | 500                | 500                |

**11. Analysis of Net Assets between funds**

|                     | <b><u>Equipment</u></b>      | <b><u>Net Current</u></b> | <b><u>2025</u></b> | <b><u>2024</u></b> |
|---------------------|------------------------------|---------------------------|--------------------|--------------------|
|                     | <b><u>Fixtures</u></b>       | <b><u>Assets less</u></b> |                    |                    |
|                     | <b><u>&amp; Fittings</u></b> | <b><u>Liabilities</u></b> | £                  | £                  |
| Unrestricted Funds: | <u>2,533</u>                 | <u>3,525</u>              | <u>6,058</u>       | <u>3,680</u>       |