



*Reports*  
TO THE

# ANNUAL GENERAL MEETING

---

SUNDAY, 22ND MARCH, 2026

# **ACCRA RIDGE CHURCH**

## **REPORTS TO THE ANNUAL GENERAL MEETING**

**ON SUNDAY, 22<sup>ND</sup> MARCH, 2026**

**ACCRA RIDGE CHURCH**

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## **OUR VISION**

We aspire to be a strong and united Church impacting families, communities, workplaces and nations for Jesus Christ

## **OUR MISSION**

To disciple Christians of all nations, denominations, ages and social classes, using the Bible as the ultimate manual

# **AGENDA FOR ANNUAL GENERAL MEETING**

**ON SUNDAY, 22<sup>ND</sup> MARCH 2026**

1. Opening Prayer - Clergy
2. Welcome/Apologies - Chairman of Council
3. In Memoriam - Clergy
4. Election to Nominations Committee
  - 4.1 Prayer for Candidates - Clergy
  - 4.2 Introduction of Candidates
  - 4.3 Appointment of Tellers
  - 4.4 Election Procedure - leader of Tellers
5. Confirmation of Minutes
  - 5.1 AGM of 30<sup>th</sup> March, 2025
  - 5.2 SGM of 27<sup>th</sup> July, 2025
  - 5.3 SGM of 30<sup>th</sup> November, 2025
6. Matters Arising
  - 6.1 AGM, 30<sup>th</sup> March, 2025
  - 6.2 SGM, 27<sup>th</sup> July, 2025
  - 6.3 SGM, 30<sup>th</sup> November, 2025
7. Presentation of Council and Ridge Church School (RCS) Reports
  - 7.1 Discussion
8. Presentation of Financial Reports
  - 8.1 Auditors Report - Rep. from Intellysis
  - 8.2 Presentation of Financial Reports - Treasurer
  - 8.3 Acceptance of Financial Reports and Discussion
9. Council to Congregation
- 10.. Congregation to Council
11. Other Business: Appointment of Auditors
12. Election Results - Leader of Tellers
13. Closing Remarks - Chairman of Council
14. Courtesies - A Member
15. Closing Prayer and Benediction - Clergy
16. Refreshments

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON  
SUNDAY, 30<sup>TH</sup> MARCH 2025 IMMEDIATELY AFTER  
THE 8:30 A.M. JOINT SERVICE AY RIDGE**

**1. PRESENT**

Ms. Abigail Armah	-	Chairman
Ms. Kukua Awo Pratt	-	Secretary
Mr. Alfred Ayer	-	Treasurer
Rev. Canon Andrew N.A. Torgbor	-	Coordinating/Anglican Minister
Very Rev. Dr. Jacob French	-	Methodist Minister
Rev. Frank Kissi	-	Presbyterian Minister
Rev. Dr. Abraham Boateng	-	Youth Minister
Rev. Fr. Reginald I.O. Lawson	-	Auxiliary Minister

And 379 qualified members of the congregation who wrote their names (i.e. 364 in-person and 15 others via Zoom platform). A complete list of all who were present is available at the Church secretariat.

**2. CALL TO ORDER**

The Chairman called the meeting to order at 11:05am.

**3. APOLOGIES**

Justice Mrs. Merley Wood, Dr. Elizabeth Tetteh, Mrs. Gifty Anterkyi, Mrs. Joyce Bannerman-Wood, Mrs. Rosemary Glover-Quartey, Mrs. Luigia Zakkour, Mrs. Estelle Appiah.

**4. WELCOME**

The Chairman welcomed members and thanked God for the quorum for the meeting.

**5. OPENING PRAYER**

Rev. Canon Andrew N. A. Torgbor said the opening prayer for the commencement of the AGM.

**6. IN MEMORIAM**

Rev. Dr. Jacob French prayed for the souls of members who were called to rest in 2024.

**7. ELECTION OF NEW COUNCIL 2025-2027**

**7.1 Report and Introduction of Candidates**

The Chairman of the Nominations Committee, Mr. Ted Bernasko presented a report on the vetting of fifteen (15) applicants for election to Council for the period 2025 to 2027. The Committee recommended that all fifteen (15) nominees interviewed by the Committee be presented to the Church for election.

It further recommended that, given that there was only one nomination each for the positions of Secretary and Treasurer, members at the AGM should declare those positions unopposed. The other thirteen would however, go through the election process in accordance with Article 14 of the Constitution.

The Chairman of the Nominations Committee Mr. Ted Bernasko introduced the candidates standing for election to Council to the AGM.

On a motion by Mrs. Mary Yvonne Poku, and seconded by Dr. Alex Amankwah-Poku, the meeting accepted the report of the Nominations Committee.

### **7.2 Appointment of Tellers**

Nineteen members of the congregation were appointed as tellers and they in turn elected Dr. Margaret Amankwah-Poku as their leader.

### **7.3 Election Procedure**

Dr. Margaret Amankwah-Poku announced and explained the election procedure adopted by the Tellers to the AGM and Dr. Nii Darko Asante also explained the procedure for E-Voting.

The following were also elected unopposed as Officers of Council for the period 2025 to 2027.

Ms. Kukua Awo Pratt	-	Secretary
Mr. Alfred Ayer	-	Treasurer

A full complement of 2025 – 2027 Council is on pages 34-35.

### **7.5 Prayer for Elected Council Members**

Rev Fr. Reginald Lawson prayed for all the elected officers and members to the Council and committed them and their families into God's hands.

It was announced that the newly-elected Council for 2025-2027 would be inducted into office at a later date, once co-options were completed and members assigned their roles and responsibilities.

## **8. CONFIRMATION OF MINUTES OF AGM HELD ON 17<sup>TH</sup> MARCH 2024**

The minutes of the Annual General Meeting held on 17<sup>th</sup> March 2024 were adopted on a motion by Mrs. Gloria Lamptey and seconded by Mrs. Mary Yvonne Poku.

## **9. CONFIRMATION OF MINUTES OF SGM HELD ON 28<sup>TH</sup> JULY 2024**

The minutes of the Special General Meeting held on 28<sup>th</sup> July 2024 were adopted on a motion by Mrs. Dorothy Asare and seconded by Mr. Sam Otu-Boateng.

- 10. CONFIRMATION OF MINUTES OF SGM HELD ON 17<sup>TH</sup> NOVEMBER 2024**  
The minutes of the Special General Meeting held on 17<sup>th</sup> November 2024 were adopted on a motion by Mrs. Ruby Amoah-Darko and seconded by Ms. Muriel Gilbertson subject to the correction below:

**Page 23:** Paragraph 8 second bullet, “2024” was changed to “2023”.

- 11. MATTERS ARISING: AGM OF 17<sup>TH</sup> MARCH 2024, SGM OF 28<sup>TH</sup> JULY AND 17<sup>TH</sup> NOVEMBER 2024**

On a motion by Mr. Sam Okudzeto and seconded by Mrs. Elsie Koomson, the meeting adopted the itemised notes on the Matters Arising out of the Minutes of the AGM and SGMs of 2024.

- 12. PRESENTATION OF COUNCIL AND RIDGE CHURCH SCHOOL REPORTS**

The Council and the Ridge Church School Reports were taken as read.

On a motion by Mrs. Gloria Lamptey and seconded by Emmanuel Osei the meeting accepted the reports for discussion.

- 13. DISCUSSION**

**13.1 Youth Service and Rehearsal**

Mr. Sam Otu-Boateng stated that he was happy that the Youth Service has resumed fully. However, he added his voice to the passionate appeal by the Youth for the provision of a dedicated permanent place of worship and emphasised that would show the Church’s commitment towards growing and enhancing the Youth Service.

Ms. Karen Asiamah also made an appeal for a permanent space for the Youth Music Group for rehearsals on Saturdays and Sundays after Service. She stated that the lack of the rehearsal space affects the group’s ability to minister effectively during Sunday Services.

**13.2 Vestry for the Choir (Ridge)**

Mrs. Joyce Anakwa Thompson emphasised the Choir’s request for a suitable vestry for their use. She stated that currently the Choir changed in the Church library which was not ideal as the library was also used by different groups in the Church.

**13.3 Volunteers for Sunday School**

Mrs. Leonora Otu-Boateng made an appeal for volunteers for Sunday School especially since the Church could not conduct the Vacation Bible School (VBS) and Good News Club (GNC) activities because of a lack of volunteers.

**13.4 Adoption of Annual Reports 2024**

On a motion by Mrs. Margaret Akofio Sowah and seconded by Rev. Dr. Joyce Aryee-, the Council and School Reports were adopted.

## **14. PRESENTATION OF FINANCIAL REPORTS**

### **14.1 Auditor's Report**

Ms. Mary Naa Korde Ashong, a representative of Intellisys Chartered Accountants, presented "the Independent Auditor's Report" for the Church, ARC Hall Ltd., and Ridge Church School for 2024.

### **14.2 Presentation of 2024 Financial Report**

The Treasurer presented the financial highlights of the Church's position as of 31st December 2024, the financial overview of the ARC Hall Ltd. as of 31st December 2024, and the financial performance of the School as of 31st August 2024.

The Church recorded a total income of **GH¢16,368,787**, compared to **GH¢12,258,377** in 2023, reflecting an increase of **GH¢4,110,410** from the previous year. Total expenditure was **GH¢11,574,170**, up from **GH¢10,006,263** in 2023, representing an increase of **GH¢1,567,907**.

### **14.3 Discussions**

On a motion by Dr. Mrs. Dufie Osei and seconded by Mrs. Charlotte Ahwoi, the meeting unanimously accepted the financial reports for 2024 for the Church, ARC Hall Ltd., and the School for discussion.

#### **14.3.1 ARC Hall Completion Timeline**

Mrs. Rebecca Osei-Boateng enquired about the status of the ARC Hall and the expected completion timeline.

In response, the Chairman stated that the Church continued to implement the piecemeal approach towards completing the ARC Hall as had been decided by AGM. Therefore, there was no definite timeline for completion. She added that three main things remained outstanding, the completion of the ceiling and the floor of the main auditorium as well as the installation of audio equipment for the main auditorium.

#### **14.3.2 Restricted Funds**

Mr. Otu-Boateng requested clarity on why some funds were inactive. The Treasurer explained that the Wekem Felli and Andoh-Baddoo Funds were currently dormant. The latter, which is geared toward training youth leadership had not been utilised because its Board has been idle and no applications had been received.

#### **14.3.3 Adoption**

On a motion by Mr. Harold Richardson and seconded by Mrs. Sylvia A. M. Boye, the meeting approved and adopted the audited financial statements and the financial report as presented for 2024.

**15. COUNCIL TO CONGREGATION**

**15.1 Reset of ARC Sanctuary**

Mr. Herbert Darkwah requested that a renovation of the Sanctuary be considered temporarily whilst the Council considered the proposed reset of the sanctuary. The Chairman responded saying that a concrete decision would need to be made on a way forward for the Sanctuary. However, the process of assembling technical experts to propose a design for consideration would be initiated. In the meantime, the Harvest and Fundraising Committee can initiate the process of raising funds to support this project, if approved by the AGM, over a determined period.

**16. CONGREGATION TO COUNCIL**

**16.1 Voting Processes**

Mr. Enoch Ofosu-Appiah proposed that the Church should consider putting together an electoral roll of paid up members of the Church to facilitate the voting process for election purposes in the Church.

Madam Yvonne Tagoe Richardson also proposed that voting by proxy should be considered to enable members of the Church who could not attend the meetings to be able to exercise their voting rights.

A member of the congregation also suggested that e-voting should be done at least one week before the actual AGM to enable the voting process to run smoothly.

**16.2 Ridge Church School Trust Fund**

It was noted that the School had launched the Trust Fund for the proposed SHS project on 30<sup>th</sup> March 2023. However, the funds received were yet to be invested.

**17. OTHER BUSINESS**

**17.1 Appointment of Auditors**

On a motion by the Treasurer and seconded by Mr. Sam Okudzeto, the meeting unanimously appointed Intellisys Chartered Accountants as the Auditors for the Church, ARC Hall Ltd., and Ridge Church School for the year 2025.

**18. CLOSING REMARKS**

The Chairman expressed her appreciation to God for her successful completion of 2 terms as Chairman of the ARC Council. She thanked members for their support and prayers during the period. She further wished the incoming Council the very best in the years to come and prayed for God's wisdom and guidance for their tenure.

Finally, the Chairman expressed her appreciation to God and thanked members for attending and participating actively in the meeting and contributing to the issues tabled.

**19. COURTESIES**

Mrs. Karin Bannerman thanked God, the Chairman of Council, the administrative staff, members of Council, the Clergy, the Nominations Committee, Tellers, the out-going Council members, members present in-person and online for their various contributions which led to a successfully held AGM. She stated in conclusion that the various constructive inputs made by many helped enrich our discussions during the meeting all in the bid to building a stronger and well-structured Church to the glory of God.

**20. CLOSING**

On a motion by Mrs. Sylvia A. M. Boye and seconded by Mrs. Vera Boohene, the meeting closed at 2:15pm. The closing prayer and benediction was pronounced by Rev. Fr. Reginald I. O. Lawson.

RECORDED BY:

MS. KUKUA AWO PRATT  
SECRETARY

CONFIRMED ON THIS 22<sup>ND</sup> DAY OF MARCH, 2026 BY: MR. DANNY MAWUENYEGA  
CHAIRMAN OF COUNCIL

**MINUTES OF THE SPECIAL GENERAL MEETING HELD ON  
SUNDAY, 27<sup>TH</sup> JULY 2025 IMMEDIATELY AFTER  
THE 8:30 A.M. JOINT SERVICE AT RIDGE**

**1. PRESENT**

Mr. Danny Easmon Mawuenyega	-	Chairman
Ms. Kukua Awo Pratt	-	Secretary
Mr. Alfred Ayer	-	Treasurer
Rev. Canon Andrew Torgbor	-	Anglican / Coordinating Minister
Very Rev. Dr. Jacob French	-	Methodist Minister
Rev. Frank Kissi	-	Presbyterian Minister
Rev. Fr. Reginald Lawson	-	Auxiliary Minister
Very Rev. Dr. Abraham Boateng	-	Youth Minister

And one hundred and fifteen (115) qualified members of the congregation who wrote their names and twelve (12) qualified members of the congregation who were online, a compilation of which is available at the secretariat.

**2. CALL TO ORDER**

The Chairman called the meeting to order at 11:00am.

**3. OPENING PRAYER**

The meeting started with a prayer by Rev. Canon Andrew Torgbor.

**4. APOLOGIES**

Mr. Sam Otu-Boateng

**5. WELCOME AND PURPOSE**

The Chairman opened the meeting by extending greetings in the name of the Father, the Son and the Holy Spirit. He welcomed all members present in person and those joining online from various locations. He expressed appreciation to all who had made time to attend the year's Special General Meeting.

The Chairman offered a sincere apology for the late circulation of the report. He referred to the morning's sermon and the scripture reading from Luke 14:4, as well as the Lord's Prayer, which highlights forgiveness. He observed that the prayer reminds believers to seek forgiveness and to forgive others, and he expressed the hope that the delay in circulating the report would be forgiven. He ended this portion of his remarks with thanks and an Amen.

The Chairman then acknowledged and expressed gratitude to individuals who had supported the preparations leading to the meeting. He noted that although the process had been challenging, the contributions of members of the Accra Ridge Church had demonstrated that the church does not lack capable and committed human resources. He expressed particular appreciation to the clergy, Mr. Charles Crabbe, Ms. Abigail Armah, and the former Chairperson of the Accra Ridge Church Council for their continued support up to the morning of the meeting.

He concluded by expressing the hope that all members would continue to work together for the growth and development of the Accra Ridge Church, and he offered a prayer for God's blessings upon the congregation.

## **6. MATTERS ARISING**

### **6.1 Secretary's Comments**

The Secretary informed the meeting that the matters arising had originally been circulated during the March Annual General Meeting. It was noted that a few updates had been made, particularly in respect of item three. The Secretary explained that the current position differed from what had been presented at the AGM because the basement was no longer rented out on Sundays. This change had been made to allow the music group to hold rehearsals after services.

In addition, the Secretary referred to item four, which concerned calls for improvements to the church's communication channels. The meeting was informed that a WhatsApp channel had been created for this purpose. All church communication was now shared through that channel, and members were encouraged to join in order to receive timely updates.

The Secretary confirmed that items one and two remained the same as presented during the AGM.

### **6.2 Use of ARC Hall and Youth Rehearsal Arrangements**

Miss. Chris Edusei, a member of the Fundraising and Harvest Committee, stated that the Committee had been tasked with raising funds for the ARC Hall. She observed that the youth currently used the ARC Hall for rehearsals on Sundays, which limited the hall's availability for potential rentals. She asked whether an alternative space could be identified for the youth so that, if needed, the ARC Hall could be rented on Sundays to generate additional income.

The Chairman noted that the instruments in the ARC Hall were fitted for purpose and could not be moved, which posed a challenge. It was further noted that other rooms were available and were being rented out. The Chairman added that the matter would be reviewed to identify a permanent solution.

Ms. Karen Asiamah clarified that the youth music group held its rehearsals on Saturdays at 3.00 p.m. and not on Sundays. It was noted that this schedule was the source of the challenge referenced.

### **6.3 Clarification on the Correct Title of the Special General Meeting**

Mrs. Rebecca Osei Boateng requested that the "Report on the CLAN Ministries" be adopted for discussion. She proceeded to move for the acceptance of the document and this was seconded by Dr Nii Darko Asante.

Mrs. Rebecca Osei Boateng proceed to congratulate the Chairman and the team on their elevation to the highest office of the church. She also congratulated the team that prepared the document. She then reiterated the need for earlier

distribution of documents to facilitate proper review and contributions. She indicated that the title referred to a special general meeting on church life and nurture, although some members referred to it as a special general meeting on spiritual matters. She noted that she had reviewed the original decision establishing this meeting and referenced an amendment from March 2023 and added that clarity was required on the correct title of the special general meeting.

Dr. Nii Darko Asante, reading from the minutes of the meeting from March 2023, explained that on a motion by Mr. Richard Aryetey, seconded by Mrs. Esther Armah, the meeting had unanimously accepted that with effect from 2022 a special general meeting would be held every July to consider spiritual matters, including the church's spiritual life and worship. This had been established as a permanent feature on the church's calendar alongside the November special general meeting for budget discussions.

Mrs. Rebecca Osei Boateng concluded that the correct title should be "Special General Meeting on Spiritual Matters" and stated that CLAN was too restrictive.

The Chairman agreed and the Secretary confirmed that the title would be amended to read "Special General Meeting on Spiritual Matters."

Dr. Nii Darko Asante noted that although the decision specified the subject matter to be considered, it did not rigidly define the title, but the intent was clearly for the meeting to address spiritual matters.

The Secretary reiterated that the title would be amended accordingly.

## **7. REPORT ON CLaN MINISTRIES**

The Chairman invited Rev. Canon Andrew Torgbor to present the report on the pilots of the CLaN Ministries. He highlighted that the CLaN program is central to the spiritual life of the church, capturing how Accra Ridge Church organizes its spiritual activities. He emphasised that a church is defined by the gathering of its people, and that the CLaN ensures all spiritual needs of members are met through structured programs.

Rev. Canon Torgbor explained that the CLAN was organized into six ministries, each with a designated clergy in charge: Discipleship (Rev. Canon Andrew Togrbor), Worship and Music (Rev. Canon Andrew Togrbor), Prayer (Rev. Father Lawson), Outreach (Very Rev. Dr. Jacob French), Care (Rev. Frank Kissi), and Generational Groups (Very Rev. Dr. Abraham Boateng). This structure ensured that members could access clergy and coordinators for guidance specific to each area.

Rev. Canon Torgbor detailed that the Discipleship Ministry encompasses discipleship training, new convert classes, new member orientation, confirmation classes, Christian education, neighborhood fellowships, impact groups, and the writers' guild. Discipleship training ensures that members learn about God, Christ, and the Holy Spirit, and equips trained members to train others. New

convert classes guide those new to faith, while new member orientation welcomes and integrates members into the church community. Confirmation classes are for members to become full-fledged members, learning church doctrines and scripture. The Christian education department oversees Bible study literature, Bible study sessions, and neighborhood fellowships. Reverend Canon Torgbor highlighted that neighborhood fellowships remain a key focus, as strong fellowships improve the quality of Bible study and contribute to spiritual growth. Members' feedback on Bible study sessions was requested to enhance the program.

Rev. Canon Torgbor reported that the Worship and Music Ministry oversees all aspects of church music and worship services, including the choir, service leadership, Sidespersons, lay readers, floral arrangements, church decoration, and communication systems. The ministry covers Sunday services, weddings, funerals, birthdays, and other special services. Reverend Canon Torgbor acknowledged the performance of the choir while noting that continuous improvement is possible. He emphasised that any concerns regarding worship and music should be directed to the coordinating minister or clergy, rather than waiting for special meetings.

The Prayer Ministry, led by Father Lawson, manages all spiritual and intercessory prayer activities of the church. This includes Accra Ridge Church intercessors, the Ghana Prays Wednesday program, Concerned Mothers' prayers, youth prayers, and Friday church prayers. Rev. Canon Torgbor explained that a special committee assists Father Lawson in organizing these activities, ensuring proper coordination and support for all prayer initiatives.

Rev. Canon Torgbor outlined that the Outreach Ministry, led by Very Rev. Dr. Jacob French, includes the Christian Service Group and Evangelism Committee. This ministry ensures that the church's mission extends beyond its walls, bringing the saving knowledge of God to the wider community through organized programs.

The Care Ministry, under Rev. Frank Kissi, focuses on the social and welfare needs of church members. It encompasses Mission 50 Plus, widows fellowship, visitation groups, couples fellowship, welfare committees, premarital counselling, the editorial board, health team, and social activities. Rev. Canon Torgbor emphasised that the Care Ministry addresses members' social well-being in addition to their spiritual needs.

Reverend Canon Torgbor reported that the Generational Group Ministry, led by Very Rev. Dr. Abraham Boateng, oversees the Children Ministry, Youth Fellowship, Young Adult Fellowship, Women's Fellowship, and Men's Fellowship. This ministry ensures programs for youth nourishment, growth, and spiritual development, as well as the activities of other age-specific fellowships.

Rev. Canon Torgbor concluded that the CLAN program provides a holistic view of the church's life and spiritual activities. He emphasised that the program allows

members to locate the appropriate clergy or coordinator for guidance, encourages active participation, and fosters spiritual growth. Members were invited to provide feedback on the program's impact and any areas for improvement.

The Chairman thanked Rev. Canon Torgbor for the detailed report and opened the floor for questions, comments, and observations.

## **8. DISCUSSION**

### **8.1 Bible Study Sessions**

Ms. Countess Lartey raised a concern regarding the scheduling and consistency of Bible study sessions. She noted that while it is understood that Bible studies cannot always be held during services, there have been occasions where they were omitted without clear justification.

Ms. Lartey highlighted that during critical periods, such as Lent and the current month of prayer and fasting, Bible studies are particularly important to help members understand the significance of these observances. She requested clarification on how the church plans to address this inconsistency to ensure that Bible studies are conducted regularly and during key periods.

### **8.2 Clarification on Worship Ministry Groups**

Ms. Karen Asiamah noted that the report on the Worship Ministry primarily mentioned the choir, but did not reference other groups involved in worship.

Rev. Canon Andrew Torgbor clarified that the report provided was a summary and that all groups leading or participating in worship, including the Praises and Worship group, fell under the Worship Ministry.

### **8.3 Sustainability of Impact Groups**

Ms. Lartey raised a concern regarding the impact groups. She noted that a particular impact group had been performing well, but its activities were repeatedly interrupted due to running out of materials. As a result, the group had been temporarily suspended. She requested clarification on how consistently materials would be provided to ensure that the group could continue its work without interruptions and achieve its intended outcomes.

### **8.4 Christian Education and Group Learning**

Mr. Sam Okudzeto shared reflections on the Christian education program, noting his involvement in its original creation. He recalled that the program was initially divided into about eight small groups, each with a designated leader, while the pastor participated alongside members without taking a leadership role. This structure fostered close-knit bonding, creating an environment where participants could openly discuss and interpret the Word of God under the guidance of the group leader. He highlighted that the program's interactive approach enabled participants to gain deep knowledge of scripture, which was often shared with others outside the church, enhancing spiritual understanding beyond Ridge Church.

He observed that the current format, with shorter breaks and limited time, has reduced the vibrancy and effectiveness of the groups.

Mr. Okudzeto urged that the Christian education structure be revisited and restored to its original, more immersive format. He emphasised the importance of pre-meeting study, use of supplementary books and articles, and collaborative learning within the groups. He underscored that knowledge is vast, likening it to a baobab tree, and that group interaction allows members to expand their understanding.

Mr. Okudzeto concluded by stressing that Christian education equips all members, not just pastors, for evangelism, enabling them to fulfil their responsibility to share the Word and win souls for the kingdom.

### **8.5 Clarification on Roles within the Worship and Music Ministry**

Mrs. Rebecca Osei Boateng raised a concern regarding the inclusion of certain groups within the Worship and Music Ministry, specifically sides persons, lay readers, and floral and church decoration teams. She questioned whether these roles, which do not actively organize or lead church services, should fall under the ministry.

The Chairman assured her that every role player during church services contributes to the CLAN ministry.

Rev. Canon Torgbor explained that sides persons played a critical role in the smooth conduct of worship services. They guided members to their seats, manage offertory processes, and responded to emergencies, making their contribution essential to the worship experience. Similarly, those involved in floral decoration enhanced the worship environment, contributing to the spiritual atmosphere. Lay readers and service leaders also directly support worship activities. He emphasised that all groups listed under the Worship and Music Ministry are integral to church worship, as their roles collectively ensured effective and meaningful services. This categorisation allowed for clear identification of responsibilities and facilitates addressing any issues within the ministry.

### **8.6 Response on Bible Study and Impact Group Materials**

Rev. Canon Torgbor addressed the concerns raised regarding Bible study sessions. He explained that the current Bible study program is being conducted as a pilot and acknowledged that adjustments may be necessary. He emphasised the ministry's readiness to receive feedback and make corrections to ensure the program effectively meets the spiritual needs of members. He cited Manet as an example where previous Bible studies conducted outside the main service proved more effective, highlighting the need to adapt programs to the specific context of each service.

Regarding the impact group materials, Rev. Canon Torgbor noted the concerns about consistency and availability and assured members that the matter would be followed up to ensure proper provision and continuity.

### **8.7 Clarification on Neighborhood Fellowships and Bible Study**

Ms. Araba Quagarine from the Manet branch shared observations regarding the Bible study and neighborhood fellowship programs. She noted that members generally appreciate the Bible study sessions and that, from her experience, the former study groups prior to the pilot program were particularly effective in promoting both learning and spiritual growth.

Ms. Araba Quagarine emphasised that, aside from the social and fellowship aspect, the previous Bible study provided substantial knowledge for participants. She suggested that a comparison between the neighborhood fellowship and the Bible study be made to determine the most effective approach and recommended that the Bible study continue as part of the church's programs.

### **8.8 Discussion on Bible Study Structure and Participation**

Dr. Michael McCarthy offered a perspective on Bible study from a broader, church-wide viewpoint. He highlighted the value of smaller groups, such as impact groups and neighborhood fellowships, which provide close-knit fellowship, in-depth discussion, and strong interpersonal relationships. He contrasted this with the larger Bible study sessions held during Sunday services, which allow for maximum participation. Dr. McCarthy recommended maintaining both formats: smaller groups for intimate study and larger groups within the service for broader engagement, to achieve both quality and reach in the Bible study program.

Mr. Samuel Brandful expanded on Dr. McCarthy's points, emphasising that members should ideally participate in both small and larger sessions to gain the full benefit of Bible study. He noted that the 30-minute in-service Bible study is insufficient for in-depth exploration and suggested finding ways to complement it with longer sessions, such as those conducted during fellowship groups, to enhance understanding.

Mr. Emmanuel Osei added that the current in-service Bible study, with members moving between groups, causes distractions and interrupts the normal flow of the service. He proposed that, if Bible study is to continue during services, it should be conducted by a single designated leader for the entire congregation, rather than multiple small groups, to ensure smoother management and better learning outcomes.

### **8.9 Bible Study Materials Management**

Mr. Mahama Quao Akita raised a concern regarding the study guides used for Bible study. He noted that occasionally there are surplus booklets, while some have missing pages, leading some members to avoid using them or to rely on online versions instead. He suggested that the church find a way to better balance printing quantities to avoid waste, as overprinting is unnecessary and counterproductive given the need to raise funds and manage resources efficiently.

### **8.10 Welcoming Newcomers During Services**

Ms. Rebecca Lomo raised a concern regarding the welcoming of newcomers during church services. She noted that although a clip exists to greet first-time visitors, it is

not consistently played, and newcomers are sometimes not invited to stand or be acknowledged. This inconsistency has led some visitors to perceive the church as unwelcoming.

Ms. Lomo suggested enhancing the existing clip using technology, such as incorporating a voiceover in a familiar Ghanaian style, to actively invite and recognize newcomers. She stressed the importance of ensuring that visitors feel welcomed, even if the traditional practice of offering refreshments continues.

The Chairman acknowledged her concern, highlighting that culturally, welcoming someone includes refreshment, and expressed support for her suggestion to reinforce a warm and inclusive environment for all attendees.

### **8.11 Response from Rev. Canon Torgbor on Feedback and Observations**

Canon Rev. Andrew Torgbor acknowledged the feedback provided by members, highlighting that most questions raised were viewed as advice to help improve ministry performance. He confirmed that all comments regarding the Bible study program have been noted and that the clergy will review and implement necessary improvements.

Rev. Canon Andrew Torgbor also affirmed that the concerns about welcoming newcomers during services are well received. Measures will be taken to ensure that the welcome becomes a consistent part of the service. Regarding the movement during Bible study and other aspects connected to neighborhood fellowship, he assured members that these will be reviewed, and the congregation will be updated on any adjustments made.

### **8.12 Bible Study Leadership Development**

Mr. Ebenezer Aryeetey raised a concern regarding the ongoing production of DT and LT graduates, noting the importance of having trained backups for Bible study leaders to support the expanded Bible study program. The Chairman acknowledged the concern and confirmed that Dr. Nii Darko Asante is actively managing this process and performing well in the role.

### **8.13 Alignment of Bible Study with Sermon Themes**

Mr. Baffour Otu-Boateng suggested that Bible studies could be structured to follow the subjects of the day's sermons, allowing members to reflect on the message in their groups. He noted that this approach could deepen understanding, reinforce faith, and provide a stronger foundation for members' spiritual growth.

### **8.14 Online Access to Bible Study Programmes**

Mrs. Erica Ankrah shared her experience engaging with Bible study online. She highlighted that the study manual's QR code allows members to join sessions on Sunday evenings if they miss the morning classes. She found the online sessions enlightening and suggested that wider communication about the availability of programs on YouTube could benefit members who cannot attend in person, ensuring greater accessibility and participation.

### **8.15 Daytime Sessions for Anaviosi**

Ms. Countess Lartey raised a concern regarding Anaviosi evening sessions. Due to poor night vision and difficult roads, some members are unable to attend in the evenings. She requested the possibility of holding in-person sessions during the day, at least twice a month, to allow participants to ask questions and engage more effectively.

The Chairman acknowledged the concern and noted that it would be considered.

### **8.16 Coordination of Service Projections**

Mr. Samuel Brandful highlighted an issue regarding coordination during services. He observed that there are occasional mismatches between the service script used by the clergy and the content projected on screens. He requested that measures be taken to ensure proper alignment between the clergy's script and the projections during services. The concern was duly noted for follow-up.

### **8.17 Observations on Worship Practices, Evangelism, and Youth Welfare**

Mrs. Selina Annan raised three points for consideration:

First, she noted that, in her Catholic background, the sign of the cross is made from the forehead to the navel and then to the shoulders. She inquired whether the practice at Accra Ridge Church differs, as many appear to make the gesture to the chest.

Second, she observed that drivers often wait outside the church under trees, sometimes engaging in non-spiritual discussions during services. She suggested providing a form of outreach, such as Bible study sessions at the Fellowship Centre, to engage them spiritually.

Third, she acknowledged the church's current welfare efforts but encouraged a focus on supporting young, unemployed members who are actively involved in church activities. This could help maximize their contribution and engagement under the CLAN structure.

### **8.18 Worship and Music Ministry Requests**

Ms. Karen Asiamah requested opportunities to hold worship concerts, noting that prior to COVID, events such as Eucharist were held regularly. While some events, like "Contemporary Christmas," were conducted last year, challenges were encountered, and she appealed for formal approval to organize such concerts. She also highlighted issues with the church's sound system, including a shortage of functional microphones, which has caused interruptions during services. She requested new microphones and attention to the sound system to ensure smooth operations.

Ms. Karen Asiamah expressed challenges the Worship and Music Ministry faced in handling praise and worship for the second Sunday service, particularly when managing both contemporary and subsequent services with limited personnel. She proposed reverting to ministering during the fourth Sunday family service instead of the second Sunday, which would alleviate scheduling pressures.

Finally, Mrs. Selena Annan requested that the music director be the primary point of contact for all church events requiring music. This would ensure proper coordination and prevent situations where the team responds to events without the director's knowledge.

### **8.19 Teaching on the Sign of the Cross**

Rev. Canon Torgbor addressed a query regarding the proper way to make the sign of the cross. He explained that different denominations have distinct practices: Catholics, Anglicans, Methodists, and Presbyterians all observe it differently, and some do not practice it at all. He assured that the church would provide a teaching session during liturgy education to help members understand the practice, and that explanations would also be offered after services when appropriate.

### **8.20 Concerns Regarding Church Multimedia and Volunteer Support**

Mrs. Joyce Anakwa Thompson raised concerns about the church's multimedia setup and support for volunteers. She observed that during a recent service there was only a cross-bearer present, noting that many youth and volunteers devote their time and resources to serve the church but sometimes struggle financially. She emphasised the need to support these "silent workers" in the ministry.

Mrs. Thompson also highlighted issues with the church's multimedia equipment, describing it as outdated and insufficient for delivering an engaging worship experience, particularly for online viewers. She stressed that poor sound quality impacts the choir's performance and the congregation's ability to participate fully, especially for members watching remotely. Joyce urged that the matter be addressed promptly so that new equipment is in place before the next AGM.

Mr. Maama Quao Akita added that clear audio and coordinated streaming significantly improve the worship experience for online attendees, citing the successful coverage of a recent funeral as an example.

The Chairman acknowledged the concerns and noted them for action, emphasizing the potential to improve with dedication and effort.

## **9. ADOPTION OF REPORTS, COMMENTS, SUGGESTIONS**

The Chairman invited a motion for the adoption of the reports, comments, and suggestions presented during the meeting.

Mr. Alex Amankwa Poku moved for the acceptance of all discussions and proceedings, and also proposed the closing of the meeting. The motion was seconded and carried unanimously, with no objections from any members present.

## **10. CLOSING REMARKS**

The Chairman expressed gratitude on behalf of the trustees, himself as Chairman of the Council, the council members, and the clergy for the love, camaraderie, and cooperation that contributed to the success of the SGM. He encouraged the continuation of this spirit of unity, emphasising that it would ultimately benefit Accra Ridge Church and bring glory to God. He acknowledged the presence of

online participants, noting that their comments had been received and their participation appreciated, and encouraged them to join in person when possible.

#### **11. COURTESIES**

The Chairman invited Mrs. Ophelia Ayeh to render courtesies on behalf of the meeting.

Mrs. Ophelia Ayeh expressed appreciation in the name of the church, the Chairman, and the meeting body. Gratitude was extended first to God, followed by thanks to the clergy for their dedication and participation, particularly noting Reverend Canon's detailed explanations. Appreciation was also conveyed to the church council for engaging with members' questions and feedback in good faith, and to the committee for their diligent work in preparing the documents for the meeting. Recognition was given to all individuals working silently in the background to make the meeting possible, as well as to attendees who stayed beyond the 8:30 a.m. service to participate, contribute, and engage in the discussions.

Mrs. Ayeh concluded with a prayer that God would bless the meeting and the lessons taken away from it.

#### **12. CLOSING PRAYER AND BENEDICTION**

In the absence of any further discussions, Rev. Canon Torgbor said the closing prayer and benediction.

RECORDED BY:

MS. KUKUA AWO PRATT  
SECRETARY

CONFIRMED ON THIS 22<sup>ND</sup> DAY OF MARCH, 2026 BY: MR. DANNY MAWUENYEGA  
CHAIRMAN OF COUNCIL

**MINUTES OF THE SPECIAL GENERAL MEETING HELD ON  
SUNDAY, 30<sup>TH</sup> NOVEMBER 2025 IMMEDIATELY AFTER  
THE 8:30 A.M. JOINT SERVICE AY RIDGE**

**1. PRESENT**

Mr. Danny Mawuenyega	-	Chairman of Council
Mr. Alfred Ayer	-	Treasurer
Ms. Elizabeth Korkor Ocansey	-	Ag. Secretary /Administrative Manager
Rev. Canon Andrew Torgbor	-	Coordinating/Anglican Minister
Very Rev. Dr. Jacob W. French	-	Methodist Minister
Rev. Frank Kissi	-	Presbyterian Minister
Very Rev. Dr. Abraham Boateng	-	Youth Minister

And 142 qualified members of the congregation in-person and 12 members online via ZOOM. A compiled list of all who were present is available at the Secretariat.

**2. APOLOGIES**

Ms. Kukua Pratt (Secretary), Rev. Fr. Reginald Lawson (Auxiliary Minister), Mrs. Rebecca Osei Boateng and Mrs. Ophelia Ayeh.

**3. CALL TO ORDER**

The Chairman of Council called the Meeting to order at 10:50a.m.

**4. OPENING PRAYER**

The Meeting started with a prayer by Very Rev. Dr. Jacob W. French.

**5. WELCOME AND PURPOSE**

The Chairman welcomed members to the Special General Meeting (SGM) to discuss the budget for the year 2026. He thanked all present for making time to attend the meeting and thanked God for His generous provision.

Chairman informed the meeting that the Administrative Manager was acting as Secretary since Ms. Kukua Pratt, the Council Secretary, was out of jurisdiction.

**6. PRESENTATION OF BUDGET**

The Treasurer, Mr. Alfred Ayer, presented the budget for 2026 to the congregation.

He began with a scripture *“Know therefore that the Lord your God is the faithful God, keeping his covenant of love to a thousand generations of those who love Him and keep His commandments (Deuteronomy 7:9);* and prayed that God will continue to guide and sustain His Church for His own glory.

His presentation was in five (5) parts, namely:

- Performance Review for the Nine-month period ending September, 2025
- Projected Income and Expenditure for the year ending December, 2025
- Budget Estimates for 2026

- ARC Hall Complex
- Ridge Church School

### **6.1 Performance Review (January – September, 2025)**

The actual total income for the nine-month period, ending September, 2025, was **GH¢10.9 million**, as against a budget of **GH¢9.9 million**, resulting in a positive variance of **GH¢1 million**, which represents **10.6%** of the budgeted income.

The actual total expenditure for the nine-month period ending September, 2025 was **GH¢ 8.8 million**, as against a budget of **GH¢9.1 million**, resulting in a positive variance of **GH¢305,589**, which represents **3.3%** of the budgeted amounts.

The actual excess income over expenditure for the nine-month period ending September, 2025 was **GH¢2.1 million**, as against a budgeted amount of **GH¢746,694**; resulting in a positive variance of **GH¢1.3 million**, which represents **181.4%** of the budgeted amount.

### **6.2 Projected Income And Expenditure (January – December, 2025)**

The projected total income for the year was **GH¢15.6 million**, as against a budget of **GH¢14.2 million**, resulting in a positive variance of **GH¢1.3 million**, which represents **9.8%** of the budgeted amount.

The projected total expenditure for the nine-month period was **GH¢13,268 million**, as against a budget of **GH¢12.2 million**, resulting in a negative variance of **GH¢785,823** which represent **6.4%** of the budgeted amounts.

The projected actual excess of income over expenditure for the year ended 31st December, 2025 was **GH¢2.6 million**, as against a budget. of **GH¢2 million**, resulting in a positive variance of **GH¢606,863**, which represents **1.3%** of the budgeted amount.

### **6.3 Budget (2026)**

#### **6.3.1 Objectives**

- To continue to meet the spiritual needs of members through general Christian education and fellowship.
- To enhance the prayer life of the congregants and the church.
- To harness the potential of the teens and youth for spiritual growth and development.
- To support the discipleship programme of the church.
- To work towards completing the ceiling and the floors of the main auditorium of the ARC Hall.
- To implement rationalisation of staff costs.
- To further enhance the multimedia capabilities to take advantage of online ministry.
- To work towards the construction of a place of worship for ACP branch of ARC.
- To support the 90th anniversary activities.

### 6.3.2 Assumptions

The following assumptions were made:

- i. There will be an average of **14 Services** a week for **53 weeks**.
- ii. A proposed increase in donations to the participating churches. However, donations to church-related organizations remain the same as in 2025. The proposed amounts are as follows, **GHC60,000**, **GHC20,000**, and **GHC15,000** to the participating churches, the Christian Council of Ghana, and church-related organizations, respectively.
- iii. Membership dues to remain the same as in 2025. That is, adult members will pay a minimum of **GHC400** per annum; whilst members above 60 years and students, a minimum of **GHC150** per annum.
- iv. Rates for the use of the Fellowship Centre to remain unchanged: **GHC1,500** and **GHC2,500** for members and non-members, respectively.
- v. Up to a **15%** increase in salaries and allowances in line with the completion of the rationalisation of staff costs.

### 6.3.3 Income and Expenditure

The total income was estimated to increase from **GHC15.6 million** in 2025 to **GHC17.7 million** in 2026. This shows a variance of **GHC2.1 million** representing **13.7%** of the projected amount for 2025.

The total expenditure was estimated to increase from **GHC13.8 million** in 2025 to **GHC17.7 million** in 2026. This shows an increase of **GHC3.9 million**, representing **28.2%** increase over the projected expenditure for 2025.

The total excess of income over expenditure was estimated to decrease from **GHC1.7 million** 2025 to **GHC27,658** in 2026, representing a negative variance of **98.5%** of the projected surplus for 2025.

The Treasurer informed the Meeting that the budget had been realigned to reflect the expenses of the ministries in line with the Church Life and Nurture (CLaN) groupings.

**Discipleship Ministry:** a provision of **GHC195,600** was for materials for Discipleship training, Bible studies, and Neighborhood Fellowships.

**Worship and Music Ministry:** an amount of **GHC378,250** for expenses of the Choir, all Music groups, Church Decoration, and Sidespersons.

**Care Ministry:** **GHC360,346** for the activities of Visitation groups, Counselling, Couples Fellowship, and Welfare Committee, among others.

**Outreach Ministry:** an amount of **GHC1,124,593** for the Christian Services, Hospital Services, and Evangelism.

**Generational Groups' Ministry:** a provision of **GH¢1,255,908** for Sunday School, Youth Fellowships, Young Adults' Fellowship, Women's Fellowship, and Men's fellowship.

**Prayer Ministry:** **GH¢50,000** for its activities in 2026.

#### **6.4 ARC Hall Complex**

An amount of **GH¢463,976** was spent on the project in the year under review. This brings the total historical costs of the project as at 30th September 2025 to **GH¢38,884,211**. The plan for 2026 is to commence and complete works on the ceiling and the floor of the main auditorium.

#### **6.5 Ridge Church School**

The budgeted income from fees for 2026 is **GH¢12,694,117** as against the unaudited figure of **GH¢11,957,824** for 2025. Other Income is budgeted to be **GH¢2,015,249** as against the unaudited figure of **GH¢3,055,646** for 2025.

The budgeted expenditure for 2026 is budgeted to be **GH¢14,347,051** as against the unaudited figure of **GH¢12,095,621** for 2025.

The budgeted excess of income over expenditure for 2026 is budgeted to be **GH¢362,315** as against the unaudited figure of **GH¢2,917,849** for 2025. The Surplus after tax for 2026 is budgeted to be **GH¢264,943** as against the unaudited figure of **GH¢2,133,677** for 2025.

### **7. DISCUSSION**

On a motion by Mr. Alex Ayeh and seconded by Rev. Dr. Joyce Aryee, the meeting unanimously accepted the 2026 budget proposal for discussion.

#### **7.1 Ridge Church School**

Mr. W. A. Mensah called the Treasurer's attention to some figures while he read out "Financial assistance, non-cash, non-cash. 2026 is GH¢554,068 for this year. For 2025, it's GH¢554,210. But your statement was no difference. And **GH¢554,068** and **GH¢554,210**, there's a difference". Mrs. Doreen Owusu-Fianko asked what happens to the accumulated funds from the Ridge Church School. Surpluses and deficits the school makes in each year goes into this account and it is sometimes invested into assets.

#### **7.2 ARC Hall**

Mr. W. A. Mensah wanted to know what happens to the collections that are made on the first Sunday of every month. The Treasurer explained that ARC Hall income line takes care of the second collection, rental income, and any special donations from members towards the completion of the ARC Hall Complex project. He asked that since the Church decided in 2018 on the piecemeal approach towards the completion of the ARC Hall, what are the landmarks and when the ARC Hall will be completed. The Treasurer indicated that, as at now, the cost of the floor and ceiling is known, however, he has taken note.

### **7.3 Harvest**

Ing. Alex Ayeh asked why Harvest as an income had 0% projection for 2026. The Treasurer indicated that, as at Friday, 28th, September 2025 the amount realised was **GHC2.3 million**, citing that harvest income is growing at a declining rate hence the minimalist approach.

### **7.4 Outreach and Evangelism**

Ms. Rebecca Lomo mentioned outreach should not be under budgeted and that going forward the Council should add outreach to the budget objective and make enough provision for it. Mrs. Sylvia Scott-Bennin also emphasised the point that enough budgetary provision should be made to cater for evangelism since that is the Church's primary duty.

The Youth Minister, Very Rev. Dr. Abraham Boateng thanked the Council for the support the youth received during its outreach at Labone Senior High School, and mentioned that there are a lot of outreach programmes going on and prayed for support from the parents.

### **7.5 ACP**

Mr. Harold Richardson said that **GHC250,000** budgeted for the construction of a place of worship was inadequate and asked if more funds could be allocated. He also wanted to know the rationale for the downward review on Repairs and Maintenance of about 50% for 2026. The Treasurer stated that there was a need to complete all the documentations and that the actual costs for the project is not yet known.

### **7.6 Capital Expenditure**

Mr. Harold Richardson wanted to know why the reduction in the amount allocated for Audiovisual in 2026 and whether it included hiring of equipment for the choir. The Treasurer explained that what is allocated is based on the budget submitted by the choir and the music groups.

Mr. Ato Scott-Bennin stated that, no individual music group should be allowed to make requests but instead, everything should be channelled through the Music Director.

Mr. W. A. Mensah suggested that instead of buying and owning some equipment, it is sometimes economical to hire them since those gadgets may be used periodically. However, for equipment that are used every day, the Church should acquire them.

### **7.7 Assumptions**

Mr. Ebenezer Aryeetey indicated the subsequent budgets should cater for inflation. The Treasurer assured the meeting that future budgets will capture inflation.

## **8. APPROVAL OF BUDGET ESTIMATES**

After due consideration, it was resolved that, the budget estimates for 2026 were hereby approved and adopted on a motion by Dr. Alex Amankwah-Poku and seconded by Dr. Margaret Amankwah-Poku.

## **9. CLOSING REMARKS**

The Chairman of Council thanked the Treasurer, the Finance Committee, and all present, in-person and online, for the peaceful process. He requested constant prayers for the Council and asked that members could pass on further suggestions to him or Council members for consideration.

## **10. COURTESIES**

Dr. Yaa Offei-Darko expressed gratitude to God for a successful meeting. On behalf of the Council and Clergy, she thanked everyone for their participation and contribution.

## **11. CLOSING PRAYER AND BENEDICTION**

In the absence of any further discussions, Rev. Canon Torgbor said the closing prayer and benediction.

RECORDED BY:

MS. ELIZABETH KORKOR OCANSEY  
ADMINISTRATIVE MANAGER

CONFIRMED ON THIS 22<sup>ND</sup> DAY OF MARCH, 2026 BY: MR. DANNY MAWUENYEGA  
CHAIRMAN OF COUNCIL

## **A. MATTERS ARISING FROM AGM, 30<sup>TH</sup> MARCH, 2025**

**1. ARC Hall Complex:** See Page 30 and 31 for the completion timelines for the project.

### **2. Ridge Church School**

#### **2.1 Senior High School**

This project was started in September 2023 with the Cambridge programme have two year groups currently (Year Seven and Eight), with fifteen (15) and eight (8) learners respectively. We have full accreditation from both Cambridge International and the British Council as well as a licence from the National Schools Inspectorate Authority (NaSIA).

With infrastructure, space has been identified and is being refurbished to accommodate a five-year Cambridge Secondary programme which will end in Year Eleven where learners will write the IGCSE/O-Level.

#### **2.2 Cambridge Accreditation**

The School has received full accreditation as a Cambridge International School. An e-mail to that effect was received on 15<sup>th</sup> July 2025. The School has been approved to offer:

- Cambridge Lower Secondary with Cambridge Lower Secondary checkpoint,
- Cambridge International General Certificate of Secondary Education (IGCSE),
- Cambridge Ordinary Level (O Level) and,

## **B. MATTERS ARISING FROM SGM, 27<sup>TH</sup> JULY, 2025**

### **1. Bible Study**

While the Ministry Group of CLaN is reviewing the contents of all Services at all congregations of the Church, Council has provided 2 canopies outside to reduce the noise levels and cross group interruptions in the Sanctuary during Bible study.

## **C. MATTERS ARISING FROM SGM, 30<sup>TH</sup> NOVEMBER, 2025**

**1. ARC Hall Complex Project:** See Page 32 for the cost for the completion of the Main Auditorium and related works.

ARC Hall Works		Task Mode	Task Name	Duration	Start	Finish	2026				2027			
ID	Task Mode						Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
1	→	→	<b>ARC Hall Works</b>	<b>342 days</b>	<b>Mar 9 '26</b>	<b>Jun 29 '27</b>								
2	→	→	<b>Preliminaries</b>	<b>257 days</b>	<b>Mar 9 '26</b>	<b>Mar 2 '27</b>								
3	→	→	Develop Detailed BoQ for Works	10 days	Mar 9 '26	Mar 20 '26								
4	→	→	Review works related to HVAC System	5 days	Mar 23 '26	Mar 27 '26								
5	→	→	Evaluation – Contractor (Ceiling, Floor, Wall	5 days	Mar 23 '26	Mar 27 '26								
6	→	→	Negotiate & Finalize Contractor (Ceiling, Flo	5 days	Mar 30 '26	Apr 3 '26								
7	→	→	Sign Contract – Contractor	1 day	Apr 6 '26	Apr 6 '26								
8	→	→	Ceiling Contract Signed	0 days	Apr 6 '26	Apr 6 '26								
9	→	→	Order Offshore Material - Ceiling	90 days	Apr 7 '26	Aug 10 '26								
10	→	→	Order Offshore Material - Wall Panels	90 days	Apr 6 '26	Aug 7 '26								
11	→	→	Order Local Materials - Floor	45 days	Dec 30 '26	Mar 2 '27								
12	→	→	Order Electrical, Lighting and AV Equipment	60 days	Apr 6 '26	Jun 26 '26								
13	→	→	Scaffolding & Access Setup	5 days	Aug 11 '26	Aug 17 '26								
14	→	→	Scaffolding Inspection & Certification	1 day	Aug 18 '26	Aug 18 '26								
15	→	→	Access Ready	0 days	Aug 18 '26	Aug 18 '26								
16	→	→	<b>Ceiling - First &amp; Second Fix</b>	<b>95 days</b>	<b>Aug 19 '26</b>	<b>Dec 29 '26</b>								
17	→	→	Electrical First Fix (Trays, Cabling, Conduits)	15 days	Aug 19 '26	Sep 8 '26								
18	→	→	AC Duct Repair Works	10 days	Aug 19 '26	Sep 1 '26								
19	→	→	AC BMS Installation	10 days	Sep 2 '26	Sep 15 '26								
20	→	→	Above Ceiling First Fix Complete	0 days	Sep 15 '26	Sep 15 '26								
21	→	→	<b>Ceiling &amp; Acoustic Works</b>	<b>75 days</b>	<b>Sep 16 '26</b>	<b>Dec 29 '26</b>								
22	→	→	Acoustic Ceiling Grid Installation	15 days	Sep 16 '26	Oct 6 '26								
23	→	→	Install Insulation Backing	15 days	Oct 7 '26	Oct 27 '26								
24	→	→	Install Acoustic Panels	15 days	Oct 28 '26	Nov 17 '26								
25	→	→	Install Access Panels & Finishing	15 days	Nov 18 '26	Dec 8 '26								
26	→	→	Acoustic Wall Panels	30 days	Nov 18 '26	Dec 29 '26								
27	→	→	Ceiling & Acoustic Complete	0 days	Dec 29 '26	Dec 29 '26								
28	→	→	<b>Electrical, Lighting, AC</b>	<b>152 days</b>	<b>Jun 29 '26</b>	<b>Jan 26 '27</b>								
29	→	→	Electrical Lighting Installation	10 days	Dec 30 '26	Jan 12 '27								
30	→	→	Stage Lighting Supports Installation	5 days	Jun 29 '26	Jul 3 '26								
31	→	→	Stage Lighting Equipment Installation	10 days	Jan 13 '27	Jan 26 '27								
32	→	→	Sound Equipment Installation	15 days	Dec 30 '26	Jan 19 '27								

ARC Hall Works													
ID	Task Mode	Task Name	Duration	Start	Finish	2026				2027			
						Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
33	→	LED Screens & Accessories Installation	10 days	Jan 13 '27	Jan 26 '27								
34	→	AV Installed	0 days	Jan 26 '27	Jan 26 '27								
35	→	<b>Floor &amp; Finishes</b>	<b>120 days</b>	<b>Dec 30 '26</b>	<b>Jun 15 '27</b>								
36	→	Parquet Flooring Installation	60 days	Mar 3 '27	May 25 '27								
37	→	Sanding & Sealing	5 days	May 26 '27	Jun 1 '27								
38	→	Painting Works	10 days	Dec 30 '26	Jan 12 '27								
39	→	Seating Installation	10 days	Jun 2 '27	Jun 15 '27								
40	→	Seating Installed	0 days	Jun 15 '27	Jun 15 '27								
41	→	<b>Testing and Commissioning</b>	<b>205 days</b>	<b>Sep 16 '26</b>	<b>Jun 29 '27</b>								
42	→	Lighting Programming & Testing	5 days	Jan 13 '27	Jan 19 '27								
43	→	Sound Tuning & Calibration	5 days	Jan 20 '27	Jan 26 '27								
44	→	LED Screen Calibration	3 days	Jan 27 '27	Jan 29 '27								
45	→	AC Balancing & BMS Testing	5 days	Sep 16 '26	Sep 22 '26								
46	→	Integrated Systems Testing	5 days	Feb 1 '27	Feb 5 '27								
47	→	Snagging & Rectification	10 days	Jun 16 '27	Jun 29 '27								
48	→	Practical Completion	0 days	Jun 29 '27	Jun 29 '27								

<b>ARC AUDITORIUM WORKS – SUMMARY BILL OF QUANTITIES</b>		
<b>Description</b>	<b>Amount (USD)</b>	<b>Amount (GHS)</b>
<b>SECTION A – Scaffolding &amp; Access</b>		
<b>Section A Total</b>	<b>36,363.64</b>	<b>400,000.00</b>
<b>SECTION B – HVAC Works</b>		
<b>Section B Total</b>	<b>260,340.00</b>	<b>2,863,740.00</b>
<b>SECTION C – Ceiling &amp; Acoustic Works</b>		
<b>Section C Total</b>	<b>494,733.90</b>	<b>5,442,072.90</b>
<b>SECTION D – Electrical &amp; Lighting Works</b>		
<b>Section D Total</b>	<b>71,775.01</b>	<b>789,525.10</b>
<b>SECTION E – Sound System &amp; LED Screens</b>		
<b>Section E Total</b>	<b>163,273.27</b>	<b>1,796,006.00</b>
<b>SECTION F – CCTV &amp; Fire Systems</b>		
<b>Section F Total</b>	<b>56,466.55</b>	<b>621,132.00</b>
<b>SECTION G – Floor &amp; Finishes</b>		
<b>Section G Total</b>	<b>132,293.64</b>	<b>1,455,230.00</b>
<b>SECTION H – Seating</b>		
<b>Section H Total</b>	<b>145,259.09</b>	<b>1,597,850.00</b>
<b>SECTION J – Balustrade</b>		
<b>Section J Total</b>	<b>10,701.26</b>	<b>117,713.90</b>
<b>SECTION K – Contingency</b>		
<b>Section K Total</b>	<b>119,732.52</b>	<b>1,317,057.76</b>
<b>TOTAL</b>	<b>1,490,938.88</b>	<b>16,400,327.66</b>

## 2025 ANNUAL REPORTS

### INTRODUCTION

The ARC theme for 2025 was “*Growing Together in Christ (Ephesians 4:4)*”.

We give all glory to Almighty God for carrying us through yet another remarkable year. By His grace, we continued to hold both in-person and virtual Services.

Throughout the year, members faithfully honoured their financial commitments to the Church, for which we give thanks to God. We extend our deepest and most heartfelt appreciation to all members of the Church for your unwavering support and generosity. Your contributions have played a vital role in helping achieve the goals set for the year under review.

### MEETINGS OF THE CHURCH

The Annual General Meeting (AGM) was held on Sunday, 30<sup>th</sup> March, 2025. Two (2) Special General Meetings (SGMs) were held to discuss the Church’s Spiritual Life on Sunday, 27<sup>th</sup> July, 2025, and to approve the 2026 Budget on Sunday, 30<sup>th</sup> November, 2025.

### COUNCIL

The members of the ARC Council (2025 - 2027) are:

**Officers:** Mr. Danny E. Mawuenyega (Chairman), Ms. Kukua Awo Pratt (Secretary), and Mr. Alfred Ayer (Treasurer).

**Elected Members:** Mrs. Naa Korkoi Amaniampong (Services Secretary), Mrs. Leonora Otu-Boateng (Assistant Services Secretary), Mrs. Sapphira Adodoadji (Council Rep. Prayer Ministry), Mr. Michael Nii Odai Annang (Assistant Council Rep. Prayer Ministry), Mr. Dela Ackuaku (Assistant Member for Property), Dr. Myles Hagan (Council Rep. Outreach Ministry), Justice Merley Wood (Council Rep, Care Ministry), Mr. Tetteh Kanor Okunor (Council Rep. Fundraising),. and

**Manet:** Mr. Peter Illiasu (Chairman, Manet Chapel Management Committee), Dr. Ernest Obuobisa-Darko (Secretary), Mr. Sam Asante (Member for Property), Mrs. Karin Bannerman (Services and Evangelsim), Ms. Araba Ekubaba Quargarine (member), Nana Opoku Addo (member), and Mrs. Nana Koomah Boakye Agyeman(member),

**Tudu:** Dr. Joshua Sarfo Yeboah

**ACP :** Ms. Nana Akua Mensima Essah

**Co-options:** Mr. Dickson Gameli Wodi (Council Rep. Generational Groups Ministry) Mr. Kofi Osafo Sampong (Council Rep. Discipleship)

**Ex Officio Members:** Rev. Canon Andrew Nii Ampao Torgbor (Coordinating/Anglican Minister), Very Rev. Dr. Jacob William French (Methodist Minister), Rev. Frank Kissi (Presbyterian Minister), Rev. Fr. Reginald Ivor Odartei Lawson (Auxiliary Minister, Very Rev. Dr. Abraham Boateng (Youth Minister), Mrs. Vivian Campbell (Chair, School Board), Ms. Amerley Ollennu (Sunday School Superintendent), and Ms. Elizabeth Korkor Ocansey (Administrative Manager)

**TRUSTEES**

The Trustees of the Church remained unchanged: Mr. Sam Okudzeto, Mrs. Alberta Quartey, Mrs. Rebecca Osei-Boateng, Prof. Joe-Nat Clegg-Lampsey, and Mrs. Rachel Baddoo.

**MEMBERSHIP**

In 2025, one hundred and thirty-one (131) new members joined the Church. This is made up of forty (40) Anglicans, fifty (50) Methodists, thirty three (33) Presbyterians and eight (8) Others.

**IN MEMORIAM**

Mrs. Abena Baer, Ebenezer Hammond, Dr. Samuel Quist, Mr. Samuel Ntim Darkwa, Wilhemina Adotey, Ms. Alma-Leigh Mensah, Mrs. Gladys Agyekum, Bossman Agyako, Mrs. Augusta Odoteye, Mrs. Philipina Schandorf, Mrs. Lilian Violet Humphrey-Ackumey, Mrs. Sarah Larbi, Mrs. Jane Chinebuah, Mrs. Elaine Kwami, Mr. Michael Henry Eghan, Mrs. Joy Ashong, Mrs. Pearl E. Asamoah, Mrs. Georgina Adei, Mr. Victor Owusu Anim, Mr. Ted Bernasko, Mrs. Adina Vanderpuie, Justice Mrs. Ivy Ashong Yakubu, Ms. Nora Baddoo, Charles Darko, Dr. Albert Ababio Owusu, Rosevelt L. Tetteh, Mr. Kwadzo Asamoah Krodua, Mrs. Elsie Sowah, Dr. George K. Addo, Flt. Lt. Joseph Atiemo Bampoe, Mrs. Kate Adokarley Bart-Simpson, Rev. Fr. Samuel Wood, Mrs. Barnor, Mrs. Vida Gyening, Ms. Georgina Adjasoo, Mrs. Elizabeth Coussey, Stella Owusu Aouad, Mrs. Sylvia Cudjoe, Mrs. Griselda Naa Densua Babah-Alargi.

**CLERGY**

The year 2025 started with the following Ministers at post: Rev. Canon Andrew N. A. Torgbor (Coordinating/Anglican Minister), Very Rev. Dr. Jacob W. French (Methodist Minister), Rev. Frank Kissi (Presbyterian Minister), Rev. Fr. Reginald I. O. Lawson (Auxiliary Minister) and Very Rev. Dr. Abraham Boateng (Youth Minister).

**Pastoral Oversight**

The table below shows minister and the group they have pastoral oversight.

<b>Minister</b>	<b>Church Group/ Fellowship</b>
Rev. Can. Andrew N. A. Torgbor	All services, Lay Preachers, Choir, Praise Team, Sidespersons, Bible Readers, Sunday School, Multi-media, Appointment and Disciplinary Committee,

	Finance Committee, Legal Committee and Harvest Fundraising Committee.
Rev. Frank Kissi	Premarital Team, Couples Fellowship, Visitation Group, Mission 50+, Health Team, Counseling, Widows' Fellowship. Welfare Committee, Editorial Board, Social Activities.
Very Rev. Jacob W. French	Christian Services, Hospital Ministry, Evangelism, Ridge Church School Board.
Rev. Fr. Reginald I.O. Lawson	Concerned Mothers, ARC Intercessors, Ghana Prays, Friday Prayers, Youth Prayer Group and Anaviosi Team.
Very Rev. Dr. Abraham Boateng	Men's Fellowship, Women's fellowship, Young Adult Fellowship, Youth Fellowship and Children's Group.

### **Meeting and Retreats**

The Clergy meets monthly to plan and execute all pastoral care and activities. The Clergy also meets quarterly with officers of the ARC Council to plan for the growth and development of the Church.

Retreat for the Clergy for the year 2025 was held in July at Hephzibah Christian Centre, Aburi, where the theme for the 90<sup>th</sup> Anniversary was chosen. The theme for the year and the 90<sup>th</sup> Anniversary celebration is “***Bonded in Christ Love for His Glory (Psalm 78: 4; Colossians 1:3:10)***”. Venerable John Antonio Tello Nelson was the resource person for the retreat, and he was with the Clergy throughout the retreat sessions.

### **Church Activities**

**Statutory Service:** The Clergy together with the Services Secretary and other appropriate committees ensured that all Divine Services and Holy Masses were conducted during the year. Our churches in the Ridge, Manet, ACP and Tudu were attended to with all pastoral needs.

**Youth Service:** The Very Rev. Dr. Abraham Boateng and the Youth Board continue to grow the Youth Service and ministry in all the branches of Accra Ridge Church. We are pleading with parents and guardians to encourage their children to attend all Youth Services and programmes. We extend our appreciation to the youth minister and his team for their good work.

### **Christian Education**

The Sunday Morning Christian Education Programme (Bible Studies) is held at all Services except at the 6:00pm at Ridge. We are pleading with all members to participate fully in all Christian Education Programmes.

### **Staff Morning Devotion**

The Clergy continues to give pastoral care to the dedicated staff of Ridge Church by conducting morning devotions and other spiritual programmes for the staff. We pray this will meet their pastoral needs.

### **Special Services**

All ARC Special Services were held as scheduled, namely, Covenant Sunday (January), Lenten Meditation (March and April), Prayer and Fasting Month (July), Festival of Nine Lessons and Carols (December), and Watchnight (December). The 90<sup>th</sup> Anniversary of ARC was launched in December, 2025. It was very successful. It will climax with a Thanksgiving Service in December 2026.

### **Visits**

Clergy visited the aged and home-bound members and administered the Eucharist to them.

### **Baptism and Confirmation Services**

The sacrament of Holy Baptism was administered for eligible children after they had been adequately prepared by teachers and facilitators at Ridge and Manet respectively. In all 38 people were baptised while 39 candidates were confirmed in the year 2025.

### **Challenges**

The major challenge the Clergy faced was the continuous dwindling attendance at in-person Services, especially on weekdays, in 2024 and the year under review. The Clergy are making efforts to address this challenge and to empower the youth to participate in all Services of the church. Our prayer is for attendance to improve in the future and the celebration of our 90th Anniversary should kindle new love in members to work for the growth and development of the Church.

## **SERVICES**

*Give praise to the Lord, proclaim his name;*

*Make known among the nations what he has done.*

*Sing to him, sing praise to him; Tell of all his wonderful acts.*

*Glory in his holy name; Let the hearts of those who seek the Lord rejoice.*

***Psalm 105:1-3***

ARC ushered the year 2025 with a Watchnight Service from 31st December, 2024 into January 1, 2025, at its Manet Chapel for the Manet and ACP branches and at the Ridge for the Ridge and Tudu branches. The theme for the year 2025 was ***Growing Together in Christ (Ephesians 4:4)***.

In rededicating our lives to the Lord God Almighty in the New Year, our annual Covenant Sunday Service came off on Sunday 5<sup>th</sup> January, 2024. This was followed with ARC Week of Prayer and Fasting from Monday 6<sup>th</sup> to Sunday 12<sup>th</sup> January, 2025.

### **Sunday Services**

Sunday Services were held regularly as in the schedule below except on the days that a Joint Service was held:

Venue	Sunday Service Times	Service Type
Ridge	7:30 am; 8:30am; 10:00 am, 6:00 pm	In-person and Virtual (via ARC YouTube Channel)
	10:00 am	In-person Youth Service (with the exception of 4 <sup>th</sup> Sundays)
Manet	9:00am	In-person and Virtual (via ARC YouTube Channel)
Tudu	9:30am	In-person only
ACP	10:30 am	In-person only

### Joint Service

Four (4) Joint Services were held in the course of the year:

Date	Joint Service
30 <sup>th</sup> March	Annual General Meeting
27 <sup>th</sup> July	Special General Meeting (Spiritual Matters)
31st August	Family Month Service
30 <sup>th</sup> November	Special General Meeting (Budget)

The roster for the Service Leaders and Lay Readers was prepared ahead of schedule for all Services together with the preaching plan from the Clergy and the Church Office, Service Coordinators and Services Secretary duly notified members on duty.

The Church Office ensured that the Weekly and Monthly Service and Prayer bulletins were available at all Services of the Church.

### Other Services

The **5:30pm Wednesday Anaviosi Teaching Service** was held both in-person and virtually at Ridge. The ARC Clergy, Lay Preachers, and Guest Ministers delivered God's Word.

The **6:30am Weekday Morning Meditation/Mass** was held in-person and led by the Clergy on Tuesdays, Wednesdays, and Fridays at Ridge.

The **12:00 noon meditation** came off each working day via the Church's YouTube channel and was led by our Clergy, Lay Preachers and Guest Preachers

### Annual Harvest Thanksgiving

There were 5 Mini Harvests held in 2025 and climaxed with the **Annual Harvest Thanksgiving Service** successfully held in all the Services on 2<sup>nd</sup> November 2025 under the theme, "*Growing Together in Our Giving*".

### Confirmation Services

These Services took place on the following days after the candidates had completed the required training sessions with their teachers and the Clergy:

Venue	Confirmation Service	Date	No. of Confirmants
Ridge	Presbyterian/Methodist	20 <sup>th</sup> July	27
Ridge	Anglican	13th December	12

**Children's Day** was held on 26<sup>th</sup> October, 2025 during the 10:00am Service at Ridge. The day was dedicated to the Sunday School. Isaac Boateng preached the Sermon. Baaba Oleans-Lindsay was the Service Leader and the Bible lessons, Notices, and ushering were all handled by the children. It was a joyful and refreshing time to see the Sunday School confidently at the helm of affairs.

**Special Services** which took place in the course of the year, were as follows:

<b>Other Services</b>	<b>Number</b>
Baptisms	39
Weddings	9
Requiem/Memorial Services	26
Funerals/Burial Services	31

### **Festival of Nine Lessons and Carols**

The annual Festival of Nine Lessons and Carols, which is jointly organised by the Clergy, Services Secretary and the Music Director, was held in-person at Manet and ACP on 14th December, 2025, and at Ridge and Tudu on 21st December, 2025. They were joyous, revitalising and invigorating.

The Bible Readers for the Services were drawn from the various CLaN Ministries, Council and the Clergy. The lessons were read in both local and English languages. The ARC Choirs, Instruments of Praise, and Youth Music Group treated the Congregation to a repertoire of local, classical, and contemporary music.

### **Support Services**

We are totally indebted to God Almighty for His steadfast love and abundant mercies in 2025 as we collaborated with the various teams and stakeholders.

The main objective in ensuring smooth running of all Services was attained through the joint effort and collaboration of the Administrative Manager and team (office and non-office staff), Multimedia teams, Sidespersons, the Music Director and his team (choir, organists, various music groups, and instrumentalists) and Service Assistants (altar party, mass servers, communion assistants, lay readers, service leaders and service coordinators – Ridge, Manet, ACP, Tudu, Contemporary and Youth Services). The Clergy provided immense support, encouragement, and guidance in all the Services that were held.

### **Challenges**

Some challenges encountered during Services were as follows:

- Frequent disruptions from malfunctioning microphones at Ridge and Manet.
- Multimedia Team hitches.
- Lack of proper equipment for Service at the ACP branch.

These challenges were investigated and permanent solutions are still required.

### **2026 Activities**

Some major activities that would be undertaken in 2026:

- Service Leaders Workshop

- Lay Readers Training
- Service Assistants Workshop
- Retreat

*To God our Saviour, who alone is wise, Be glory and majesty, Dominion and power, Both now and forever (Jude 1:25, NKJV).*

## **ADMINISTRATION**

Providing administrative, personnel and general services to support, promote and enhance the efficient use of available resources to achieve the overall aims and objective of the Church in the various branches.

### **Statistics**

The staff strength of the Church is **58**; for Ridge, Manet and Tudu. Breakdown is as follows:

<b>No.</b>	<b>Department</b>	<b>No. of Staff</b>	<b>Remarks</b>
1.	Administrative	7	Full time
2.	Music	9	2 full-time, 7 part-time
3.	Audio/Technical	6	4 full-time, 2 part-time
4.	Security	17	Full-time
5.	Drivers	5	Full-time
6.	Stores	1	Full-time
7.	Janitorial	9	8 Full-time, 1 part-time
8.	Gardeners	4	Full-time

### **Morning Devotion**

On every Tuesday, from 8:00am to 8:30am the Clergy leads the staff with exhortations at the Conference Room. We appreciate the continued support from the Clergy for the spiritual nourishment and development of the ARC staff.

### **Grounds**

The Gardeners continue to provide the best care for the plants and grounds, keeping both clean and neatly lawned. The problem of water shortage or its irregular supply, during the dry season, was curtailed due to the supply of water from the School.

### **Transport**

The fleet continue to provide services to the Visitation Group, Christian Services Group, and all other organisations of the Church. One of the buses provides support to the Tudu Sunday School by transporting the children from the Arts Centre and its environs to Tudu for Sunday Service.

### **Training**

Officers from the Military Police took the security staff for a 3-day training session. Topics treated included identifying security threats, security observation, and car parking. The staff also had a day's session on Team Building and Retirement Planning.

### **End of Year Thanksgiving Service**

A Thanksgiving Service for the staff was held on Friday, 19th December, 2025. It was led by the Clergy. The Chairman of ARC Council and Treasurer attended the Service.

### **Conclusion**

Through its activities, the Administration seeks to fulfill its duties by strengthening relationships among members and deepening our devotion to the Lord.

## **CHURCH CHOIR**

### **Aims and Objectives**

- i. To lead the congregation in singing on Sunday and other services
- ii. To organise festivals of sacred music from time to time.
- iii. To promote other functions which are reasonably related or incidental to the foregoing.
- iv. To promote fellowship and welfare amongst members.

### **Meeting Days/Time**

Tuesday, Thursday and Friday at 6:30pm for Ridge, and Thursday and Saturday at 6:30pm for Manet.

### **Major Events**

The Choirs continued to minister throughout the year at the regular 7.30 am, 10 am and 6pm services at the Accra Ridge Church, and at the 9am service at Manet. On invitation, the Choir also ministered at funerals, birthday thanksgiving, requiem and memorial services, weddings, among others.

A **monthly devotion** aimed at strengthening the spirituality of choristers precedes choir practice on the second Tuesday of each month. Offertory during these sessions is used to support donations and other welfare needs of members.

The **Covenant Sunday Service** took place on 5<sup>th</sup> January, 2025 with the full Choir attending two Services at the Ridge.

The Clergy and Choir in collaboration with the Quarshie-Idun family organised a **Service of Hymns and Tributes** on Friday 17<sup>th</sup> January, 2025 in honour of Mrs. Dinah Reindorf, the first Music Director of ARC, who passed away in 2024.

The Choirs' annual **Service of Rededication** was held on Saturday 25<sup>th</sup> January, 2025 at the Ridge Sanctuary.

**Service of Passion Music with Meditations on the Seven Words of the Cross** was held both in-person and virtual at the Ridge Sanctuary and livestreamed on the ARC's YouTube channel, respectively on Friday 18<sup>th</sup> April, 2025 at Manet and Ridge at 9:00am and 6:00pm, respectively. The repertoire included "*Love is our Theme*", "*It is well with my Soul*", "*The Promise of Grace*", "*God so loved the world*", "*Remember Me*", and many other Ghanaian compositions. The ARC's non-choral music groups were in attendance.

**Choir Week** was held from 9<sup>th</sup> June to 15<sup>th</sup> June, 2024 under the theme “*Growing together in Christ through Music*”. The week’s activities included a donation to the Channel of Grace Foundation on Monday 9<sup>th</sup> June, 2025 and a Musical Evening held on Friday 13<sup>th</sup> June, 2025. The Good News Choir from the Evangelical Presbyterian Church, Agbelemkpe, Gethsemane Methodist Church Choir, Mamprobi, and our own Instruments of Praise were in attendance to treat audience to good music. The week’s celebration climaxed on Sunday 15<sup>th</sup> June 2025 with Thanksgiving Service and Mini Harvest at all Services.

**Harvest Thanksgiving** took place on 2<sup>nd</sup> November, 2025 with the Choir ministering at the 7:30am, 10:00am, and 6:00pm Services at the Ridge, and the 9:00am Service at Manet.

**The Festival of Nine Lessons & Carols** took place on Sunday 14<sup>th</sup> December, 2025 at Manet and ACP. Then, on Sunday 22<sup>nd</sup> December, 2025 at Tudu and Ridge. The repertoire included “*Sing of a Merry Christmas*”, “*Somewhere in my Memory*”, “*Carols of Joy and Hope*” and “*Rejoice! Christ is born*”. The chamber section of the Afro maestros Orchestra was in attendance as usual to lend support to Paapa Bosompem Peprah, Enoch Boahen who took turns at the organ with Alex Odotei Odoi as page flipper at Ridge, and James Opoku Agyeman and Theophilus Sakyiamah accompanying the Choir and congregation at Manet.

### **Celebrations**

Priscilla Hagan Mensah (Soprano, Ridge) and Paapa Bosompem Peprah, an Organist welcomed and christened their son and daughter, respective in the year.

### **Bereavement**

Mr. Victor Owusu Anim and Ft. Lt. Joe Atiemo Bampoe, both former tenor choristers sadly passed away in 2025. May their souls rest in peace.

### **Appointments**

Mr. Theophilus Sakyiamah was appointed as an organist by the ARC Council in 2025 to support the music ministry at the Manet Chapel. A substantive Choirmaster for the Manet Chapel will be appointed in 2026.

### **Challenges**

- i. Lack of a befitting vestry for use by the Choir.
- ii. There is the need for a permanent choir stall for the Manet Chapel.
- iii. Inadequate audio system, and lack of a qualified resident Sound Engineer.
- iv. Low membership of the Choir

### **Recommendations**

- i. The Council should provide a befitting vestry for the Choir at Ridge and refurbish the vestry at Manet Chapel.
- ii. A set-up of permanent choir stalls with pews on risers for Manet Chapel.
- iii. Stakeholders are encouraged to expedite action on the procurement and installation of all equipment needed for enhanced music production,

- coupled with the appointment of professionally trained audio engineers and technicians.
- iv. The Clergy are encouraged to add their voice to the efforts of choristers by inviting more voices to the Choir and other singing groups from the pulpit.

### **Appreciation**

We are grateful to the patrons and friends of the Choir who continue to support with encouraging letters, handsome donations, and interesting treats.

***Sing unto the Lord... A New Song.***

## **PROPERTY**

The Property Committee was reconstituted after the election of a new Council in March, 2025 to carry on its functions of oversight of maintenance, renovations, acquisitions, and infrastructure improvements to be undertaken within the various Church facilities.

### **Major Activities**

#### **Ridge**

- Purchase of 100 folding chairs to augment existing stock
- Periodic Plumbing and Electrical maintenance works
- Installation of 1000L water reservoir and Water pump
- Quarterly fumigation of Auditorium and compound
- Installation of CCTV cameras at Manse
- Provision of UPS to stabilize fluctuations in electrical power from the grid.
- Purchase of additional gardening tools.

#### **Manet**

- Reconstruction of fence wall behind Manet Chapel – near School playground
- Provision of CCTV cameras at the Chapel and the Manse
- Periodic Plumbing, Carpentry and Electrical maintenance works
- Purchase of UPS to stabilize fluctuations in electrical power from the grid.

#### **Tudu**

- Periodic cleaning and maintenance works carried out.

#### **ACP**

- Architectural drawings submitted, building permit is being processed at Ga North Assembly.

## **Challenges**

A major issue across all the ARC properties is the frequent fluctuation of the power from the grid which has destroyed a few electrical gadgets. Proactive measures taken include the provision of UPS's and stabilisers to protect equipment while work on resolving the cause of these fluctuations is ongoing. The generator at Ridge also can no longer support the total power needed when the lights go off. Provision has been made in the 2026 for a replacement. The provision of storage facilities is urgently needed in Manet and Tudu to guarantee security and safe operations.

## **Outlook 2026**

The Property Committee will continue to provide the needed support to ensure the overarching objective of preserving ARC properties through proper maintenance and enhancement of security.

In addition, the following projects will be carried out:

- Redecoration of Church auditoriums in Ridge and Manet
- Provision of additional space for worship in Tudu
- Deal with rising damp in the foundation of the auditorium floor at Manet
- Provide solutions to mitigate the issues with ventilation during the hotter seasons.
- Completion of acoustics works in the main auditorium of the ARC Hall
- Installation of the ceiling and lights in the main auditorium of the ARC Hall
- Complete full installation of the HVAC system in the ARC Hall.
- Complete the flooring works in the main auditorium of the ARC Hall.
- Initiate construction works for the ACP Branch.
- Enhance maintenance culture and engagement with various users.

## **NEIGHBOURHOOD FELLOWSHIPS AND BIBLE STUDY**

The Neighbourhood Fellowships remains a vital pastoral and discipleship arm of Accra Ridge Church (ARC). These Fellowships consist of small, structured Bible study groups comprising approximately three (3) to twelve (12) members who meet regularly in homes or designated community spaces.

These Fellowships provide a spiritually nurturing and educative environment where members deepen their understanding of Scripture, cultivate meaningful Christian relationships, and grow in personal and communal faith. More importantly, the Neighbourhood Fellowships embody ARC's vision of being "*A Church in Your Home,*" strengthening the Church's outreach and pastoral care through smaller, supportive family units within the wider congregation.

## **Meetings**

The Neighbourhood Fellowships maintained regular meetings throughout the year, with groups convening weekly, fortnightly, or monthly depending on membership structure and availability. These consistent gatherings have continued to provide opportunities for spiritual formation, and mutual accountability among members.

## **Leadership Development**

To strengthen leadership capacity, Fellowship Leaders and Bible Study Facilitators participated in quarterly retreats and training sessions. These sessions were designed to provide spiritual renewal, enhance facilitation skills, and ensure doctrinal consistency in Bible teaching across all Fellowship groups. The leadership training remains instrumental in maintaining the Fellowship's effectiveness and growth.

## **Bible Study Curriculum**

**2025 Bible Study Manual:** Most Fellowships successfully completed the studies in "*Becoming Mature in Unity*", which aligned with the 2025 ARC theme, "**Growing Together in Christ.**" In 2026, the Fellowships will transition to a new manual, *Bonded Together in Christ*. This manual is presented in two complementary sections designed to guide members through spiritual reflection, doctrinal understanding, and practical Christian living.

## **Impact and Member Growth of the Neighbourhood Fellowship**

The Neighbourhood Fellowships continue to provide encouragement and spiritual support to members as they seek God's will for their lives. Active participation has enriched members' Christian journeys, strengthened their faith, and encouraged many to discover and use their gifts in service to the Church. These Fellowships also foster stronger connections within the ARC community.

## **Expansion Plan**

We are still seeking to launch new Neighbourhood Fellowships in the following areas. Members residing in these localities are warmly encouraged to volunteer as hosts or group leaders:

- **Accra Central & West:** Ridge, Roman Ridge, Osu Ringway, Labone, Cantonments, East Cantonments, Abelenkpe / Dzorwulu, Korle Bu, Lartebiokoshie, Mamprobi, North Kaneshie, McCarthy Hill, Odorkor, Dansoman.
- **Accra North & North-East:** Tesano, Achimota, Haatso, Ashaley Botwe, Airport Residential Area, Airport Hills, Dome / Kwabenya, Trasaaco Valley.
- **Accra East:** East Legon, Ashongman, Adjiringanor, Manet Cottage, Manet Gardens, Sakumono, Teshie-Nungua, and Tema.

## **Conclusion**

To strengthen efforts to revitalise existing groups and establish new Neighbourhood Fellowships, continued education and encouragement from the Clergy during Sunday Services are essential. Emphasising the value of fellowship participation will help raise awareness and inspire greater congregational involvement.

Congregants are encouraged to join the Neighbourhood Fellowships as spaces where meaningful friendships are nurtured, biblical teachings are explored in depth, and authentic Christian community is experienced. Active participation in the ARC Neighbourhood Fellowships enriches spiritual growth, strengthens faith, and creates

valuable opportunities for service while fostering a deeper sense of belonging within the ARC family.

We warmly look forward to welcoming members to our fellowship gatherings!

### **SIDESPERSIONS**

The ARC Sidespersons continues to stand as a vital pillar in our church's worship life, embodying the spirit of hospitality and service. Throughout the year, The Sidespersons faithfully carried its mission of welcoming congregants, maintaining order, and ensuring that every Service experience is conducted in a spirit of reverence and joy.

We have sought to make each person who enters the Sanctuary feel at home in the presence of God (*Romans 12:13*).

### **Leadership**

In February, 2025 the Group elected a new set of executives and non-executive leaders for a two-year tenure (2025 -2027):

Tetteh Okunor (Leader), Emelia Andoh (Secretary), Harriet Asamoah (Treasurer), Edem Attor (Asst. Treasurer), Luigia Zakkour (Leader, 7:30am Service), Mary-Anne Addo (Leader, 10:00am Service), Edinam Annan-Wuaku (Leader, Manet Chapel), Florence Addy (Leader, 6:00pm Service).

### **Membership**

Across all ARC branches, we have a membership of close to 80 with the inclusion of a few new members who signed up for the Contemporary Service and also at ACP. Our membership has remained strong and committed.

### **Bereavement**

A member, Mrs. Augusta Odoteye, was called to higher service. May her soul rest in peace.

### **Activities**

The year 2025 was marked by significant activities and achievements. Beyond our weekly duties of seating congregants, assisting with offerings and guiding Communion, we played a central role in supporting major Church events such as Easter, Christmas, revivals, weddings, funerals, and harvests.

Our collaboration with other groups and ministries including the Church Secretariat, Clergy, Choir, Protocol and Security teams was enhanced to ensure that Services were conducted smoothly and with dignity.

The impact of our ministry has been deeply felt. Congregants have shared testimonies of feeling welcomed, cared for, and spiritually uplifted through the simple yet profound acts of ushering. Our services have not only contributed to the smooth running of worship but also fostered spiritual growth among members, reminding us that every act of service is ultimately unto the Lord.

### **Challenges**

One of the key challenges we faced was limited manpower especially during peak hours or Services with large attendances which stretched our capacity. However, we managed to serve without growing weary as we kept our eyes fixed on Christ Jesus. These challenges have become opportunities for growth, and we are committed to addressing them through membership drives and refresher workshops for both new and existing Sidespersons with practical skills in hospitality, emergency response, and service etiquette.

### **Appreciation**

We extend heartfelt gratitude to the Clergy, Church leadership, secretariat staff, and entire congregation for their unwavering support. Above all, we thank God for His grace, which sustains our ministry.

### **Outlook for 2026**

We are excited about the coming year as ARC celebrates its 90<sup>th</sup> anniversary. We plan on a membership drive, training programmes and introducing new initiatives that will bond us in Christ Love and enhance the worship experience at ARC for His glory. Our goal is to serve with excellence, humility, and love knowing that “Whatever you do, work at it with all your heart, as working for the Lord” (Colossians 3:23).

## **PRAYER**

The Prayer Committee’s main objective as derived from the Vision of the Church is to see Accra Ridge Church (ARC) as a prayerful Church.

The Committee, therefore, seeks to involve every member of the congregation in prayer, and for them to see the importance of effective praying. In consultation with the Clergy, the Committee is responsible for ensuring that the Church maintains a vibrant and sustained prayer life. The Prayer Coordinator chairs the Prayer Committee which has the following responsibilities:

- Encouraging members of the congregation to develop and maintain a lifestyle of prayer so as to build a closer walk with the Lord (Ephesians 6:18; 1 Thessalonians 5: 17)
- Helping members of the congregation to cultivate the habit of prayer and to know how to pray (Philippians 4:6; Colossians 4:2)
- Encouraging individuals and the Church to intercede for each other, the Church, the nation, the global Christian community and for the nations of the world.

We thank God for seeing us through another successful year with the various prayer groups in the Church intensifying their prayer activities for the Church and nation. Our prayer is that the Lord will strengthen our very supportive Ministers and Council to guide the congregation to pray more in the coming years.

### **Activities**

During the year under review, the activities organised by the ARC Prayer Committee are highlighted as follows:

### **Week of Prayer and Fasting (6<sup>th</sup> - 12<sup>th</sup> January 2025)**

The theme was “*Growing Together in Christ (Ephesians 4:4)*”. Daily Bible passages for meditation and prayer topics were published for use by both ARC members and non-members. The resource persons were the ARC Clergy. Service Leaders were drawn from the laity. Morning, afternoon and evening sessions featured prayer themes to build each other up, for Church growth, and national peace. There was strong online participation, especially during the early morning sessions but a drastic reduction during the afternoon and evening in-person sessions.

### **Lenten Meditations (5<sup>th</sup> March - 19<sup>th</sup> April 2025)**

This annual revival served as a cornerstone of spiritual preparation leading up to Easter. A period of forty (40) days of prayer and fasting was observed. Members were encouraged to fast and pray individually and corporately. The text for daily meditation were taken from the Anglican Devotional (2025). The resource persons were the ARC Clergy. Service Leaders were drawn from various Church groups to encourage participation. Meeting days and times were 12 noon to 1:15pm daily (Monday to Friday) at Ridge and 7:00pm to 8:30pm at Manet on Fridays. The early morning (5:00am – 5:30am) ZOOM meditation was for all members. Attendance and engagement were commendable, with participation both physically and online.

### **Pentecost Fire – A 3-Day Revival (4<sup>th</sup> - 6<sup>th</sup> June)**

As part of activities towards Pentecost Sunday, programmes were carefully planned for a revival centred on the power and work of the Holy Spirit. The theme was “*Spirit of the Living God, fall afresh on me (Joel 2:28, Acts 2:1-4)*” Each day featured intense worship, preaching, and prophetic prayers. Notable spiritual breakthroughs and testimonies followed this programme. Attendance was extremely impressive with several requests to have more of these.

### **Prayer and Fasting Month (1<sup>st</sup> to 31<sup>st</sup> July 2025)**

A month-long period of dedicated prayer and fasting, where the Church intensively sought God’s guidance for the remainder of the year. The theme was “*Bonded together in Prayers (Acts 1:14)*”. This was couched from the Church’s main theme of “*Growing together in Christ (Ephesians 4:4)*”.

The programme commenced on Tuesday, 1<sup>st</sup> July 2025 at Ridge at 12:00 noon and 6:00 pm with an exposition on the theme by the ARC Clergy. corporate prayer times were on Mondays, Wednesdays and Fridays at 12 noon to 1:15pm and 6:00pm to 7:30pm at Ridge. Evening sessions at Manet were from 7:00pm to 8:30pm. On Saturdays, all Church groups engaged virtually in prayer chains from 6:00am to 6:00pm. Online Morning Devotions were held via ZOOM from 5:00am to 5:30am for all members.

The resource persons were the ARC Clergy and Service Leaders were selected from various Church groups to motivate and encourage participation. The month-long prayer and fasting period culminated in a Thanksgiving Service at all Morning Services at Ridge, Manet and Tudu.

## **Coordination of Prayer Groups**

### **ARC Intercessors**

The ARC Intercessors alternated weekly between in-person and virtual meetings to pray for the world, the nation, the Church, families, ARC Council, and Israel. The group engaged in a 24-hour prayer chain from Saturday evening to Sunday evening to pray for the nation on critical issues affecting the country and the Church. The group held four seasonal vigils by ZOOM from 10:00pm to 12:15am to declare good tidings for the nation, the Church, and families. Below is the schedule for the vigils

<b>Date</b>	<b>Resource Person</b>	<b>Theme</b>
19 <sup>th</sup> Mar.	Rev. Dr. Abraham Boateng	Renewed and Deepened Commitment in our walk with the Lord (Isaiah 43:8-19)
20 <sup>th</sup> June	Rev. Frank Kissi	I will bless you... Be a blessing to others (Genesis 12:2)
21 <sup>st</sup> Sept.	Rev. Fr. A. George Nunoo	Nevertheless, at Thy Word (Luke 5:5)
20 <sup>th</sup> Dec.	Rev. Frank Kissi	Put to death earthly things (Colossians 3:5)

### **Concerned Mothers**

The group experienced some challenges with meeting regularly in 2025. Plans are underway to support and encourage the group to resume regular meetings.

### **Youth**

The Youth Fellowship kept meeting virtually and in-person every week, focusing their prayers on academic success, intercession for family, nation, and the Church. They successfully organised a Teen Camp in addition to an outreach (evangelism) programme at Labone Senior High School.

### **Monday Prayer Group**

The group kept their virtual prayer chain going every Monday evening. Additionally, they held a virtual Praise, Thanksgiving, and Worship sessions on the last Monday of each month.

### **Ghana Prays**

This was held every Wednesday, 12:00 noon to 1:15pm, at Ridge to pray specifically for the nation and contemporary challenges.

### **Manet**

They maintained their regular prayer schedule, with Friday evening church-wide prayer meetings and virtual gatherings on Sunday evenings. Additionally, the Youth Fellowship held post-Service prayer sessions on Sundays, interceding for the nation, the Church and families.

### **Prayer Bulletin**

Copies of the Prayer Bulletin were published throughout the year, both digital and physical. The digital ones were shared daily on the church groups' platforms. The prayer topics, covered global issues, the country, the Church, families, and individuals

## **Challenges**

In-person attendance at prayer meetings in the evening has been declining. This may be due to Ridge Church's ageing population or busy lifestyles which may lead members to prioritise personal time over communal spiritual activities. The pandemic also accelerated online worship, potentially reducing physical attendance.

## **Conclusion**

Big shout out to God for another amazing year in the Church! We are deeply grateful to the Clergy for their guidance, the resource persons, and the leaders who kept things running smoothly. And to all the members who showed up and participated, Thank You! May God keep blessing us all.

The ARC Prayer Committee will keep calling and encouraging every member to stay involved in the ARC's prayer life as we live our best lives for Christ Jesus. Our God answers prayers, so let us keep that fire burning, praying nonstop for the world, our nation, the Church, and our families, especially in these challenging times.

## **CHRISTIAN SERVICES GROUP**

### **Annual Week Celebration**

In line with our theme for the year and our mandate as a member of the Outreach Ministry under the CLaN, (i.e., Church Life and Nurture), we launched our activities on Tuesday 12th August, 2025 with special donations of mattresses and medical supplies to Remar Rehabilitation Centre and Weija Leprosarium, respectively.

### **Adopted Institutions of the Church**

During the course of the year, the six institutions adopted on behalf of the Church each received donations of food, toiletries, and sanitary items at various times throughout the year: Weija Leprosarium, Senior Boys Correctional Centre (formerly Borstal Institute) Roman Ridge, Boys and Girls Correctional Homes, and Shelter for Abused Children at Osu, and Accra Rehabilitation Centre received donations twice during the year and the Ghana Society for the Socially Disadvantaged and Remar Rehabilitation Centre, received theirs three times in the year, topped with Christmas packages during the festive season.

We fellowshipped with the members of the institutions with the view to encouraging them in the Lord, thereby winning more souls for the Kingdom.

### **Tertiary Education Scholarship Scheme (TESS)**

The Group's second major activity is the ARC's Tertiary Education Scholarship Scheme which is in its 5th year. The aim of the Scholarship Scheme is to provide scholarships to brilliant but needy students attending selected Senior High Schools (SHS) in the Accra Metropolitan Area and eligible members of the ARC.

The scheme currently has 15 beneficiary students, made up of 11 continuing students and 4 newly enrolled awardees in the 2024/2025 academic year.

We have introduced a mentorship programme in the activities of the Scholarship Committee and we have had 2 very successful and insightful virtual sessions with the students.

## **VISITATION GROUP**

The Visitation Group gives thanks to God for taking it safely through its activities for the year 2025. To God be the Glory.

The Group, both in Ridge and Manet visits members of the Church who are sick, bereaved, distressed, homebound, or in similar situations. The Group currently has a total membership of fifty-two (52). Thirty-eight (38) for Ridge and fourteen (14) for Manet. It has been difficult attracting new members into the ageing Group, however, by His grace, the Group recorded a total of four (4) new members, three (3) at Ridge and one(1) at Manet during the year under review.

The Group visits on Mondays and Tuesdays at Ridge and Sundays at Manet. The weekday visits for Ridge made it extremely difficult for actively working members to join for visits. In view of this, at its last meeting in 2025, the Ridge group agreed to add a weekend visit for the 2<sup>nd</sup> Sunday in every month to enable its working members participate in the visits. Accordingly, a Coordinator was appointed, and the Weekend Visitation was set to take off in February, 2026.

### **Activities**

#### **Retreat**

The Group held its Annual Retreat and monthly meeting at the ARC Hall Basement on Saturday, 1<sup>st</sup> February, 2025, under the theme “*Growing Together in Christ, Launching out into the Deep (Luke 9:1-5)*”. The speaker was Rev. Frank Kissi. The Manet Group participated in this retreat.

#### **Annual Week Celebration**

The Group celebrated its week from 5<sup>th</sup> to 12<sup>th</sup> October, 2025. It was characterised by a health talk by Dr. Irene Wulff, CEO of Focus Hospital on “*The Ageing Process, Guide to Ageing Gracefully*”. The Week ended with a Thanksgiving Service on Sunday, 12<sup>th</sup> October, 2025 at Ridge. The Manet Group joined Ridge for the Talk but held their Thanksgiving Service at Manet.

#### **Distribution of Hampers**

The Group including Manet, on behalf of the Church, distributed gift hampers to the “visitees” and other homebound members in July and December, 2025 as usual. This was one of the Church’s ways of showing love, support, and recognition for members contribution to the Church.

#### **Visits**

Visits commenced for the year 2025 on Monday, 10<sup>th</sup> February, 2025 for the Ridge

Team. We made a total of 46 normal visits and 13 bereavement visits for the visiting period of February to December, 2025. The Manet Team made 45 normal visits and 7 bereavements for the period.

### **Annual Thanksgiving Service**

The annual Thanksgiving Service with Holy Communion for our homebound visitees and over 80 years members of ARC came on, Friday, 26<sup>th</sup> December, 2025, in the Ridge Sanctuary. It was followed by a sit-down lunch. Food packs were, however, given to those who could not do the sit-down lunch, to take away. The sermon was delivered by Very Rev. Dr. Jacob William French. The Service was quite unique as a woman, who had been paralysed for over 20 years due to an accident, was invited to share her story and explain how she had coped over the years, to encourage elderly and members in similar situations.

## **WOMEN'S FELLOWSHIP (RIDGE)**

**Motto: *In Christ we live and move and have our being (Acts 17:28a)***

### **Aims and Objectives**

- i) To promote sisterly love and Christian fellowship among members,
- ii) To see to the well-being of the Ridge Church and its members,
- iii) To help members know more about the Bible.
- iv) To help in the care of the needy, such as disabled children, the sick in hospitals, homes and institutions.
- v) To perform such functions as are incidental or conducive to the realization by the Fellowship of all the above objectives

### **Meeting Day/Time**

Every second Monday of the month at 5:30pm in Rooms B71/72 of the ARC Hall. There is always a prayer meeting from 4:30pm-5:30pm prior to the main meeting, where prayers are said for inter alia, the Church, the nation, the youth and families. The daily prayer bulletin and other notices from the Church are shared on the Fellowship's WhatsApp platform by prayer committee members. At meetings there are devotions, reports from the various committees, talks and fellowship.

### **Major Events**

**Psychiatric Hospital visits:** Every third Saturday of the month, members of the Fellowship visited the Male Convalescent Ward of the Accra Psychiatric Hospital and presented them with cooked food, provisions, and toiletries, from funds provided by the Church. Members supplemented the Church's funds by providing their own items in addition. At Christmas time, members of the Fellowship provided gifts to the staff of the Hospital.

**Welfare Visits:** Every third Thursday of the month, members of the Welfare Committee visited members who were bereaved or indisposed. Water was presented to the bereaved members.

**Committees:** The Fellowship has three committees – the Prayer Committee, the Welfare Committee, and the Fundraising Committee. They are all very active.

**Elections:** On 8<sup>th</sup> December, 2025 at the general meeting, Executive members were elected for a two-year period. The Executive members will assume office in March 2026. The new executives are: Rachel Baddoo (President); Elizabeth Thompson (Vice-President), Emma Addo (Secretary); Sheila Clinton (Asst. Secretary); Doris Wiafe-Annor (Treasurer); Betty Quist Brempong Anku (Asst. Treasurer); Princess Danquah (Public Relations Officer); Nana Anima Bampo (Asst. Public Relations Officer); Peace Akwei Brock (Ex-Officio member); Ewura Adjoa Osae (Ex-Officio member).

**Fellowship Week:** The Fellowship marked its week from 12<sup>th</sup> to 18<sup>th</sup> May, 2025 on theme of *“Growing together in Christ: Transformed by His love”*.

**Monday 12<sup>th</sup> May 2025:** Charity donation to Jamestown Gbekebii School and the foster home under De Rose Foundation at Jamestown as well as New Life Nungua Children's home.

**Tuesday 13<sup>th</sup> May 2025:** Health talk on *“Living a healthy lifestyle”* by Prof. A. B. Akosa.

**Wednesday 14<sup>th</sup> May 2025:** Members of the Fellowship joined Ghana Prays in the afternoon and Anaviosi at 5:30pm.

**Thursday 15<sup>th</sup> May 2025:** Bible Reading Marathon from 8:00am to 2:00pm in the ARC Hall and Evangelism in the vicinity of the Church as well as at the Ridge Church School from 2:00pm to 3:00pm.

**Saturday 17<sup>th</sup> May 2025:** Retreat in the ARC Hall. Resource person was Rev. Fr. Reginald Lawson.

**Sunday 18<sup>th</sup> May 2025:** Thanksgiving Service at all three Services. Women's fellowships from sister churches attended. The Preacher was Rev. Fr. Lawson.

**Annual Retreat:** On Saturday 22<sup>nd</sup> November, 2025, our annual retreat took place at the ARC Hall. The resource person was Rev. F. Kissi and the theme was *“Deepening your intimacy with God as a woman”*. Members were truly blessed by the session.

**Donations:** The Fellowship made donations towards the ARC's Easter picnic as well as youth activities. At Christmas the Fellowship also made a donation towards the purchase of clothes for the children at Tudu.

**Youth Interactions:** In February 2025, members of the Fellowship honoured an invitation from the Youth Fellowship to attend their Special Service and make a 15-minute presentation to them on Fante Culture. In December 2025 members of the Fellowship worshipped at a Special Contemporary Service and spoke about the Women's Fellowship and its activities.

**Father's Day:** To celebrate Father's Day, on Sunday 15<sup>th</sup> June, 2025, at all three Services, all the men in the Church received small bars of chocolate from the Women's Fellowship.

**Family Month Business Fair:** During the family month business fair in August, 2025, the Fellowship paid for a stand and sold items to raise funds for its activities.

**Harvest and Thanksgiving Service:** Members of the Women's Fellowship were able to make a handsome contribution at the Church's Harvest and Thanksgiving Service in November, 2025. We give God all the Glory.

**Distribution of Christmas Hampers:** In December, 2025, eighteen hampers were distributed to elderly or sick members of the Fellowship, to cheer them up and assure them that they are always in our thoughts and prayers.

**End-of-year Meeting:** The end of year meeting in December 2025, was combined with a get-together. The Clergy, their wives, a few members of the Youth Fellowship, and some other members of the Church were invited. Members brought items for sale as a means of fundraising for the Fellowship.

**New Members:** During the year, the Fellowship welcomed thirteen (13) new members and for that we are grateful to God.

**Bereavement:** Sadly, the Fellowship lost three members: Mrs Adina Vanderpuye, Mrs Jane Chinebuah, and Mrs. Elizabeth Coussey. May their souls rest in peace.

### **Challenges**

We continue to pray that the number of members who go to the Psychiatric hospital every month will improve.

### **Appreciation**

The Women's Fellowship gives thanks and praise to God for His grace and mercy throughout the year. We surrender all our activities to Him and declare our love, commitment, and obedience to Him.

## **MEN'S FELLOWSHIP**

**Motto:** *Christ in you...the hope of glory (Col. 1:27)*

The year under review, was marked by the continuing Grace of Our Lord Jesus Christ on the Fellowship and its members.

With thanks to God, we successfully held our monthly Bible Study sessions and general meetings on the second and fourth Mondays, respectively. Whilst membership remained largely unchanged, with active participation ranging between fifteen (15) and twenty-five (25) members at a typical general meeting, we acknowledge the task of recruiting new members to join the Fellowship. Some measures were taken in this regard, details of which are provided later in this report, and these efforts will continue in 2026.

### **Administration**

After serving from 2020, the old Executive, with Capt. Samuel Thompson as President, gave way to a new Executive, elected at our Annual General Meeting held on 26<sup>th</sup> May, 2025. The new Executive is as follows:

Samuel Brandful (President), Paul Kwakyi (Vice President), Blankson Kuofie (Secretary), Frank Lawson (Org Secretary), and Ebenezer Anim (Treasurer).

### **Activities**

Our **Men's Fellowship Week** was held from 6<sup>th</sup> to 12<sup>th</sup> October, 2025 as a joint programme with our brothers from Manet and Tudu branches of Accra Ridge Church. The theme was *"Men, take up the sword of the spirit to grow together in Christ,"* and activities included the following:

- A film show entitled the "FORGE" at Manet Chapel on Tuesday 7<sup>th</sup> October, 2025.
- A talk by Shadrack Arhin Esq. on the topic, *"Securing your inheritance to ensure your intentions"* on Thursday 9<sup>th</sup> October, 2025.
- A retreat led by Rev. Can. Andrew Torgbor at the Presbyterian Centre, Abokobi, on Saturday 11<sup>th</sup> October, 2025.

### **Membership Drive**

In our bid to attract new and younger members, the Fellowship, on separate occasions joined the Youth, Young Adults and Contemporary Services to worship with and invite them into our fold.

Our **support to the Dzorwulu Special School** continued with the delivery of more metal bunk beds to the school. The consignment of five (5) was however only the first of the thirty (30) we will supply.

**In Memoriam:** Two members, Dr Sam Quist and Mrs. Jane Chinebuah passed on to Glory. May their souls rest in peace.

### **Acknowledgements**

We would like to thank all ARC Clergy, namely Rev. Can. Andrew Torgbor (Coordinating), Very Rev. Dr. Jacob French, Rev. Frank Kissi, Very Rev. Dr. Abraham Boateng, and Rev Reginald Lawson for their support throughout the year, but especially, for leading our Bible Study sessions, which have given us better insights and perspectives of the books studied.

We also thank the Chairman of Council and all Council members for their cooperation and generous support towards the activities of the Men's Fellowship.

## **SUNDAY SCHOOL**

The ARC Sunday School is almost 90 years old. We have had a rich and impactful curriculum for years from various sources such as the Scripture Union materials like Adventures and Quest, The Child Evangelism Fellowship evangelistic, character, book studies and Missionary stories, and the current online Kids Sunday School Place materials. And we have also designed our own Bible Lessons and programmes over

the years. We have had various age groupings – from single age groups and youth groups to the current four age bracket system, Bible Class, Teen Class and Youth Services. We have gone through the one-hour single Sunday School at 9.45am with large classes to our present system of seven (7) congregations, six (6) Sunday Schools and coordinators. We also started the Local Language Class (LLC) for non-English speaking which has helped many people. ARC Sunday school is grateful to God.

### **Aims and Objectives**

ARC Sunday School of the Accra Ridge Church is mandated to help:

1. Train, nurture, and ensure the spiritual formation of all children aged 0-18 years in our congregations using the Bible as the basis.
2. Lead each child to Christ, follow them up to maturity; present them to Christ and the Church for Confirmation and incorporation into the Youth Ministry and Church
3. Recruit, train, deploy, visit Sunday School teachers and provide opportunity for spiritual growth and development through monthly meetings, Bible Study, and prayer meetings.

### **Meeting Times**

ARC Sunday School runs concurrently with all Congregational Service times except at the 6:00pm Service at Ridge. The meeting times are 7:30 am; 8:30am, 10:00am (Ridge); and 9:00am at Manet, Tudu, and ACP.

**Teachers' Meeting** - We are required to meet at least once a month. We met five Times. In 2025 for the teachers retreat in person and the rest were online. The sessions were for the consideration of the CLaN concept, to plan and evaluate programmes and activities, and to pray. There were also monthly congregational meetings.

### **Major Activities**

**Teacher Training:** We had a retreat with Rev. Dr. Abraham Boateng on Saturday 22<sup>nd</sup> February 2025. Teachers' dedication on Sunday 23<sup>th</sup> February in all congregations. The teachers participated in an online training on the Christmas Bible Lessons on 8<sup>th</sup> November 2025 which was facilitated by the Child Evangelism Fellowship CEF.

**Children's Day:** This was organized at congregational level on Sunday 26<sup>th</sup> October, 2026. Some selected children led the Services that day as preachers, liturgists, Bible readers, sidespersons, worship leaders, and performed other functions as we were allowed. The feedback from the children and parents revealed that they were happy they could serve God in Church. Praise God for the opportunity to serve.

**BibleFest and Fun Day** was held on Saturday 27<sup>th</sup> September, 2025 in the ARC Hall Basement and the theme was '*Growing together in God's love*'. We had lots of fun with Bible lessons, games, song times, art and craft sessions, parent interactions, and football. A total of 530 children participated including non-regular Sunday School

children, *Okada* rider boys, and children from the Arts Centre community who followed their friends to the programme. We are grateful to God, the planning team, and all for the funds and diverse support.

***Christmas Play:*** Each congregation had very colourful and interesting Nativity plays on Sunday, 28<sup>th</sup> December, 2025.

***Family Services*** were held on every 4<sup>th</sup> Sunday of every month and Youth Services every Sunday in the basement of the ARC Hall The 7:30am Sunday School (Ridge) joins the Adult Service for the Anglican Song Mass on the first Sunday of the month.

***Teen/Youth Camps:*** Some children participated in the ARC Teen and Youth camps, Scripture Union's, and Kiddy Camp. About 80% of the children were from Tudu, Manet/Baatsonaa and a few from the other congregations. A two-day Vacation Bible School was held for the Tudu children with some children from Ridge in attendance.

***Other Activities:*** We participated in other ARC activities such as Palm Sunday, Easter, Easter picnic, Family Month, cooking competition, prayer and fasting, online morning devotions, and Harvest Thanksgiving as well as the adverts and jingles for the promotion of the ARC's activities and programmes.

## **Challenges**

### ***Attendance and Movement to age group***

- **Low attendance and irregular participation of children (Ridge)** in activities and at Sunday Services. Thus, Sunday lessons have to be taught several times.
- **Graduating children to the next level** is problematic as children move by themselves.
- **Lack of other children's discipleship programmes** apart from the teaching at Sunday School.
- **Family Service Attendance** – Many families do not attend Family Services. Finding children to perform roles. especially at the 10:00am Service (Ridge), is an issue as rehearsals take place on Sundays because that is the only time children are available.

### ***Growing Numbers in Manet and Tudu***

- There are increasing number of children at Tudu and Manet congregations, many of whom attend Service on their own without any adult. Some have health and discipline issues, others come because of the food, while others just follow their friends. Some work and others live on their own without any adult supervision, protection, and guidance. One youth at Manet had a work-related accident and others were abused in various forms including sexually in their communities like the Arts Centre and Tudu areas.

***Teachers, Meeting and Nourishment*** from

- Need younger teachers as most of the teachers are elderly and others very busy professionals who are unable to attend trainings and meetings for personal growth and teacher development.
- There is no Church oversight, supervision, and accountability structure for teachers and their work, weekly group preparation for teaching, among others. No visits from Clergy and Church Council as prevailed in the past.

### **Recommendations**

- To make Family Services more impactful, we plead with the Clergy to encourage families from the pulpit to bring their children and attend Service.
- We invite the Clergy and Council members to pay regular working visits to check on us and encourage us.
- We are again pleading for a music teacher/organist to train children and revamp the Brass Band and Sunday School choir.
- We suggest that we work with Child Evangelism Fellowship, Scripture Union, AWANA, and Boys and Girls Brigade Secretariate to start a separate ministry to disciple the Tudu and Baatsonaa children for spiritual growth.

### **Appreciation**

We are grateful to our donors and Church for the provision of cabinets, televisions, chairs, teaching materials, a loud speaker, musical instruments, toys, canopies, and partitioning at Tudu, and many more; donors for camp fees, toiletries, Christmas presents, and food, especially for our Tudu and Manet Sunday schools; Child Evangelism Fellowship, Mail Box Club, Children in Worship, Mission Pediatrics; the Clergy, parents, partners and all for contributing towards a successful year.

## **YOUTH FELLOWSHIP (RIDGE)**

The Youth Fellowship exists to nurture spiritually grounded, purpose-driven, and socially responsible young people within the Church and the wider community.

### **Aims and Objectives**

- To deepen the spiritual lives of members through prayer, teaching, and Bible-centered discussions.
- To foster unity, love, and accountability among young people in the Church.
- To disciple members intentionally, equipping them with biblical principles for Christian living and leadership.
- To provide platforms for mentorship, skills development, and leadership grooming.
- To engage young people in evangelism and outreach initiatives.
- To promote the holistic development of members—spiritually, emotionally, socially.

### **Membership**

The Fellowship recorded an average attendance of between 50 and 60-members during Sunday Services. This reflects a stable and active youth population, with attendance variations influenced by academic calendars, work commitments, and church-wide activities.

### **Meeting Day / Time**

**Executive/Leaders Meeting:** Every Wednesday from 8:00pm to 10:00pm, Online (Virtual Platform). Meetings comprise prayer and leadership discussions on the plan for the Fellowship as well as all matters affecting the Fellowship and solutions.

**Prayer Meetings:** Every Thursday, online from 6:30pm to 7:30pm. Meetings comprise prayer as a fellowship (opened to the entire membership)

### **Activities**

*Teen Camp, from 13 -17 August, 2025, Themed “Plugged In”* was held at the Trinity Theological Seminary, Legon. The focus was on encouraging teenagers to remain spiritually connected to Christ, the Church, and godly values in an increasingly digital and distracted world. The camp featured teachings, interactive sessions, prayer, and fellowship tailored to the unique needs of the one hundred and eighty (180) teens who attended.

### **Evangelism and Outreach**

An evangelistic outreach programme was held on 22nd June, 2025 at Labone Senior High School. The aim was to share the gospel, encourage young students, and reinforce Christian values through engagement, prayer, and interaction.

### **Youth Camp**

No Youth Camp was held during the year due to prevailing circumstances.

### **Challenges**

The Fellowship encountered a number of challenges that affected the smooth implementation of some activities:

- **Attendance** was at times inconsistent due to members' academic schedules, work obligations, and other personal commitments, which occasionally reduced participation in meetings and programmes.
- **Financial limitations** affected the execution and scale of certain activities. In particular, the Youth Camp (2025) could not be held primarily due to insufficient financial resources.
- **Time constraints** of the leadership and members further impacted planning, preparation, and consistent follow-up efforts. Coordinating schedules for meetings and activities sometimes proved difficult, thereby slowing the pace of some initiatives.
- **Absence of an active Youth Service at Manet Chapel** made collaboration on joint youth programmes challenging, limiting opportunities for inter-fellowship engagements and shared activities.

Despite these difficulties, the Fellowship continued to hold regular meetings and programmes, and the experiences gained during the period are expected to guide improved planning and coordination in subsequent years.

### **Recommendations**

- To improve the effectiveness and long-term sustainability of the Fellowship, greater emphasis must be placed on strengthening the welfare and follow-up systems so that members remain connected, supported, and actively engaged in fellowship life.
- A more structured communication system should also be adopted, including early planning of activities, consistent reminders, and clearer dissemination of information to members.
- Youth leadership development should be prioritised by introducing mentorship and leadership training opportunities to intentionally prepare younger members for future responsibilities within the Church.
- To curb issues of insufficient financial resources, sustainable fundraising and resource mobilisation strategies should be developed to support programmes and activities such as camps, outreaches, and welfare.
- In order to ensure the steady growth of all ARC youth, a special appeal is also made to the church to assist in ongoing efforts to ensure that all members within the Youth Fellowship bracket attend Youth Service. The Church's support is needed in communicating clearly to parents and guardians the importance of encouraging their teenagers to actively participate in Youth Services and Youth Fellowship activities. Such guidance will help teenagers grow spiritually within their peer environment, build healthy Christian relationships, and ease their transition into committed Church life and future leadership within the body of Christ.
- To foster growth and collaboration with the wider Church, there need to be increased efforts by the youth to collaborate closely with the wider church, particularly during major church celebrations and anniversary periods, in order to ensure unity, proper coordination of activities, and the avoidance of scheduling conflicts, while maximising the overall spiritual impact of programmes.

### **Programmes for 2026**

**Youth Camp (May):** A spiritual retreat focused on deepening faith, fellowship, and personal transformation among young people.

**Teen Camp (August):** Build on previous successes, the Teen Camp will continue to focus on spiritual formation and godly living.

**Youth Summit:** Organise as part of the ARC's 90th Anniversary celebrations a leadership and inspiration-focused summit to align young people with the ARC's vision and mission.

**Bible and Bites:** Every 1st to 3rd Sunday of the month after Church Service- an informal fellowship combining Bible discussion with light refreshments to encourage relaxed engagement and deeper understanding of Scripture.

**Evangelism and Outreach Activities:** In line with ARC's 90th Anniversary, evangelism and outreach efforts will be carried out in collaboration with the ARC Outreach Ministry to ensure unity and effective coordination of programmes.

### **Acknowledgement and Appreciation**

The Youth Fellowship expresses its sincere appreciation to the ARC Council for its support and commitment to the growth and development of the young people in the church. We are particularly grateful for the allocation of **Room S1 in the ARC Hall** as a dedicated space for Youth Fellowship activities. This provision has greatly enhanced the operations of the Fellowship by giving members a place they can identify with and gather consistently. The space is used for Youth Services and other activities including prayer meetings, all-night fellowships, discussions, and ministry engagements. And rehearsals on Saturdays.

The availability of this facility has significantly improved participation, organisation of programmes, and overall fellowship life. We acknowledge the ARC Council's effort and thoughtfulness. May God bless and guide as you continue to make decisions that impact the growth of the Church and the future of its youth.

### **WELFARE COMMITTEE**

The ARC Welfare Committee was set up by the ARC Council and inaugurated by the Church in September, 2022. The Committee started operating in January, 2023. It comprises members from the following Church Groups:

Mrs. Lucy Felicity Arthur	-	Women's Fellowship (Ridge) / Chairperson
Dr. Jane Djangmah	-	Neighborhood Fellowship
Mr. Samuel Asamoah	-	Men's Fellowship (Ridge)
Ms. Akosua Mensah	-	Youth Fellowship (Ridge)
Mrs. Charlotte Obeng	-	Christian Services
Ms. Mavis Hayford	-	Women's Fellowship (Manet)
Mr. Samuel Asante	-	Men's Fellowship (Manet)
Ms. Dzifa Quaye	-	Youth Fellowship (Manet) / Secretary
Mr. Prosper Ametefe	-	Tudu

### **Mandate**

Our mandate as per Article 2 of our set up is as follows;

- a) To assist registered and paid-up members in times of marriage, bereavement, sickness, and death.

- b) To support education, payment of medical bills, accommodation, transportation of sick people to hospital, and any needs that the Committee thinks merits assistance.

## **Activities**

### **Weddings**

A total of nine (9) weddings were recorded for the year 2025. All the wedding couples were each presented with a donation of One Thousand Ghana Cedis (GHc1,000), making a total of Nine Thousand Ghana Cedis (GHc9,000) for the year.

### **Funerals**

A total of twenty-eight (28) funerals were recorded for the year. Each bereaved family received a donation of Two Thousand Ghana Cedis (GHc2,000) from the Church. A total of Fifty-Six Thousand Ghana Cedis (GHc56,000) was donated to the bereaved families. One family declined the donation. The donation was returned to the Church. Consequently, the amount that the Church actually donated amounted to Fifty-Four Thousand Ghana Cedis (GHc54,000).

### **Health**

A one-off amount of Ten Thousand Ghana Cedis (GHc10,000) was donated to one member for medical and living expenses.

### **Tertiary Education**

Six (6) members received various donations towards their tertiary education. Three (3) were university students from University of Ghana, Legon and one (1) from KNUST. The other two (2) donations were for Diploma students at the UPSA. A total of Twenty-nine Thousand and Eighty Ghana Cedis (GHc29,080) was paid for the tertiary students for tuition and accommodation. The Diploma students received Six thousand, Five-hundred and Nineteen Ghana Cedis (GHc6,519) for tuition. Making a total donation of Thirty-five Thousand, Five Hundred and Ninety-nine Ghana Cedis (GHc35,599).

### **Rent**

A total of nine (9) members of the Tudu congregation were assisted with the payment of half a year's rent, in the amount of Thirteen Thousand and Five Hundred Ghana Cedis (GHc13,500).

### **Total Amount of Donations for the Year**

The total amount of donations for the year amounted to One Hundred and Twenty-two Thousand, and Ninety-nine Hundred Ghana Cedis (GHc122,099) as shown in the table below:

	<b>Activity</b>	<b>No. of Beneficiaries</b>	<b>Amount Donated (GHc)</b>
1	Weddings	9	9000
2	Funerals	27	54,000
3	Health	1	10,000
4	Tertiary Education	6	35,599
5	Rent	9	13,500
	<b>Total</b>		<b>122,099</b>

### **Observations**

- a) The Committee recommended a donation of One Thousand Ghana Cedis to bereaved members of good standing who lose a spouse, parent or child. This has yet to be implemented. The Committee will work with the Church Office to gather information and expand the reach of members it can touch to show love and compassion in their time of joy, need, or sorrow.
- b) We are working with the Church Office to ensure that donations are presented at the time of the events especially for weddings and funerals to ensure that the right beneficiaries get the cash.

## **WIDOWS FELLOWSHIP**

### **Aims and Objectives**

The Fellowship aims at bringing together all the Widows in the Church to provide sisterly love, Christian fellowship, and address common issues of interest and also enhance the spiritual growth through the various monthly activities of the group.

### **Meeting Day/Time**

Members of the Fellowship meet on the first Tuesday of every month except the month of January. Meeting time is 10:00am in the Conference Room/Basement at Ridge.

### **Major Events**

***Annual picnic and massage*** by a massage therapist on 5th May, 2025.

***Celebration of the United Nations International Widows Day*** which fell on the 23<sup>rd</sup> June, 2025, climaxed with a Thanksgiving Service on Sunday 6<sup>th</sup> July, 2025 at Tudu branch and distributed toiletries (Bathing soap, Key soap, Toothpaste and toothbrushes to two hundred (200) Tudu Sunday School Children.

***A talk and medical screening*** by PURE, a Health and Wellness US organisation in September, 2025.

***A trip to Peduase*** to the home of the former President of Ghana, Mr. J. A. Kufuor in October, 2025.

### **Challenges.**

- a. Apart from losing two (2) members in 2025, few members are able to attend meetings due to the debilitating effects of old age of remaining members.
- b. Three (3) Tudu branch members requested support for the livelihood of needy widows.

## **HARVEST AND THANKSGIVING COMMITTEE**

The Harvest and Thanksgiving Committee was duly mandated by the Church Council to serve a second tenure from 2023 to 2025, subject to annual confirmation in office.

While confirmations were largely sustained, a few members abstained for varied reasons, necessitating mid-tenure replacement appointments to ensure continuity and operational effectiveness.

### **Mandate**

The Committee was tasked to organise and implement the strategic plan for the Accra Ridge Church (ARC) Harvest for 2026. This mandate also encompassed all related mini harvests, including the Mini Harvest & Thanksgiving scheduled for the first Sunday of November 2025.

The Committee adopted the theme: “Growing Together in Our Giving”  
This was aligned with ARC’s overarching annual theme “Growing Together in Christ.”

### **Committee Membership**

The initial membership for the 2025 calendar year remained largely consistent with the previous year, under the Chairmanship of Mr. Danny Easmon Mawuenyega.

Other members were Rev. Can. Andrew Torgbor (Clergy Representative and Assistant Chairman), Mrs. Naa Korkoi Amaniampong (Secretary), Nana Nyarkoa Prah, Ms. Chris Edusei, Mr. Seth Dzordzorme, Mrs. Dr. Yaa Afi Osei, Capt. Samuel Thompson, Mr. Enoch Ofosu-Appiah, Ms. Elizabeth Korkor Ocansey, Mr. Tetteh Okunor,

Henrietta Arthur Offei, Mr. Godwin Ivan Acquah, Mr. Ernest Appiah Esq., Mrs. Eunice Nyarko, Ms. Naa Adoley Allotey, and Mr. Dickson Gameli Wodi.

Following Mr. Mawuenyega’s election as Council Chairman at the 2025 AGM, it became necessary to allow him operational space in his expanded role. Consequently, Mr. Seth Dzordzorme assumed leadership as Acting Chairman from April 2025 to the end of the tenure.

Members numbered 14–17 were adopted to strengthen representation from the ARC Manet congregation and the ARC Youth generational grouping.

### **Programmes and Implementation**

The 2025 Harvest initiative was formally launched in February 2025 under the leadership of the current Council Chairman. The 2024 strategy of conducting mini harvests was sustained, with the reintroduction of the Children and Youth Mini Harvest in August to enhance overall outcomes. The sequence was Easter Mini Harvest (March), Choir-led Mini Harvest (June), Women’s Fellowship Mini Harvest, Children & Youth Mini Harvest (August) and Men’s Fellowship Mini Harvest.

The August initiative, including participation from Ridge Church School, provided renewed momentum. By the end of August 2025, Thanksgiving funds had increased by approximately 9% compared to the same period in 2024. The Committee expresses deep gratitude to God for this inspiration and acknowledges the contributions of all children and youth representatives, including Ms. Naa Adoley Allotey, and Mr. Dickson Gameli Wodi.

The final outcomes were highly encouraging. By early December 2025, total funds realised from Harvest & Thanksgiving exceeded the budgeted target of GHS 1.7 million by over 35%, culminating in a total of GHS 2,428,640 by year-end. While this figure was slightly below the exceptional 2024 performance, it remains a remarkable achievement.

The Chairs and Co-Chairs demonstrated exemplary leadership and tactical execution. The Clergy, Church Council, Management Committees, Clan Ministries, and the entire ARC congregation deserve commendation for their sustained generosity and faithful stewardship in honour of God.

### **Hallmarks for Lessons and Development (Recommendations for 2026)**

The Committee conducted a reflective SWOT analysis and proposes the following strategic enhancements:

- Strengthen the Main Harvest Strategy
- Earlier campaign visibility
- Enhanced corporate coordination (including administrative representation from inception)
- Dedicated Secretariat support for administrative and logistical efficiency
- High-profile stakeholder engagement
- Boost School Thanksgiving Campaign
- Strengthen alumni partnerships
- Service-Level Mobilisation
- Build on the 10:30am service momentum
- Develop targeted strategies for other services
- Data-Driven Follow-Ups
- Introduce donor engagement dashboards (pledges, day-borns, etc.)
- Enable structured and personalised follow-up
- Recognition & Appreciation
- Provide certificates or appreciation notes for exemplary individuals and groups

### **Conclusion**

The year demonstrated the resilience, unity, and generosity of the ARC congregation. Opportunities remain to further strengthen Main Harvest and Thanksgiving revenues while deepening service-level engagement.

We remain profoundly grateful to God for a pleasant and remarkable Harvest & Thanksgiving year. Let us continue to fix our eyes on Jesus.

## **EVANGELISM COMMITTEE**

The Evangelism Committee (EC) coordinates all activities for ARC's evangelism mission. Our purpose is to help fulfil the Great Commission by winning people to faith

in Jesus Christ, building them in their faith, and sending them out to win and build others up in Him. We are committed to helping proclaim the gospel in all cultures of every walk of life through diverse outreach programmes planned and executed in creative ways.

## **Activities**

### ***New Year Evangelistic Tracts***

Approximately 1,200 New Year packs (gospel tracts containing the good news of salvation and renewal) were prepared and distributed ARC congregation on Sunday, 5<sup>th</sup> January 2025. Members were encouraged to take the time to go through the tracts and to pass the message on to their families, neighbours and friends.

### ***Breakfast Meetings***

On Saturday, 8th February 2025, we hosted the maiden breakfast meeting for the year 2025 in the ARC Hall Complex (Basement) from 9:00am to 12:30 noon. Our seasoned speakers were Very Rev. Dr. Abraham Boateng, her Ladyship Justice Merley Wood, and Rev. Fr. Reginald Lawson. In attendance were about 230 people and by the grace of God the breakfast meeting was very impactful, enlightening, and spiritually uplifting.

On Saturday, 13th September 2025, we hosted the second breakfast meeting for the year 2025 in the ARC Hall Complex (Basement) from 9:00am to 12:30pm. Our seasoned speakers were Rev. Dr. Akua Ofori-Boateng and Dr. Joshua Sarfo Yeboah. We had about 200 people in attendance and to the glory of God the breakfast meeting was better organised and orderly, testimonies were impactful, lives were transformed, and souls rededicated to the glory of God.

### ***Medical Outreach and Evangelism at Arts Centre Community***

The ARC Christian Medical Outreach and Evangelism commenced our 2025 outreach activities from Friday, 21st to Sunday, 23rd February 2025 at the Arts Centre Community with a medical outreach for the members in the community. The outcome was positive and fruitful.

- The first activity was on Friday, 21st February 2025, when a Mini Crusade and Film Evangelism with Challenge Enterprises started from 6:00pm - 8:00pm and the venue was at the Arts Centre.
- Then the outreach activities continued on Saturday, 22nd February 2025 with a Medical Evangelism from 9:00am - 3:00pm at the Hearts Park, near the Arts Centre. By God's grace we had over 300 people, both Adults and children in attendance and the feedback was positive and we also learnt from the lapses.
- The crowning moment was on Sunday, 23rd February 2025, when Thanksgiving Service and Medical Evangelism was hosted at ARC Tudu Outreach Post. We had about 150 people, both adults and children, in attendance.

### ***Music and Drama Night***

On Saturday, 11th October 2025, we hosted a Music and Drama Night with the central theme of calling Christian families back to their primary responsibility of training their children in the ways of the Lord. The event featured uplifting and exhorting performances by several groups, including the ARC Choir, Instruments of Praise, Virtue, Youth Music Group, ARC Tudu Music Group, Dramarcy, and the Sunday School of the Contemporary Service.

Dramarcy and Sunday school children presented powerful sketches on the theme. The auditorium was filled with a mixed audience of children, youth, and adults. Rev. Frank Kissi delivered a teaching on "Family Matters" from Deuteronomy 6, which culminated in an altar call that provided an opportunity for many to dedicate or re-dedicate their lives to Christ.

***Mini Crusades at Tema Station (April / October 2025)***

This was a planned 3-day Mini crusade at Tema station. From Friday 15<sup>th</sup> to Saturday 16<sup>th</sup> April 2025, we hosted the Mini Crusade/Film Evangelism. The participation was good and we had over 250 people being adults and children patronising all the activities which were held at the Arts Centre community. Then by God’s grace on the Sunday 17<sup>th</sup> April 2025, we hosted a Thanksgiving Service at the Tudu Outreach Post to thank God for His favour and blessings which made the outreach and evangelism very fruitful and impactful to His glory. The attendance was good with over 120 persons present in addition to regular church members.

On the evening of Thursday, 9th October 2025, the Tudu Team led a Mini Crusade at Tema Station from 6:30pm to 8:00pm. It was strategically held to sow the word of God into the lives of commuters during their travels. The team actively engaged with individuals and distributed Bibles and evangelical tracts to support their spiritual journeys.

***Evangelism Month (October 2025)***

The Anaviosi activities in the month of October 2025 were also spiritually uplifting and very inspiring. The theme ***“Becoming All Things to all men to win some to Christ.”***

The attendance could have been more but all who were able to participate in-person and online were excited to have participated in all the activities during the Anaviosi Wednesdays.

Speakers for each Wednesday Anaviosi Session are highlighted below:

1 <sup>st</sup> October 2025	Very Rev Dr French
8 <sup>th</sup> October 2025	Mr. Danny Easmon Mawuenyega
15 <sup>th</sup> October 2025	Miss Rebecca Lomo
22 <sup>nd</sup> October 2025	Dr. Nii Darko Asante
29 <sup>th</sup> October 2025	Dr. Nii Darko Asante

***Gospel and Film Evangelism at the Arts Community Centre***

A two-day Mini Crusade incorporating Gospel and Film Evangelism was held in the Arts Centre community on Thursday, 16th, and Friday, 17th October 2025. The first

day encountered some technical difficulties, but the programme, led by Challenge Enterprise and the Tudu Team, commenced successfully.

On the second day, the event was held near a beach area with numerous drinking and smoking establishments. Despite the challenging terrain and environment, the residents were highly receptive, sitting quietly and attentively throughout the entire film show. We are pleased to report that several individuals surrendered their lives to Christ during this outreach, and follow-up efforts are now underway.

### ***Community Evangelism and Medical Outreach***

A combined Community Evangelism and Medical Outreach was successfully held on Saturday, 18th October 2025, from 9:30am to 4:00pm. This large-scale event provided essential services to the community. Approximately five hundred (500) individuals received medical screening, examination, care, and medication. A dedicated Dental Clinic was operated, and an Eye Clinic examined 147 people, providing them with medication and referring a few complex cases for further specialist examination.

Furthermore, 350 people were registered for the National Health Insurance Scheme (NHIS). In a gesture of practical care, two hundred (200) children and adults each received a pack of Jollof rice, a soft drink, and water.

This impactful outreach was made possible through the remarkable dedication of over 30 volunteers from the Ridge and Tudu Outreach Post, supported by a team of medical professionals. This team included 11 doctors and 10 nurses from Kole-Bu Polyclinic; 1 doctor and 5 nurse administrators from Focus Hospital; 7 lab technicians from the Ghana Health Service; 5 dentists and 3 nurses from the University of Ghana Dental School; 3 optometrists and their assistants from Roberts and Sons; 2 pharmacists with 5 assistants; and 7 crew members from the National Health Insurance Scheme (NHIS).

### ***ARC Young Adults' Fellowship***

The EC continues to support the ARC Young Adults' Fellowship which it started in April 2022. We hope to build a strong community of young adults who love Christ and are committed to serving Him and to integrate them into the life and work of ARC.

### ***Overall Summary***

By God's grace, we had a wonderful and fruitful time as the evangelism and outreach ministry with many members supporting in diverse ways to help our Ministry flourish. We had regular quarterly meetings, to pray, plan, and strengthen ourselves and this will continue into 2026.

We will all continue to work hand in hand and by being united as CLaN – Outreach Ministry, we will grow the souls won in Ridge, Manet, Tudu, and ACP, plus expand our evangelistic capacity and capabilities as a growing, spirit-filled, united Church.

God willing year 2026 is ARC's 90<sup>th</sup> Anniversary and the members of our various committees are poised to work hard and support all the planned activities with a focus on making a mighty impact to the glory of God. We will minister hope and healing, plus support the various groups depending on our collective support and efforts. God being our helper, we will glorify Him through our handy works. Amen.

## **ACP**

**Meeting Day/Time:** Every Sunday at 10:30a.m

### **Major Events/Activities**

**Member Enrolment:** Over 30 ACP members were successfully enrolled and registered in August, 2025.

**Land Title Documentation:** ACP land title documents, including the executed Indenture, were submitted to the ARC Legal and Property Committees in October, 2025.

**Financial Reporting:** ACP financial statements and related reports were submitted to the ARC's Finance Committee in March and November, 2025.

**Church Project Documentation (Design and Costing):** The ACP Church design package, covering architectural and structural drawings, Bills of Quantities, and related documents, was finalised and submitted to the ARC's Property Committee in November, 2025.

**Building Permit Application:** Documentation required for the ACP Church building permit application was being prepared for submission in December, 2025

**Acquisition Process:** The final acquisition process remained ongoing, with active discussions underway among Finance, Legal, and the Auditor (December 2025).

## **TUDU OUTREACH POST**

### **Aims and Objectives**

To spread the word of God in Tudu and its environs through outreach programs and services and to bring up children in the knowledge of our Lord Jesus Christ.

### **Meeting Day/Time**

Sundays at 9:30am for Church Service and Fridays for prayer meetings at 6:00 pm, Average attendance for Sunday school was **180** and that of the adult service was **70**.

### **Major Events**

A **Medical Outreach** was successfully organised at the Art Centre, Accra on 22<sup>nd</sup> February and at the Tudu Branch on 23<sup>rd</sup> February, 2025. The outreach formed part of the church's holistic ministry, addressing both the physical and spiritual needs of the church. Community members who received medical services were also engaged in evangelism and the sharing of the Gospel afterwards. This approach ensured that beneficiaries were ministered to spiritually as well as physically.

A three-day **Easter Mini Crusade** was conducted from 15<sup>th</sup>-17<sup>th</sup> April, 2025 at the Tema Station in Accra. The crusade was led by Pastor Theophilus Amon Aryee, with numerous individuals responding to the alter call.

The children took part in the following:

- **SU Camp:** 12th -17th August, 2025 at the Christian High International
- **Teen Camp:** 13th -17th August, 2025 at the Trinity Theological Seminary, Legon
- **Sunday School Day Camp:** 14th -15th August, 2025, at the ARC Hall
- **BibleFest:** 27th September, 2025 at the ARC Hall

An **Evangelistic Outreach** event was conducted, through a film show, at the Art Centre in Accra on 28th June, 2025. Subsequently, the inhabitants were invited to attend the Sunday Service on June, 29. During an altar call led by Rev. Dr. Jacob William French, nine (9) individuals accepted Christ, out of which three (3) were baptized. Additionally, mothers of the Sunday School children were invited to have an interaction with the Sunday school teachers. Ten (10) of them were present.

**Music Festival:** The second edition of the music festival dubbed **Towdah**, organised by the Tudu Choir, was held on 21st September, 2025 after the Sunday Service. Performances were by the Ridge Music Team, Manet Music Team, and the host, Tudu Choir. Rev. Dr. Abraham Boateng gave a short exhortation to the congregation.

**Tema Station Outreach:** A mini crusade was organized at the Tema Station on 15th October, 2025. Following this, we hosted two film screenings at the Art Centre on 16th and 17th October. A medical outreach was held at the Art Centre Park on 18th October, which was followed by an evangelism after the medical services.

The **Service of Nine Lessons and Carols**, and **Agape Lunch** at Tudu was held on 21st December, 2025.

### **Challenges**

- The Sunday School currently holds its meetings under temporary canopies. This arrangement presents significant challenges, particularly during the rainy season, as there is no safe or sheltered space for the children when it rains. Consequently, attendance is affected, and the general well-being of the children is compromised due to exposure to harsh weather conditions.
- Attendance at the Sunday School has increased steadily over time. The average weekly number of children has risen from approximately 100–120 to about 180. During the Christmas season, attendance peaked at about 250 children. This growth, while encouraging, places increased pressure on the existing feeding budget and other logistical allocations, which now require urgent review and upward adjustment to adequately cater for the children.
- Transportation remains another major concern. The number of children picked up from the Arts Centre on Sundays exceeds the seating capacity of the church bus for a single trip. As a result, some very young children are made to sit on others, while some older children stand during transit. Additionally, children who are unable to fit into the bus are compelled to walk to church, crossing

busy roads along the way. This situation poses serious safety risks. It also raises concerns about truancy, as there is limited supervision over children who are expected to walk to church, making it difficult to account for their whereabouts.

### **Recommendations**

- We respectfully request the provision of a screen and a laptop to support the effective display of Bible verses, hymns, announcements, and other relevant information during church services. These tools will greatly enhance communication and participation during worship.
- In addition, there is a need for a new drum set and an audio mixer board to improve the quality of music and sound delivery during services. The availability of this equipment will contribute significantly to a more engaging and orderly worship experience.
- An increase in the allocation of feeding allowance for the Sunday School.
- More than one bus trip on Sundays to pick up children from the Arts Centre.

### **ARC MANET CHAPEL MANAGEMENT COMMITTEE OF MANET CHAPEL (ManCom)**

The tenure of ManCom headed by Mr. Seth Dzordzorme ended on 31<sup>st</sup> March 2025. Thus, a new ManCom was inaugurated on 29<sup>th</sup> June 2025 to steer the affairs of the Manet Chapel for the period March 2025 to March 2027. The new ManCom members are as follows:

Mr. Peter Illiasu	-	Chairman
Dr. Ernest Obuobisa-Darko	-	Secretary
Mr. Sam Asante	-	Member
Mrs. Karin Bannerman	-	Services and Evangelism
Nana Addo Opoku	-	Member
Mrs. Araba Quagraine	-	Member
Mrs. Nana Koomah Boakye-Agyemang	-	Member
Rev. Frank Kissi	-	Representing the Ministers

### **Aims and Objectives**

Article 23 of the Church's constitution states that: "The Management Committee shall be responsible for the administration of the Branch Church". Thus, the ManCom serves as a link between the ARC Council and the Manet Congregation.

### **Meeting Day/ Time**

ManCom met physically five (5) times and virtually once within the year.

### **Relationship Between ManCom and Groups**

ManCom continues to work with the leaders of all groups such as Men's Fellowship, Women's Fellowship, Choir, Sidespersons, Couples Fellowship, Youth Fellowship, and Sunday School.

### **In Memoriam**

During the period under consideration one member of the congregation, Mr. Roosevelt Tetteh passed away, and the funeral was held at the church.

### **Church Attendance**

There were Church Services on all Sundays in the year 2025, and attendances were encouraging.

### **ARC Welfare Committee**

The Manet Branch is represented by Mavis Hayford, Daisy Dzifa Quaye and Richard Kokroko Abrokwah on the ARC Welfare Committee.

### **Major Events / Activities**

#### **Installation of CCTV**

CCTV was installed at the chapel and compound to facilitate monitoring of the facilities and to check theft.

#### **Fence Wall for the Children Service Block**

The work on the reconstruction of the weak fence wall behind the Children's Block. was completed.

#### **Road Construction in front of the Church**

The construction of the road in front of the church has stalled. The contractor has gone off site after the new government took over. We cherish the hope that the road will be included in the Tema West Assembly projects and get it done in the year 2026.

#### **Congregational Meetings**

There were two Congregational Meetings held on 22<sup>nd</sup> February, 2025 and on 21<sup>st</sup> September, 2025.

#### **Literacy of Baatsonaa Children**

Two of the Sunday school teachers (Amba Sagoe and Juliana Asante) completed the Jolly Phonics training programme for the children; and commenced a literacy programme to help the children improve on their reading and communication skills.

#### **Christian Education**

Christian Education is held within the Service. However, there is the need to break the groups into smaller ones and find additional teachers to handle.

#### **Neighbourhood Fellowship**

Three groups were active in 2025. Plans are underway to form more groups in 2026.

#### **Prayer Meetings**

The Branch meets on Friday evening (in-person) and Sunday evening (virtual) for prayer meetings. However, attendance at the meetings was not been encouraging.

#### **Annual Harvest**

This 2025 Annual Harvest came off on 2<sup>nd</sup> November, 2025. Members participated enthusiastically.

#### **Cleaner for Ladies Washroom During Services**

A female cleaner was employed to take care of the ladies' washroom during Church Services both Sundays and when there are events at the church such as funerals and weddings so that the place becomes tidy.

### **Youth Meetings**

The Youth have been meeting on Sundays after Service for fellowship. Plans are underway for them to meet on Tuesday evenings for prayer meetings in 2026.

### **Christmas Family Fiesta**

The annual Christmas Family Fiesta, organised by the Women's Fellowship, came off on Sunday 21<sup>st</sup> December, 2025.

### **Challenges and Recommendations**

**Facelift of the Chapel:** The Chapel needs modernisation and facelift both inside and outside of it. the chapel.

**Faulty Sound Equipment:** The sound equipment has been faulty for a while and needs replacement.

## **YOUTH FELLOWSHIP (MANET)**

### **Aims and Objectives**

Accra Ridge Church Manet Youth fellowship through our year-long fellowship activities seek to build and foster fellowship among members whilst providing them with the needed environment and resources to grow spiritually and also deepen their fellowship with Christ.

The various activities would also seek to foster unity amongst members of the manet youth and also to attract young people, especially those who have graduated from the teen's service and those who for one reason or the other have stopped attending Services.

### **Meeting Day/Time**

At Manet, the youth fellowship meets every Sunday of the month at 12:30 pm in the former youth auditorium. We also meet every Monday at 7pm in the main sanctuary for youth fellowship prayer meetings.

### **Major Events**

Aside regular fellowship activities, the youth wing of the church would jointly organised the following events of the year aside other smaller joint fellowship activities such as Victory Concert, Youth Camp 2025, Teen Camp 2025, Outreach programmes for secondary schools, Visitation to church members in schools, and Drama Night.

### **Challenges**

Manet Youth Fellowship faces some challenges which pose a threat to its operations. Paramount among them are:

- ***Deep gap between Teen Service and Adult Service***

At Manet, since the COVID-19 pandemic, Youth Service was halted. A new Service was instituted which was the Contemporary Service. This was to create a liberal environment or atmosphere for both the youth and the adult (main) group. While this seemed a great idea on paper, apparently the youth did not fully buy into it. Consultation with various youth members alluded to the fact that the Contemporary Service became like the main 10:00am Service, which did not suit them. To quote one member, it was “boring”. This led to a gradual decline in attendance, and in turn the main Service as well.

Over time, when teens graduate from their class, they are either forced to join the main service or they just come to sit in their old class. At worst, they do not attend church anymore.

- ***Permanent Place of worship***

Since the cessation of Youth Service, the youth auditorium is currently being occupied by a class of the teen services group. In the event youth service is reinstated, there would be no place of worship for the youth. And in the event the Youth Service was reinstated, some infrastructure works would be necessary to give the auditorium a facelift since there are some structural defects in the auditorium.

- ***Transportation***

The youth between the ages of 16 and 23 who would have loved to attend fellowship meetings are constrained because they usually come for service with their parents or guardians and leave with them as well. They are not allowed to stay behind because they would not be able to transport themselves back home on their own. This poses a challenge because not all leaders have cars they can use to support and paying for transportation for the teens or the youth becomes a burden.

- ***Financing***

During Sunday youth fellowship activities, there is “breaking of bread” which usually is cost-intensive. The breaking of bread has in most cases, proven to be a good way of keeping the youth for fellowship meetings. The Youth Fellowship depends on the benevolence of some older youth and also the contributions of the youth leaders which is sometimes not enough to sustain our activities.

## **Recommendations**

- Parents and guardians are humbly requested to invest and be intentional about the spiritual growth of their wards. They should leverage on the existing avenues such as the youth fellowship activities strategically organised to ensure their growth.
- Since there is a gap between the Teen Service and the Adult Service, there needs to be a conversation between the Adult Service, Youth, And The Teen Service leaders on restructuring the teen service to accommodate Youth Service in the event there is a green light to start it.

- **Mentorship and encouragement:** A lot of the youth members are at various stages in life where they need guidance and counseling of some sort, with regards to education and career, and even other life aspirations. If they are able to get a community like that, it is believed that it would help encourage them. They would then have a sense of belonging in the church instead of seeking alternative resolutions that may not yield positive outcomes.
- **Financial support:** It has always been the practice of the youth fellowship that we break bread during meetings and the current leaders of the youth fellowship foot the bill, occasionally receiving support from past and older youth members. Breaking bread is seen as a way to encourage people to attend, and this, in turn, helps build bonds among the youth members. It is our hope that some budgetary allocations be made for the youth to cater for such expenses.

### **WOMEN'S FELLOWSHIP (MANET)**

The Manet Chapel Women's Fellowship (MCWF) gives thanks to God Almighty for his faithfulness towards us throughout the year 2025.

As members of MCWF our Motto "**In Him we live and move and have our being.**" **Acts 17: 28b** continues to inspires us.

#### **Aims and Objectives**

- (i) To foster love and fellowship among members
- (ii) To assist members to live as Christian women through bible study, prayer meetings and exhortations.
- (iii) To attend to the welfare of members of the Fellowship and the Church.
- (iv) To assist the needy such as disabled, orphaned and poor children, the sick in hospitals, homes and institutions.
- (v) To perform such functions as are incidental or conducive to the realisation by the fellowship of all the above objectives.

#### **Membership**

Our number on roll is ninety-four (94). About 75% are very active with the 20% being made of our elderly members, those in the diaspora and some inactive ones. Our level of dues payment needs some improvement being at 65%. We received four (4) new members into our fold this year

#### **Meeting Days/Time**

Our meeting days alternate between the second Tuesdays and Sundays of each month. Tuesday meetings start at 7:00pm; and the Sunday meetings start immediately after service. Once a quarter, the entire membership comes to worship together on a Sunday, termed "Fellowship Sunday". Members wear common outfits, sit together and engage in active praise and worship and sing a song to edify the congregation. After service on such days, there is a meeting session and members born in the previous quarter refresh the fellowship.

## **Committees**

The three standing committees of the Fellowship are Prayer, Welfare, and Fundraising. These remained active and organised activities for the Fellowship.

**Worthy Women of Faith Groupings:** In line with our objective of striving to live as Christian women, who work to foster love and fellowship amongst ourselves as well as catering for the needs of members, the church and the disadvantaged in society, the Fellowship has also been divided into six groups with the following Old and New Testament women personalities: Huldah-Phoebe, Ruth-Lois, Deborah-Priscilla, Hannah-Tabitha, Esther-Eunice, and Abigail-Lydia. The aim is to study their lives and emulate their characteristics as we live out our motto: *“In Him we live and move and have our being.”*

Our Women of Faith will be encouraged to train to play key roles to promote full spiritual growth: These roles include:

*Prayer leaders:* to lead prayer sessions and encourage others to deepen their prayer life.

*Bible Study Facilitators:* to guide Bible study discussions and share insights.

*Mentors:* to support and guide newer members in their spiritual journey.

*Community Builders:* to organise events and activities that foster fellowship and connection.

*Service Coordinators:* to lead outreach and service initiatives to bless others.

These roles are intended to help women grow spiritually and build a stronger community of believers to impact families and the society.

## **Major Events**

**Prayer Retreat:** On Saturday 1<sup>st</sup> March 2025, Very Rev. Dr. Abraham Boateng took the Fellowship through a retreat, on the ARC’s theme for the year, **“Growing together in Christ: Challenges to our Growth.”** It was a blessed time of praise and worship, exhortation, prayer, and ministration. Members rededicated themselves to nurture and deepen their commitment to Christ Jesus.

**Ladies Day Out:** The Fellowship organised this event on Saturday 22<sup>nd</sup> March 2025. Members took a trip to Rufus Greens Park at Katamanso–Odebaaye off the Adenta-Dodowa Road. It was a time of spiritual introspection, bonding, fun, and games. We also had some sumptuous snacks and lunch. It was a unique opportunity that enabled the Fellowship to achieve its aim.

**LEKMA Hospital Visit:** The Fellowship, in June and November 2025, paid visits to the Maternity and Children’s Ward of the hospital, and donated an assortment of infant formulas, foods, diapers, biscuits, bread, and sanitary and cleaning items to the patients and the hospital.

**Elderly/Homebound Members:** The Fellowship has quite a number of elderly members. Our Welfare Committee paid eleven (11) visits to our elderly, indisposed, and bereaved members.

**Annual Fellowship Week:** This was observed from 12<sup>th</sup> to 18<sup>th</sup> May 2025, based on its theme for the year: “*Growing together in Christ.*” Members were encouraged to engage in a personal introspection and preparation for a successful week. In order to foster deeper sorority, among us, the Manet Women’s Fellowship and our sisters from Ridge participated jointly in several of the events during the week. The details of the activities are in the table below:

<b>Theme: “Growing Together In Christ: Transformed By His Love”</b>	
<b>Date</b>	<b>Activity</b>
12 <sup>th</sup> May	7:00pm: Health Talk on “ <i>From Burnout to Balance: Managing stress &amp; Life Demands</i> ” by Dr. Margaret Amankwah-Poku
13 <sup>th</sup> May	7:00pm: Film Show “The way home”
14 <sup>th</sup> May	12:00 noon: <i>Ghana Prays</i> ; 5:30pm: Anaviosi; both at Ridge
15 <sup>th</sup> May	8:00am - 2:00pm: <i>Bible Reading Marathon</i> (Ridge) and <i>Evangelism</i> (Ridge Church School)
16 <sup>th</sup> May	10:30am: Trip to TV3 Studios, Adesa We, Accra for the presentation of cash and assorted items to victims of Kedji Tidal Wave, Volta Region.
17 <sup>th</sup> May	9:00am – 1:00am: Retreat at Main Ridge- featuring Rev Fr. I. O. Lawson
18 <sup>th</sup> May	9:00am <i>Thanksgiving Service</i> and <i>Mini Harvest</i> at Manet Sanctuary with Rev. Dr. J.W. French as Preacher; and <b>Bake Sale</b> after Service- Car Park.

**Honouring Senior Sisters aged 90 years plus:** The Fellowship honoured its senior sisters with a citation and **GHC500** each. Senior Sister Regina Djan (91 years on 8<sup>th</sup> March 2025) received hers on 16<sup>th</sup> August, 2025 at her official birthday party; Senior Sister Dorothy Edding (95 years) received hers on Sunday 15<sup>th</sup> June 2025, her exact date of birth. Senior Sister Rebecca Tachie-Menson (91 years) was scheduled to receive hers on 8<sup>th</sup> October, 2025 but she passed on 2<sup>nd</sup> October 2025.

**Father’s Day Celebration:** The Fellowship celebrated with all our men on Father’s Day 15<sup>th</sup> June 2025, as has been our practice over the years. This year we presented all our men from ages 21 to 80+ with trendy caps with “Super Dad” and “Amazing Dad” embossed on them.

**Invitation from Police Church Women’s Fellowship:** The Fellowship honoured an invitation to join them to celebrate the 60<sup>th</sup> Anniversary of their Fellowship. A six-member delegation joined them on Sunday 15<sup>th</sup> June 2025. It was a time to make new acquaintances and seeing old friends. The Superintendent Minister, Rev. Emelia Quist, delivered a great sermon themed, *The Woman God Uses*. It was impactful.

**Bereavements:** Sadly, we lost another of our foundation members; Senior Sister Rebecca Tachie-Menson. We also attended several Funerals/ burial Services of several relatives of our members, general Church members, and our youth. On the 12<sup>th</sup> October 2025, the Fellowship celebrated the one-year anniversary of our late sister Pearl Adodoadji.

**Safe Haven Cancer Support Centre:** Our Fellowship has committed identifying with the aims and objectives of the NGO and, therefore, participates actively in its annual

programme. This year's theme was "*Kill Stigmatisation*". The President, Vice-President and a few members took active part in the Hats for Health Fundraising Event held in the Gardens at Ridge on 18<sup>th</sup> October 2025.

***Collaboration with Manet Men's Fellowship:*** We supported our Men's Fellowship by attending several of their events during their Fellowship Week in October 2025, as well as the inaugural Legal Lecture series on 23<sup>rd</sup> November, 2025.

***End of Year Prayer Retreat:*** On Saturday 25<sup>th</sup> October, 2025, Rev. Supt. Mrs. Emelia Quist of the Police Church took the Fellowship through our end of year retreat, on the theme, "***Growing together in Christ: The woman/person God uses.***" "It was a time of prayer, introspection, re-dedication and the manifestation of the Holy Spirit's presence. We were privileged to have four sisters from Ridge join us. With hearts revitalised, members repledged their allegiance to Jesus, promising to prioritise their spiritual development acknowledging that God only uses the person who is truly open for use.

***Annual Thanksgiving and Get-together (Ridge):*** The Fellowship delegated some members to join our sisters at Ridge for their End of Year Thanksgiving and Get-together on Monday 8<sup>th</sup> December 2025. Our members reported that it was a time of fellowship, fun, and thanksgiving to God for His mercies. They encouraged the Fellowship to take up the challenge of such an event very soon.

***Christmas Family Fiesta:*** This year's programme took place on Sunday, 21<sup>st</sup> December 2025. Over one hundred and eighty children (180) were given back packs, drinks, and sweets. Total expenditure came to **GHC16,588**. We are grateful to ARC Administration for supporting us with **GHC4,450** and all our members who contributed generous amounts of money, which enabled a successful annual event.

***End of Year Thanksgiving (Manet):*** The Fellowship celebrated the end of the year with a Thanksgiving Service on Sunday 28<sup>th</sup> December. Members were encouraged to dress in traditional attire and scarf. The President in a brief speech stated that as a Fellowship, we had walked through valleys of trials, faced difficulties, and encountered disappointments. We had also celebrated joys, successes, and milestones together; experienced moments of growth, love, and fellowship that had enriched our lives. And through it all, we have learned that God is faithful. He has taught us perseverance, strengthened our faith, and reminded us of His unending love. As we enter into a new year, we entrust our fellowship into His hands.

### **Challenges**

Our main challenge is getting our membership more ready to take up assignments that may come up. It is our prayer that we shall overcome this challenge and strengthen our work for the Lord as we go through our programmes for the coming year.

### **Appreciation:**

The Fellowship continues to thank God for His faithfulness and mercies. We also greatly appreciate the spiritual leadership and selfless support by our Clergy, Council, and Administration and pray for God's continued blessings.

## **ARC MULTIMEDIA**

### **AIMS**

#### **Enhance Worship & Church Experience**

Improve the quality of in-person and online worship services using high-quality multimedia tools.

#### **Expand Digital Evangelism & Outreach**

Use various digital platforms to spread the Gospel and increase church engagement.

#### **Ensure Effective Communication**

Create and manage multimedia content to inform, inspire, and engage the congregation and wider audience.

#### **Develop a Skilled Multimedia Team**

Train and equip volunteers and staff with the necessary skills in videography, photography, content creation, and digital marketing.

#### **Maintain Technical Excellence**

Ensure smooth and professional live broadcasts, video productions, and online content delivery.

#### **Support Church Ministries and Activities**

Provide multimedia support for all church departments to enhance their programmes and outreach efforts.

### **OBJECTIVES**

#### **Live Broadcasting**

Stream Services and events with high-quality video and audio.

Manage real-time technical aspects to ensure seamless worship experiences.

Expand Services reach to those unable to attend in person through digital streaming.

#### **Communications and Content**

Create and manage video, image, and audio content for ARC's communication.

Develop engaging ads and announcements for ARC's programmes / activities.

Use social media and other digital platforms to share important updates.

#### **Production**

Record and produce high-quality pre-recorded content and podcasts.

Handle offsite recordings for special ARC programmes / activities.

Manage camera work, lighting, and sound for all productions.

### **Editing**

Edit recorded content (videos, audios, and graphics) to maintain professional quality.  
Ensure all content aligns with ARC's branding and message.

### **Promotions**

Strategically share multimedia content across digital platforms.  
Engage with the congregation and broader audience through interactive content.  
Develop and execute social media campaigns to promote ARC's programmes.

### **Digital and Web Management**

Maintain and update the ARC's website and app.  
Manage backend and frontend coding to ensure smooth user experience.  
Develop and manage digital content for online visitors.

### **Leadership & Team Development**

Establish clear roles and responsibilities for each department head.  
Provide regular training for team members to stay updated with industry trends.  
Foster collaboration between departments for efficiency and effectiveness.

### **Notable Activities Covered**

- Streaming for all Services and booked events
- Church Choir Re-dedication
- Breakfast Meeting
- Week of Prayer and Fasting and Prayer and Fasting Month
- Palm Sunday
- Easter Picnic
- Victory Concert
- Teen Camp
- Biblefest
- Towdah Experience - ARC Tudu
- Family Month: Business Fair and Health Walk
- ARC Harvest Thanksgiving: Ridge, Manet, Tudu
- Festival of Nine Lessons and Carols: Ridge, Manet, Tudu, ACP
- ARC 90<sup>th</sup> Anniversary Launch
- 31<sup>st</sup> Watch Night Service: Ridge and Manet

### **Challenges**

- No guiding strategy on ARC's digital presence and activities
- ARC's current digital approach has had poor engagement
- The risk of losing the youth demographic.
- Unless we make an intentional push, we will lose the opportunity
- Overloaded Activity / Programme Calendar
- Insufficient Time for Planning and Execution
- Reliance on outdated methods

### **The Opportunity as envisioned**

- A rethink of the work of multimedia is necessary. From a live streaming and publicity arm of the church to a catalyst for spreading the gospel to nations
- It starts with strategy that centres and promotes digital evangelism
- It requires a church setup that supports continuity of the vision.
- It will require coordinated effort to integrate a digital evangelism agenda in all church life and activities
- And finally, all this work will need to be done well by a well-resourced and motivated team.

### **A Digital Evangelism Proof of Concept Plan: ANAVIOSI - The Time is Now.**

#### **Our Vision for Anavosi**

- We consider Anaviosi a digital evangelism-ready ministry in the Church.
- Our goal is to adopt Anaviosi and develop content and strategies towards increasing overall engagement and outreach.
- We will track outcomes and share findings in periodic reports with the goal of informing a church-wide digital strategy.

#### **Multimedia Teams / Sections**

- Photography
- Reels / Video Production
- Social Media, Graphic Design, And Website
- Live Stream
- Post-Production / Editing
- Monitoring & Evaluation / Quality Assurance

**Staff Strength:** Since October 2025 we have had an increase in number of about 25 personnel who have covered various events (3 full time, 1 part time, and 20 volunteers.). We also have training sessions which help to plan and execute activities/events.

#### **Recommendation(s)**

- ARC should support with prayer and resources.
- Technical Lead is required
- It will be very useful for the team to have an admin staff (i.e., a Graphic Designer and Content Manager) as digital strategist.
- Equipment and motivation.
- Timelines for Execution of Church Activities
- Review, Re-evaluation, and Scrapping of Church Programs
- Restructure of Committees with Technical Support
- Establishment of an Audio-Visual Room (ARC Hall F1 has been identified for such purpose).

**RIDGE CHURCH SCHOOL**

This Report covers the period January to December, 2025.

### **Board of Governors**

Two changes were made to the composition of the membership of the Board of Governors:

Mrs. Elfrida Adablah ended her term of office as Education Member. Ms. Augusta Lartey-Young replaced her. Also, Ms. Sharon Mills (Old Ridgean) ended her term and was replaced by Ms. Sheila Otu-Boateng.

Therefore, the membership of the Board of Governors as at 31<sup>st</sup> December, 2025 were: Mrs. Vivian Campbell (Chairperson), Very Rev. Dr. Jacob French (Vice Chairperson), Mrs. Angerley Anterkyi (Legal Member), Mrs. Elsie Koomson (Finance Member), Nii Akwei Acquaye (Mr.) (Property Member), Mr. Bernard Donkor (PTA Chairman), Mrs. Nana Ama Acheampomaa Badasu (Headmistress), with Mr. Parker Yarney (Asst. Head (Upper Primary) as Secretary to the Board.

### **Principal Administrative Staff**

Mrs. Nana Ama Acheampomaa Badasu (Headmistress), Mr. Parker Yarney (Assistant Head, Upper Primary), Mrs. Sabina Yawson (Assistant Head, Manet Preschool), Ms. Jennifer Blankson (Assistant Head, KG / Lower Primary), Mr. Martin Alipui (Assistant Head, JHS), Mr. Quaye Adu-Aryee (Assistant Head, Lower Secondary), Mrs. Nancy Donkoh (HR/Admin Manager), Ms. Jennifer Ali (Accountant), Ms. Baaba Otoo (Guidance & Counselling Coordinator), and Rev. Laud Gyampoh (School Chaplain).

Other members of the School Administration were Mrs. Cynthia Ankamafio (Deputy to Asst. Head, JHS), Mr. Emmanuel Osae Ofori (Deputy to Asst. Head, Upper Primary), Ms. Alice Cleland (Deputy to Asst. Head, KG & Lower Prim), and Mrs. Phyllis Bannerman (Admin Officer).

### **Staffing**

There were thirty-six (36) teachers for the Primary Department, (25) for the JHS Department, three (3) for the Kindergarten Department and six (6) for the Manet Pre-School. Twenty-seven (27) Teacher's Aides were employed for the 2025/2026 academic year. Administration had sixteen (16) members of staff and there were twenty (20) ancillary staff.

Mr. Aaron Ashidam (Pre-Technical Skills Teacher) fell sick during the year under review. His last attendance at school was in March 2025.

With a staff strength of 105, the School hired a Human Resource/Administrative Manager who started work in November 2025.

### **Recruitment:**

The following were recruited during the year: Mr. Ernest Ayiku (Part Time Pre-Technical Skills Teacher) from March to May 2025, Mr. Collins Nomoh Tetteh (Pre-Technical Skills Teacher) – 1<sup>st</sup> September 2025, Mr. Vet Okuley Jnr (Cleaner) – 1<sup>st</sup> September 2025, Mr. Quaye Adu-Aryee (Asst Head, Cambridge Lower Secondary) – 17<sup>th</sup> September 2025, Ms. Bridget Mireku Anomwaa (Maths/Chemistry Teacher) – 17<sup>th</sup> September 2025, Mrs. Nancy Donkoh (HR/Admin Manager) – 17<sup>th</sup> November 2025, and Mr. Kwabena Kwoyire (Gardener/Cleaner) – 3<sup>rd</sup> December 2025.

### **Resignations/Termination of Appointment**

Ms. Fedelia Apedo (Librarian) resigned in January 2025

Mr. Patrick Blay-Nyanzu had his appointment terminated in February 2025

Mr. David Mensah (Science Teacher, JHS Department resigned on 15<sup>th</sup> September 2025.

Mr. Godfred Akakpo (Cashier) resigned in December 2025.

### **Contract Worker:**

Ms. Rosemary Allotey (Ghanaian Language (Ga) teacher) was given a year's contract during the year under review.

### **Number of classes/Number on roll**

There are three (3) streams per class. The number on roll for the 2025/2026 year for the Primary Section was 657, JHS 210, Lower Secondary 23 and Manet 23, making a total of 913 of which 447 were girls and 466 boys.

### **Senior High School (SHS) at Ridge Church School**

This project was started in September 2023 with the Cambridge programme and we have two year groups currently (Year Seven and Eight), with fifteen (15) and eight (8) learners respectively. We have full accreditation from both Cambridge International and the British Council as well as a licence from the National Schools Inspectorate Authority (NaSIA).

With infrastructure, space has been identified and is being refurbished to accommodate a five-year Cambridge Secondary programme which will end in Year Eleven where learners will write the IGCSE/O-Level.

### **Cambridge Accreditation**

The School has received full accreditation as a Cambridge International School. An e-mail to that effect was received on 15<sup>th</sup> July 2025. The School has been approved to offer:

- Cambridge Lower Secondary with Cambridge Lower Secondary checkpoint,
- Cambridge International General Certificate of Secondary Education (IGCSE),
- Cambridge Ordinary Level (O Level) and,
- Cambridge International Advanced Subsidiary Level and Advanced Level (AS/A Level).

### **Projects**

The following projects were undertaken during the year:

- Renovation of Cambridge block (i.e. 3 classrooms, Office for the Assistant Head and Washrooms

- Renovation in the Headmistress' Office (carving out a Strongroom for the Cambridge Programme)
- Additional Fans in all classrooms
- Fixing / repair of wall cracks on all building blocks
- Repair of Overhead tanks and Slabs
- Purchase of new desks for learners in Cambridge and KG 2
- Lockers in the Cambridge Classrooms
- Pidgeon holes for Lower Primary and Cambridge
- Polishing furniture at the School Library
- Conversion of the conference room into an office for the HR/Admin Manager
- Repair of all benches on the compound for learners and visitors
- Purchase of a tricycle to transport bottled water to the Classrooms and Offices.

### **School Activities**

The following school activities took place during the year:

#### **1. Independence Day Celebrations**

A mini durbar was held on Wednesday 5<sup>th</sup> March 2025 to commemorate Ghana's Independence Day. The Headmistress addressed the audience on the theme '*Our Independence, a time to review and reform*'. Activities which took place included poetry recitals, dances, and march past by learners, staff, and parents.

#### **2. Excursions**

A number of educational trips were undertaken by learners from 2<sup>nd</sup> to 4<sup>th</sup> April 2025. Among the sites visited were the Safari Valley Resort, the Airforce Base and the National Museum of Ghana.

#### **3. Easter Service**

Our Easter Service was held on 9<sup>th</sup> April 2025 with the theme '*Experiencing Transformation through Christ's Victory*'. The School Choir as usual rendered Easter hymns and songs. Learners also read scriptures. Rev. Laud Gyampoh delivered the sermon.

#### **4. Passing-Out Ceremony**

The Passing-Out Ceremony for the 2025 batch of learners came off successfully on Wednesday 18<sup>th</sup> June 2025 at the ARC. The theme for the occasion was "*From Here to Beyond, a Journey of Transformation*". The Guest Speaker was Mr. Kwesi Afreh-Biney, Director-General of Social Security and National Insurance Trust (SSNIT). He gave a brief speech on the chosen theme.

Awards were presented to the graduates who performed very well during the mock exams, and sponsored prizes were presented to the prefects. The graduates were dedicated by the ARC Clergy and presented with Bibles.

#### **5. Competitions**

##### **Ghana Post Essay Competition**

Maame Anyema Owusu of Basic 8 participated in an international competition organised by Ghana Post. Out of 1500 entries from 500 schools nationwide, she

came third. She was awarded on 12<sup>th</sup> June 2025 with an undisclosed amount of money and a wide range of learning materials.

#### **6. *Guidance and Counselling Department***

Activities undertaken by the department during the year included:

- Orientations for new learners and their parents,
- Leadership Seminar for Prefects to empower them to take on their roles.

The Department also organised a two-day programme on Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> July 2025. It focused on promoting healthy habits and their impact on our overall wellbeing. The theme '*Healthy Habits, Happy Life*' aimed to educate learners and teachers on the importance of adopting positive lifestyle choices.

Some of the activities included interactive sessions with resource persons on benefits of eating fruits for KG 2 and Lower Primary learners, personal hygiene for Upper Primary learners, and healthy habits for JHS and Cambridge Lower Secondary learners.

An Art contest was also held, where learners expressed their creativity through drawings and paintings depicting healthy habits and happy lives.

A talent show provided a platform for learners to showcase their skills, promoting self-confidence and self-expression.

#### **7. *68<sup>th</sup> Speech and Prize-Giving Day***

The 68<sup>th</sup> Speech and Prize-Giving Day came off on Saturday 12<sup>th</sup> July 2025. The Chairpersons for the occasion were Mr. Bennet Frimpong and Ms. Dufie Prempeh. The Guest Speaker was Rev. Dr. Mrs. Davina Markwei, an old Ridgean.

During the ceremony, Special Awards were presented to the following:

- long-serving members of staff and one retiring teacher,
- one Board member (Education Member) who had ended her tenure of service
- the Best Teams for Faculty and Best non-teaching staff, and
- some sponsored prizes for teachers and learners.

Prizes were also awarded to learners who had worked hard during the year.

#### **8. *Orientation***

Orientation programmes were held in September 2025 for parents of learners in the Kindergarten Department, Class One/Midstream learners, and Cambridge Learners

#### **9. *Staff Retreat and Dedication***

These two events took place on 27<sup>th</sup> and 28<sup>th</sup> September 2025 respectively.

#### **10. *Harvest /Outreach Programme 2025***

This programme came off successfully on Friday 31<sup>st</sup> October 2025 at the Accra Ridge Church under the theme “I am a cheerful giver” ( 2 Cor:9:7). three beneficiary institutions this year were the: Children’s Department of the Greater Accra Regional Hospital (Ridge Hospital), Akropong School for the Blind, and Klicks Foundation.

### **11. STEM Week**

The STEM Week came off successfully from 10<sup>th</sup> to 14<sup>th</sup> November 2025. Some of the programmes included Scavenger Hunt, quizzes, Mentoring Sessions with STEM professionals, street market, exhibitions.

### **12. Sporting Activities**

The School participated in the Junior Mile Race at the University of Ghana Basic School on Saturday 22<sup>nd</sup> November 2025. One of our learners, Ohemaa Yaa Ofosuhene of Basic 6 emerged the overall winner.

Learners also participated in the sporting activities during the year (on Sports Days) which involved football, tug of war, lime and spoon race, sack race, potato-picking race, obstacle race, and basketball on the school premises.

### **13. Christmas Service**

This took place on 17<sup>th</sup> December 2025 under the theme ‘*Diligence and Integrity*’. The Guest Speaker was Rev. Dr. Joyce Aryee of the Salt and Light Ministries (SALM). She gave a short exhortation on the theme. The Drama Club of the School also put up a short sketch amidst singing of carols and reading of the Bible by learners, staff, and parents.

### **14. Training:**

All staff underwent training on Stress Management and Team Goal Setting (April 2025), Financial Management Training (September 2025), and Faculty was trained in the Mapping and Usage of the Curriculum (September 2025).

Professional Learning Networks: Teachers had regular Professional Learning Networks (PLNs) to discuss matters of interest in their subject areas and also learn from one another.

**15. Open Days** were held on 10<sup>th</sup> January 2025 (Advent Term), 9<sup>th</sup> May 2025 (Lent Term:), and 15<sup>th</sup> July 2025 (Trinity Term).

## **CONTRIBUTIONS OF ARC CLERGY, MEMBERS AND THE OLD RIDGEANS ASSOCIATION (ORA)**

The ARC Clergy supported the School during the annual Easter, Harvest, and Christmas programmes. They were also deeply involved in the Retreat for the 2025 BECE candidates in June 2025.

Dr. Michael McCarthy and Dr. Joyce Aryee, both members of ARC, were invited to preach to our learners during two of our Wednesday Services at the Church’s Sanctuary.

The 2022 Year Group of the Old Ridgeans Association (ORA) donated fifteen (15) dustbins to the School.

### 16.2025 BECE

The 2025 BECE was written from 11<sup>th</sup> – 18<sup>th</sup> June 2025. The School presented 69 candidates and they wrote the exams at Accra High School. Please find below the analysis:

		<b>BECE 2025 &amp; 2024 RESULTS COMPARED</b>																	
		BECE 2025 PERFORMANCE ANALYSIS BY GRADES						BECE 2024 PERFORMANCE ANALYSIS BY GRADES											
SUBJECT/GRADE	1	2	3	4 - 7	Total	2025 % Grade 1	2025 % Grade 1-2	2025 % Grade 1-3	2025 % Grade 4-7	1	2	3	4 - 9	Total	2024 % Grade 1	2024 % Grade 1-2	2024 % Grade 1-3	2024 % Grade 4-9	
	English Language	6	17	30	16	69	8.7	33.3	76.8	23.2	20	18	13	11	62	32.3	61.3	82.3	17.7
Social Studies	31	19	11	8	69	44.9	72.5	88.4	11.6	1	14	15	32	62	1.6	24.2	48.4	51.6	
RME	6	15	16	32	69	8.7	30.4	53.6	46.4	4	14	24	20	62	6.5	29	67.7	32.3	
Mathematics	23	20	8	18	69	33.3	62.3	73.9	26.1	1	3	9	49	62	1.6	6.5	21.0	79.0	
science	4	12	28	25	69	5.8	23.2	63.8	36.2	4	14	15	29	62	6.5	29	53.2	46.8	
Career Technology (CAT)	0	3	17	49	69	0.0	4.3	29.0	71.0	4	23	11	24	62	6.5	43.5	61.3	38.7	
Creative Art & Design (CAD)	7	16	28	18	69	10.1	33.3	73.9	26.1		2	14	46	62	0	3.2	25.8	74.2	
Computing	7	13	29	20	69	10.1	29.0	71.0	29.0	2	10	13	37	62	3.2	19.4	40.3	59.7	
French	2	13	27	26	68	2.9	22.1	61.8	38.2	1	8	6	47	62	1.6	14.5	24.2	75.8	
Ga	0	2	3	20	25	0.0	8.0	20.0	80.0	1	1	7	16	25	4	8	36.0	64.0	
Twɪ	0	0	14	30	44	0.0	0.0	31.8	68.2		1	4	32	37	0	2.7	13.5	86.5	
	<b>Grade Total</b>	<b>86</b>	<b>130</b>	<b>211</b>	<b>211</b>	<b>262</b>	<b>689</b>			<b>Grade Total</b>	<b>38</b>	<b>108</b>	<b>131</b>	<b>131</b>	<b>343</b>	<b>620</b>			
	<b>Percentage</b>	<b>12.5</b>	<b>18.9</b>	<b>30.6</b>	<b>30.6</b>	<b>38.0</b>	<b>100.0</b>			<b>Percentage</b>	<b>6.1</b>	<b>17.4</b>	<b>21.1</b>	<b>21.1</b>	<b>55.3</b>	<b>100</b>			
<b>NOTE:</b> RME refers to Religious and Moral Education.																			
CAT it comprises of Home Economics and Pre-Technical Skills.																			

## **17. MANET PRE-SCHOOL**

### **Staff Position**

There are six members of staff; three Teachers, a Nanny/ Supporting Teacher, a Teacher's Aide and a Cleaner.

### **Number on Roll**

There are 28 learners, ranging from Creche to KG1.

### **Visit by the School Management / Administration**

- Mr. Parker Yarney, Assistant Head for Upper Primary, Ms. Baaba Otoo, the School Counselor and Mr. Ansah the Caretaker visited the school on Thursday 23<sup>rd</sup> January 2025 to interact with staff and learners on behalf of the Headmistress. Mr. Ansah joined to inspect the state of infrastructure and furniture at the School.
- Ms. Blankson, the Assistant Head for Lower Primary, paid a visit to the School on Tuesday, 18<sup>th</sup> February 2025 with Ms. Lomo, a KG2 teacher, to check the teaching and learning process at the School. They were happy with the teaching and learning activities and the conduct of the learners.
- Nana Ama Acheampomaa Badasu (Mrs.) paid regular visits to the school to engage with both learners and staff.

The staff and the children were encouraged by their visits.

### **Health Screening**

The Tema West Municipal Health Directorate organized a health screening exercise for the learners on Thursday, 20<sup>th</sup> February 2025. The learners were screened and a nurse gave a talk on cholera, its causes, symptoms and prevention.

### **Donation of Teaching and Learning Resources (TLRs)**

Mrs. Regina Ansah Boateng, a friend of the school in United Kingdom again donated various TLRs to the School. The presentation was done on her behalf by Mrs. Grace Dede Hanson, the immediate past Board of Governors Chairperson on 12<sup>th</sup> June, 2025. Both the learners and staff members were very excited to receive the items.

### **Graduation Ceremony**

The Kindergarten 1 learners had a colourful Graduation Ceremony on Thursday 10<sup>th</sup> July, 2025. Some learners received prizes. As usual, the Headmistress, Nana Ama Acheampomaa Badasu (Mrs.), graced the occasion, with her presence and also presented certificates and prizes to the learners.

### **Closure of the Playground and Eatery Premises**

A rainstorm caused damage to the roof and playground equipment in March 2025. Due to the weakness of the fence wall at the above-mentioned place, the Accra Ridge Church Committee on Property asked that the place should not be used due to the possible danger it posed.

However, construction work on the playground commenced in September 2025 and was completed in December 2025.

**Conclusion**

The 2025 academic year has been marked by significant progress, steady growth, and renewed commitment to excellence at Ridge Church School. Despite occasional challenges, including infrastructural setbacks and staff transitions, the School remained focused on its core mandate of providing holistic, high-quality education. Notable achievements were recorded in academics, co-curricular activities, infrastructural development and staff capacity-building. The successful implementation and continued strengthening of the Cambridge Lower Secondary Programme further demonstrate the School's dedication to expanding educational opportunities for learners.

The unwavering support of the Church Council and Clergy, the Board of Governors, the dedication of Management and staff and the cooperation of parents and guardians contributed immensely to the accomplishments in this report. Our learners also distinguished themselves through exemplary conduct, academic performance and active participation in school programmes.

As Ridge Church School looks forward to the coming year, we remain resolute in our mission to nurture disciplined, confident and globally minded learners. With God's guidance and the collective commitment of all stakeholders, the School is positioned to attain even greater heights in the years ahead.

**Submitted by**

.....  
**Nana Ama Acheampomaa Badasu (Mrs.)**  
**Headmistress**

**Endorsed by**

.....  
**Vivian Campbell (Mrs.)**  
**Chairperson, BoG**

**Accra Ridge Church LBG**  

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**Annual Report and Financial Statements**  
**for the year ended 31 December 2025**



# Accra Ridge Church LBG

Annual Report and Financial Statements for the year ended 31 December 2025

## General Information

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<b>Directors</b>	Danny Easmon Mawuenyega	Chairperson/Member - (Elected March 2025)
	Abigail Armah	Chairperson/Member - (End of tenure March 2025)
	Alfred Ayer	Treasurer/Member
	Kukua Awo Pratt	Secretary/Member
<b>Pastorate</b>		
Co-ordinating Minister/Member of Steering Committee (Anglican Minister)	Rev. Canon Andrew Nii Ampaw Torgbor	
Presbyterian Minister	Rev. Frank Kissi	
Methodist Minister	Very Rev. Dr. Jacob William French	
Youth Minister	Very Rev. Dr. Abraham Boateng	
Auxiliary Minister	Rev. Fr. Reginald Ivor Odartei Lawson	
<b>Registered Office</b>	No. 5 Abdul Gamel Nasser Avenue P.O. Box GP 1588 Accra Digital Address GA-078-0158 Tel: 0302 222 879/ 0243 690 482 info@accraridgechurch.com www.accraridgechurch.com	
<b>Solicitor</b>	Sam Okudzeto and Associates Otswe Close, Osu Ako Adjei Behind Lowe Lintas F - 122/ 4, Accra, Ghana	
<b>Independent Auditors</b>	Intellisys No. 15 Lardzeh Crescent North Dzorwulu P.O. Box KN 4169, Kaneshie Kaneshie - Accra	
<b>Bankers</b>	Fidelity Bank Ghana Limited Ecobank Ghana Plc	

# Accra Ridge Church LBG

Annual Report and Financial Statements for the year ended 31 December 2025

## Directors' Responsibilities

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The Directors are required by the Companies Act, 2019 (Act 992) to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards with regards to form and content and present fairly the statement of financial position, results of operations and business of the Church, and explain the transactions and financial position of the business of the Church at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the Church and supported by reasonable and prudent judgements and estimates.

The Directors acknowledge that they are ultimately responsible for the system of internal controls established by the Church and place considerable importance on maintaining a strong control environment. To enable the Directors to meet these responsibilities, the Directors set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the Church and all employees are required to maintain the highest ethical standards in ensuring the Church's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the Church is on identifying, assessing, managing and monitoring all known forms of risk across the Church. While operating risk cannot be fully eliminated, the Church endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Directors are of the opinion, based on the information and explanations given by management, that the system of internal controls provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the directors have no reason to believe that the Church will not be a going concern in the foreseeable future. The financial statements support the viability of the Church.

The annual financial statements have been audited by the independent auditing firm, Intellisys, who have been given unrestricted access to all financial records and related data, including minutes of all meetings of the Members, and Committees of the Church. The Directors believe that all representations made to the independent auditor during the audit were valid and appropriate. The external auditor's unqualified audit report is presented on pages 5 to 7.

# Accra Ridge Church LBG

Annual Report and Financial Statements for the year ended 31 December 2025

## Directors' Report

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The Directors present their report for the year ended 31 December 2025.

### 1. Review of Activities

#### Principal Activity

Accra Ridge Church is incorporated under the Companies Act, 2019 (Act 992) as a company limited by guarantee. The address of its registered office is No. 5 Abdul Gamel Nasser Avenue, P. O. Box GP 1588, Accra. The principal activity of the Church is to be a christian congregation in the fullest sense of the word, united in Christ as a worshipping, witnessing, serving community and promoting true christian life and faith. There were no major changes herein during the year.

#### Financial Results

The Church made a surplus for the year ended 31 December 2025 of GHS 2,269,479 (2024: GHS4,794,617).

### 2. Going Concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

### 3. Events after Reporting Date

The Directors are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the Church.

### 4. Independent Auditors

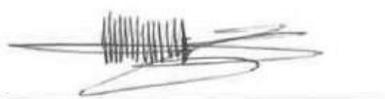
Intellisys were the independent auditors for the year under review. The audit fee payable for the year ended 31 December 2025 amounted to GHS 59,840 (2024: GHS51,044).

### 5. Capacity of Directors

Relevant training and capacity building programmes are put in place to enable the Directors discharge their duties. Synod, seminars and retreats organised for Directors and the pastorates for the year under review amounted to GHS140,473 (2024: GHS76,891).

### 6. Approval of Financial Statement

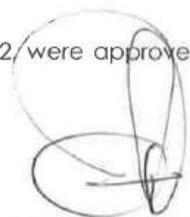
The annual financial statements as set out on pages 8 to 22 were approved by the Directors and were signed on their behalf by:



Chairperson

5<sup>th</sup> March 2026

Date



Treasurer

5 March 2026

Date



**Chartered Accountants**  
No. 15 Lardzeh Crescent  
North Dzorwulu  
P. O. Box KN 4169  
Kaneshie, Accra,  
Ghana  
GPS: GA-196-3408  
Phone: +233 (0)302 502801  
Email: info@intellisysgh.com

## Independent Auditor's Report

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### **To the Members of Accra Ridge Church Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial statements of Accra Ridge Church LBG set out on pages 8 to 22, which comprise the statement of financial position as at 31 December 2025, and the statement of income and expenditure, the statement of changes in funds and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion the accompanying financial statements give a true and fair view of the financial position of the Church as at 31 December 2025 and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) and the Companies Act, 2019 (Act 992).

#### **Basis for Opinion**

We conducted our audit in accordance with the International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Church in accordance with the International Code of Ethics for Professional Accountants (Including International Independence Standards) (the Code) issued by the International Ethics Standards Board of Accountants (IESBA). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Other Information**

The Directors are responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Independent Auditor's Report (Continued)

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### **Directors' Responsibility for the Financial Statements**

The Directors are responsible for the preparation and fair presentation of the financial statements that give a true and fair view in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) and the requirements of the Companies Act, 2019 (Act 992), and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the Church's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Church or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Church's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Church's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Church to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Independent Auditor's Report (Continued)

### Report on Other Legal Requirements

The Companies Act 2019, (Act 992) requires that in carrying out our audit work, we consider and report to you on the following matters. We confirm that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- In our opinion proper books of account have been kept by the Church, so far as appears from our examination of those books; and
- The Church's statement of financial position and statement of income and expenditure are in agreement with the books of account.
- In our opinion, to the best of our information and according to the explanation given to us, the accounts give the information required under the Act, in the manner so required and give a true and fair view of the state of affairs of the Church at the end of the financial year and of the profit or loss for the financial year then ended.
- We are independent of the Church in pursuant to section 143 of the Companies Act, 2019 (Act 992).

The engagement partner on the audit resulting in this independent auditor's report is Eunice Korley (ICAG/P/1777).

*Intellisys*



Intellisys (ICAG/F/2026/078)  
Chartered Accountants  
No. 15 Lardzeh Crescent  
North Dzorwulu, Accra.

Dated: 5 March 2026

# Accra Ridge Church LBG

## Statement of Income and Expenditure For the year ended 31 December 2025

Figures in GHS	Notes	2025	2024
Income	4	<b>14,536,624</b>	14,090,784
Ministry expenses	5	<b>(5,109,315)</b>	(3,969,114)
<b>Gross surplus</b>		<b>9,427,309</b>	10,121,670
Other income	6	<b>1,809,060</b>	2,278,003
General and administrative expenses	7	<b>(8,966,890)</b>	(7,605,056)
<b>Surplus from operating activities</b>		<b>2,269,479</b>	4,794,617
<b>Surplus for the year</b>		<b>2,269,479</b>	4,794,617

# Accra Ridge Church LBG

## Statement of Financial Position As at 31 December 2025

Figures in GHS	Notes	2025	2024
<b>Assets</b>			
<b>Non-current assets</b>			
Property, plant and equipment	8	1,470,343	1,582,244
Investment in ARC Hall	9	39,341,517	38,322,666
		<u>40,811,860</u>	<u>39,904,910</u>
<b>Current assets</b>			
Inventories	10	141,532	46,043
Receivables	11	924,397	407,114
Cash and cash equivalents	12	6,380,868	5,687,735
		<u>7,446,797</u>	<u>6,140,892</u>
<b>Total assets</b>		<u>48,258,657</u>	<u>46,045,802</u>
<b>Fund and liabilities</b>			
<b>Fund</b>			
Restricted funds	13	2,397,189	2,105,050
Accumulated fund		45,216,061	43,409,189
		<u>47,613,251</u>	<u>45,514,239</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	14	645,406	531,563
<b>Total fund and liabilities</b>		<u>48,258,657</u>	<u>46,045,802</u>

The annual financial statements as set out on pages 8 to 22, were approved by the Directors and were signed on their behalf by:



Chairperson

5<sup>th</sup> March 2026

Date



Treasurer

5 March 2026

Date

# Accra Ridge Church LBG

## Statement of Changes in Funds For the year ended 31 December 2025

Figures in GHS	Restricted funds	Accumulated fund	Total
<b>Balance at 1 January 2025</b>	<b>2,105,050</b>	<b>43,409,189</b>	<b>45,514,239</b>
<b>Surplus for the year</b>	<b>-</b>	<b>2,269,479</b>	<b>2,269,479</b>
<b>Transfers between fund</b>	<b>462,606</b>	<b>(462,606)</b>	<b>-</b>
<b>Movement in restricted funds</b>	<b>(170,467)</b>	<b>-</b>	<b>(170,467)</b>
<b>Balance at 31 December 2025</b>	<b>2,397,189</b>	<b>45,216,061</b>	<b>47,613,251</b>
Balance at 1 January 2024	1,712,107	39,020,412	40,732,519
Surplus for the year	-	4,794,617	4,794,617
Transfers between fund	405,840	(405,840)	-
Movement in restricted funds	(12,897)	-	(12,897)
Balance at 31 December 2024	2,105,050	43,409,189	45,514,239

# Accra Ridge Church LBG

## Statement of Cash Flows For the year ended 31 December 2025

Figures in GHS	Notes	2025	2024
<b>Cash flows from operations</b>			
Surplus for the year		2,269,479	4,794,617
<b>Adjustments to reconcile surplus</b>			
Adjustments for increase in inventories		(95,489)	(29,858)
Adjustments for increase in accounts receivable		(490,024)	(16,914)
Adjustments for increase in other operating receivables		(27,259)	(28,449)
Adjustments for increase in accounts payable		222,661	5,372
Adjustments for (decrease) / increase in other operating payables		(108,818)	63,268
Adjustments for depreciation expense		676,570	448,240
<b>Total adjustments to reconcile surplus</b>		<b>177,641</b>	<b>441,659</b>
<b>Net cash flows from operations</b>		<b>2,447,120</b>	<b>5,236,276</b>
<b>Cash flows used in investing activities</b>			
Disposal of property, plant and equipment		-	113,418
Purchase of property, plant and equipment		(564,669)	(1,188,160)
Additions to investment in ARC Hall		(1,018,851)	(1,767,751)
<b>Cash flows used in investing activities</b>		<b>(1,583,520)</b>	<b>(2,842,493)</b>
<b>Cash flows used in financing activities</b>			
Movement in restricted funds		(170,467)	(12,897)
<b>Cash flows used in financing activities</b>		<b>(170,467)</b>	<b>(12,897)</b>
<b>Net increase in cash and cash equivalents</b>		<b>693,133</b>	<b>2,380,886</b>
Cash and cash equivalents at beginning of the year		5,687,735	3,306,849
<b>Cash and cash equivalents at end of the year</b>	12	<b>6,380,868</b>	<b>5,687,735</b>

# Accra Ridge Church LBG

## Accounting Policies

For the year ended 31 December 2025

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### 1. General information

Accra Ridge Church is incorporated under the Companies Act, 2019 (Act 992) as a company limited by guarantee. The address of its registered office is No. 5 Abdul Gamel Nasser Avenue, P. O. Box GP 1588, Accra. The principal activity of the Church is to be a christian congregation in the fullest sense of the word, united in Christ as a worshipping, witnessing, serving community and promoting true christian life and faith.

### 2. Basis of preparation and summary of significant accounting policies

The financial statements of Accra Ridge Church LBG have been prepared in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) in the manner required by the Companies Act, 2019 (Act 992). The financial statements have been prepared under the historical cost convention. They are presented in Ghana (GHS).

The preparation of financial statements in conformity with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Church's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3.

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 2.1 Income

Income (tithes, offering and annual harvest) is recognised when money is received. Income is not accrued.

#### 2.2 Foreign currency translation

##### Transactions and balances

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in surplus or deficit.

Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in surplus or deficit within 'finance income or costs'. All other foreign exchange gains and losses are presented in surplus or deficit within 'other (losses)/gains – net'.

#### 2.3 Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Director.

The Church adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the Church. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to surplus or deficit during the period in which they are incurred.

Land is not depreciated. Depreciation on other assets is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method. The estimated useful lives range as follows:

# Accra Ridge Church LBG

## Accounting Policies

For the year ended 31 December 2025

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*Basis of preparation and summary of significant accounting policies continued...*

Asset class	Useful life / depreciation rate
Buildings	2%
Plant and machinery	20%
Motor vehicles	20%
Furniture, fixtures and fittings	33%
Office equipment	33%
Audio visual	33%
Music instruments	33%

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'other gains / (losses)' in the statement of comprehensive income.

### 2.4 Investment property

The church owns a freehold office building that is held to earn long-term rental income and for capital appreciation. The property is not occupied by the church. Because the fair value of the investment property cannot be determined without undue cost or effort, it is measured at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is charged so as to allocate the cost of the investment property less its residual value over their estimated useful life of x years, using the straight-line method. The residual value, useful life and depreciation method are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

### 2.5 Financial assets

#### Receivables

Receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of receivables is established when there is objective evidence that the Church will not be able to collect all amounts due according to the original terms of the receivables.

Receivables are classified as debt instruments and loan commitments at amortised cost.

Other financial assets are recognised initially at the transaction price, including transaction costs except where the asset will subsequently be measured at fair value.

Where other financial assets relate to shares that are publicly traded, or where fair values can be measured reliably without undue cost or effort, these assets are subsequently measured at fair value with the changes in fair value being recognised in profit or loss. Other investments are subsequently measured at cost less impairment.

#### Cash and cash equivalents

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown in current liabilities on the statement of financial position.

# Accra Ridge Church LBG

## Accounting Policies

For the year ended 31 December 2025

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*Basis of preparation and summary of significant accounting policies continued...*

### **Financial liabilities**

Other financial liabilities are recognised initially at the transaction price, including transaction costs except where the liability will subsequently be measured at fair value.

Where the fair value of other financial liabilities can be measured reliably without undue cost or effort, these liabilities are subsequently measured at fair value with the changes in fair value being recognised in surplus or deficit.

Debt instruments are subsequently stated at amortised cost. Interest expense is recognised on the basis of the effective interest method and is included in finance costs.

Other financial liabilities are classified as current liabilities unless the Church has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

### **Payables**

Payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## **2.6 Inventories**

Inventories are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method. The cost of communion wine and literature books comprises purchase cost and all costs necessary in bringing them to a working condition for its intended use.

## **2.7 Employee benefits**

The liability for employees benefit obligations relates to government-mandated payments under the National Pensions Act, 2008 (Act 766). All full-time employees are covered by the programme. The Church makes a contribution of 13% of employee's basic salary in addition to a 5.5% contribution by the employee towards pension as defined under the National Pensions Act.

# Accra Ridge Church LBG

## Accounting Policies

For the year ended 31 December 2025

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*Basis of preparation and summary of significant accounting policies continued...*

### 2.8 Related parties

A related party is a person or entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control. As a minimum, the following are regarded as related parties of the reporting entity:

- A person or a close member of that person's family is related to a reporting entity if that person:
  - has control or joint control of the reporting entity;
  - has significant influence over the reporting entity; or
  - is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- An entity is related to the reporting entity if any of the following conditions apply:
  - The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
  - One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member);
  - Both entities are joint ventures of the same third party;
  - One entity is a joint venture of a third entity and the other entity is an associate of the third entity;
  - The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity;
  - The entity is controlled or jointly controlled by a person identified as a related party;
  - A person identified as having control or joint control over the reporting entity has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity);
  - The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

A related party transaction is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

### 3. Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Critical accounting estimates and assumptions**

The Church makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

# Accra Ridge Church LBG

## Notes to the Financial Statements For the year ended 31 December 2025

Figures in GHS

2025

2024

### 4. Income

Tithes	<b>7,589,315</b>	6,021,591
Collections and offerings	<b>3,202,289</b>	2,878,878
Annual harvest	<b>2,428,640</b>	4,031,359
Dues and pledges	<b>573,728</b>	563,172
Donations and thanksgiving	<b>742,652</b>	595,784
	<b>14,536,624</b>	14,090,784

### 5. Ministry expenses

Choir expenses	<b>175,412</b>	133,581
Outreach programmes	<b>1,704,735</b>	1,077,830
Harvest and fundraising expense	<b>70,132</b>	132,232
Grants and donations	<b>363,550</b>	280,000
Synod and seminars	<b>140,473</b>	76,891
Communion expenses	<b>70,850</b>	102,803
Sunday school expenses	<b>355,503</b>	210,104
Visiting ministers and resource persons	<b>80,160</b>	42,182
Discipleship expenses	<b>45,995</b>	112,173
Christian literature	<b>8,700</b>	24,463
Church decoration	<b>60,320</b>	43,300
Service cost	<b>13,114</b>	12,804
Salaries and allowances - Clergy	<b>1,228,618</b>	1,044,397
Salaries and allowances - Music department	<b>532,008</b>	429,952
Youth activities	<b>259,745</b>	246,402
	<b>5,109,315</b>	3,969,114

### 6. Other income

Investment income	<b>115,067</b>	89,563
Church hall contributions	<b>1,407,418</b>	1,517,176
Hire of fellowship center	<b>45,000</b>	46,000
Christian service groups	<b>100</b>	1,450
Exchange gain	<b>-</b>	321,068
Interest income	<b>30,835</b>	-
Development levy	<b>1,650</b>	2,780
Evangelism (sale of tickets and donations)	<b>45,707</b>	22,221
Miscellaneous income	<b>163,283</b>	277,745
	<b>1,809,060</b>	2,278,003

Miscellaneous income represents profit from sale of Church cloth, devotional books and income from rental of the Church's tables and chairs.

# Accra Ridge Church LBG

## Notes to the Financial Statements For the year ended 31 December 2025

Figures in GHS

2025

2024

### 7. General and administrative expenses

90th anniversary expenses	164,669	-
Accra Ridge Church cloth	12,251	-
Audit fees	59,840	51,044
Bank charges	27,162	7,271
Cleaning and sanitation	331,898	409,783
Depreciation	676,570	448,240
Electricity expense	480,080	432,318
End of service benefit	5,774	227,903
Exchange loss	447,130	-
Generator running expenses	119,801	131,508
Health and safety	35,679	27,860
Hire - Equipment and park	249,000	163,693
Hospitality	506,259	516,567
Insurance	113,130	84,528
Medical expenses	198,023	179,835
Motor vehicle running cost	654,817	637,404
Multimedia expenses	57,044	137,620
Newspapers and periodicals	12,778	11,375
Postage and telephone	216,640	114,879
Printing and stationery	230,776	199,202
Professional fees	32,644	48,381
Property rates	10,869	17,673
Publicity and advertisement	29,471	21,960
Repairs and maintenance - Building	557,688	354,604
Repairs and maintenance - equipment	86,894	78,635
Repairs and maintenance - Furniture, fixture and fittings	379,335	419,626
Staff cost - administration and security	2,512,344	2,046,242
Staff training	18,724	14,140
Staff uniforms	6,920	24,550
Travelling and transport	631,533	660,549
Water expense	101,147	137,666
	<b>8,966,890</b>	<b>7,605,056</b>

# Accra Ridge Church LBG

Notes to the Financial Statements  
For the year ended 31 December 2025

Figures in GHS

## 8. Property, plant and equipment

	Buildings	Plant and machinery	Motor vehicles	Furniture, fixtures and fittings	Office equipment	Audio visual	Music instruments	Total
<b>Balance at 1 January 2025</b>								
At cost	124,013	169,353	1,754,994	725,989	389,155	620,969	733,440	4,517,913
Accumulated depreciation	(61,904)	(159,879)	(840,670)	(477,343)	(314,094)	(523,235)	(558,544)	(2,935,669)
<b>Carrying amount</b>	<b>62,109</b>	<b>9,474</b>	<b>914,324</b>	<b>248,646</b>	<b>75,061</b>	<b>97,734</b>	<b>174,896</b>	<b>1,582,244</b>
<b>Movements for the year</b>								
Additions	-	8,160	-	182,538	100,400	189,535	84,036	564,669
Depreciation	(2,480)	(2,961)	(270,437)	(152,271)	(72,610)	(74,839)	(100,972)	(676,570)
<b>Balance at 31 December 2025</b>	<b>59,629</b>	<b>14,673</b>	<b>643,887</b>	<b>278,913</b>	<b>102,851</b>	<b>212,430</b>	<b>157,960</b>	<b>1,470,343</b>
<b>Balance at 31 December 2025</b>								
At cost	124,013	177,513	1,754,994	908,527	489,555	810,504	817,476	5,082,582
Accumulated depreciation	(64,384)	(162,840)	(1,111,107)	(629,614)	(386,704)	(598,074)	(659,516)	(3,612,239)
<b>Carrying amount</b>	<b>59,629</b>	<b>14,673</b>	<b>643,887</b>	<b>278,913</b>	<b>102,851</b>	<b>212,430</b>	<b>157,960</b>	<b>1,470,343</b>



# Accra Ridge Church LBG

## Notes to the Financial Statements For the year ended 31 December 2025

Figures in GHS	2025	2024
<b>9. Investment in ARC Hall</b>		
At cost	<u>38,322,666</u>	<u>36,554,915</u>
<b>Movements for the year</b>		
Additions	<u>1,018,851</u>	<u>1,767,751</u>
<b>Balance at 31 December</b>	<u>39,341,517</u>	<u>38,322,666</u>
<b>10. Inventories</b>		
Christian literature	15,580	4,300
Communion wine	100,724	4,264
Accra Ridge Church cloth	25,228	37,479
	<u>141,532</u>	<u>46,043</u>
<b>11. Receivables</b>		
Staff debtors	835,167	345,143
Prepaid expenses	89,230	61,971
	<u>924,397</u>	<u>407,114</u>
<b>12. Cash and cash equivalents</b>		
Cash on hand	17,270	52,020
Cash at bank	5,170,228	5,635,715
Treasury bill - Fidelity Bank Limited	1,193,370	-
	<u>6,380,868</u>	<u>5,687,735</u>
<b>Cash at bank is analysed as follows:</b>		
Ghana Cedis (GHS)	1,697,135	1,747,135
Forex	3,473,093	3,888,580
	<u>5,170,228</u>	<u>5,635,715</u>

Forex includes US Dollar, Pound Sterling and Euro converted at Bank of Ghana year end rates.

The investment in treasury bill with Fidelity Bank Ghana Limited has a maximum tenor of 91 days with interest rate averaged 10.79% per annum during the year under review.

# Accra Ridge Church LBG

## Notes to the Financial Statements For the year ended 31 December 2025

Figures in GHS

2025

2024

### 13. Restricted funds

	Scholarship fund	Welfare fund	Wekem Felli fund	Andoh and Baddoo Endowment fund	Total
<b>Balance at 1 January</b>	1,069,077	753,501	9,201	273,271	2,105,050
Cash received	146,700	5,000	-	-	151,700
Transfer/payment	(166,521)	(146,226)	-	(9,420)	(322,167)
Appropriation from Accumulated Fund	228,289	200,420	1,104	32,793	462,606
<b>Balance at 31 December</b>	<b>1,277,545</b>	<b>812,695</b>	<b>10,305</b>	<b>296,644</b>	<b>2,397,189</b>

### 14. Payables

Accrued liabilities	433,848	211,187
Other payables	211,558	320,376
	<b>645,406</b>	<b>531,563</b>

### 15. Contingent liabilities and contingent assets

No known contingent assets or liabilities existed as at 31 December 2025 that would have a material effect on the results of the financial statements as set out on pages 8 to 22 or the continued existence of the Church as a going concern.

# Accra Ridge Church LBG

## Notes to the Financial Statements For the year ended 31 December 2025

Figures in GHS 2025 2024

### 16. Related parties

The Directors and Key management staff were identified as the related parties of the Church as at the end of the year.

The total remuneration and credit facilities to key management staff of the Church are detailed below:

#### (i) Remuneration

Key management staff	<u>476,281</u>	<u>428,334</u>
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#### (ii) Loans and advances to key management staff

Loans outstanding at 1 January	238,666	138,333
Additions	720,000	150,000
Repayments	<u>(305,999)</u>	<u>(49,667)</u>
Loans outstanding at 31 December	<u>652,667</u>	<u>238,666</u>

#### (iii) Directors

The Church at the end of the year 31 December 2025 did not grant loans and advances to or receive same from its Directors.

#### (iv) Related party transactions

Balance at 1 January	38,322,666	36,554,915
Additions	<u>1,018,851</u>	<u>1,767,751</u>
Balance at 31 December	<u>39,341,517</u>	<u>38,322,666</u>

This is the Church's investment in ARC Hall Limited.

### 17. Events after the reporting date

The Directors are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the Church.

### 18. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

# **ARC HALL LIMITED**

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**Statement of affairs  
for the year ended 31 December 2025**



# ARC Hall Limited

Statement of Affairs for the year ended 31 December 2025

## General Information

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### Directors

Mr. Sam Okudzeto  
Mrs. Frances Ademola  
Mr. Andrew Lokko

### Pastorate

Co-ordinating Minister/Member of Steering Committee  
(Anglican Minister)  
Presbyterian Minister  
Methodist Minister  
Youth Minister  
Auxillary Minister

Rev. Canon Andrew Nii Ampaw Torgbor  
  
Rev. Frank Kissi  
Very Rev. Dr. Jacob William French  
Very Rev. Dr. Abraham Boateng  
Rev. Fr. Reginald Ivor Odartei Lawson

### Registered Office

No. 5 Abdul Gamel Nasser Avenue  
P.O. Box GP 1588  
Accra  
Digital Address GA-078-0158  
Tel: 0302 222 879/ 0243 690 482  
info@accraridgechurch.com  
www.accraridgechurch.com

### Solicitor

Sam Okudzeto and Associates  
Otswe Close, Osu Ako Adjei  
Behind Lowe Lintas  
F - 122/ 4, Accra, Ghana

### Independent Auditors

Intellisys  
No. 15 Lardzeh Crescent  
North Dzorwulu  
P.O.Box KN 4169  
Kaneshie - Accra

### Bankers

Fidelity Bank Ghana Ltd



**Chartered Accountants**

No. 15 Lardzeh Crescent  
North Dzorwulu  
P. O. Box KN 4169  
Kaneshie, Accra,  
Ghana  
GPS: GA-196-3408'  
Phone: +233 (0)302 502801  
Email: info@intellisysgh.com

## **Independent Auditor's Report**

**To the Directors of ARC Hall Limited**

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### **Report on the Audit of the Statement of Affairs**

#### **Opinion**

We have audited the statement of affairs of ARC Hall Limited as at 31 December 2025, and notes to the statement of affairs, including a summary of significant accounting policies.

In our opinion the accompanying statement of affairs give a true and fair view of the financial position of the Company as at 31 December 2025 in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) and the requirements of the Companies Act, 2019 (Act 992).

#### **Basis for Opinion**

We conducted our audit in accordance with the International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Statements of Affairs section of our report. We are independent of the Company in accordance with the International Code of Ethics for Professional Accountants (Including International Independence Standards) (the Code) issued by the International Ethics Standards Board of Accountants (IESBA). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Other Information**

The Directors are responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the statement of affairs and our auditor's report thereon. Our opinion on the statement of affairs does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the statement of affairs, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the statement of affairs or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# Independent Auditor's Report (Continued)

To the Directors of ARC Hail Limited

## Directors' Responsibility for the Statement of Affairs

The Directors are responsible for the preparation and fair presentation of the statement of affairs that give a true and fair view in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) and the requirements of the Companies Act, 2019 (Act 992), and for such internal control as the Directors determine is necessary to enable the preparation of statement of affairs that are free from material misstatement, whether due to fraud or error.

In preparing the statement of affairs, the Directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

## Auditor's Responsibilities for the Audit of the Statement of Affairs

Our objectives are to obtain reasonable assurance about whether the statement of affairs as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these statement of affairs.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of affairs, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the statement of affairs or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the statement of affairs, including the disclosures, and whether the statement of affairs represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

# Independent Auditor's Report (Continued)

To the Directors of ARC Hall Limited

## Report on Other Legal Requirements

The Companies Act, 2019 (Act 992) requires that in carrying out our audit work, we consider and report to you on the following matters. We confirm that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- In our opinion proper books of account have been kept by the company, so far as appears from our examination of those books; and
- The Company's statement of affairs are in agreement with the books of account.
- In our opinion, to the best of our information and according to the explanation given to us, the accounts give the information required under the Act, in the manner so required and give a true and fair view of the state of affairs of the Company at the end of the financial year and of the profit or loss for the financial year then ended.
- We are independent of the Company in pursuant to section 143 of the Companies Act, 2019 (Act 992).

The engagement partner on the audit resulting in this independent auditor's report is Eunice Korley (ICAG/P/1777)

*Intellisys*

Intellisys (ICAG/F/2026/078)  
Chartered Accountants  
No. 15 Lardzeh Crescent  
North Dzorwulu, Accra

INTELLISYS  
(Chartered Accountant)  
P. O. BOX KN 4100,  
KANESHIE - ACCRA

Dated: 5 March, 2026

# ARC Hall Limited

## Statement of Affairs As at 31 December 2025

Figures in GHS	Notes	2025	2024
<b>Assets</b>			
<b>Non-current assets</b>			
Property, plant and equipment	3	<u>39,341,517</u>	<u>38,322,666</u>
<b>Current assets</b>			
Cash and cash equivalents	4	<u>98,974</u>	<u>97,569</u>
<b>Total assets</b>		<u><b>39,440,491</b></u>	<u><b>38,420,235</b></u>
<b>Fund and liabilities</b>			
<b>Liabilities</b>			
<b>Non-current liabilities</b>			
Related Party - Accra Ridge Church	6	<u>39,341,517</u>	<u>38,322,666</u>
<b>Current liabilities</b>			
Other payables	5	<u>98,974</u>	<u>97,569</u>
<b>Total liabilities</b>		<u><b>39,440,491</b></u>	<u><b>38,420,235</b></u>
<b>Total fund and liabilities</b>		<u><b>39,440,491</b></u>	<u><b>38,420,235</b></u>

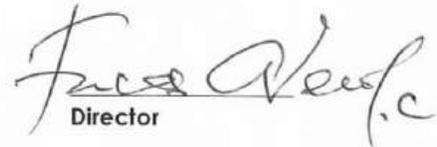
The annual financial statements were approved by the Directors and signed on their behalf by:



Director

5/3/26

Date



Director

5/3/26

Date

# ARC Hall Limited

## Accounting Policies

For the year ended 31 December 2025

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### 1. General information

ARC Hall Limited is a company limited by guarantee incorporated in Ghana under the Companies Act, 2019 (Act 992). The address and registered office can be found on page 2 of this report.

### 2. Basis of preparation and summary of significant accounting policies

The statement of affairs of ARC Hall Limited have been prepared in accordance with the International Financial Reporting Standards (IFRS) for Small and Medium-sized Entities (SMEs) and the Companies Act, 2019 (Act 992). The statement of affairs have been prepared under the historical cost convention. They are presented in Ghana Cedi (GHS).

The principal accounting policies applied in the preparation of these statement of affairs are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

#### Property, plant and equipment

Property, plant and equipment is stated at historical cost . Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Directors.

# Ridge Church School

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Annual Report and Financial Statements  
for the year ended 31 August 2025

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# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## General Information

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### Board of Governors

Mrs. Vivian Campbell  
Rev. Dr. Jacob William French  
Mrs. Angerley Anterkyi  
Ms. Elsie Ackaah  
Ms. Sheila Otu-Boateng  
Ms. Augusta Larley - Young  
Mr. Nii Akwei Acquaye  
Mr. Bernard Donkor  
Mrs. Nana Ama Acheampomaa Badasu

Chairperson  
Vice Chairperson  
Legal Member  
Finance Member  
Old Ridgeman  
Education Member  
Property Member  
PTA Chairman  
Headmistress

### Registered Office

Abdul Gamel Nassar Avenue  
P.O. Box GP 2316  
Accra  
Digital Address: GA-078-4868

### Solicitor

Sam Okudzeto & Associates  
Sena Chambers  
Admin Link, Otwe Close  
Osu Ako Adjei  
Behind Lowe Lintas, F122/4  
Accra - Ghana  
Digital Address: GL-016-5135

### Independent Auditor

Intellisys  
No.15 Lardzeh Crescent  
P. O. Box KN 4169  
Kaneshie - Accra

### Bankers

Absa Bank Ghana LTD  
Republic Bank (Ghana) PLC  
Zenith Bank (Ghana) Limited

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Board of Governors' Responsibilities

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The Board of Governors are required by the Companies Act, 2019 (Act 992) to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards with regards to form and content and present fairly the statement of financial position, results of operations and business of the School, and explain the transactions and financial position of the business of the School at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the School and supported by reasonable and prudent judgements and estimates.

The Board of Governors acknowledge that they are ultimately responsible for the system of internal financial control established by the School and place considerable importance on maintaining a strong control environment. To enable the Board of Governors to meet these responsibilities, the Board of Governors set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the School and all employees are required to maintain the highest ethical standards in ensuring the School's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the School is on identifying, assessing, managing and monitoring all known forms of risk across the School. While operating risk cannot be fully eliminated, the School endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Board of Governors are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the Board of Governors have no reason to believe that the School will not be a going concern in the foreseeable future. The financial statements support the viability of the School.

The annual financial statements have been audited by the independent auditing firm, Intellisys, who have been given unrestricted access to all financial records and related data, including minutes of all meetings of the Board of Governors. The Board of Governors believe that all representations made to the independent auditor during the audit were valid and appropriate. The external auditor's unqualified audit report is presented on pages 6 to 8.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Report of Board of Governors

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In accordance with the requirements of section 136 of the Companies Act, 2019 (Act 992), we the Board of Governors of Ridge Church School submit our report together with the audited financial statements of the School for the year ended 31 August 2024.

### 1. Review of activities

#### Main business and operations

The principal activity of Ridge Church School is the operation of an educational institution. There were no major changes herein during the year.

#### Financial result

The School generated a surplus after tax for the year ended 31 August 2025 of GHS1,378,887 (2024: GHS1,237,377).

### 2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

### 3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework requires adjustment or disclosure have been adjusted or disclosed.

The Board of Governors are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the School.

### 4. Board of Governors interest in contracts

To our knowledge none of the Board of Governors had any interest in contracts entered into during the year under review (2024:Nil).

### 4. Board of Governors

The Board of Governors of the School during the year and up to the date of this report are as follows:

Mrs. Vivian Campbell  
Rev. Dr. Jacob William French  
Mrs. Angerley Anterkyi  
Ms. Elsie Ackaah  
Ms. Sheila Otu-Boateng  
Ms. Augusta Larley - Young  
Mr. Nii Akwei Acquaye  
Mr. Bernard Donkor  
Mrs. Nana Ama Acheampomaa Badasu

### 5. Secretary

No secretary has been formally appointed during the current financial year.

### 6. Capacity of Governors

There was no training for the members of the Board of Governors for the year under review.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Report of Board of Governors

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### 7. Corporate social responsibility

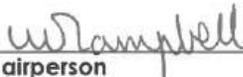
The School did not undertake any corporate social activity for the period under review (2024: Nil).

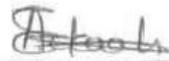
### 9. Independent Auditors

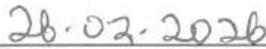
In accordance with section 139 (5) of the Companies Act, 2019 (Act 992) the auditor, Intellisys (Chartered Accountants) have been appointed to act in office as auditors of the School. The audit fee payable for the year ended 31 August 2025 amounted to GHS 62,560 (2024: GHS 46,244).

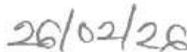
### 8. Approval of Financial statements

The annual financial statements set out on pages 9 to 23 which have been prepared on the going concern basis, were approved by the Board of Governors and were signed on their behalf by:

  
Chairperson

  
Finance Member

  
Date

  
Date



**Chartered Accountants**  
No. 15 Lardzeh Crescent  
North Dzorwulu  
P. O. Box KN 4169  
Kaneshie, Accra,  
Ghana  
GPS: GA-196-3408  
Phone: +233 (0)302 502801  
Email: info@intellisysgh.com

## **Independent Auditor's Report**

**To the Board of Governors of Ridge Church School**

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### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial statements of Ridge Church School set out on pages 9 to 23, which comprise the statement of financial position as at 31 August 2025, and the statement of income and expenditure, the statement of changes in accumulated fund and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion the accompanying financial statements give a true and fair view of the financial position of the School as at 31 August 2025 and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) and with the IAS 29 directive issued by the Institute of Chartered Accountants Ghana (ICAG) and in the manner required by the Companies Act, 2019 (Act 992).

#### **Basis for Opinion**

We conducted our audit in accordance with the International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are independent of the company in accordance with the International Code of Ethics for Professional Accountants (Including International Independence Standards) (the Code) issued by the international Ethics Standards Board of Accountants (IESBA) and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Other Information**

The Board of Governors are responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Independent Auditor's Report (Continued)

### Board of Governors' Responsibility for the Financial Statements

The Board of Governors are responsible for the preparation and fair presentation of the report and financial statements that give a true and fair view in accordance with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) and with the IAS 29 directive issued by the Institute of Chartered Accountants Ghana (ICAG) and the requirements of the Companies Act, 2019 (Act 992), and for such internal control as the Board of Governors determine is necessary to enable the preparation of report and financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the board of governors are responsible for assessing the School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board of governors either intend to liquidate the School or to cease operations, or have no realistic alternative but to do so.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the board of governors.
- Conclude on the appropriateness of the board of governors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with the board of governors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Independent Auditor's Report (Continued)

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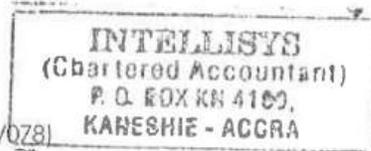
### Report on Other Legal Requirements

The Companies Act, 2019 (Act 992) requires that in carrying out our audit we consider and report to you on the following matters. We confirm that:

- we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- in our opinion proper books of account have been kept by the School, so far as appears from our examination of those books; and
- the School's statement of financial position and statement of income and expenditure are in agreement with the books of account.
- we are independent of the School pursuant to section 143 of the Companies Act, 2019 (Act 992).

The engagement partner on the audit resulting in this independent auditor's report is Ben Korley (ICAG/P/1051)

*Intellisys*



Intellisys (ICAG/F/2026/078)  
Chartered Accountants  
No. 15 Lardzeh Crescent  
North Dzorwulu, Accra

Dated: 27 February, 2026

# Ridge Church School

## Statement of Income and Expenditure For the year ended 31 August 2025

Figures in GHS	Notes	2025	2024
Fee income	4	<b>12,627,274</b>	10,704,988
Direct expenses	5	<b>(6,414,803)</b>	(5,230,610)
<b>Gross surplus</b>		<b>6,212,471</b>	5,474,378
Other income	6	<b>2,431,551</b>	2,489,361
General and administrative expenses	7	<b>(6,730,393)</b>	(6,256,344)
<b>Surplus before tax</b>		<b>1,913,629</b>	1,707,395
Income tax expense	8	<b>(534,742)</b>	(470,018)
<b>Surplus for the year</b>		<b>1,378,887</b>	1,237,377

# Ridge Church School

## Statement of Financial Position

As at 31 August 2025

Figures in GHS

	Notes	2025	2024
<b>Assets</b>			
<b>Non-current assets</b>			
Property, plant and equipment	9	5,082,867	4,369,889
Intangible assets	10	816	7,061
		<u>5,083,683</u>	<u>4,376,950</u>
<b>Current assets</b>			
Inventories	11	1,196,556	793,091
Trade and other receivables	12	668,642	608,968
Cash and cash equivalents	13	9,173,979	8,017,991
		<u>11,039,177</u>	<u>9,420,050</u>
<b>Total assets</b>		<u>16,122,860</u>	<u>13,797,000</u>
<b>Accumulated fund and liabilities</b>			
<b>Accumulated fund</b>			
Accumulated fund		<u>10,589,815</u>	<u>9,210,928</u>
<b>Liabilities</b>			
<b>Non-current liabilities</b>			
Deferred tax liabilities	14	<u>322,126</u>	<u>259,314</u>
<b>Current liabilities</b>			
Trade and other payables	15	2,655,588	2,181,980
Current tax liabilities	16	2,555,331	2,144,778
		<u>5,210,919</u>	<u>4,326,758</u>
<b>Total liabilities</b>		<u>5,533,045</u>	<u>4,586,072</u>
<b>Total accumulated fund and liabilities</b>		<u>16,122,860</u>	<u>13,797,000</u>

The annual financial statements as set out on pages 9 to 23, were approved by the Board of Governors and were signed on their behalf by:

W. Campbell  
Chairperson

26.02.2026  
Date

[Signature]  
Finance Member

26/02/26  
Date

# Ridge Church School

## Statement of Changes in Accumulated Fund For the year ended 31 August 2025

Figures in GHS	Accumulated fund	Total
<b>Balance at 1 September 2024</b>	<b>9,210,928</b>	<b>9,210,928</b>
<b>Surplus for the year</b>	<b>1,378,887</b>	<b>1,378,887</b>
<b>Balance at 31 August 2025</b>	<b>10,589,815</b>	<b>10,589,815</b>
Balance at 1 September 2023	7,973,551	7,973,551
Surplus for the year	1,237,377	1,237,377
Balance at 31 August 2024	9,210,928	9,210,928

# Ridge Church School

## Statement of Cash Flows For the year ended 31 August 2025

Figures in GHS

	Note	2025	2024
<b>Cash flows from operations</b>			
<b>Surplus for the year</b>		<b>1,378,887</b>	1,237,377
<b>Adjustments to reconcile surplus</b>			
Adjustments for income tax expense		<b>534,742</b>	470,018
Adjustments for increase in inventories		<b>(403,465)</b>	(104,399)
Adjustments for increase in trade & other receivables		<b>(59,674)</b>	(276,637)
Adjustments for increase in trade & other payable		<b>473,609</b>	1,192,361
Adjustments for depreciation and amortisation expense		<b>717,772</b>	590,510
<b>Total adjustments to reconcile surplus</b>		<b>1,262,984</b>	1,871,853
<b>Net cash flows from operations</b>		<b>2,641,871</b>	3,109,230
Income taxes paid		<b>(61,378)</b>	(67,964)
<b>Net cash flows from operating activities</b>		<b>2,580,493</b>	3,041,266
<b>Cash flows used in investing activities</b>			
Purchase of property, plant and equipment		<b>(1,424,505)</b>	(1,131,722)
<b>Cash flows used in investing activities</b>		<b>(1,424,505)</b>	(1,131,722)
<b>Net increase in cash and cash equivalents</b>		<b>1,155,988</b>	1,909,544
Cash and cash equivalents at beginning of the year		<b>8,017,991</b>	6,108,447
<b>Cash and cash equivalents at end of the year</b>	13	<b>9,173,979</b>	8,017,991

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Accounting Policies

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### 1. General information

Ridge Church School is a company limited by guarantee under the Companies Act, 2019 (Act 992) and domiciled in Ghana. The address of its registered office is Abdul Gamel Nasser Avenue, P.O. Box GP 2316, Accra. GPS: GA-078-4868.

### 2. Basis of preparation and summary of significant accounting policies

The report and financial statements of Ridge Church School have been prepared in accordance with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) and the with the Institute of Chartered Accountants, Ghana (ICAG) directive on financial reporting in hyperinflationary economies and in the manner required by the Companies Act, 2019 (Act 992). The report and financial statements have been prepared under the historical cost convention. They are presented in Ghana Cedi (GHS).

In November 2023, the ICAG issued a directive to accountants in business and practice, followed by an update in January 2024, regarding the application of the financial reporting standard on hyperinflation in Ghana. Based on its assessment of the quantitative and qualitative indicators outlined in the standard, the ICAG concluded that Ghana does not meet the criteria for a hyperinflationary economy. Consequently, the financial reporting standard on hyperinflation will not be applicable for the 2024 financial reporting period. In adherence to this directive, the financial statements of the School, including comparative figures, have not been restated to reflect the measuring unit current at the reporting period's end.

The preparation of financial statements in conformity with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the School's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3.

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 2.1 Income

Income includes only the gross inflows of economic benefits received and receivable by the entity on its own account.

Income is recognised only when it is probable that the economic benefits associated with the transaction will flow to the entity. In some cases, this may not be probable until the consideration is received or until the uncertainty is removed. However, when an uncertainty arises about the collectability of an amount already included in income, the uncollectible amount or the amount in respect of which recovery has ceased to be probable is recognised as an expense, rather than as an adjustment of the amount of income originally recognised.

#### 2.2 Foreign currency translation

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in surplus or deficit.

Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in surplus or deficit within 'finance income or costs'. All other foreign exchange gains and losses are presented in surplus or deficit within 'other (losses)/gains – net'.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Accounting Policies

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*Basis of preparation and summary of significant accounting policies continued...*

### 2.3 Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the board of governors.

The School adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the School. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to surplus or deficit during the period in which they are incurred.

Land is not depreciated. Depreciation on other assets is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method. The estimated useful lives range as follows:

Asset class	Useful life / depreciation rate
Leasehold land and buildings	4%
Office equipment	20%
Motor vehicles	20%
Fixtures and fittings	20%
Furniture and fittings	33%
Manet playground equipment	20%

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'other gains / (losses)' in the statement of comprehensive income.

### Intangible assets - Website and Termly report software

Intangible asset is made up of Website development, MyClassCampus software, Educational site software, Microsoft educational package and software for ICT lab. They are amortized at 20%.

### 2.4 Financial instruments

#### Financial assets

Financial assets are classified as financial assets at fair value through profit or loss, loans and receivables, held-to-maturity financial assets and available-for-sale financial assets, as appropriate. The School determines the classification of its financial assets at initial recognition. When financial assets are recognised initially, they are measured at fair value, plus, in the case of investments not at fair value through profit or loss, directly attributable transaction costs.

The School assesses at each financial position date whether there is objective evidence that a financial asset of the School is impaired. If there is objective evidence, the asset is tested for impairment. The amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future expected credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through use of an allowance account. The amount of the loss is recognised in statement of income and accumulated fund.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Accounting Policies

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*Basis of preparation and summary of significant accounting policies continued...*

### **Trade and other receivables**

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the School will not be able to collect all amounts due according to the original terms of the receivables.

### **Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown in current liabilities on the statement of financial position.

### **Financial Liabilities**

#### **Trade and other payables**

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Borrowings**

Borrowings are recognised initially at the transaction price, including transaction costs except where the liability will subsequently be measured at fair value.

Where the fair value of other financial liabilities can be measured reliably without undue cost or effort, these liabilities are subsequently measured at fair value with the changes in fair value being recognised in surplus or deficit.

Debt instruments are subsequently stated at amortised cost. Interest expense is recognised on the basis of the effective interest method and is included in finance costs.

Other financial liabilities are classified as current liabilities unless the School has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

## **2.5 Inventories**

Inventories are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method. The cost of finished goods and work in progress comprises packaging costs, raw materials, direct labour, other direct costs and related production overheads (based on normal operating capacity). At each reporting date, inventories are assessed for impairment. If inventory is impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

## **2.6 Tax**

The tax expense for the year comprises current and deferred tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the entity operates and generates taxable income.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Accounting Policies

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### *Basis of preparation and summary of significant accounting policies continued...*

Deferred income tax is recognised on temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements and on unused tax losses or tax credits in the entity. Deferred income tax is determined using tax rates and laws that have been enacted or substantively enacted by the reporting date.

The carrying amount of deferred tax assets are reviewed at each reporting date and a valuation allowance is set up against deferred tax assets so that the net carrying amount equals the highest amount that is more likely than not to be recovered based on current or future taxable profit.

### **2.7 Employee benefits**

The liability for employees benefit obligations relates to government-mandated payments under the National Pensions Act, 2008 (Act 766). All full-time employees are covered by the programme. The Company makes a contribution of 13% of employee's basic salary in addition to a 5.5% contribution by the employee towards pension as defined under the National Pensions Act.

### **3. Critical accounting estimates and judgements**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **3.1 Critical accounting estimates and assumptions**

The School makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

##### **3.1.1 Income taxes**

The School is subject to income taxes in numerous jurisdictions. Significant judgement is required in determining the worldwide provision for income taxes. There are many transactions and calculations for which the ultimate tax determination is uncertain. The School recognises liabilities for anticipated tax audit issues based on estimates of whether additional taxes will be due. Where the final tax outcome of these matters is different from the amounts that were initially recorded, such differences will impact the current and deferred income tax assets and liabilities in the period in which such determination is made.

##### **3.1.2 Useful economic life of property, plant and equipment**

The School determines the estimated useful lives and related depreciation charges for its property, plant and equipment. The Board of Governors will increase the depreciation charges where useful lives are less than the previously estimated lives. The Board will write-off or write-down technically obsolete or non strategic assets that have been abandoned or sold.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

	2025	2024
<b>4. Fee Income</b>		
Tuition fees	12,333,524	10,393,738
Admission fees	293,750	311,250
	<u>12,627,274</u>	<u>10,704,988</u>
<b>5. Direct expenses</b>		
Teaching aids and expendable materials	243,867	53,963
Wages and salaries - Teaching staff	6,150,776	5,163,072
Examination and tutorial expenses	20,160	13,575
	<u>6,414,803</u>	<u>5,230,610</u>
<b>6. Other income</b>		
Income from administrative services and facility rental	354,497	281,148
Interest on call accounts	81,588	43,433
Outreach silver collection	63,881	53,368
Sale of stationery & uniform	491,691	430,675
Interest on treasury bills	1,439,894	1,680,737
	<u>2,431,551</u>	<u>2,489,361</u>

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS	2025	2024
<b>7. General and administrative expenses</b>		
Advertising and promotion	12,718	8,428
Amortisation	6,245	6,245
Audit fee	62,560	46,224
Bank charges	28,807	40,195
Building and business operating permit	183,251	135,755
Cleaning and sanitation	247,260	184,923
Depreciation	711,529	584,265
Donations	28,500	9,000
External examiners' fees	25,774	16,480
Generator fuel expenses	1,600	8,505
Honorarium	900	800
Insurance	48,514	12,250
Library books and materials	-	1,495
Medical expense	119,491	94,151
National service allowance	31,771	-
Printing and stationery	971,468	942,063
Repairs and maintenance	324,636	433,233
Revaluation expenditure	81,673	35,351
Security	2,830	2,110
Software support fee and internet service	80,467	70,584
Speech & prizes and refreshment	319,726	226,133
Training	93,229	50,812
Travelling and transport	8,656	8,104
Utilities	412,210	711,177
Vehicle running expense	22,271	15,030
Wages and salaries - Administrative staff	2,904,307	2,613,031
	<b>6,730,393</b>	<b>6,256,344</b>

Revaluation expenditure represents fees paid to an independent valuation expert for assessing the fair value of the School's property. The current year's expense reflects the cost of undertaking a more comprehensive valuation than was performed in the prior year.

## 8. Income tax expense

Current tax (note 16)	471,931	415,039
Deferred tax (note 14)	62,811	54,979
	<b>534,742</b>	<b>470,018</b>

## Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

### Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

#### 9. Property, plant and equipment Balances at year end and movements for the year

	Leasehold land and buildings	Office equipment	Motor vehicles	Fixtures and fittings	Furniture and fittings	Manet playground equipment	Work-in- progress	Total
<b>Balance at 1 September 2024</b>								
At cost	5,173,342	3,219,256	72,847	340,647	1,402,157	7,700	10,000	10,225,949
Accumulated depreciation	(1,924,040)	(2,265,829)	(72,847)	(203,424)	(1,383,760)	(6,160)	-	(5,856,060)
Carrying amount	3,249,302	953,427	-	137,223	18,397	1,540	10,000	4,369,889
<b>Movements for the year ended</b>								
Additions for the year	503,137	655,799	-	152,273	113,296	-	-	1,424,505
Depreciation	(213,896)	(386,689)	-	(78,220)	(31,182)	(1,540)	-	(711,527)
Balance at the end of the year	3,538,543	1,222,537	-	211,276	100,511	-	10,000	5,082,867
<b>Balance at 31 August 2025</b>								
At cost	5,676,479	3,875,055	72,847	492,920	1,515,453	7,700	10,000	11,650,454
Accumulated depreciation	(2,137,936)	(2,652,518)	(72,847)	(281,644)	(1,414,942)	(7,700)	-	(6,567,587)
Carrying amount	3,538,543	1,222,537	-	211,276	100,511	-	10,000	5,082,867

The Work-in-Progress (WIP) balance of GHS 10,000 represents the development costs incurred for a school management software.

## Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

### Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

#### Property, plant and equipment continued...

	Leasehold land and buildings	Office equipment	Motor vehicles	Fixtures and fittings	Furniture and fittings	Manet playground equipment	Work-in- progress	Total
<b>Balance at 1 September 2023</b>								
At cost	5,094,680	2,294,153	72,847	224,320	1,390,527	7,700	10,000	9,094,227
Accumulated depreciation	(1,717,106)	(1,987,271)	(72,847)	(137,031)	(1,352,920)	(4,620)	-	(5,271,795)
Carrying amount	3,377,574	306,882	-	87,289	37,607	3,080	10,000	3,822,432
<b>Movements for the year ended</b>								
Additions for the year	78,662	925,103	-	116,327	11,630	-	-	1,131,722
Depreciation	(206,934)	(278,558)	-	(66,393)	(30,840)	(1,540)	-	(584,265)
Balance at the end of the year	3,249,302	953,427	-	137,223	18,397	1,540	10,000	4,369,889
<b>Balance at 31 August 2024</b>								
At cost	5,173,342	3,219,256	72,847	340,647	1,402,157	7,700	10,000	10,225,949
Accumulated depreciation	(1,924,040)	(2,265,829)	(72,847)	(203,424)	(1,383,760)	(6,160)	-	(5,856,060)
Carrying amount	3,249,302	953,427	-	137,223	18,397	1,540	10,000	4,369,889

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

2025

2024

### 10. Intangible assets

	Website/Termly Report Software	Total
<b>Balance at 1 September 2024</b>		
At cost	37,099	37,099
Accumulated amortisation	(30,038)	(30,038)
Carrying amount	7,061	7,061
<b>Movements for the year ended</b>		
Amortisation	(6,245)	(6,245)
Balance at the end of the year	816	816
<b>Balance at 31 August 2025</b>		
At cost	37,099	37,099
Accumulated amortisation	(36,283)	(36,283)
Carrying amount	816	816
<b>Balance at 1 September 2023</b>		
At cost	37,099	37,099
Accumulated amortisation	(23,794)	(23,794)
Carrying amount	13,305	13,305
<b>Movements for the year ended</b>		
Amortisation	(6,245)	(6,245)
Balance at the end of the year	7,060	7,060
<b>Balance at 31 August 2024</b>		
At cost	37,099	37,099
Accumulated amortisation	(30,038)	(30,038)
Carrying amount	7,061	7,061

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

	2025	2024
<b>11. Inventories</b>		
Exercise books	378,200	80,299
Stationery	219,873	261,788
Uniforms	598,483	451,004
	<u>1,196,556</u>	<u>793,091</u>
<b>12. Trade and other receivables</b>		
Fees receivable	47,821	13,445
Other debtors	230,524	58,128
Prepayment	255,985	458,357
Staff debtors	134,312	79,038
	<u>668,642</u>	<u>608,968</u>
<b>13. Cash and cash equivalents</b>		
Cash on hand	-	7,305
Balances with banks	2,573,523	270,968
	<u>2,573,523</u>	<u>278,273</u>
<b>Short term investment</b>		
Republic unit trust	99,079	74,384
Treasury bills	6,501,377	7,665,334
	<u>6,600,456</u>	<u>7,739,718</u>
<b>Total Cash and Cash Equivalent</b>	<u>9,173,979</u>	<u>8,017,991</u>
<b>14. Deferred tax</b>		
At 1 September	259,315	204,336
Charge to profit or loss	62,811	54,979
At 31 August	<u>322,126</u>	<u>259,315</u>
<b>15. Trade and other payables</b>		
Fee deposits	1,427,912	651,295
Accrued liabilities	137,134	392,312
Other creditors	1,090,542	1,138,373
	<u>2,655,588</u>	<u>2,181,980</u>

Fee deposits comprise admission and tuition fees received in advance for the upcoming academic year. The increase in fee deposits is due to higher deposits from both the regular curriculum and the newly introduced Cambridge curriculum.

# Ridge Church School

Annual Report and Financial Statements for the year ended 31 August 2025

## Notes to the Financial Statements For the year ended 31 August 2025

Figures in GHS

### 16. Current tax liabilities

Year of assessment	At 1 September	Paid during the year	Charge for the year	At 31 August
<i>Corporate income tax</i>				
Up to 2021	1,060,051	-	-	1,060,051
2022	158,019	-	-	158,019
2023	575,781	-	-	575,781
2024	359,013	-	-	359,013
2025	-	(15,490)	424,090	408,601
	2,152,865	(15,490)	424,090	2,561,465
<i>Growth &amp; sustainability levy</i>				
2023	3,852	-	-	3,852
2024	(11,939)	-	-	(11,939)
2025	-	(45,889)	47,840	1,951
	(8,087)	(45,889)	47,840	(6,136)
	2,144,778	(61,379)	471,930	2,555,330

The tax position is subject to agreement by the Ghana Revenue Authority.

### 17. Related parties

Key management staff were identified as the related parties of the School as at the end of the year. The total remuneration of key management staff during the year are as follows:

Basic salaries	<b>824,873</b>	727,691
Allowances	<b>435,219</b>	343,089
Pension benefits	<b>189,721</b>	167,369
	<b>1,449,813</b>	1,238,149

### 18. Contingent liabilities and contingent assets

No known contingent assets or liabilities existed as at 31 August 2025 that would have a material effect on the results of the financial statements as set out on pages 9 to 23 or the continued existence of the School as a going concern.

### 19. Events after the reporting date

The Board of Governors are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the School.

### 20. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

## **COUNCIL TO CONGREGATION**

### **A. ARC GIFT POLICY**

#### **1. MANDATE**

As a Bible-believing church, the Accra Ridge Church referred to as the ARC, the Church, believes that everything we have, comes from God and that, for our lifetime, God has made us stewards over His gift to us. His words exhort us to give. To promote faithful stewardship of God's property and to enhance its mission, the ARC has developed this policy to guide the giving and receiving of gifts for the ARC Council and those concerned.

#### **2. PURPOSE**

This gift policy provides a clear statement to members of the Church, congregation, staff and donors, the conditions under which gifts will be accepted by the ARC. The policy also details the uses to which gifts may be put. This policy further outlines the procedure for the acceptance of a gift. This policy on gifts is to guide the ARC generally on the giving and acceptance of gifts to avoid a case-by-case approach, avoid inconsistency, misunderstanding and poor judgment. The guidelines in the policy enables each potential gift to be fully and separately evaluated.

#### **3. DEFINITIONS**

For purpose of this policy, church gift refers to any contribution given for the benefit of the ARC to serve God and others within the Church. A gift may include cash, items of personal property and real estate. A gift from a donor is an outright or deferred donation received from an individual, entity, foundation, or a company to the Church.

##### **3.1. Designation**

Gifts to the Church may either be given without stipulation by the donor for the general purpose of the Church, referred to as undesignated or unrestricted, or given to the Church for specific use, designated or restricted approved by the Council.

##### **3.2. Memorials**

Donors may also memorialise a loved one through a gift as in paragraph 6.3.

#### **4. BENEFICIARY**

A gift should name the Accra Ridge Church as owner or beneficiary.

#### **5. GENERAL PRINCIPLES**

##### **5.1 Appreciation**

The ARC appreciates the spirit of giving inherent in each prospective gift and receives a gift with gratitude expressed by the Council in writing to the donor.

##### **5.2 List of Suggested for Gifts**

The Council will periodically develop a list of suggested gifts and memorials as in the Appendix to this policy. The list of suggested gifts will be reviewed from time to time to take account of the changing needs of the Church. Where a prospective donor wishes to offer a gift other than one listed by the Council, the Council will consider the suitability of the gift. Under these circumstances, the Council is the sole and final authority to accept, decline or propose an alternative in terms of the proposed gift to the donor.

### **5.3 Preference for Undesignated Gift**

Although the preference of the Council is for an undesignated gift to the ARC, a donor may indicate that a gift be used for a specific purpose consistent with the policies of the Church and in compliance with the legal, ethical, and practical considerations of this policy.

If the Council decides that all or part of a gift cannot be appropriately used as set out in this policy, it may use the gift for a more appropriate purpose as closely aligned to the original intent of the donor as good conscience and need dictates.

The Church has a duty to respectfully remind donors that the needs, policies and circumstances of the Church may change in unforeseeable ways after the acceptance of a gift intended for a restricted purpose. Under these circumstances, while continuing to honour the donor, the Church should make use of the gift in the best interest of the Church under the changed conditions.

## **6. VARIOUS FORMS OF GIFTS**

### **6.1 Tangible, Personal Property Gifts**

Tangible, personal property gifts include art collections, antiques, jewelry, books and similar moveable property. These gifts are referred to as gifts-in-kind. An offer of tangible personal property will be reviewed on a case-by-case basis by the Council, The Church is able to accept gifts-in-kind only if the following conditions apply:

1. The gift does not require the Church to commit significant additional expenses for its present or future use, display, maintenance or administration;
2. The gift does not commit the Church to any financial or burdensome obligation, either directly or indirectly;
3. The valuation of the gift considered acceptable by the Council is based on the market value determined by a qualified independent third party who is not an officer or an employee of the Church. The Church and the donor must agree on the process to secure a valuation of the gift if necessary;
4. Once a gift has been accepted by the Council, it is irrevocable, accordingly, there will not be any expectation, understanding or condition that a gift, such as a book, painting or other tangible property can be loaned to the donor or a person designated by the donor.

### **6.2 Real Estate**

Real estate gifts may include personal residences, rental properties, office buildings, land, leasehold interests and other structures. The Council will undertake a diligent and thorough evaluation of the conditions and the characteristics of a proposed real estate gift before the gift is formally accepted. The donor must provide copies of legal documents related to a real estate gift and other relevant information about the property that links the donor to the real estate gift. The Council reserves the right to determine how the real estate gift will be utilised in the best interest of the Church. This may be to accept the real estate gift of an aged property for its landed value. The Council may impose terms for the acceptance of a real estate gift which must be approved by the donor with the right of response based on the characteristics and conditions as follows:

## **Characteristics, Economic and Physical**

### **A. Economic Characteristics**

1. Scarcity - Land is limited in supply, especially in desirable areas where additional land is not available in that location.
2. Improvements - Additions or changes to a property such as buildings, landscaping, or infrastructure can significantly affect its value and utility.
3. Permanence of Investment - Real estate requires a long-term investment due to the time, effort and money involved in development and ownership.
4. Location, situs - The value of real estate is heavily influenced by its geographical location and the surrounding community.
5. Fixity or Immobility of Investment - Once capital is invested in real estate, it is fixed in that location and form and made less liquid than many other investments.

### **B. Physical Characteristics**

1. Immobility - Land cannot be moved from one place to another. It is permanently fixed in one geographic location.
2. Indestructibility, Durability - Land itself is durable and cannot be destroyed.
3. Uniqueness, Non-Homogeneity - two parcels of real estate cannot be the same, even if they look similar, each has a unique location.

## **Conditions, Physical, Legal, Market & Functional**

### **A. Physical Condition**

1. Structural Integrity - Condition of the foundation, walls, roof, and overall build is sound and safe.
2. Age and Maintenance - How old is the property and how well has it been maintained? includes HVAC, plumbing, electrical.
3. Renovations, Updates - Recent improvements enhance value, for example new kitchen, bathrooms.
4. Appearance & Landscaping - The exterior appearance, lawn, driveway, paint, and general upkeep.
5. Environmental Concerns - Presence of mould, asbestos, lead paint, radon, or contamination.

### **B. Legal Condition**

1. Title and Ownership - Is the title clear? Are there liens, disputes, or encumbrances?
2. Zoning Laws and Land Use Regulations - Restrictions on how the property can be used such as, residential, commercial, agricultural.
3. Building Code Compliance - Whether the property meets local construction and safety codes.
4. Easements and Restrictions - Rights given to others such as utility companies to use part of the property, or deed restrictions limiting use.

### **C. Market Condition**

1. Neighbourhood Trends - Is the area appreciating or declining in value? Are new developments contemplated?
2. Supply and Demand - Is it a buyer's or seller's market?

3. Comparable Properties - How does the property compare in price and condition to others nearby?

#### **D. Functional Condition**

1. Layout and Design - Is the layout efficient and desirable for current buyer preferences?
2. Size and Usefulness - Usable square footage, number of rooms and whether the space fits modern living or business needs.
3. Accessibility - such as proximity to schools, public transport, shopping, or highways.

#### **6.3 Memorial Gifts**

1. A donor may donate a memorial gift to honour or remember a loved one through a monetary gift or tangible memorial. At least once a year, the ARC will publish the names of those whose memory funds have been received that year. This will be with a summary of the use to which the memorial funds were applied during that year. The publication will be subject to the privacy wishes of the donor.

2. When a tangible proposed gift is a physical memorial, one that involves structural alteration, interior or exterior fixtures, renovation or decoration, the ARC will receive the proposal and request the donor to provide proposed plans, drawings, photographs or reasonable “visuals” to allow the Council determine precisely what is proposed in terms of size, shape, colour, material, style, text and other material information. This includes where the gift will be located, how it will be constructed or installed, how the construction or installation will be funded and how ongoing maintenance will be managed.

3. Where it will not be feasible to accept a gift as proposed, the Council will provide an explanation to the donor and propose an alternative gift of a comparable value equivalent in value or that may have a greater positive impact on the Church and its mission.

4. An appropriate dedication event for a memorial gift will be scheduled by consensus between the Council and the donor and a presentation ceremony will be announced and performed, unless the donor requests privacy in that regard.

### **7. GENERAL CRITERIA FOR GIFT ACCEPTANCE**

#### **7.1. Acceptance of a Gift**

The Council will determine the acceptability of each gift using this policy as a guide. Where the Council considers that it would be in the best interest of the Church to have expert advice on the acceptance of a tangible gift, it may constitute a committee of experts that comprises members of the Church to conduct the validation and prepare a report for the consideration of the Council. The committee will be chaired by a member of the Council.

#### **7.2. Criteria for Evaluation of a Gift**

The Council, mindful of the need to have criteria for the acceptance of a gift because of the diversity of potential donors and their gifts, agrees that the general criteria in this paragraph shall determine the acceptability of a gift to the Church.

### **7.3 Cash Gift**

1. Is the gift consistent with the mission of the Church
2. Are there any undue restrictions on the gift
3. Is there any potential conflict of interest or the potential for a conflict of interest
4. Is the source of the gift tainted or related to a corrupt practice as reasonably determined by the Council and
5. Any other criteria the Council may determine.

### **7.4 Additional Criteria for Non-Cash Gift**

1. Is the gift useful for the purpose of the Church.
2. Are there any current or potential costs, obligations or liabilities associated with the gift that will not make acceptance of the gift in the best interest of the Church.

### **7.5 Further Criteria if the gift is intended to be converted into cash**

1. Is the gift marketable
2. Are there any restrictions that would prevent the Church from readily converting the gift to cash
3. The Council may seek the advice of legal counsel in matters related to the acceptance of a gift.

### **7.6. Procedure for the Acceptance of a Gift**

A request for a gift to the Church may be presented to the Administrative Manager of the Church in the form of a testamentary disposition by the executor of a testator, a donor, church member, staff of the Church or a congregant for the consideration by the Council and the request must be in writing with the following detail:

1. The full name, address, phone number and e-mail address of the donor and the relationship of the donor to the Church
2. The date of the gift donation
3. A complete description of the gift
4. The date the offer of the gift was made
5. The estimated or appraised value of the gift
6. Any restriction or requirements placed by the donor or the donor's family, organisation or group on the use or disposition of the gift by the Church
7. Any time restrictions placed by the donor or a representative of the donor as regards the acceptance of the gift by the Church
8. Any responsibility and procedure for maintenance for the gift
9. The status of the tangible property given as a gift, such as the location of the property
10. Any other information on the gift that the executor of a testator, donor, Church member, staff of the Church, or Church congregant would like considered as regards the gift.

### **7.7 Deliberation by Council**

1. The Administrative Manager is responsible for the transmission to the Council of the written request of the gift with documents attached. This should be for the first successive meeting of the Council after the submission of the request. The gift request must be considered and determined within the span of two successive Council meetings.
2. Where the gift is a designated gift with conditions, the agreed outcome should be incorporated in an agreement statement signed by the donor and Chairperson of the Council.

### **7.8 Communication of Outcome to the Donor**

1. The Council may accept or decline a proposed gift in accordance with the criteria stated in this paragraph.
2. The Chairperson of the Council or the representative of the Chairperson shall issue a dated and signed letter of acknowledgement of the gift within two weeks after receipt of the gift. The letter of acknowledgement shall include a description of the gift and the terms of its acceptance.
3. If the gift is accepted by the Council, the Chairperson or the representative of the Chairperson shall issue a dated and signed letter of thanks to the donor. If the gift is declined by the Council, the Chairperson or a representative of the Chairperson shall provide stated reasons to the donor.

### **7.9 Anonymous Gifts**

1. An anonymous gift may be cash or a non-cash tangible donation. The ARC acknowledges that it may not be able to track the donor of an anonymous cash donation. Under those circumstances, the cash gift will be anonymous. Where however, the donor of a tangible gift desires to be anonymous, the identity of the donor will be restricted to the membership of Council who will sign a non-disclosure agreement to keep the information of the donor strictly confidential.
2. The Council reserves the right to disclose the identity of a donor of a gift of significant value as determined by the Council, to encourage the spirit of giving in the best interest of the Church but this is subject to any specific instructions of the donor.

## **8. OWNERSHIP, CHANGE OF USE, DISPOSAL OF DONATED PROPERTY**

1. Where the Church owns gifted property that it can no longer use or where the maintenance or storage of gifted property has become an obvious burden to the ARC, or if the gifted property can be put to better use by donation to another branch of the church or donated to another entity, the Council may take a decision to that effect.
2. The Church may dispose of the gifted property by sale or otherwise and is not under any obligation to retain this property even if it was designated as memorial property, unless when the gift was accepted, the ARC expressly agreed in writing to keep the gift forever and outlined the terms of maintenance. The Church may also dispose of gifted property where there are no records of the status of the property as a gift or memorial gift to the Church and the property has outlived its usefulness to the ARC.
3. If the Council decides to dispose of memorial property, the decision shall be approached with sensitivity and the donating family or entity must be informed where possible.

## **9. GIFTS IN THE FORM OF SERVICE**

1. A gift to the Church may be in the form of service based on the talent of a Church member who wishes to donate personal expertise to the Church at no cost to the ARC. Under these circumstances, the request should state the type of service on offer and the intention of the

offer. The duration of a gift of service should be stipulated and it should be stated as to whether supervision of the service is required and if so by whom.

2. Although the gift of service is at no cost to the ARC, the donor should clarify as to whether logistics are required from the Church.

3. The offer of the gift of service must be made to the Administrative Manager in writing and the Administrative Manager must submit the proposed gift of service offer to the Council for consideration.

4. The acceptance of the gift of service shall be in accordance with this policy and the donor may opt to provide the gift anonymously.

#### **10. RECORDS: MINUTES, ASSETS, REGISTER, GIFT ASSETS REGISTER**

To ensure that gifts are properly documented, the underlisted process shall be followed to record donations to the ARC:

1. Decisions on gifts should be recorded in the minutes of the Council meeting.

2. An acknowledgment of a gift must be sent by the Administrative Manager on behalf of the Council to the donor.

3. The Administrative Manager shall maintain an Assets Register that includes a Gifts Register in which particulars of donors and memorial gifts are recorded.

4. The entry in the Gifts Register must include sufficient information about gifts.

5. The Administrative Manager must ensure that memorial gifts are adequately Maintained.

#### **11. REVIEW OF THE GIFT ACCEPTANCE POLICY**

This Policy shall be reviewed by the Council at least every five years to ensure that it remains relevant, responsive and fit for purpose for the ARC. Despite periodic review, the Appendix to this policy that provides examples of gifts may be reviewed and replaced at any time as determined by the Council.

#### **12. IMPLEMENTATION OF THE GIFT ACCEPTANCE POLICY**

1. The Council is the supreme body of the Church for the implementation of this gift policy. Where an issue arises as regards a gift to the Church, it is the responsibility of the Council to interpret and take a final decision on the matter.

2. The Council may perform its functions under this policy in conjunction with other committees of the Church, such as the committee on finance and legal matters. The Council may delegate any responsibility of this policy as it considers appropriate but is the final body for the execution of this policy in the best interest of the Church.

#### **13. COMMENCEMENT OF GIFT POLICY**

This policy becomes operational after it has been approved by the Council and accepted by the membership of the Church.

## **B. PROTOCOL REGARDING COLLECTIONS FOR PRIVATE SERVICES**

1. Collections taken for celebrants, families, couples, etc. during private services are handed over to the parties during the service.
2. The collection is emptied into a pouch provided by the Church by the Sidespersons at the Altar area.
3. The collection is not counted.
4. A family member, couple or celebrant is/are called forward, to receive the collection.
5. The Clergy of Accra Ridge Church officiating the service does the presentation to the parties.
6. Celebrants, families, etc. who wish to donate the collection to the Church or towards a Church project may indicate so to the Clergy during the service.
7. Where a family, celebrant or couple decide to donate the collection to the Church, the Clergy shall immediately hand over the offertory to the Sidespersons for counting.
8. The Sidespersons shall count and record the collection in the names of the donors, indicating on the collection slip as 'Donation to the Church.'
9. An acknowledgement letter shall be written to the donor(s)

## **C. RECOMMENDATIONS ON USING E-VOTING IN ARC COUNCIL ELECTIONS**

### **Executive Summary**

The report seeks AGM approval of E-voting committee assigned by the Church Council to evaluate and recommend the structured implementation and governance of an Electronic Voting (E-Voting) System for ARC elections.

The electronic voting system uses digital systems and internet-based platforms to cast and count votes cast during elections.

The E-voting system is expected to:

- Improve efficiency.
- Increase accessibility.
- Reduce manual errors.
- Speed up results declaration.

E-voting was permitted during the March 2025 elections; however, usage was low with only 17 out of 250 voters (6.8%) participating electronically. The recommendations highlighted below are to enhance sensitization of the platform and seek to finalize operationalization.

### **Benefits of E-Voting**

- Faster vote counting
- Faster declaration of results
- Reduced Administrative Workload
- Improved record keeping
- Ability to vote remotely.
- Improved convenience
- Increased participation potential

## **RECOMMENDATIONS ON USING E-VOTING IN ARC COUNCIL ELECTIONS (CONT.)**

### **Key Risks**

The following risks have been identified:

- Cybersecurity threats
- System failures
- Data integrity risks
- Technical challenges

These risks will be mitigated through proper testing and system controls.

### **Implementation Status**

- Membership database cleanup
- Updating member contact information
- Integration of accounting and membership databases
- Online update of member information

Data Classification Label: General

### **Next Steps from Council subject to AGM approval:**

- Complete database preparation and confirm member eligibility: whether voting should be open to all members in good standing worldwide.
- Finalize voting procedures: including early appointment of Election Tellers and appointment of Election Committee
- Test e-voting system and affirm deadline for online voting, especially if online voting should close before manual voting begins.
- Demonstrate system at SGM (November 2026)

### **Council Recommendations to AGM**

- Approve continued implementation of e-voting.
- Approve governance arrangements.
- Provide direction on voting rules.

### **Decision Required**

Council is seeking AGM decision per the council recommendations itemised:

- Approve**
- Approve with modifications**
- Defer**

## **DRAFT BYE LAWS OF YOUNG ADULTS FELLOWSHIP**

### **PREAMBLE**

WE, THE MEMBERS OF THE YOUNG ADULTS' FELLOWSHIP of the Accra Ridge Church (hereinafter "the ARC" or "the Church") sharing in the mission, vision and values of the ARC and recognising the traditions of the Church in all our affairs;

AFFIRMING our belief in the Holy Bible as the final authority in all matters of faith and conduct;

IN FULFILMENT of the Commission of our Lord and Saviour Jesus Christ to make disciples of all nations and all people within and outside the ARC;

AND IN OUR RESOLVE to unite, encourage, train, educate, evangelise and admonish young adults both in and outside the Church to have closer and constant fellowship with our Lord Jesus Christ, encourage deeper fellowship with one another, to build a strong church community;

HEREBY ADOPT AND ENACT for ourselves these Bylaws on this ..... Day of ....., 2025.

### **SECTION 1.0:**

#### **FORMAL RECOGNITION**

- a. The Young Adults' Fellowship shall be formally recognised as a group in the ARC. The fellowship shall belong to the Church.
- b. The Young Adults' Fellowship existing immediately before the commencement of these Bylaws shall continue to exist subject to the provisions of the ARC Constitution and these Bylaws.

### **SECTION 2.0:**

#### **THE BYLAWS**

##### **2.1 AUTHORITY OF THE BYLAWS**

These Bylaws shall regulate the Fellowship and shall be subject to the Constitution, other governing documents and practices of the ARC.

##### **2.2 ADHERENCE TO THE BYLAWS**

All members of the Young Adults' Fellowship shall adhere to, and have the right and duty at all times to call upon other members to adhere to these Bylaws.

### **SECTION 3.0:**

#### **THE NAME OF THE FELLOWSHIP**

The name of the Fellowship shall be the 'Young Adults' Fellowship' of the Accra Ridge Church (hereinafter "the YAF ARC" and "the Fellowship").

## **SECTION 4.0:**

### **IDENTIFICATION OF THE FELLOWSHIP**

#### **4.1 MOTTO OF THE FELLOWSHIP**

The motto of the Fellowship shall be “United in Christ”

#### **4.2 GREETINGS AND RESPONSE**

The greeting and response of the Fellowship shall be **Greeting:** Fellows **Response:** Growing United!

#### **4.3 COLOURS OF THE FELLOWSHIP**

The colours of the Fellowship shall be

- a. Green, representing growth and progress; and
- b. Red, representing the Blood of Christ and His love.

#### **4.4 LOGO OF THE FELLOWSHIP**

The logo of the Fellowship shall have .... ([Insert number]) distinguishing features as shown below:  
[Insert description of logo and the virtues/values the symbols represent]

## **SECTION 5.0:**

### **AIMS AND OBJECTIVES OF THE FELLOWSHIP**

The aims and objectives of the Fellowship shall be:

- a. To promote the spiritual, moral and social well-being of the young adults of the ARC;
- b. To identify, address and document the challenges of young adults in the ARC;
- c. To develop the devotional life of YAF members;
- d. To make disciples of young adults by promoting the practice of the teachings of our Lord Jesus Christ, with the aim of winning more souls for Christ and into the Church;
- e. To encourage the young adults of the Church to take up leadership positions to ensure accelerated growth of the Church and the State;
- f. To create a platform for the young adults of the Church to connect professionally, relationally and for integration into other parts of life in the Church;
- g. To promote evangelism among young adults and create a strong network of examples that mentor younger church members through volunteering and working with fellowships whose members belong to a younger demographic; and
- h. Fostering collaborations with other fellowships in the church to promote the faith and well-being of young adults in the church.

## **SECTION 6.0:**

### **MEMBERSHIP OF THE FELLOWSHIP**

#### **6.1 ATTAINING MEMBERSHIP**

- a. Membership shall comprise registered members of the Church aged 30-45 who worship at a branch or outpost of the Church; or

- b. A Christian non-church member who desires to partake in the fellowship and commits to regular attendance of meetings and participation in the group's activities. However, this shall not amount to membership of the Church.
- c. Each member of the Fellowship shall be duly registered and assigned a unique registration number at each Branch Fellowship.

## **6.2 CESSATION OF MEMBERSHIP**

An individual will cease to be a member

- a. Upon attaining 45 years and being passed on to the men's/women's fellowship of the Church by the minister in charge;
- b. For executives or leaders, upon attaining 45 years and completing their prevailing tenure of leadership and being passed onto the men's/women's fellowship of the Church by the minister in charge; or
- c. Upon death or communication to the leadership of a desire for the individual's membership of the group to cease.

## **SECTION 7.0:**

### **AFFILIATION**

The Fellowship may affiliate with any organisation outside the Church with the consent and approval of the Church Council or a relevant decision-making body in the church.

## **SECTION 8.0:**

### **BRANCHES**

The fellowship shall have a branch in each branch of the Church with a leadership structure that follows the prescription in Section 10.0 and adheres to the Bylaws.

## **SECTION 9.0**

### **GATHERINGS OF THE FELLOWSHIP**

The team of leaders shall organise meetings, events or programmes aimed at achieving the objectives of the group and in consonance with other Churchwide activities.

## **SECTION 10.0**

### **GOVERNANCE & LEADERSHIP OF THE FELLOWSHIP**

#### **10.1 EXECUTIVE COMMITTEE**

In accordance with the prevailing practice of the Church, the Fellowship shall have executives or leaders (hereinafter "the Executive Committee"), including:

- a. A president
- b. A vice-president
- c. An administrative secretary
- d. A financial secretary

- e. An organising secretary

### **10.2 NON-EXECUTIVE COMMITTEES (DELEGATION OF AUTHORITY)**

- a. The executive committee may put together sub committees to deliver on specific tasks within the fellowship, including Elections, Welfare, Prayer, Media and Publicity.
- b. Each subcommittee may be led by a member of the Executive Committee and must be given a terms of reference for the tasks assigned.

### **10.3 ROLES OF EXECUTIVE COMMITTEE (LEADERS)**

- a. The President shall be the presiding head of the Fellowship and the Executive Committee.
- b. The Vice President shall assist the President in the performance of his/her functions and act as President in the absence of the President.
- c. The Secretary shall keep records of all proceedings and decisions of the Executive Committee; put together various reports as required; and keep a register of all members of the Fellowship.
- d. The Organising Secretary shall be responsible for the general organisation of all activities of the Fellowship.
- e. The Financial Secretary shall receive all funds due to the Fellowship; issue receipts for all funds received by the Fellowship; Keep proper books of the accounts of the Fellowship; Keep records of and ensure the safety of the assets of the Fellowship. The Financial Secretary shall further provide quarterly reports on all assets to the Executive Committee for review, and a yearly audited report must be provided to the fellowship in accordance with Section 14.2 of the Bylaws.
- f. All the Executives shall perform all roles assigned in an executive meeting as decided by a majority of the executive committee members present in that meeting.
- g. The Executive Committee shall draw up a programme of activities by August of the previous year.
- h. The Executive Committee shall meet regularly for prayer meetings at a time and place of their convenience.

### **10.4 TENURE OF EXECUTIVE COMMITTEE**

- a. The members of the Executive Committee shall hold office for a term of two (2) years, at the end of which elections shall be held.
- b. No member shall serve in one role for more than two (2) terms.

### **10.5 LEADERSHIP MEETINGS AND DECISIONS**

- a. The Executive Committee shall hold a meeting at least once a month.
- b. The quorum at an Executive meeting shall be three Executive Committee members, including the President or Vice President.
- c. Decisions on matters arising at an Executive Meeting shall be made by a simple majority of members present.
- d. Except where otherwise provided in these Bylaws, the Executive Committee may adopt its own rules of procedure for the conduct of its business.

## **10.6 TEMPORARY CO-OPTION**

- a. The Executive Committee may co-opt a member to fill a vacancy occurring by reason of the temporary inability of an elected executive or member of a subcommittee to discharge his or her duties.
- b. Upon resumption of duty of the officer or member in whose place a person was co-opted, the co-opted member shall be deemed to have relinquished the office.

## **10.7 RIGHTS OF CO-OPTED MEMBERS**

Co-opted members shall have the same rights and responsibilities as other members of a Committee or Sub-Committee.

## **SECTION 11.0**

### **ATTAINING A LEADERSHIP POSITION**

#### **11.1 QUALIFICATION FOR LEADERSHIP**

All persons nominated to serve on the Executive Committee must have the following qualifications.

- a. He/She should be a member of the Fellowship and of the Church;
- b. He/She must be at least thirty-two (32) years old and at most forty-three (43) years old at the time elections are held and should not have served as a leader in the role for which they are nominated for more than two (2) tenures.
- c. He/She should possess the qualities of a leader as stated in 1 Timothy 3:1-13 and Titus 1: 6-9;
- d. He/She must actively participate in all Fellowship activities;
- e. He/She must show the ability/willingness to afford sufficient time for the work of the Executive; and
- f. He/She must be faithful, available and teachable.

#### **11.2 ELECTIONS**

- a. There shall be General Elections once every 2 years before the 30<sup>th</sup> day of June in the election year, for which qualified Members of the Fellowship who are nominated (seconded by 2 other members) are elected to fill the Executive positions.
- b. An Elections Committee shall be appointed by the outgoing Central Executive.
- c. The Elections Committee shall consist of three qualified Members, and may include one person who is a member of the outgoing Executive Committee or a former Executive.
- d. The Elections Committee shall also invite comments from Members about the candidates, and may vet candidates for the positions.
- e. The Elections Committee shall have the power to disqualify candidates on the grounds that the procedures concerning the filing of nominations or the qualification criteria have not been followed or adhered to.
- f. Except as provided by the Constitution of ARC, the Elections Committee may adopt its own rules of Procedure for the conduct of its business.

- g. The Elections Committee must be dissolved once the results are presented to the minister in charge.

### **11.3 ELECTION PROCEDURE**

- a. Elections will be carried out by secret ballot.
- b. Only members of the Fellowship shall be eligible to vote.

### **11.4 TRANSITION PERIOD**

- a. After general elections have been held, there will be a minimum transition period of a minimum of two weeks and a maximum of four weeks , during which the Executives-elect will gradually assume their role.
- b. During this period, the outgoing Executive Committee shall remain the Executive Committee of the Fellowship and will continue to exercise its authority until the new committee is handed over to at the end of the transition period.

### **12.0 REMOVAL OF LEADER(S)**

- a. A leader shall be removed where the leader misconducts himself/herself by falling short of the requirements under Section 11.1, through any conduct which compromises their role as a leader; by neglecting their duty; or where there is a situation which would make it impractical or impossible for the leader to continue in the role.
- b. Where a situation requiring the removal of a leader arises, a disciplinary committee shall be constituted comprising two (2) fellowship members and the minister in charge, or an elections committee where no disciplinary action is required.

## **SECTION 13.0**

### **DISCIPLINARY CASES**

Where a member of the Fellowship behaves in an untoward manner,

- a. The offended member shall privately confront the member in question. Where there is no resolution;
- b. The offended member shall speak with an executive, and together they shall speak privately with the offending member
- c. Where the conduct of the offender is such that removing him/her from the fellowship would, in the opinion of the executive committee, be the best option, a disciplinary committee shall be constituted for a hearing.

## **SECTION 14.0**

### **FINANCE, BANKING AND AUDITING**

- a. The Executive Committee shall submit an annual budget to the Accra Ridge Church Council for approval. The budget would involve all capital expenditure and recurrent expenditure for the work of the Fellowship and its programmes.
- b. A bank account in the name of the Fellowship should be kept, and all revenues generated by the group deposited in it.

- c. The President and the Financial Secretary shall be the signatories to the bank account.

#### **14.1 SOURCES OF INCOME**

- a. The funds of the Fellowship shall include: Membership Dues, Grants, Proceeds from celebrations, activities, properties and projects of the Fellowship, gifts, donations, legacies, investments, interests, profits and other levies which the respective Fellowships may deem fit to impose.
- b. The Executive Committee shall decide with the endorsement of the Fellowship as to whether or not dues must be paid and the quantum of dues.
- c. No member of the Fellowship or the Fellowship (as a whole) at any level shall be involved in any illegal or unChristian business venture.

#### **14.2 AUDITORS**

- a. There shall be an auditor or team of auditors who shall be appointed by the Executive Committee.
- b. The auditor(s) shall audit the accounts of the Fellowship yearly and present an audit report to the respective Executive Committee by the 1<sup>st</sup> of July each year.

### **SECTION 15.0**

#### **AMENDMENTS**

- a. After the election of new leaders, the existing Executive committee shall announce to all members a two (2) week period within which they may propose amendments to the Bylaws by providing a physical and/or virtual form for the purpose.
- b. The Executive Committee may receive proposals for amendment from members within twenty-one (21) days after the election of new leaders.
- c. An Amendments Committee shall be constituted at the time of the announcement in (a) above, and all proposals for amendment received shall be referred to the Committee.
- d. The Amendments Committee shall be a three (3) or five (5) member committee, depending on the number of proposals and the nature of the amendments. The committee, as constituted, shall be the quorum required for meetings.
- e. The Amendments Committee shall comprise a member of the newly elected Executive Committee (as chairperson) and other members of the Fellowship, nominated and seconded by members present at a fellowship meeting.
- f. One of the members must be a lawyer or should have some understanding of the preparation of legal documents.
- g. The Amendments Committee shall communicate the proposals to the members, receive further proposals within two (2) weeks and ensure that voting is carried out within a month after the receipt of further proposals.
- h. Each proposed amendment shall be voted on separately. The voting may be conducted on printed sheets in person or virtually.
- i. Decisions of the Amendments Committee shall be made by a simple majority of the committee members.
- j. These Bylaws shall be subject to amendment by a decision of a majority of members present and voting in a Fellowship meeting convened for the purpose.

- k. The quorum required for a meeting validly convened for the purpose of amending these Bylaws shall be a minimum of 60% of the total membership. This quorum may be achieved either in-person, online or using a combination of the traditional and virtual meeting methods.
- l. A proposed amendment shall be incorporated in the Bylaws where a majority of the members present endorse this change.
- m. After the amendments are accepted, an updated version of the Bylaws shall be circulated within two(2) weeks after voting has been concluded.
- n. Other proposals for amendment may be received within the first year of the tenure of the Executive Committee.

## **SECTION 16.0**

### **REVIEW OF THE BYLAWS**

- a. The bylaws shall be reviewed every six (6) years to ensure they reflect the current needs and goals of the fellowship.
- b. After the election of new leaders, the existing Executive committee shall announce to all members a one (1) month period within which they may propose amendments to the Bylaws by providing a physical and/or virtual form for the purpose.
- c. The Executive Committee shall make this announcement within twenty-one (21) days after the election of new leaders.
- d. A Bylaw Review Committee shall be constituted at the time of the announcement in (b) above, and proposals for the amendment shall be referred to the Committee.
- e. The Bylaw Review Committee shall be a five (5) member committee. The committee, as constituted, shall be the quorum required for meetings.
- f. The Bylaw Review Committee shall comprise a member of the newly elected Executive Committee (as chairperson) and other members of the fellowship, nominated and seconded by members present at a fellowship meeting.
- g. One of the members must be a lawyer or should have some understanding of the preparation of legal documents.
- h. The Bylaw Review Committee shall communicate the proposals to the members, receive further proposals within two (2) weeks and ensure that voting is carried out within a month after the receipt of further proposals.
- i. Each proposed amendment shall be voted on separately. The voting may be conducted on printed sheets in person or virtually.
- j. Decisions of the Bylaw Review Committee shall be made by a simple majority of the committee members.
- k. These Bylaws shall be subject to amendment by a decision of a majority of members present and voting in a fellowship meeting convened for the purpose.
- l. The quorum required for a meeting validly convened for the purpose of amending these Bylaws shall be a minimum of 60% of the total membership. This quorum may be achieved either in-person, online or using a combination of the traditional and virtual meeting methods.

## **SECTION 17.0**

### **REGULATIONS OF THE FELLOWSHIP**

The following shall constitute some of the regulations that shall guide the Fellowship in its operation. Further regulations may from time to time be made by the Executive Committee of the Fellowship.

## **SCHEDULE:**

### **REGULATION 1**

#### **NOMINATION OF EXECUTIVE COMMITTEE MEMBERS**

- a. The Elections Committee must be set up by April 1<sup>st</sup> in each election year.
- b. Within two (2) weeks of being set up, the Election Committee shall circulate a nomination form, which shall allow members to be nominated and their nominations seconded by other members.
- c. The Elections Committee shall decide on timelines for the close of nominations and set the date for the elections.

### **REGULATION 2**

#### **PROPERTIES OF THE FELLOWSHIP**

- a. In dealing with the records, movable or immovable properties of the Fellowship, the Officers of the Fellowship shall, for purposes of administration, hold such properties in trust for the Fellowship.
- b. An inventory list shall be made, kept, tracked and maintained by the Financial Secretary. The form of the list shall be determined by the Executive Committee.
- c. This list shall be updated twice a year, and each updated list shall be signed by both the Financial Secretary and the President, with the General Secretary maintaining the records of the inventory list.
- d. An outgoing Executive Committee shall hand over all property and the corresponding inventory list to the succeeding Executive Committee.
- e. Members of the Executive Committee, individually, acting jointly or severally, shall not commandeer, confiscate or refuse to hand over any property of the Fellowship or dispose of any such property without prior approval from the minister in charge.

### **REGULATION 3**

#### **CONFLICTS OF INTEREST**

- a. Members of the Executive Committee and other committees constituted must declare any potential conflicts of interest related to any discussion on matters arising in leadership/committee meetings.
- b. Members of the Executive Committee and other committees constituted must declare any potential conflicts of interest related to fellowship property or finances.
- c. Whenever conflict arises, the individual shall recuse themselves from any decision-making process related to the matter.
- d. Where a non-executive committee is established and a conflict of interest arises in respect of the mandate of the committee, such that by serving on the committee, the member would often be conflicted, the conflicted member shall be replaced in the same manner in which they were selected.





Addendum to

Reports to

***ANNUAL GENERAL MEETING***

Sunday, 22<sup>nd</sup> March, 2026

# **ARC Procurement Policy**

**Policy for the Procurement of Goods, Services, and Works**

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## PROCUREMENT OF GOODS AND SERVICES (Core Policy)

### 1. INTRODUCTION

#### 1.1 Purpose

These Procurement Policies set out how Accra Ridge Church ("ARC" or "the Church") will buy goods, works and services in a way that:

- Honours God through faithful stewardship of Church resources
- Promotes transparency, fairness and integrity
- Achieves value for money for the Church and its congregants
- Ensures consistency and accountability in all procurement activities.

All procurement decisions must reflect Christian values, comply with applicable laws of Ghana, and support the mission and ministries of ARC.

#### 1.2 Scope and Applicability

These rules apply to all procurement undertaken by:

- Church Council · Technical Committee and its committees (including the Procurement Committee)
- Finance/Administration Committee
- All ministries, departments, schools and committees
- All staff, clergy and volunteers who request, approve, evaluate or manage procurement

##### 1.2.1 What Is Covered

This Guideline covers procurement of: · Goods · Services · Works This procurement policy applies to all purchases, regardless of whether payments come from general offerings, special projects, designated funds, or donor funds. If donor requirements clearly override this policy, the Council must approve the use of those donor requirements. Benevolence payments, pastoral welfare and purely spiritual/ministerial decisions that do not involve buying goods or services are handled under separate policies.

#### 1.3 Guiding Principles

Procurement will be guided by the following principles:

- a) Stewardship and Accountability** – Church resources are to be used responsibly and wisely, as entrusted by God and the congregation.
- b) Integrity and Honesty** – All persons must act truthfully, avoid corruption and refuse any improper influence.
- c) Transparency and Fairness** – Processes must be open and clear, with equal opportunity for qualified suppliers.

d) **Value for Money** – The Church will seek the best combination of quality, price, timeliness, reliability, service and lifecycle cost.

e) **Non-Discrimination** – Suppliers will be treated without unlawful discrimination on the basis of tribe, gender, denomination, or other irrelevant factors.

f) **Compliance** – All procurement will comply with applicable laws and regulations of the Republic of Ghana, including tax and other regulatory requirements.

#### **1.4 Definitions**

For the purpose of these Guidelines:

**“Procurement”** means the acquisition of goods, works or services, from the point of identifying a need to the completion of payment. ·

**“Goods”** Goods refer tangible physical products that can be stored and owned. They include but not limited to items such as equipment, furniture, stationery, Bibles, musical instruments and consumables. ·

**“Services”** Services are intangible activities, performed by a person or businesses, which cannot be stored and are consumed simultaneously with the activities of the Church. Services include but not limited to cleaning, security, catering, consultancy, training, maintenance, professional services and similar activities. ·

**“Works”** works refer to activities involving the construction, reconstruction, demolition, repair, renovation, or maintenance of physical infrastructure, buildings, or structures.

**“Emergency Procurement”** means procurement required urgently to address an unforeseen event that threatens life, health, safety, church property or the continuation of critical church operations. Approval is required for Emergency procurement. ·

**“Conflict of Interest”** means any situation where a person involved in a procurement decision has a personal, financial or relational interest that could improperly influence their judgment. ·

**“Threshold”** means the monetary value level at which a particular procurement method or approval authority applies. ·

**“Procurement Committee”** means the committee established under these Policies to oversee and approve certain procurement activities. · **“Competitive Bidding”** means any method in which multiple suppliers are invited to submit quotations or tenders.

## **2. GOVERNANCE STRUCTURE AND RESPONSIBILITIES**

### **2.0 The Technical Committee of the ARC**

As stated in section 9.3 of the Manual of Operations for the Council, the Technical Committee established by and responsible to Council will have the following functions:

- a. To advise Council on matters concerning the maintenance of the Accra Ridge Church properties.
- b. To advise the Council on all acquisitions or sale of property to be made by the Accra Ridge Church.
- c. To propose development projects for the consideration of Council.
- d. To propose and/or commission feasibility studies and structural designs.
- e. To invite, evaluate and make recommendations on tenders for construction, maintenance and material supplies.
- f. To review and make recommendations on contracts documentation for the construction, maintenance and supply contracts.
- g. To recommend to Council, a 5-year development plan.
- h. To carry out any other duties that may be assigned by Council.

## **2.1 Procurement Committee**

A Procurement Committee (PC) will, in line with section 9.3 of the Manual of Operations, be established to have oversight of procurement done by ARC and will manage procurement above a stated threshold (see Section 6.1 and Annex 1). The Procurement Committee reports to Council.

### **2.1.1 Composition**

Membership of the Procurement Committee a.

The PC shall consist of **not more than nine (9)** members of the Church of proven track record, professional competence and integrity in areas relevant to procurement, contracts, projects or financial management.

b. The PC shall include representatives of various relevant professional groups, such as:

- Procurement / Supply Chain ·
- Finance / Audit / Accounting ·
- Legal / Contracts (where possible) ·
- Business Manager ·
- Social Sciences ·
- Member of the Clergy

Other specialists for Specific Procurement

- Engineering / Construction ·
- Quantity Surveying / Project Management

### **2.1.2 Proposed composition:**

1. **Chairperson** – A member with strong technical or project background, appointed by the Council.
2. **Member of the Clergy** – To ensure alignment with the mission, ethics and values of the Church (may be the same Clergy member who sits on the Technical Committee).
3. **Procurement / Supply Chain Representative** – A member with professional experience in procurement, supply chain or contracts (may be one of the technical reps if suitably qualified).
4. **Finance Representative** – The Treasurer or a designated member of the Finance Committee, to ensure budget and financial controls are respected.
5. **Technical Representative(s)** – Up to three (3) members from relevant technical professions (e.g., engineer, architect, quantity surveyor, IT professional) nominated by the Technical Committee and approved by Council.
6. **Legal/Compliance Representative (if available)** – A member of the congregation with legal or compliance background, to advise on contractual risk and alignment with laws.
7. **General Services Officer (GSO)** – As ex-officio member and Secretary, per the Operations
8. **Secretary:** The Admin Manager or Accountant will serve as Secretary of the PC (ex-officio), responsible for documentation and follow-up, but will not count towards quorum for voting (unless also appointed a substantive member).

### **2.1.3 Appointment and Tenure**

Members are appointed by Council, acting on recommendations from the various committees. Term of office: typically, Two (2) years, renewable once, to align with Council/committee terms, unless otherwise decided by Council. · Members may be rotated to ensure continuity while avoiding over-concentration of influence.

### **2.1.4 Quorum and Meetings**

**Quorum:** At least five (5) voting members, including: ·

- The Chairperson or designated alternate; and ·
- Either the Finance Representative or General Services Officer present. ·

**Meetings and Decisions:**

- Regular meetings at least quarterly, and ad hoc meetings as required by exigencies.
- The Chairperson may convene special meetings for urgent procurement matters.

### **2.1.5 Mandate**

The Procurement Committee will:

- Review and approve the annual procurement plan

- Approve procurement strategies and tender documents for procurements within its delegated thresholds
- Oversee bid evaluations and approve evaluation reports and award recommendations (within its thresholds)
- Ensure that procurement processes comply with these Policies
- Recommend to the Technical Committee the award of major contracts above its threshold
- Consider complaints and irregularities related to procurement and make recommendations to Council

## **2.2 User Departments / Ministries / Committees**

Each ministry, department or committee that requires goods or services will:

- Identify needs and prepare clear requisitions with specifications, quantities and timelines
- Confirm that the need aligns with approved procurement plans, approved budgets and ministry plans
- Participate in technical evaluation of bids where relevant
- Confirm that goods and services have been delivered satisfactorily before payment is processed

## **2.3 Finance / Accounts Department**

The Finance/Accounts function will:

- Confirm availability of funds before procurement is initiated
- Record and monitor all spending commitments so budgets aren't exceeded.
- Verify supporting documents for payments (requisition, approval, contract, delivery note, invoice)
- Process payments in accordance with agreed terms and ARC financial policies
- Keep financial records for audit and reporting

## **2.4 Internal Audit / Oversight Function**

Any internal audit or oversight function appointed by ARC will:

- Periodically review procurement activities for compliance, value for money and risk
- Report findings and recommendations to Council and the Finance/Administration Committee
- Follow up on implementation of recommendations

## **2.5 Secretariat / Admin Manager or Accountant**

The Secretariat, under the Admin Manager, will:

- Coordinate procurement planning and maintain the annual procurement plan
- Receive and review requisitions for completeness (using the Requisition Form – Annex 2)

- Draft and issue RFQs/ITBs/RFPs using standard templates (e.g. RFQ Template – Annex 3)
- Organise bid receipt, opening and documentation
- Support evaluation panels and keep Evaluation Reports – Annex 4
- Prepare draft contracts and Purchase Orders
- Maintain procurement records and registers

### **3. ETHICS, INTEGRITY AND CONFLICT OF INTEREST**

#### **3.1 Code of Conduct for Procurement**

All persons involved in procurement activities must:

- Act honestly, fairly and in good faith
- Refrain from using their position to gain personal advantage or favour for themselves or others
- Ensure that decisions are based solely on merit, value for money and the best interests of the Church
- Treat all suppliers with respect and without bias
- Comply with any general ARC Code of Conduct

#### **3.2 Conflict of Interest**

A conflict of interest exists where a person involved in a procurement decision has, or appears to have, a personal, financial, business or family interest that may influence their impartiality.

Examples include:

- A committee member's relative owning or working for a bidding company
- A staff member being a director or shareholder of a potential supplier
- A committee or staff member acting both buyer or approver and vendor.
- Receiving special favours or benefits from a supplier.

Any real or potential conflict of interest must be:

- Declared in writing using the Conflict of Interest Declaration Form (Annex 7)
- Recorded in the minutes of the relevant meeting
- Managed by requiring the conflicted person to recuse themselves from that decision

Failure to declare a conflict of interest may lead to disciplinary action and possible removal from any committee or position.

#### **3.3 Gifts, Hospitality and Favours**

- Staff, clergy, officers and committee members involved in procurement must not solicit or accept gifts, hospitality, commissions or any other benefit from suppliers or potential suppliers that could influence, or appear to influence, procurement decisions.

- Low-value promotional items of nominal value (e.g., calendars, pens) may be accepted if they do not create any obligation but should be declared to the Administrator.
- Any gift or benefit that cannot be politely refused must be reported to the Administrator and may be donated to the Church or a charitable cause.

(Refer to the ARC gift Policy)

### **3.4 Confidentiality**

- All documents and information relating to quotations, tenders, evaluations and bids must be treated as confidential and used only for the purposes of the procurement.
- No person may disclose bid prices, evaluation details or recommendations to unauthorised persons or competing bidders.

### **3.5 Sanctions and Disciplinary Measures**

Breaches of these ethical provisions may result in:

- Written warning or reprimand
- Removal from procurement-related roles or committees
- Termination of employment or volunteer appointment (where applicable)
- Reporting to law enforcement or regulatory authorities where laws may have been broken.
- Council will determine appropriate sanctions based on the severity of the breach.

## **4. PROCUREMENT PLANNING**

### **4.1 Annual Procurement Plan**

At the beginning of each financial year:

1. Each ministry/department lists all expected procurement needs for the coming year (goods, services, works), with:
  - o Brief description
  - o Estimated cost
  - o Expected timing
  - o Proposed procurement method (if known, guided by the Threshold Matrix – Annex 1)
2. The Secretariat, under the Admin Manager, consolidates these into an **Annual Procurement Plan**.
3. The Procurement Committee reviews the plan, checking:
  - Alignment with budget and ministry plans
  - Opportunities to combine similar needs into larger, more efficient procurements
  - Identification of high-value or high-risk items requiring special attention

4. The Procurement Committee endorses the plan and Council is informed. The plan is reviewed at least mid-year and updated when there are significant changes (new projects, emergencies, funding changes).

#### **4.2 Project-Specific Planning**

For large projects (e.g., new building, major renovations, large equipment), the Secretariat, relevant ministry and PC will prepare a project procurement plan showing:

- Key packages (works, supplies, services)
- Estimated values and funding sources
- Proposed procurement methods (e.g., open tender, selective tender)
- High-level timeline for each package
- Key risks and how they will be managed

#### **4.3 Budgeting and Approval**

- Procurement may only be initiated after confirming that funds are available within the approved budget.
- Approval levels will follow the thresholds and authority matrix in Annex 1.
- Any unplanned or additional procurement outside the approved budget will require approval from the appropriate authority (e.g., Finance/Administration Committee or Council).

### **5. DEFINING REQUIREMENTS**

#### **5.1 Specifications for Goods**

Ministries/departments must prepare clear specifications that state:

- What the item must do (function)
- Performance (capacity, durability, quality level)
- Key technical details (dimensions, materials, standards)
- Any required accessories, installation and training

Avoid naming a specific brand or model unless:

- There is a clear technical reason (compatibility, spare parts), and
- This is explained in writing and approved by the PC or GSO.

#### **5.2 Terms of Reference (TOR) for Services**

For services (e.g., cleaning, security, catering, consultancy):

The TOR should describe: · Background and objectives · Scope of work and tasks · Expected deliverables and outputs · Timeline and key milestones · Required qualifications and experience · Reporting arrangements and performance indicators

### **5.3 Works (Construction and Repairs)**

For construction, renovations and major repairs: · Prepare or obtain appropriate drawings and/or Bills of Quantities (BoQ) from a qualified person (architect, engineer, quantity surveyor). · Define quality standards and materials clearly. · Include safety and environmental requirements. (See Construction Manual)

### **5.4 Accessibility and Inclusion**

When requirements involve spaces or items used by congregants, students or visitors (e.g., furniture, toilets, signage): · Consider basic accessibility for persons with disabilities (ramps, wider doors, handrails, accessible desks/chairs). · Use clear signage, good lighting and colour contrast. · For school/church furniture, consider a proportion of seats suitable for wheelchair users.

## **6. PROCUREMENT METHODS AND THRESHOLDS**

It is unethical and prohibited to “split procurement”, i.e. to break down known requirements into smaller and lower value purchases to fall below specific thresholds and avoid more competitive procedures and methods.

### **6.1 Overview of Procurement Methods and Monetary Thresholds**

Unless otherwise amended by Council, the following thresholds (in Ghana Cedis – GHS) apply per transaction:

#### **Category A – Petty Purchases: Up to GHS 5,000**

Minor, small, routine purchases using petty cash. **Method:** Petty cash for direct purchase, and payments based on at least one verbal or informal quotation.

**Approval:** Request is approved by the Head of the requesting department/Ministry Head.

**Endorsed:** By the Administrator (or designee).

#### **Category B – Low-Value Request for Quotations (RFQ): Above GHS 5,000 up to GHS 50,000**

Low value purchases, price comparisons from at least three suppliers.

**Method:** Written or email quotations from at least three (3) reputable suppliers, documented.

**Approval:** Administrator with concurrence of Finance Representative/Treasurer.

**Conditions:** RFQ is suitable for standard, off-the-shelf items or routine services where the risk is low and specifications are clear.

#### **Category C – Medium-Value ITB or RFP: Above GHS 50,000 up to GHS 100,000**

Invitation to Bid (ITB) – formal invitation to tender for well-specified goods/works. Request for

Proposals (RFP) – formal invitation to tender for complex services or solutions.

**Method:** Written ITB or RFP (or structured RFQ, where appropriate) to at least three (3) qualified suppliers (selective competition) unless the Procurement Committee determines open advertisement is required due to risk, complexity or market conditions.

**Approval:** Chairperson of the Procurement Committee, following an evaluation report.

**Category D – High-Value Open Competitive Bidding: Above GHS 100,000**

**Method:** Open competitive tender or widely advertised ITB/RFP (or widely advertised RFQ where suitable).

**Approval:** The Technical Committee/Church Council, upon recommendation from the Procurement Committee.

**Conditions:** Open Competitive Bidding is preferred for high-value or complex procurements where broader competition is likely to deliver better value.

## **6.2 Other Procurement Methods**

- Restricted / Selective Tendering may be used where:
- The goods or services are specialised, and ARC decides to limit competition to a selective group of known suppliers (for example members of ARC, suppliers with previous experience with ARC); or
- Time constraints do not permit open tender, but competition is still possible among a shortlist.
- Single Source may be used when: · ARC makes a strategic choice to use one supplier from many available options for benefits like partnership etc. · Sole Sourcing may be used only when:
- There is only one genuine supplier (e.g., proprietary equipment, monopoly, patent, exclusive distributor); or · The need is urgent and delay would result in serious risk or loss; or
- The procurement must be compatible with existing systems, and changing suppliers would be inefficient or risky; or
- Donor or contractual conditions require a specific supplier. All sole sourcing must be fully justified in writing, approved at the appropriate level and documented.

## **6.3 Emergency Procurement**

In an emergency:

- o The Administrator, in consultation with the Chairperson of the Procurement Committee or designated Council member, may authorise urgent purchases using the most practical method available.

- o The reasons, description showing how suppliers were selected/contacted for quotation, prices obtained and decisions taken must be documented as soon as possible after the fact.
- o Any emergency procurement above GHS 10,000 must be reported at the next meeting of the Procurement Committee and Council. Emergency procurement is an exception and must not be used routinely.

#### **6.4 The Process Flow - Petty Cash, Low Value Purchases**

- a) The need for a product or service is identified in a section.
- b) A request is raised by email or written note and is approved by the head of the requesting unit or the assistant accountant or admin manager.
- c) Quotations or invoices are collected via phone, email, internet.
- d) Adjudication of quotations will be conducted within the relevant section. Based on the adjudication and recommendation, the invoice will be accepted, endorsed, and approved by the Head of Section (or their duly authorised delegate) within that section.
- e) Once an offer is accepted, and the delivery and payment terms agreed on, the supplier is notified to proceed with delivery. It is preferable to notify the supplier in writing by email.
- f) Upon delivery of the supplies or services, the authorized officer (Administrative Manager) inspects the goods, evaluates the service and endorses the invoice for payment.
- g) If the vendor is new to ARC, a vendor record must be created. Records of purchase and payments are kept in the accounts office.

#### **6.5 Repetitive Purchases**

- a) For expected repetitive purchases (fuel, stationery, vehicle hire services, repairs, maintenance, catering, hotels, customs clearance, travel, temporary labour, transport of supplies, and others) valued at GHS 2,000 or below per transaction but with an annual value more than GHS 50,000,
- b) Annual Contracts or PO can be an efficient method to contract for these requirements. The annual value of the PO can be determined by looking at the past and/or projected spend.
- c) The PO created by ARC after the appropriate procurement method is used but in this specific case the PO not shared with the vendor and only used to control the budget and to process payments.
- d) The vendor delivers up to the value of the PO.

### **7. STANDARD PROCUREMENT PROCESSES**

#### **7.1 Requisition and Approval**

A Requisition Form (Annex 2 – Procurement Requisition Form) must be completed for all procurement, except for the smallest petty cash purchases (Less than 5,000.)

The form must include:

- Requesting unit and contact person
- Description and quantity of goods/services/works

- Attached specs/TOR/BoQ
- Estimated cost and budget line
- Required delivery/completion date
- Signature of Head of Ministry/Department/Committee

Finance confirms availability of funds; Administrator/Secretariat reviews completeness and method and then approves or routes the requisition to the relevant approval authority, according to thresholds set out in the **Procurement Threshold & Approval Matrix (Annex 1)**. No procurement may proceed without an approved requisition (**Annex 2**).

## 7.2 Specifications and Terms of Reference

- Specifications for goods must be clear, complete, and based on functional and performance requirements, not on specific brands unless necessary.
- Terms of Reference (TOR) for services and consultancy must describe the objectives, scope of work, deliverables, timelines and required qualifications.
- Technical input from knowledgeable members (e.g., engineers, IT personnel, music directors) should be sought where appropriate.
- Specifications must not be written in a way that unfairly favours one supplier.

## 7.3 Sourcing Suppliers

### 7.3.1 Use of Existing Suppliers and Frameworks

Where ARC has previously conducted a competitive process and contracts or “framework agreements” exist:

The same supplier may be used for similar needs, if:

- Performance has been good (as evidenced by Vendor Performance Evaluations – Annex 9)
- Prices remain competitive · The contract/arrangement is still valid

### 7.3.2 Active Sourcing if no suitable arrangement exists:

- The Secretariat/Admin Manager conducts market research:
- Consults existing supplier lists and other churches/NGOs
- Searches online and local directories
- Issues a simple Request for Information (RFI) to understand market options (if needed)
- Issues a Request for Expression of Interest (REOI) for complex categories (e.g., major works), to identify and pre-qualify capable suppliers Pre-qualification criteria may include:

- Relevant licences and registrations
- Experience on similar assignments
- Technical capacity and staff
- Financial capacity
- Past performance and references Records of RFI/REOI should be filed with the procurement case.

#### 7.4 Solicitation: RFQs, ITBs and RFPs

##### 7.4.1 Preparing Solicitation Documents Each RFQ/ITB/RFP must include:

- Reference number and title
- Background and objectives (for RFPs)
- Detailed specifications / TOR / BoQ (Annex)
- Instructions to bidders (submission method, deadline)
- Evaluation criteria (technical and financial)
- Any mandatory requirements (e.g., registrations)
- Standard terms and conditions (payment terms, delivery, warranties, liability, dispute resolution)
- For RFQs within the relevant thresholds, ministries/departments should use the **ARC RFQ Template (Annex 3)**.

##### 7.4.2 Issuing and Advertising

- For low-value RFQs, ARC sends the RFQ (Annex 3) directly to at least three known suppliers.
- For higher-value tenders, ARC may:
  - Publish a notice on noticeboards/website and/or
  - Send invitations to a wider list of potential suppliers. Bidders must be given enough time to respond, depending on complexity (e.g., 7–14 days for RFQs; 21–30 days for complex tenders).

##### 7.4.3 Clarifications and Amendments During the bidding period:

- Questions from bidders are received and answered in writing.
- If the question and answer are relevant to all bidders, the answer is shared with all.
- If requirements change materially, an amendment is issued and the deadline may be extended. Copies of clarifications and amendments must be added to the procurement file.

## 7.5 Receipt And Opening Of Offers

### 7.5.1 Receipt of Offers

ARC will ensure:

- Offers are received by the stated deadline only
- Offers are submitted: · In sealed envelopes to a tender box, or
- By email to a dedicated address, accessible only by authorised staff.
- Late offers are not opened for evaluation (unless an exception is formally approved and recorded).

### 7.6 Opening of Offers

- For simple RFQs: offers may be opened by the Secretariat/Admin. Manager and one witness, with a simple record (date, bidders, prices).
- For ITBs/RFPs above **GHS 50,000**: a Bid Opening Panel of at least two persons will: · Open bids at the designated time · Record bidder names, bid prices and basic information in a bid opening register. Financial proposals for RFPs may be kept sealed until technical evaluation is completed. · Bids will be open to the public or closed to the public depending on the evaluation method stated in the bidding document.

## 7.7 Evaluation Of Offers

### 7.7.1 Evaluation Panels

Evaluation Panels will be chaired by a member of the Procurement Committee.

For procurement up to **GHS 50,000**, the Secretariat/Administrator, in consultation with the Procurement Committee, appoints an Evaluation Panel comprising at least:

- One representative from the requesting ministry/department (user)
- One technical member if needed (e.g., engineer, IT specialist)
- One Finance/Admin representative

For procurement above **GHS 50,000**, the Evaluation Panel will be determined by the Procurement Committee and will be chaired by the Chairperson of the Procurement Committee. The panel composition will depend on the specific technical and financial requirements of the tender.

All evaluators must sign a **Declaration of Impartiality and Confidentiality** (this may be a short form attached to the **Bid Evaluation Report – Annex 4**).

### 7.7.2 Evaluation Steps

#### 1. Preliminary Check

- Completeness (all documents present)

- Eligibility (registrations, basic compliance)
- Conformity with instructions (signed, within deadline, correct format)
- Bids failing these basic checks may be rejected.

## **2. Technical Evaluation**

- For RFQs/ITBs: check if offers meet specifications (Yes/No). · For RFPs: score proposals against pre-stated criteria (e.g., methodology, experience, team, work plan). A minimum technical score or “pass” is required before financial evaluation.

## **3. Financial Evaluation**

- Check arithmetic and correct any obvious errors (bidders informed).
- Compare total costs (including delivery, installation, taxes where applicable).
- For RFPs using scored methods, calculate financial scores and combine with technical scores to identify the best overall proposal.

### **7.7.3 Evaluation Report**

The Panel prepares a **Bid / Quotation Evaluation Report** using the standard template in Annex 4, summarising:

- Bids received and rejected with reasons
- Technical and financial evaluation results
- Ranking and selected method (lowest compliant vs. best overall score)
- Recommendation of the preferred supplier(s), with justification The report is signed by all panel members and submitted to the relevant approval authority, in line with Annex 1.

## **7.8 Approval, Award and Contracting**

### **7.8.1 Approvals**

Award approval follows the **Procurement Threshold & Approval Matrix (Annex 1)** and the thresholds in Section 6.1:

- Up to GHS 5,000: Head of requesting Department/Ministry (endorsement by Administrator or designee)
- Above GHS 5,000 up to GHS 50,000: Administrator with concurrence of Finance Representative/Treasurer
- Above GHS 50,000 up to GHS 100,000: Chairperson of the Procurement Committee (following evaluation report)
- Above GHS 100,000: Technical Committee/Church Council (upon recommendation from the Procurement Committee)

Decisions must be minuted or recorded on an award recommendation/approval section of the **Evaluation Report (Annex 4)** or a separate award form.

### **7.8.2 Notification and Debriefing**

- The successful bidder is notified in writing and asked to confirm acceptance of the terms.
- Unsuccessful bidders may be informed, particularly in higher-value tenders.
- Upon request, unsuccessful bidders may receive a brief debriefing on how their offer compared to the criteria (no disclosure of competitors' detailed information).

### **7.8.3 Contracts and Purchase Orders**

- For simple, low-value purchases: a signed Purchase Order (PO) can serve as the contract.

For larger or more complex procurements: a written contract must be signed, including:

- Scope and specifications/TOR
- Price and payment terms · Delivery/completion schedule
- Warranties and after-sales support
- Liabilities and insurance (if relevant)
- Termination and dispute resolution clauses
- Governing law (Ghana) No goods/services/works should be delivered before a PO/contract is properly authorised and issued.

## **8. CONTRACT MANAGEMENT**

### **8.1 Handover and Start-Up**

After contract signature:

- The Secretariat/Administrator prepares a short handover summary for the Contract Manager (sometimes the same person), including:

- Key terms and dates
- Main deliverables and outputs
- Payment schedule and conditions
- Reporting requirements A start-up meeting with the supplier may be arranged for larger contracts.

### **8.2 Monitoring Delivery and Performance**

The Contract Manager must:

- Track progress against the agreed schedule
- Check the quality of goods and services against the contract
- Document any issues, delays or changes
- Communicate promptly with the supplier to resolve issues For recurring services (security, cleaning, etc.), performance should be reviewed periodically using the Vendor Performance Evaluation Form (Annex 9).

### **8.3 Changes and Variations**

If changes are needed:

- Minor adjustments (e.g., small rescheduling) may be agreed in writing (email/letter).
- Any change in scope, price or time that is significant must be documented in a formal contract amendment, approved at the appropriate level (per Annex 1, aligned to Section 6.1).
- Cumulative increases above an agreed percentage (e.g., 10%) of original contract value must be referred to PC/Council.

### **8.4 Acceptance and Payment**

Payment only after:

- Goods/services/works are received and accepted (via Goods Received Note or Completion Certificate)
- Invoice matches the contract/PO and received quantities
- Any required documents (reports, commissioning certificates) are submitted Finance then processes payment according to the agreed terms.

## **9. SPECIAL CATEGORIES OF PROCUREMENT**

### **9.1 Consultancy and Professional Services**

- A clear TOR must be prepared, describing objectives, tasks, deliverables and timelines.
- Consultants may be selected based on quality and cost, taking into account qualifications, experience and proposed methodology.
- Professional services such as legal, audit or specialised ministry-related services may require selection from qualified firms or individuals with appropriate licences and references.
- Where continuity is important (e.g., external auditor), ARC may maintain a professional over a number of years, subject to periodic review and Council approval.

### **9.2 Construction, Renovation and Maintenance Works**

For works contracts:

- Detailed drawings, bills of quantities, and/or technical specifications should be prepared by a qualified professional.
- Pre-bid site visits may be organised for bidders where necessary.
- Performance security or retention (e.g., 5–10% of contract value) may be required to ensure proper completion and remedy of defects.
- Health, safety and environmental standards must be included and enforced.
- Works must be supervised by a qualified person (e.g., an engineer, architect or experienced project manager). Refer to the Construction Manual

### **9.3 Recurring Services (Security, Cleaning, Catering, IT Support, etc.)**

- For recurring services, ARC may enter into contracts of one to three years, with performance reviews at agreed intervals.
- Contracts may include provisions for renewal, subject to satisfactory performance and market review.
- ARC should re-tender recurring services periodically (e.g., every 2–3 contract cycles) to test the market and ensure continued value for money.

### **9.4 Donor-Funded or Designated Fund Procurement**

- Where a donor or designated fund has specific procurement requirements, those requirements will apply to the relevant procurement, subject to Ghanaian law.
- If donor rules differ from these Policies, Council may approve the application of donor rules for that procurement.
- All donor conditions must be clearly documented and followed.

## **10. SUPPLIER MANAGEMENT**

### **10.1 Supplier Registration and Pre-Qualification**

- ARC may maintain a list of registered suppliers for frequently purchased items and services.
- To be registered, suppliers may be required to provide:
  - Business registration documents
  - Tax identification and compliance evidence
  - Bank account details
- References from previous clients Registration does not guarantee any contract but serves to identify qualified suppliers.

### **10.2 Vendor Performance Management**

- Supplier performance will be monitored using a Vendor Performance Evaluation Form (**Annex 9**), considering:
  - Quality of goods or services
  - Timeliness of delivery
  - Professionalism and responsiveness · After-sales support
  - Poor performance will be recorded and may affect future opportunities.

### **10.3 Blacklisting and Suspension of Vendors**

- A supplier may be suspended or blacklisted for:
  - Fraud, bribery, corruption or attempted undue influence
  - Serious or repeated breach of contract
  - Supplying substandard or dangerous goods
  - Consistently poor performance despite warnings
  - Before blacklisting, the supplier will be informed of the allegations and given an opportunity to respond in writing.
- The Procurement Committee will recommend, and Council will approve, any decision to blacklist a supplier.
- A list of suspended or blacklisted suppliers will be maintained and made known to all relevant parties within ARC.

## **11. CONTRACT ADMINISTRATION AND PAYMENT**

### **11.1 Delivery and Acceptance**

- Upon delivery of goods or completion of services, the user department will inspect and verify that they meet the agreed specifications and quality.
- A Goods Received Note (GRN) or Service Completion Certificate will be completed and signed by an authorised person.
- Any defects, shortages or non-conformities must be reported promptly to the supplier and the Administrator for resolution.

### **11.2 Payment Procedures**

Payments will only be made against:

- A valid contract or Purchase Order
- Verified delivery (GRN or completion certificate)

- A correctly issued invoice from the supplier
- Finance will process payments within the agreed payment terms (for example, within 30 days of receipt of correct invoice and confirmation of satisfactory delivery).
- Any withholding taxes or statutory deductions will be applied in accordance with Ghanaian law.

### **11.3 Variations, Amendments and Extensions**

- Any change to the scope, price or duration of a contract must be documented in a written variation or amendment, signed by both parties.
- Variations that increase the contract price by more than ten percent (10%) cumulatively must be justified and approved by the next higher authority level (by reference to Annex 1 thresholds aligned to Section 6.1).
- Extensions of time must be requested before the original completion date, with reasons documented.

### **11.4 Dispute Resolution**

- In the first instance, any dispute between ARC and a supplier should be handled through good-faith negotiation.
- If unresolved, disputes may be escalated to mediation or, if necessary, to arbitration or the courts of Ghana.
- All contracts should specify that Ghanaian law governs the agreement and identify the agreed method and forum for dispute resolution.

## **12. RECORDS, DOCUMENTATION AND REPORTING**

### **12.1 Records to Be Kept**

For each procurement, the Secretariat will keep a file containing, as applicable:

- Requisition and approvals (Annex 2)
- Specs/TOR/BoQ
- Market research notes, RFI/REOI (if any)
- RFQ/ITB/RFP and amendments (Annex 3 for RFQs)
- All bids/quotations received
- Bid opening minutes (if any)

- Evaluation reports and approvals (**Annex 4**)
- Contract/PO and amendments
- Delivery/inspection records · Invoices and payment records
- Vendor performance evaluations (**Annex 9**)
- Complaints and how they were handled (optionally **Annex 10**)
- Records should be retained for at least seven (7) years.

## **12.2 Procurement Register and Reports**

- A Procurement Register will list all procurements above GHS 5,000 with key details (supplier, description, value, method, date, approving body).
- The Administrator will submit quarterly reports to the PC and Church Council summarising:
  - Major procurements and awards
  - Any sole sourcing/emergency procurements
  - Key issues or risks

Council receives periodic summaries from the Procurement Committee and/or Technical Committee, as applicable.

## **13. COMPLIANCE, MONITORING AND REVIEW**

### **13.1 Compliance Responsibilities**

- All staff, clergy, officers, volunteers and committee members involved in procurement are responsible for complying with these Policies.
- Failure to comply may result in disciplinary action, as set out in Section 3.5.

### **13.2 Handling Complaints and Allegations**

- Any supplier, congregant or other person may raise complaints or concerns about procurement activities through:
  - Written complaint to the Administrator or Procurement Committee Chair
  - Use of a designated complaints or whistleblowing channel as established by ARC
- Complaints will be acknowledged, investigated promptly and handled confidentially, as appropriate.

- The Procurement Committee will report material complaints and findings to Council.

### **13.3 Training and Awareness**

ARC will provide periodic training and orientation on these Policies for:

- Council and Committee members
- Staff and volunteers involved in procurement
- Ministry and department leaders
- New members of Council, committees and staff with procurement responsibilities will receive an induction on these Policies.

### **13.4 Review and Amendment**

- These Policies will be reviewed at least every three (3) years, or earlier if needed due to changes in law, Church structure or experience.
- Amendments to these Policies must be approved by Council upon recommendation from the Finance/Administration Committee and the Procurement Committee.
- Any amendments will be communicated to all relevant stakeholders and take effect from the date approved by Council.

## **14. ANNEXES AND TEMPLATES**

The following annexes form an integral part of these Policies and may be updated by the Procurement Committee, with Council noting such updates:

**Annex 1: Procurement Threshold & Approval Matrix**

**Annex 2: Procurement Requisition Form**

**Annex 3: Request for Quotation (RFQ) Template**

**Annex 4: Bid / Quotation Evaluation Report Template**

**Annex 5: (Optional) Standard Purchase Order Template**

**Annex 6: (Optional) Standard Service Contract Template**

**Annex 7: Conflict of Interest Declaration (may be attached to Annex 4)**

**Annex 8: (Optional) Vendor Registration Form**

**Annex 9: Vendor Performance Evaluation Form**

**Annex 10: Complaint / Whistleblower Reporting Form**

## ANNEX 1 – PROCUREMENT THRESHOLD & APPROVAL MATRIX

All amounts in Ghana Cedis (GHS).

It is unethical and prohibited to **split procurement**, i.e. to break down known requirements into smaller and lower value purchases to fall below specific thresholds and avoid more competitive procedures and methods.

### A. Thresholds and Default Methods (Aligned to Section 6.1)

#### 1. Up to GHS 5,000 – Category A: Petty Purchases

- Method: Petty cash for direct purchase
- Competition: At least one informal price check (verbal, written or online)
- Documentation: Petty cash voucher or short requisition + original receipt (and any available informal quotation)

#### 2. Above GHS 5,000 up to GHS 50,000 – Category B: Low-Value RFQ

- Method: Request for Quotations (RFQ) – see Annex 3
- Competition: Minimum 3 written quotations (email or letter)
- Documentation: Requisition (Annex 2), RFQ (Annex 3), quotes, short evaluation note or Annex 4, Purchase Order or simple contract

#### 3. Above GHS 50,000 up to GHS 100,000 – Category C: Medium-Value ITB/RFP (Selective Competition)

- Method: Selective ITB or RFP (or structured RFQ where appropriate)
- Competition: Minimum 3 written offers from qualified suppliers (unless PC approves a different approach and records justification)
- Documentation: Requisition (Annex 2), ITB/RFP, opening record (where used), evaluation report (Annex 4), award approval, PO/contract

#### 4. Above GHS 100,000 – Category D: High-Value Open Competitive Bidding

- Method: Open competitive tender / widely advertised ITB/RFP (or widely advertised RFQ where appropriate)
- Competition: Open tender or widely advertised process
- Documentation: Full file – requisition, procurement plan/strategy note, tender documents, opening record, evaluation report (Annex 4), award approval, PO/contract, Technical Committee/Church Council approval, signed contract

### B. Approval Authority by Value Band (Aligned to Section 6.1 and Section 7.8.1)

Value Band	Default Method	Transaction Owner / Accountability	Technical Evaluation Lead	Approval Authority
Up to GHS 5000	Petty Cash	Administration /Requesting Dept/Ministry	Requesting Dept/Ministry	Dept/Ministry Head + Administrator
> GHS 5001 – GHS 50,000	Low Value RFQ (min. 3 quotes)	Administration	Dept/Ministry + Admin/Finance rep	Administrator + Finance Representative - Treasurer (minuted decision)
> GHS 50,001 – GHS 100,000	RFQ / ITB Selective	Administration	Formal Evaluation Panel (≥2–3)	Procurement Committee (minuted decision)
Above GHS 100, 000	ITB / RFP	Procurement Committee	Formal Evaluation Panel	Technical Committee / Church Council (Award Recommendation)

**C. Exceptions (apply at any value band; must be justified and recorded)**

- **Emergency Procurement**
- Allowed where delay would seriously endanger life, safety, church property or critical operations.
- Written justification by Administrator, endorsed by Chairperson of the Procurement Committee or designated Council member.
- A detailed description of activities and documents must be submitted to the Procurement Committee and Council at the next meeting.
- **Single Source / Sole Sourcing / Direct Contracting**
- Only where: · There is only one realistic supplier; or
- Compatibility/standardisation demands it; or
- Donor rules specify the supplier; or · Strategic single-source decision is approved and documented.
- Written justification required, approval at the appropriate level by reference to the value band.

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**ANNEX 2 – PROCUREMENT REQUISITION FORM**

**ACCRA RIDGE CHURCH PROCUREMENT REQUISITION FORM**

Ref No: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

1. REQUESTING UNIT · Ministry/Department/Committee:

\_\_\_\_\_ · Contact Person:  
\_\_\_\_\_ Phone: \_\_\_\_\_ · Email:  
\_\_\_\_\_

2. DESCRIPTION OF REQUIREMENT · Type (tick): Goods Services Works · Brief Description: · Detailed Specification / TOR / BoQ attached? Yes No – If No, explain:

\_\_\_\_\_

3. QUANTITY AND DELIVERY DETAILS · Quantity (if goods):

\_\_\_\_\_ · Delivery Location:  
\_\_\_\_\_ · Required Delivery /  
Completion Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

4. PURPOSE / JUSTIFICATION (How this supports church/ministry activities)

5. BUDGET INFORMATION

· Estimated Total Cost (GHS): \_\_\_\_\_ · Budget Line /  
Cost Centre: \_\_\_\_\_ · Donor/Designated Fund (if  
any): \_\_\_\_\_

6. RECOMMENDED PROCUREMENT  
METHOD (if known) (Refer to Annex 1) Petty / Low Value RFQ / ITB / RFP / Single Source /  
Emergency If Single Source or Emergency, state justification:

\_\_\_\_\_  
\_\_\_\_\_

7.  
APPROVALS 7.1 Head of Ministry/Department/Committee I confirm the need for this procurement  
and that the requirements are accurate. Name: \_\_\_\_\_ Signature:  
\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

7.2 Finance / Accounts – Budget  
Confirmation [ ] Funds available as indicated [ ] Funds not available Comments:

\_\_\_\_\_  
\_\_\_\_\_ Name:  
\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /

20\_\_\_\_ 7.3 Administrator / General Services Officer – Procurement Review [ ] Requisition reviewed  
for completeness and appropriate method selected [ ] Returned for clarification (see comments)  
Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Name:  
\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /

20\_\_\_\_ (Attach this form to all subsequent procurement documents for this requirement.)

ANNEX 3 – REQUEST FOR QUOTATION (RFQ) TEMPLATE

ACCRA RIDGE CHURCH REQUEST FOR QUOTATION (RFQ) RFQ No: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ To: [Supplier Name] Address:

\_\_\_\_\_  
\_\_\_\_\_ Email:

\_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_ Dear Sir/Madam,

Accra Ridge Church invites you to submit a quotation for the supply of the following:

1. DESCRIPTION OF GOODS / SERVICES (See detailed Specifications / TOR attached as Annex A.) · Item(s): \_\_\_\_\_  
Brief Details: \_\_\_\_\_

2. QUOTATION REQUIREMENTS

Please provide the following in your quotation: · Legal name, address and contact details · Detailed price schedule (unit prices and total prices in GHS), including: · Goods/services · Delivery/transport costs · Any taxes or duties (if applicable) · Delivery/completion timeframe · Warranty / after-sales terms (if applicable) · Payment terms (ARC standard is within 30 days of correct invoice and acceptance) · Validity of offer (minimum 30 days from submission deadline) · Copies of relevant business registration and tax documents (for higher-value RFQs)

3. EVALUATION CRITERIA Quotations will be evaluated based on: · Compliance with specifications / TOR · Total cost (including delivery and any duties) · Delivery/completion time · Past performance / references (if known) Generally, ARC will award to the lowest priced, technically acceptable offer.

4. SUBMISSION DETAILS

· Submission method (tick as applicable): By email to: \_\_\_\_\_ In sealed envelope marked "RFQ – [Description]" delivered to: Accra Ridge Church Office, \_\_\_\_\_ · Submission deadline: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ at \_\_\_\_\_ (time)  
Late quotations may not be considered.

5. GENERAL CONDITIONS · ARC is not bound to accept the lowest or any quotation. · ARC reserves the right to split an award or cancel this RFQ. · By submitting a quotation, you confirm that you accept ARC's standard terms and conditions (available on request). We look forward to receiving your quotation. Yours faithfully,

Name: \_\_\_\_\_ Title: \_\_\_\_\_ For:  
Accra Ridge Church Annex A: Specifications / Terms of Reference

.....  
ANNEX 4 – BID / QUOTATION EVALUATION REPORT

ACCRA RIDGE CHURCH BID / QUOTATION EVALUATION REPORT Procurement Ref No:

\_\_\_\_\_ Title/Description: \_\_\_\_\_

Requisition Ref No: \_\_\_\_\_ Date(s) of Evaluation: \_\_\_\_ / \_\_\_\_ /  
20\_\_\_\_

1. EVALUATION PANEL

2. Chair: \_\_\_\_\_ (Dept/Ministry)

3. Member: \_\_\_\_\_ (Admin/Procurement)

4. Member: \_\_\_\_\_ (Finance/Technical) Additional Member(s):  
\_\_\_\_\_

**Declaration of Impartiality and Confidentiality** We, the undersigned, declare that we have no conflict of interest in relation to any of the bidders and will evaluate all bids impartially and confidentially. Signatures:

1. \_\_\_\_\_ Date: \_\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_\_ (Attach any additional signatures as needed.)

**4. SUMMARY OF OFFERS RECEIVED**

Bidder | Date & Time Received | Total Price (GHS) | Submission Complete? (Y/N) |

Notes ---|---|---:|---|--- | | | | | | | | | | |

Late offers (if any) and action taken:

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3. **PRELIMINARY EVALUATION** Key checks (eligibility and completeness): · Required documents submitted (registration, tax, etc.): Yes No · Bid signed and within bid validity period: Yes No · Compliance with submission format and deadline: Yes No Bids rejected at this stage and reasons:

---

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**4. TECHNICAL EVALUATION**

4.1 For RFQ / ITB (Pass/Fail) Bidder | Meets Specifications / TOR? (Yes/No) | Technical Comments --  
-|---|--- | | | |

4.2 For RFP (Scored Evaluation – if applicable) (Maximum technical score: \_\_\_\_\_ points;  
Minimum threshold: \_\_\_\_\_ points) Bidder | Technical Score | Meets Threshold? (Yes/No) |  
Comments ---|---:|---|--- | | | | | |

**5. FINANCIAL EVALUATION**

5.1 Price Comparison Bidder | Evaluated Total Price (GHS) | Notes (discounts, corrections,  
inclusions) ---|---:|--- | | | |

5.2 For RFP (if cumulative scoring used) (Maximum financial score: \_\_\_\_\_ points) Bidder |  
Technical Score | Financial Score | Total Score | Ranking ---|---:|---:|---:|--- | | | | | | | |

6. **RECOMMENDATION** Based on the above evaluation, the Panel recommends award to:  
Recommended Supplier: \_\_\_\_\_

Recommended Amount (GHS): \_\_\_\_\_ Basis of Recommendation (brief justification):

Any conditions (e.g., clarification, negotiation of minor terms):

7. ENDORSEMENT BY EVALUATION PANEL Chair Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Member Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Member Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. APPROVAL

(Refer to Annex 1 for correct approval level.)  Dept/Ministry Head + Administrator endorsement (≤ GHS 5,000)  Administrator + Finance/Treasurer concurrence (> GHS 5,000–GHS 50,000)  Chairperson, Procurement Committee (> GHS 50,000–GHS 100,000)  Technical Committee / Church Council (> GHS 100,000) Decision:  Approved as recommended  Approved with modifications (see below)  Not approved (reasons below) Comments / Modifications:

\_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

ANNEX 5 – STANDARD PURCHASE ORDER (PO) TEMPLATE

ACCRA RIDGE CHURCH PURCHASE ORDER (PO) PO No: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Supplier: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_ Deliver To: Accra Ridge Church – [Location/Dept] Address: \_\_\_\_\_

1. DESCRIPTION OF GOODS / SERVICES Item No. | Description | Quantity | Unit | Unit Price (GHS) | Total (GHS)

---|---|---:|---|---:|---: | | | | | | | | | |

Subtotal: GHS \_\_\_\_\_ Taxes (if applicable): GHS \_\_\_\_\_ Grand Total: GHS \_\_\_\_\_

2. DELIVERY / COMPLETION · Delivery/Completion Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ · Delivery Location: \_\_\_\_\_ · Special instructions (if any): \_\_\_\_\_

**3. PAYMENT TERMS**

· Payment within \_\_\_\_\_ days after: · Delivery/completion and · Receipt of correct invoice and signed Goods Received Note/Completion Certificate

4. OTHER TERMS · Goods/services must comply with attached specifications/TOR. · ARC reserves the right to reject any non-conforming goods/services. · This PO is subject to ARC's standard terms and conditions (available on request). · Governing law: Ghana.

Authorised by: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Supplier Acceptance: We accept this Purchase Order and the terms stated herein. Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**ANNEX 6 – STANDARD SERVICE CONTRACT (SHORT FORM)**

**ACCRA RIDGE CHURCH SERVICE CONTRACT**

Contract No: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Between: Accra Ridge Church (ARC) Address: \_\_\_\_\_ Represented by: \_\_\_\_\_ (“ARC”) and [Service Provider Name] Address: \_\_\_\_\_ Registration No: \_\_\_\_\_ (“Contractor”)

1. SERVICES The Contractor agrees to provide the following services (the “Services”): · Detailed Terms of Reference (TOR) are attached as Annex A and form part of this Contract.

**2. CONTRACT PERIOD**

· Start Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ · End Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**3. FEES AND PAYMENT**

3.1 Contract Price Total Contract Price: GHS \_\_\_\_\_ (inclusive/exclusive of applicable taxes). 3.2 Payment Terms Payments will be made as follows (example): · 30% on contract signature (optional) · 40% upon completion of [Milestone/Deliverable] · 30% upon final acceptance of all Services All payments are subject to: · Submission of correct invoice; and · Acceptance of deliverables by ARC.

4. OBLIGATIONS OF THE CONTRACTOR The Contractor will: · Perform the Services with due care, skill and diligence. · Provide competent and qualified personnel. · Comply with all applicable laws and regulations. · Maintain confidentiality of any non-public information received from ARC. · Obtain and maintain any required licences and insurance.

**5. OBLIGATIONS OF ARC**

ARC will: · Provide necessary information and access reasonably required to perform the Services. · Review and approve deliverables within reasonable time. · Pay the Contractor according to this Contract.

6. **INTELLECTUAL PROPERTY** Unless otherwise agreed in writing, any reports, documents or materials produced under this Contract will be the property of ARC.

7. **TERMINATION**

Either party may terminate this Contract: · With \_\_\_ days' written notice, without cause; or · With immediate effect for material breach, after written notice and failure to remedy within \_\_\_ days. Upon termination, ARC will pay for Services satisfactorily performed up to the date of termination.

8. **LIABILITY** The Contractor will be responsible for any loss or damage arising from its negligence or breach of this Contract, subject to applicable law.

9. **DISPUTE RESOLUTION**

The parties will first attempt to resolve any disputes amicably. Failing that, disputes may be referred to mediation or to the competent courts of Ghana.

10. **ENTIRE AGREEMENT** This Contract, including Annex A (TOR), constitutes the entire agreement between the parties.

Signed for and on behalf of ARC: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Signed for and on behalf of the Contractor: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

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**ANNEX 7 – CONFLICT OF INTEREST DECLARATION**

**ACCRA RIDGE CHURCH CONFLICT OF INTEREST DECLARATION – PROCUREMENT**

Name: \_\_\_\_\_ Position/Role: \_\_\_\_\_  
Committee/Department: \_\_\_\_\_ Procurement Ref No (if applicable): \_\_\_\_\_

---

1. **DECLARATION** In relation to the above-referenced procurement, I declare that: I have no conflict of interest with any of the bidders or potential bidders. OR I have a potential or actual conflict of interest as described below: (Examples: family relationship, shareholding, employment, close personal relationship, etc.) Details:

---

2. UNDERTAKING Where a conflict exists: · I will not participate in the evaluation or decision-making for this procurement. · I will follow any instructions from the Chair of the relevant Committee or Administrator. · I understand that failure to declare a conflict may result in disciplinary action. Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Received by (Chair/Admin): Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

ANNEX 8 – VENDOR REGISTRATION FORM (OPTIONAL)

ACCRA RIDGE CHURCH SUPPLIER REGISTRATION FORM (For suppliers who wish to be considered for future opportunities.)

1. COMPANY DETAILS · Legal Name: \_\_\_\_\_

\_\_\_\_\_ · Business  
Registration No: \_\_\_\_\_ · Tax Identification  
No (TIN): \_\_\_\_\_ · Physical Address: \_\_\_\_\_  
\_\_\_\_\_ · Postal Address: \_\_\_\_\_  
\_\_\_\_\_ · Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_ · Website (if any): \_\_\_\_\_

2. CONTACT PERSON · Name: \_\_\_\_\_ Position: \_\_\_\_\_  
\_\_\_\_\_ · Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. TYPE OF BUSINESS Sole Proprietorship Partnership Limited Liability Company Other: \_\_\_\_\_  
Year Established: \_\_\_\_\_

4. GOODS / SERVICES OFFERED Please list main categories (e.g., stationery, cleaning supplies, construction, IT services, etc.):

5. BANKING DETAILS

· Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_ · Account  
Name: \_\_\_\_\_ Account No: \_\_\_\_\_

6. REFERENCES Please provide details of at least two current or recent clients: Client 1: · Name:

\_\_\_\_\_ · Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ · Type of Work: \_\_\_\_\_ Year: \_\_\_\_\_

Client 2: · Name: \_\_\_\_\_ · Contact

Person: \_\_\_\_\_ Phone: \_\_\_\_\_ · Type of Work: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

7. ATTACHMENTS (where available) [ ] Copy of Business Registration Certificate [ ] Tax Clearance Certificate [ ] Company Profile or Brochure [ ] Other:

8. DECLARATION We

hereby apply to be registered as a supplier to Accra Ridge Church and declare that the information provided is true and correct. Name of Authorised Signatory: \_\_\_\_\_ Position:

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

(Submission of this form does not guarantee the award of any contract.)

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### ANNEX 9 – SUPPLIER PERFORMANCE EVALUATION FORM

ACCRA RIDGE CHURCH VENDOR PERFORMANCE EVALUATION FORM Vendor Name:

\_\_\_\_\_  
Contract/PO No:

\_\_\_\_\_  
Description of Goods/Services:

\_\_\_\_\_  
Contract Value (GHS): \_\_\_\_\_

Period of Performance: From \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Requesting Unit:

\_\_\_\_\_

1. **TIMELINESS OF DELIVERY / COMPLETION** How well did the vendor meet the agreed schedule? Always on time Minor delays (did not significantly affect operations) Major delays (impact on operations) Comments:

\_\_\_\_\_  
\_\_\_\_\_

2. **QUALITY OF GOODS / SERVICES** How well did the goods/services meet the specifications/TOR? Exceeded expectations Met expectations Below expectations Any defects, rework or complaints? No Yes – describe:

\_\_\_\_\_

3. **PROFESSIONALISM AND COMMUNICATION** How were the vendor's professionalism and communication? Excellent – very responsive and cooperative Good – generally responsive Fair – some difficulty in communication Poor – unresponsive or difficult Comments:

\_\_\_\_\_  
\_\_\_\_\_

4. **VALUE FOR MONEY** Considering price, quality and service, was the vendor good value? Very good value Acceptable value Poor value Comments:

\_\_\_\_\_  
\_\_\_\_\_

5. **CONTRACTUAL COMPLIANCE** Did the vendor comply with key contract terms (e.g., warranties, reporting, ethics)? Yes No – explain:

\_\_\_\_\_

\_\_\_\_\_

6. OVERALL RATING (1–5) On a scale of 1–5, where 1 = Very Poor and 5 = Excellent, rate overall performance: 1 2 3 4 5 Would you recommend this vendor for future contracts? Yes, definitely Yes, with caution (specify conditions) No Conditions/Reasons:

7. EVALUATOR DETAILS Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Ministry/Dept: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (Submit completed form to the Administrator/General Services Officer for filing.)

**ANNEX 10 – COMPLAINT / WHISTLEBLOWER**

**FORM ACCRA RIDGE CHURCH PROCUREMENT COMPLAINT / WHISTLEBLOWER REPORT (For suppliers, church members or staff to report concerns about a procurement process.)**

1. YOUR DETAILS (Optional, but helpful for follow-up) Name: \_\_\_\_\_ Relationship to ARC (e.g., supplier, member, staff): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ I wish to remain anonymous to the extent possible.

2. PROCUREMENT DETAILS Procurement Ref No (if known): \_\_\_\_\_ Title/Description of Procurement: \_\_\_\_\_ Date(s) of Event(s): \_\_\_\_\_

3. NATURE OF COMPLAINT / CONCERN Please describe what happened, who was involved, and why you believe it was wrong or irregular (attach additional pages if needed).

4. TYPE OF ISSUE (tick all that apply)

Lack of fairness or bias in evaluation  Conflict of interest not declared  Bribery or corruption  Falsification of documents  Breach of ARC procurement procedures  Retaliation or intimidation  Other (specify): \_\_\_\_\_ 5.

EVIDENCE AND WITNESSES Do you have any documents or evidence?  Yes (attach copies if possible)  No Are there any witnesses? Name(s) and contact(s), if willing to share:

\_\_\_\_\_ 6. DESIRED OUTCOME (optional) What outcome or action would you like ARC to consider?

\_\_\_\_\_ 7.

DECLARATION I declare that the information provided is, to the best of my knowledge, true. I

understand that ARC will handle this report sensitively but may need to share information with relevant authorities for investigation. Signature (if not anonymous): \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (Submit this form in a sealed envelope to the General Services Officer, PC Chair, or another designated confidential channel.)