# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

# **ABINGDON VINEYARD CHURCH**

**CHARITY REGISTRATION NO: 1123914** 

**COMPANY REGISTRATION NO: 06513569** 

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Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

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# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2014

### **LEGAL AND ADMINISTRATIVE INFORMATION**

CHARITY NUMBER 1123914

COMPANY REGISTRATION NUMBER 06513569

START OF FINANCIAL YEAR 1 April 2013

END OF FINANCIAL YEAR 31 March 2014

**DIRECTORS AT 31 MARCH 2014** 

Mr Dominic Rogers Mr Chas Winder

COMPANY SECRETARY Mr Dominic Rogers

REGISTERED ADDRESS PO Box 533

Abingdon OX14 9BY

Mr Ray Ball

**DATE OF INCORPORATION** 26 February 2008

**GOVERNING DOCUMENT** Memorandum and Articles of Association

**BANKERS** The Co-operative Bank Plc

Head Office 1 Balloon Street

Manchester M60 4EP

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill West Malling ME19 4JQ

INDEPENDENT EXAMINER J Irvine-Smith MAAT FCIE

Independent Examiners Ltd

Sovereign Centre Poplars, Yapton Lane

Walberton West Sussex BN18 OAS

# **OBJECTS**

(i) to advance the Christian faith in accordance with the statement of beliefs in such ways and in such parts of Abingdon, The United Kingdom or the World as the trustees from time to time may think fit; (ii) to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of Abingdon, The United Kingdom or the World as the trustees from time to time may think fit; (iii) the trustees must use the income and may use the capital of the charity in promoting the objects.

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2014

### Structure, Governance and management:

Description of the Charity's trusts

Governing Document:

Directors selection method:

Additional Governance issues:

Policies and procedures for inducting and training directors

Attached

Policies and procedures for inducting and training directors

## **Organisational structure**

The Trustees are responsible for the good governance of the charity. They meet from time to time and at least four times per year to review and agree the annual budget, to review and improve the function of the charity and monitor the financial position in line with the budget. The charity is managed on a day to day basis by the Senior Pastor and Finance Manager, both of whom are Directors and Trustees. Significant financial commitments are reviewed and agreed at a meeting of the Trustees prior to implementation. All of the activities and ministries of the church are led by and undertaken by volunteers; there are no paid positions within the charity.

### Relationship with related parties

The charity continues to make a significant contribution to the local community both as a local church and in the coordination of family orientated activities that open up relationship within the community and act as communication channels. The charity also works with other churches on community initiatives and to make church accessible to the community in its variety of traditions. Working through local support agencies the charity has been successful in providing small household items and bedding etc to families in need, also hampers at Christmas through its Storehouse ministry.

Open meetings and events are normally held at the Preston Road Community Centre, itself a charitable organisation, and with whom good relations have been developed with the church supporting the operation and management of the centre by volunteer help and being represented on the management committee.

The charity continues to have good working relationships with the Police, Police Community Support Officers, Town Councillors and Vale of the White Horse Councillors. The charity, as part of its community outreach, continues to organise and fund the South Abingdon Youth Club (Step out Club) run as a partnership of the Police Neighbourhood Policing Officers and the Preston Road Community Centre. Plans are in place also to look at opportunities for partnering or collaborating with other charities having complementary objects to enhance our work in the community to the mutual benefit of all parties concerned. The charity is a member of the Church in Abingdon collective making relationship with other churches easier to maintain.

## Objects of the charity and review of principal activities

The Objects of the Charity are for the benefit of the public: (a) to advance the Christian faith in accordance with the Statement of Beliefs in the Schedule hereto attached in such ways and in such parts of Abingdon, the United Kingdom or the world as the Trustees from time to time may think fit; (b) to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of Abingdon,, the United Kingdom or the world as the Trustees from time to time may think fit; (c) The Trustees must use the income and may use the capital of the Charity in promoting the Objects.

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2014

The principal activities of the charity in pursuance of its objectives are the advancement of the Christian faith, education and training and the relief of the needy. The vision for the Abingdon Vineyard Church that the leaders had when the church was first planted and set up as a charity was that it would be a 'church without walls' reaching out into the community through demonstrating Christian principles though actions and activities in the community.

Under the leadership of the Senior Pastor, supported by his leadership team, ministries within the church continue to mature meeting the spiritual needs of members through teaching, pastoral care and fellowship at weekly Small Groups and at Sunday open meetings. We meet every Sunday providing a greater opportunity to engage with the community offering variety in our meetings including a family friendly 'Vineyard Breakfast Sunday' with breakfast refreshments and activities provided free to all. Weekly Small Groups are the principal place where our members can grow spiritually and develop strong friendships through sharing in bible teaching, prayer for each other in an informal and comfortable environment.

For the community at large and in pursuance of its outreach to the community, the charity has organised key family fun events on its own and with other churches. Of particular note is our increasingly popular annual Easter Party in the Park event. This attracts over 100 children with their families for traditional games and Bunny Hunt, with the Easter message woven into proceedings. This and other such events have been very successful in breaking down social barriers and in demonstrating the inclusive nature of the modern church.

The charity continues to recognise the need for organised activities for young people in the south of the town. Since its formation at the beginning of 2009 the South Abingdon Youth Club (Step out Club) has continued to meet a need for young people of South Abingdon with recreational activities and 'Vineyard Cafe' with low cost snacks to form a popular meeting place. The club does not require membership to the church and is available free to any young person in the age group of 10 to 15 years living in the South Abingdon area. A new generation of young people have joined the club this year joining well over a hundred young people who have registered and used the club since it was formed. The Youth Club continues to open every Friday during school term time with a variety of theme activities available as well as traditional games. For young people reaching the age of 15 years opportunity is provided for on-the-job training as Junior Leaders. It is planned to extend this in the form of a work experience opportunity through a structured itinerary in task leadership and increasing responsibility.

To provide the opportunity for young people to discover more about the Christian Faith, the charity continues run a Youth Alpha type courses that discusses the basis for Christianity in an evidential manner. This allows those attending to make their own minds up and to explore as little or as much as they choose. The charity continues to sponsor the attendance of young people at the national Soul Survivor youth Christian festival to join with thousands of other youngsters in discovering more about the faith in a fun inclusive environment.

The charity also provided an adult Alpha course as part of a Church in Abingdon annual initiative to provide courses through its member churches.

Within the church administration, leaders have received training through attendance at the 4 day Vineyard UK National Leaders Conference that brings Vineyard church leaders and potential leaders together to share experiences and to receive sound teaching through presentations by internationally recognised speakers. The conference brings knowledge, refreshing and spiritual growth that contributes significantly to delivering the objectives of the church. The charity has been able to extend training for specific ministries to provide opportunities for leaders to attend relevant conferences meeting with leaders from other churches to share and learn from the wider group. In house training has also taken off to develop our leaders and to underpin the objects of the charity. In our Worship Team, we continue to offer the opportunity for younger musicians to be part of our team and play along with established musicians which provides a valuable learning opportunity and builds confidence.

# REPORT OF THE DIRECTORS (continued) FOR THE YEAR ENDED 31 MARCH 2014

Fulfilment of the charity's objectives concerning relief of hardship, our ministry to the needy, is both inward and outward facing. We directly seek to support the needy within the church (inward facing) directly through our Home Group and ministry leaders. Pastoral care and practical support are provided to anyone with a need and introductions to outside agencies can be arranged through contacts the church has developed where specialist support is needed. The charity continues to support the Christians Against Poverty (CAP) charity through regular donation and offers church contact to CAP clients in Abingdon.

Through the charity's 'Storehouse' ministry we continue to provide basic household items to families and individuals in need who are trying to establish homes under various circumstances. This ministry is conducted under local support agency introduction or referral and is well received by the agencies and recipients alike.

### Further financial review details:

## Principle sources of funds

The majority of our funds come from regular donations and people are free to donate or not according to their personal situation. We do not hold collections. Our regular donations are uplifted through the Gift Aid scheme and we are recognised as a Charity for the purposes of Tax.

We have a small income specifically for the Youth Club which is held in a restricted fund.

### How expenditure supports key activities of the charity

We do not have any paid staff so all expenditure is available for promoting and delivering the objects of the charity. Our main assets have either been donated (prior to incorporation) or have been recently purchased so renewal is accounted for in allowances for depreciation. All venues are hired so there are no maintenance costs. Our overhead costs are therefore low so as well as delivering our objectives we are also holding reserve funds to cover any lean periods of donation and to support future development of the charity.

## **Investment policy**

We have chosen to place our reserve funds in a low risk ethical deposit account with easy access. Our reserves include funds set aside in a designated fund for Church Development to support the charity's aspirations for growth and the provision of greater access for the community. This is consistent with our objectives of the advancement of the Christian faith, education and training and the relief of the needy

### REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2014

### Statement of Director's responsibilities:

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to

- select suitable accounting policies and then apply them consistently;
- · make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements

The trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

I approve the attached statement of financial activities and balance sheet for the year ended 31 March 2014, and confirm that I have made available all information necessary for its preparation.

Signed on behalf of the board by R. Ball

Date 3-2 Nov 2014

PRINT NAME: R BALL

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014

Incorporating income and expenditu	re account	Unrestricted	Pestricted	Designated	TOTAL	TOTAL
	Notes	Funds	Funds	Funds	2014/13 £	2013/12 £
INCOMING RESOURCES		_	-	-	-	-
Voluntary Income	3a	45,586	339	0	45,925	29,505
Activities for Generating Funds	3b	144	0	0	144	12
Investment Income	3c	115	0	0	115	106
Incoming Resources from Charitable Activities	3d	1,298	0	0	1,298	678
TOTAL INCOMING RESOURCES		47,143	339	0	47,482	30,301
RESOURCES EXPENDED						
Costs of Generating Funds	4a	481	0	0	481	0
Charitable Activities	4b	35,116	1,017	0	36,133	. 25,025
Governance Costs	4c	420	0	0	420	429
TOTAL RESOURCES EXPENDED		36,017	1,017	0	37,034	25,454
NET INCOMING/(OUTGOING) R	ESOURCES	11,126	-678	0	10,448	4,847
Total Funds Brought Forward		26,156	1,619	44,191	71,966	67,119
Transfers Between Funds		-5,980	171	5,809	0	0
TOTAL FUNDS CARRIED FORWA	P.D.	31,302	1,112	50,000	82,414	71,966
IO IMP LOUDS CHEKTED LOKMY	Rν.	31,302	1,112	30,000	04,414	/ 1,900

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 9 to 14 form part of these financial statements.

## **BALANCE SHEET AS AT 31 MARCH 2014**

		Unrestricted	Restricted	Designated	31-Mar-14	31-Mar-13
·		Funds	Funds	Funds	Total	Total
	Note	£	£	£	£	£
Fixed Assets						
Tangible assets	2	2,790	0	0	2,790	2,795
Current Assets						
Debtors	7	9,494	0	0	9,494	6,281
Cash at bank and in hand		24,016	1,112	50,000	75,128	64,581
<b>Total Current Assets</b>		33,510	1,112	50,000	84,622	70,862
<b>Creditors:</b> amounts falling due within one year	8	4,998	0	0	4,998	1,691
NET CURRENT ASSETS		28,512	1,112	50,000	79,624	69,171
TOTAL ASSETS less current liabilities	es	31,302	1,112	50,000	82,414	71,966
NET ASSETS		31,302	1,112	50,000	82,414	71,966
Funds of the Charity						
General Funds		31,302	0	0	31,302	26,156
Designated Funds	6	0	0	50,000	50,000	44,191
Restricted Funds	5	0	1,112	0	1,112	1,619
Total Funds		31,302	1,112	50,000	82,414	71,966

The directors are satisfied that for the year ended on 31 March 2014 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 15.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Board on 3-2 Nov 2014

Signed on their behalf by R Ball, Director. Print name R BALL

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

#### **Basis of preparation:**

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the SORP. The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

#### 1. ACCOUNTING POLICIES

#### **Incoming Resources**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- · the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

### Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

### Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

# Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

## Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

### Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

# Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

### Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

### Investment Income

This is included in the accounts when receivable.

# Investment gains and losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

### **Expenditure and liabilities**

### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

## Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

## Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) during the year and no changes to the previous accounts.

#### Assets

Tangible fixed assets for use by the charity:

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

Fixtures, Fittings and Equipment

20%

2. TANGIBLE FIXED ASSETS	Notes	Unrestricted £	Restricted £	Total £
FIXTURES, FITTINGS AND EQUIPMENT				
Cost	01-	Apr-13 9,059	0	9,059
Additions		933	0	933
Disposals		(433)		(433)
Cost at	31-1	4ar-14 9,559	0	9,559
Depreciation	01-	Apr-13 6,263	0	6,263
Charge		853	0	853
On Disposals		(347)		(347)
Depreciation at	31-1	4ar-14 6,769	0	6,769
		<del></del>		
Net Book Value	31-1	1ar-14 <b>2,790</b>	0	2,790
Net Book Value	31-1	/ar-13 <b>2,795</b>	0	2,795

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31 March 2014: None 31 March 2013: None

# NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 MARCH 2014

3. INCOMING RESOURCES	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2014/13 £	TOTAL 2013/12 £
a) Voluntary Income					
Donations Gift aid tax reclaimed Offerings	5	124 8,776 36,686	339	463 8,776 36,686	344 5,296 23,865
		45,586	339	45,925	29,505
b) Activities for Generating Funds					
CD Sales		144		144	12
		144	0	144	12
c) Investment Income		115		115	106
Bank interest received		115	0	115	106
d) Incoming Resources from Charitable Activities					
Events		80		80	138
Other activities income Youth Club tuck shop		223 995		223 995	0 540
		1,298	0	1,298	678

# NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 MARCH 2014

4. RESOURCES EXPENDED	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2014/13 £	TOTAL 2013/12 £
a) Costs of Generating Funds					
CD Purchases		481		481	0
		481	0	481	0
b) Charitable Activities					
Association of Vineyard Churches		1,528		1,528	1,198
Childrens work		503		503	653
Church overheads		5,221		5,221	5,294
Conferences and training		2,787		2,787	1,627
Depreciation		853		853	981
Evangelism		590	332	922	794
External giving		14,081		14,081	5,508
Gifts to church helpers		96		96	320
Meetings		4,936		4,936	6,765
Ministry event costs		37		37	156
Other activities costs		190		190	0
Youth Club		4,294	685	4,979	1,729
		35,116	1,017	36,133	25,025
c) Governance Costs					
Independent examiners fees	8	420		420	429

# NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 MARCH 2014

### **5. RESTRICTED FUNDS**

	Balance 01-Apr-13 £	Income £	Expenditure £	Transfers £	Balance 31-Mar-14 £
Youth Club	175	339	685	171	0
Compassion Ministry	1,444	0	332	0	1,112
	1,619	339	1,017	171	1,112

The Youth Club fund relates to funds donated specifically for the Youth Club and cannot be spent on any other church activities.

The Compassion Ministry fund relates to monies donated to the church, to be used specifically for the heip of the poor and the needy.

The restricted funds are wholly represented by cash reserves of the charity

### **6. DESIGNATED FUNDS**

	44,191	0	0	5,809	50,000
Church Development Fund	44,191	C	0	5,809	50,000
	Balance 01-Apr-13 £	Income £	Expenditure £	Transfer Btw Funds £	Balance 31-Mar-14 £

The Church Development Fund is money set aside for possible future building projects.

### 7. DEBTORS AND PREPAYMENTS

7. DEDIORS AND PREPAYMENTS	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-14 £	Total 31-Mar-13 £
Prepayments	737	0	737	473
Tax Recoverable	8,757	0	8,757	5,808
	9,494	0	9,494	6,281

# NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 MARCH 2014

# 8. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-14 £	Total 31-Mar-13 £
Accruals	4,578	0	4,578	1,262
Independent Examiners Fees	420	0	420	429
	4,998	0	4,998	1,691

#### 9. STAFF COSTS AND NUMBERS

The charity did not have any employees during the financial period.

### 10. DIRECTORS AND OTHER RELATED PARTIES

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

### 11. RISK ASSESSMENT

The directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

### 12. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

### 13. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.