

**REGISTERED COMPANY NUMBER: 7728057**

**REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE  
PERIOD ENDING 31<sup>st</sup> August 2021**

**FOR**

**chelmsfordvineyard**

**(A CHARITABLE COMPANY LIMITED BY GUARANTEE)**

Annual Report and Financial Statements for period ending 31<sup>st</sup> August 2021

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**Company Information**

**REGISTERED CHARITY NUMBER:** 1143943

**COMPANY NUMBER:** 7728057

**DIRECTORS:** GM Woodward, EA Woodward

**SECRETARY:** Not appointed

**REGISTERED OFFICE:** 34 Eastwood Park  
Great Baddow  
Chelmsford  
Essex  
CM2 8HF

**BANKERS:** HSBC PLC  
99 High Street  
Chelmsford  
Essex CM1 1EQ

**INDEPENDENT EXAMINER:** Nicholas Waring, FCA  
8 Guithavon Rise  
Witham  
CM8 1HE

**Annual Report and Financial Statements for period ending 31<sup>st</sup> August 2021****Report of the Directors****Governing Document**

Chelmsford Vineyard (the "Church") is a registered charity, charity number 1143943, incorporated on 3<sup>rd</sup> August 2011, duly constituted by means of its Memorandum and Articles of Association and operating as a church.

**Objectives & Activities**

The Trustees have paid regard to the guidance published by the Charity Commission on public benefit.

The objectives of Chelmsford Vineyard are:

- The advancement of the Christian faith including missionary activities in the United Kingdom and overseas and also including, but not limited to, the planting of new churches and organisations of congregations.
- The relief of the poor and needy, and those who are aged or sick.
- The advancement of education.
- Such other charitable objects and for the benefit of such other charitable bodies and institutions as the committee shall at their absolute discretion see fit.

**Director / Senior Pastor's Report**

As the continued COVID situation it was not possible to meet on a Sunday morning in person. The Church continued to run through the year running using technology to keep the Church running. We employ four people; three pastoral staff and one administrator all are part time roles.

With the ongoing pandemic we have continued to encouraged people to meet up throughout the week and have a number of small groups that meet across the city regularly, switching to Zoom from the introduction of lockdown (s). These small groups have proven essential in the light of not being able to meet in person.

**Report of the Directors (continued)**

We seek to be a positive influence and blessing to the wider city of Chelmsford working with our local communities in practical and relational ways. This satisfies our objectives; to make efforts to advance the Christian faith in this city, nation and overseas.

We are continuing to partner with a number of churches in Chelmsford with the Trussell Trust Foodbank by being a collection point. We continue to support and work in partnership with Made for More (formally SYM) that offers mentoring and support to teenagers in schools, as well as supporting RE and PSHE departments. We have maintained our support of the charity 'Love the One' that looks after poor, abused, orphaned, exploited and marginalised children in India. As a church we have supported them financially and prayerfully as well as sponsoring two children who are part of their EPIC (Early Paediatric Intervention Care) project. By doing this we are creating a relationship and encouraging our children here in Chelmsford to see that some children don't have all the love and luxuries that we are so used to. We are also still supporting LIV Village in South Africa: the LIV model is long term cluster foster care where children have a sense of belonging in a supportive community, modelling an African village lifestyle. They place orphaned and vulnerable children into a family environment with a trained foster mother to love them, a school to educate them, and where they receive spiritual discipleship, care and nurturing.

Our Growbaby ministry continues to impact lives as we meet and support more families. Growbaby is designed to bless and clothe any under 11's in Chelmsford who are in need. We collect good quality children's clothes for families in need. Our clients come primarily through our connections with local children's centres, the women's refuge and health visitors or midwives. A real community has developed around this monthly drop in, families come just for a coffee as well as picking up clothes. We have also been able to pass on cots, pushchairs and other kit that families have offered us, connecting with families by visiting homes in order to drop off larger items. In March the service had to be reorganised so that support could be maintained in accordance with Government guidance during the pandemic.

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Our “Love Chelmsford” project continued this year. Aimed at blessing those in our city as we continue to strive to make a difference in our city. We have served our local neighbourhoods with gift giveaways, blessing care homes and shopping for those shielding.

All of our events and acts of kindness are aimed at serving our community and introducing people to Jesus.

In terms of the advancement of education, Chelmsford Vineyard seeks to continue to educate and teach both on a Sunday morning and in all of our small groups, primarily through bible teaching and study. We also teach on being a blessing to our local community. We also run training for our leaders in a number of ways, including formal leaders meetings and on the job training. From March 2020 this all switched to online, via Zoom and YouTube.

Our teenagers meet together every other Sunday evening for a time of fun and learning, worship and doing life together, as well as once a month on a Sunday morning. The teenagers switched to between meeting virtually and in person, continuing to support each other through the pandemic.

In spite of a very difficult year, we have continued to strive to support our church community and the wider community here in Chelmsford through one of the most unexpected and difficult periods for many years. It is still our aim to educate and train in order to grow and make a real difference in our city.

Graham Woodward  
Senior Pastor

**Annual Report and Financial Statements for period ending 31<sup>st</sup> August 2021****Report of the Directors (continued)****Organisational Structure**

Chelmsford Vineyard is a company limited by guarantee as well as a registered charity, in which the company directors also form part of the board of Trustees. The liability of each Trustee in the event of a winding up is limited to £1. The day to day running of the Church is shared between the Trustees.

**Trustees**

The Trustees who have served during the period are as follows, there were no changes to the Trustees during the period:

**GM Woodward**

**EA Woodward**

**R McLean**

**P McLean**

**G Courtney**

**M Taylor**

**Appointment of Trustees**

New trustees are appointed when appropriate. Suitable candidates, who are generally (but not exclusively) selected from within the membership of Chelmsford Vineyard, are considered on the basis of their skills, experience and sympathy with the aims of the church. New trustees have the opportunity of reviewing appropriate documents including the accounts as part of their induction process.

**Financial performance**

The accounts as presented show a surplus of £4,360 for the financial year (2019/20: £5,614 surplus). Performance against the charitable aims and objectives of the organisation are noted in the section titled "Objectives & Activities".

## Report of the Directors (continued)

### Reserves Policy

The Directors and Trustees have examined the Church's requirements for free reserves in the light of the key risks to the Church. The primary risk is a reduction in Church membership, giving rise to a reduction in income. The Directors and Trustees have reviewed the reserves policy and consider it appropriate to retain free reserves equivalent to 6 months of the Church's anticipated liabilities, being principally the rental of the Church venue and payment of salaries amounting to approximately £20,000 for the coming year.

At 31<sup>st</sup> August 2021 the Church's cash reserves amounted to £52,071 . This is expected to vary in 2021/22, in line with church expenditure and membership levels. The Directors and Trustees consider that the total free cash reserves at 31<sup>st</sup> August 2021 of £52,071 (31<sup>st</sup> August 2020: £47,711), whilst currently exceeding the minimum level of reserves, is appropriate and allows for the expected changes and growth in activity in 2021/22 without breach of the reserve minimum set out above. It is fully expected that with the expansion of Growbaby and an anticipated drop in income that the unrestricted reserves will be drawn upon during the next financial period.

### Risk Management

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- (a) an annual budget approved by the Trustees;
- (b) regular consideration by the Trustees of financial reports;
- (c) delegation of authority and segregation of duties; and
- (d) identification and management of risks.

The Trustees review the main risks the Church faces on a regular basis. They believe that maintaining the free reserves at the levels noted above, combined with appropriate reviews of the controls over key financial systems, provide sufficient resources in the event of unexpected adverse conditions. The Trustees are also of the opinion that adequate systems are in place to mitigate any significant matters arising from operational and business risks.



## Report of the Directors (continued)

### Trustees' responsibilities in relation to the financial statements

Chelmsford Vineyard is required under the constitution of the Charity and the Companies Act 1985, to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Church and of its results for that period. In preparing those financial statements Chelmsford Vineyard is required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on a going concern basis unless it is appropriate to assume that Chelmsford Vineyard will not continue in operation.

Chelmsford Vineyard is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with all relevant legislation. The Trustees are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- (a) the Church is operating efficiently and effectively;
- (b) proper records are maintained and are reliable; and
- (c) the Church complies with relevant laws and regulations.

## **Independent examiner's report to the Trustees of Chelmsford Vineyard Charitable Company**

I report on the accounts of the Church for the year ended 31<sup>st</sup> August 2021, which are set out on pages 1 to 9 and 12 to 16.

### **Respective responsibilities of Trustees and examiner**

The Trustees (some of whom are also the Directors of the Church for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the Church is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

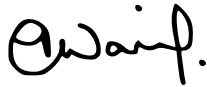
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nicholas Waring FCA  
Chartered Accountant

Date: 27 May 2022

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**Summary of financial activities**

	2021	2021	2020	2020
	£	£	£	£
<b>Income</b>				
Donations	64,056		69,210	
Other Income	14,616	78,672	12,928	82,138
<b>Less Direct Giving</b>				
VCUKI	4,805		8,816	
Pastoral gifts / community projects	10,872		4,968	
Other Charities	4,900		4,107	
		20,577		17,891
		<u>58,095</u>		<u>64,246</u>
<b>Operating Costs</b>				
Venue Hire	1,130		7,161	
Insurance	403		411	
Training / Events	2,426		2,399	
Support Costs	3,341		4,034	
Sunday Service	2,950		2,996	
Wages	39,323		32,758	
Ministries	3,294		7,666	
Bank Charges	-		-	
Professional Fees	362		508	
Travel and Child care	504		388	
Depreciation	-		312	
		53,735		58,632
		<u>4,360</u>		<u>5,614</u>

**Approval of Accounts**

The accounts were approved on behalf of the Trustees

**GM Woodward** Trustee/Director

Date: 27 May 2022



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## Balance Sheet

	2021	2021	2020	2020
	£	£	£	£
<b>Current Assets</b>				
Cash at Bank	2,900		7,470	
Deposit account	50,075		40,071	
Debtors	360		460	
		53,336		48,001
<b>Current Liabilities</b>				
Creditors - Short Term		(1,265)		(290)
Current Assets less liabilities		52,071		47,711
<b>Net Assets</b>		<b>52,071</b>		<b>47,711</b>
General Funds (Unrestricted)		52,071		47,711
<b>Total Funds</b>		<b>52,071</b>		<b>47,711</b>

For the year ending 31<sup>st</sup> August 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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



**GM Woodward**  
Trustee/Director

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## Notes to the accounts

### 1. Accounting Policies

The financial statements have been prepared in accordance with applicable accounting standards (UK GAAP), the Companies Act 1985 and Statement of Recommended Practice on Charity Accounts 2005. The particular accounting policies adopted are described below:

#### (a) Accounting Convention

The financial statements are prepared under the historic cost convention.

#### (b) Extent of Operations

The financial statements have been prepared to include all funds directly under the responsibility of Chelmsford Vineyard.

#### (c) Accumulated Funds

There were accumulated General Funds (Unrestricted) of £47,711 at the start of the accounting period; the surplus at the end of the period increases the General Fund (Unrestricted) to £52,071.

#### (d) Income

Income is brought into account only when the income is received.

#### (e) Fixed Assets

Fixed Assets are recorded at cost less accumulated depreciation.

#### (f) Depreciation

Depreciation of fixed assets is charged by annual amounts commencing in the year of acquisition at rates estimated to write off their cost, less any estimated residual value, over their expected useful lives. Equipment, including computers, is depreciated at 25% per annum on a straight line basis. A full year's depreciation is charged in the year of acquisition, and none in the year of disposal.

#### (g) Value Added Tax

The Church is not registered for VAT.

## Notes to the accounts for the period ended 31<sup>st</sup> August 2021 (continued)

### (h) Voluntary Help and Gifts in Kind

No monetary value has been put on the voluntary help received by Chelmsford Vineyard from its members during the period.

### (i) Transactions with the Directors & Trustees

	2021	2020
Trustees' Salaries	£33,887	£ 28,678

As in accordance with the charity's Articles of Association a trustee may receive reasonable remuneration for acting in the role of Pastor of the Church (Currently, part time G&L Woodward) provided that a majority of trustees do not benefit under this provision.

No other members of the management committee received any remuneration during the year.

Graham & Libby Woodward claimed expenses solely relating to activities on behalf of Chelmsford Vineyard during the period of £1,503 (2019/20: £1,314). Russ & Pippa Mclean claimed expenses solely relating to activities on behalf of Chelmsford Vineyard during the period of £2,350 (2019/20: £3,729). Matt Taylor claimed expenses solely relating to activities on behalf of Chelmsford Vineyard during the period of £1,748 (2019/20: £7)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

### (j) Staff Costs

The average monthly number of employees during the year was as follows:

	2021	2020
Pastor	3	3
Administrative	1	1
Total	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

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## 2 Balance Sheet

a. Tangible Fixed Assets	2021	2020
Cost brought forward	-	312
Additions	-	-
Less: Depreciation	<u>-</u>	<u>(312)</u>
<b>Net Book Value</b>	<u>-</u>	<u>-</u>

### b. Taxation

As Chelmsford Vineyard has charitable status and no trading activity, no provision for corporation tax is required.