

REGISTERED COMPANY NUMBER: 7728057

**REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS FOR THE
PERIOD ENDING 31st August 2022**

FOR

chelmsfordvineyard

(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

Annual Report and Financial Statements for period ending 31st August 2022

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Annual Report and Financial Statements for period ending 31st August 2022

Company Information

REGISTERED CHARITY NUMBER: 1143943

COMPANY NUMBER: 7728057

DIRECTORS: GM Woodward, EA Woodward
GJ Courtney (Appointed 27/4/23)
H Waring (Appointed 27/6/23)

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

Report of the Directors

Governing Document

Chelmsford Vineyard (the “Church”) is a registered charity, charity number 1143943, incorporated on 3rd 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 COVID restrictions has eased it was possible to meet again on a Sunday morning in person. In person Services were relaunched in October 2021. During the period we employed five people; four pastoral staff and one administrator, all are part time roles.

We continue to encourage people to meet up throughout the week in and have a number of small groups that meet across the city regularly, now mainly in person. We have retained an online small group to increase availability to all who want to join a group who may not be able to 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.

During COVID our Growbaby ministry continued to grow, serving an ever increasing number of 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, health visitors, and midwives. A community has developed around a weekly drop in and 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.

Chelmsford Vineyard is very grateful for the £25,000 funding received from the The PostCode Places Trust which has funded part of the Growbaby ministry during 2021/22 and 2022/23.

Report of the Directors (continued)

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.

Our teenagers meet together every other Sunday for a time of fun and learning, worship and doing life together.

We continued to strive to support our church community and the wider community here in Chelmsford. 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

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;

G Courtney
R McLean
P McLean (resigned 6/1/22)
M Taylor
EA Woodward
GM Woodward

Changes to the Trustees since the year end;

H Waring (appointed 17/1/23)

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 deficit of £6,458 for the financial year (2020/21: £4,360 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 4 months of the Church's anticipated liabilities, being principally the rental of the Church venue and payment of salaries, currently amounting to approximately £20,000.

At 31st August 2022 the Church's cash reserves amounted to £31,245. This is expected to vary in 2022/23, in line with church expenditure and membership levels. The Directors and Trustees consider that the total free cash reserves at 31st August 2022 of £31,245 (31st August 2021: £52,071), whilst currently exceeding the minimum level of reserves, is appropriate and allows for the expected changes and growth in activity in 2022/23 without breach of the reserve minimum set out above.

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 31st August 2022, which are set out on pages 1 to 9 and 11 to 15.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records ;or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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



Nicholas Waring FCA
Chartered Accountant

Date: 30th June 2023

Annual Report and Financial Statements for period ending 31st August 2022

Summary of financial activities for the year ended 31st August 2022

| | 2022 | 2022 | 2022 | 2021 |
|---|-----------------|-----------------|-----------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Income | | | | |
| Donations | 46,404 | - | 46,404 | 64,056 |
| Gift Aid received | 11,444 | - | 11,444 | 13,326 |
| Growbaby | - | 25,228 | 25,228 | - |
| Other Income | 5,163 | - | 5,163 | 1,290 |
| | 63,011 | 25,228 | 88,239 | 78,672 |
| Direct Giving | | | | |
| VCUKI | (7,400) | - | (7,400) | 4,805 |
| Growbaby | (3,719) | (10,861) | (14,580) | 9,658 |
| Pastoral gifts / community projects | (423) | - | (423) | 1,214 |
| Other Charities | (3,750) | - | (3,750) | 4,900 |
| | (15,292) | (10,861) | (26,153) | 20,577 |
| Income less direct giving | 47,719 | 14,367 | 62,086 | 58,095 |
| Operating Costs | | | | |
| Venue Hire | (4,323) | - | (4,323) | 1,130 |
| Insurance | (769) | - | (769) | 403 |
| Training / Events | (2,446) | - | (2,446) | 2,426 |
| Regional CPC | (301) | - | (301) | - |
| Support Costs | (4,039) | - | (4,039) | 3,341 |
| Sunday Service | (1,487) | - | (1,487) | 2,950 |
| Pastor Sabbatical | (532) | - | (532) | - |
| Wages | (50,382) | - | (50,382) | 39,323 |
| Ministries | (3,093) | - | (3,093) | 3,294 |
| Bank Charges | (64) | - | (64) | - |
| Professional Fees | (654) | - | (654) | 362 |
| Travel and Child care | (454) | - | (454) | 504 |
| | (68,544) | - | (68,544) | 53,735 |
| Surplus / (Deficit) for the year | (20,825) | 14,367 | (6,458) | 4,360 |
| Funds brought forwards | 52,071 | - | 52,071 | 47,711 |
| Funds carried forwards | 31,246 | 14,367 | 45,613 | 52,071 |

Approval of Accounts

The accounts were approved on behalf of the Trustees



GM Woodward – Trustee/Director

Date: 30th June 2023

Annual Report and Financial Statements for period ending 31st August 2022

Balance Sheet as at 31st August 2022

| | 2022 | 2022 | 2021 | 2021 |
|---------------------------------|--------|---------------|--------|---------------|
| | £ | £ | £ | £ |
| Current Assets | | | | |
| Petty Cash | 163 | | - | |
| Current account | 5,190 | | 2,900 | |
| Deposit account | 40,089 | | 50,075 | |
| | | 45,442 | | 52,975 |
| Debtors | 202 | | 360 | |
| | | 45,644 | | 53,336 |
| Current Liabilities | | | | |
| Creditors - Short Term | | (31) | | (1,265) |
| Current Assets less liabilities | | 45,613 | | 52,071 |
| Net Assets | | 45,613 | | 52,071 |
| General Funds (Unrestricted) | | 31,246 | | 52,071 |
| Restricted Funds (Growbaby) | | 14,367 | | - |
| Total Funds | | 45,613 | | 52,071 |

For the year ending 31st August 2022, 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
30th June 2023

Notes to the accounts for the period ended 31st August 2022

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 £52,071 at the start of the accounting period; the deficit at the end of the period decreased the General Fund (Unrestricted) to £31,246. During the year, a restricted fund for GrowBaby activity was formed, and at year end the retained balance was £14,367.

(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. As of 31st August 2022 the charity held no fixed assets.

(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.

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(g) Value Added Tax

The Church is not registered for VAT.

Notes to the accounts for the period ended 31st August 2022 (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

| | 2022 | 2021 |
|--------------------|---------|----------|
| Trustees' Salaries | £33,428 | £ 33,887 |

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. During the year P McLean was employed to support the GrowBaby project, and at the same time stood down as a trustee.

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 £1,669 (2020/21: £1,503). Russ & Pippa Mclean claimed expenses solely relating to activities on behalf of Chelmsford Vineyard during the period of £5,209 (2020/21: £2,350). Matt Taylor claimed expenses solely relating to activities on behalf of Chelmsford Vineyard during the period of £94 (2020/21: £1,748) and Helen Waring claimed expenses solely relating to activities on behalf of Chelmsford Vineyard of £3 (2020/21: £nil)

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.

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(j) Staff Costs

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

| | 2022 | 2021 |
|----------------|------|------|
| Pastor | 4 | 3 |
| Administrative | 1 | 1 |
| Total | 5 | 4 |

No employees received emoluments in excess of £60,000 during the current or previous financial year.

2. Balance Sheet

a. Tangible Fixed Assets

The charity held no tangible fixed assets in the current or previous financial years.

b. Taxation

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

3. Restricted funds

During the financial year, Chelmsford Vineyard received £25,000 from The Postcode Places Trust to fund it's GrowBaby initiative. These funds, and associated expenditure, has been accounting for in a restricted fund. The movements of the funds can be found below:

| | | |
|---------------|-----------|--|
| Income | £25,228 | (including £25,000 from The Postcode Places Trust) |
| Expenditure | (£10,861) | |
| Balance c/fwd | £14,367 | |