

Hope Vineyard Church Oxford

Report and Accounts

Year ended 31 August 2020

Stewardship 
Active generosity


1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

Hope Vineyard Church Oxford
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 AUGUST 2020

ADDRESS FOR CORRESPONDENCE	58 Fern Hill Road Cowley Oxford OX4 2JP
GOVERNING DOCUMENT	CIO Constitution dated 11th July 2017
CHARITY REGISTRATION NUMBER	1173765
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Joshua Justin Kay Nigel David Smith Donna Andrea Bernard-Carlin David Mark Jackson Katherine Harriet Elam
INDEPENDENT EXAMINER	Lourens du Plessis ACA CA(SA) Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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	Trustees' Annual Report for the period							
	From	Period start date			To	Period end date		
		01	Sept	2019		31	Aug	2020
Charity name		Hope Vineyard Church Oxford (CIO)						
Other names charity is known by		Hope Vineyard, Hope Vineyard Oxford, Hope Oxford						
Registered charity number (if any)		1173765						
Charity's principal address		58 Fern Hill Road						
		Cowley						
		Oxford						
		Oxfordshire						
		Postcode			OX4 2JP			
Names of the charity trustees who manage the charity								
	Trustee name	Office (if any)		Dates acted if not for whole year		Name of person (or body) entitled to appoint trustee (if any)		
1	Joshua Justin Kay	Chair of Trustees						
2	Nigel David Smith	Nominated Trustee						
3	Donna Andrea Bernard-Carlin							
4	David Mark Jackson							
5	Katherine Harriet Elam							
6								
Names of the trustees for the charity, if any, (for example, any custodian trustees)								
	Name			Dates acted if not for whole year				
	n/a							

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Finance Specialist	Robert Anthony Laycock	rob.laycock@gmail.com

Name of chief executive or names of senior staff members (Optional information)

Joshua Justin Kay and Katie Alexandra Kay (Leaders of Hope Vineyard)

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (11/07/2017)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Board of Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Board of Trustees are responsible for all policies and procedures. Key policies such as the 'Safeguarding Everyone' Policy and the CIO's finance procedure, are reviewed regularly by the Board. To enable meaningful discussions about these key documents, the review of the majority of the policies and procedures has been delegated to the Leaders of Hope Vineyard, who are accountable to the Board.

Hope Vineyard is affiliated to Vineyard Churches UK and Ireland (VCUK&I) and a member of the Evangelical Alliance. With the introduction of GDPR, Hope Vineyard Oxford has been registered with the Information Commissioner's Office (ICO) since 18/05/2018.

Although Safeguarding and Finance are regular items on the agenda the board have developed a yearly pattern for the quarterly meetings with a different focus to enable greater depth of conversation and consideration of risk.

Within Oxford there are currently two Vineyard Churches, Hope Vineyard which was established in 2017, and Oxford Vineyard Church, which began in the 1990s.

Summary of the objects of the charity set out in its governing document

The objects of the CIO are:

- To advance the Christian faith in accordance with the Statement of Faith (VCUK&I) in Oxfordshire and such parts of the United Kingdom or the world and in such ways as the Trustees may from time to time think fit;
- To relieve persons who are in conditions of need or hardship by reason of their youth, age, ill-health, disability, financial or other disadvantage and to relieve the distress caused thereby in Oxfordshire and such other parts of the United Kingdom or the world as the Trustees may from time to time think fit;
- To promote and fulfil such other charitable purposes beneficial to the community in Oxfordshire and such other parts of the United Kingdom or the world as the trustees may from time to time think fit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Appointment of the Board of Trustees:

The Board of Trustees, which first met on 18th April 2017, encompasses specialist experience in; the 3rd Sector, Law, Safeguarding, and Business Innovation. Given specialist finance experience was not within the skill mix, an adviser to the board was sought.

Within the constitution, it is stated that it is the duty of each of the charity trustee to:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Summary of Activities:

- **Breakfast Club** happens twice a month on the 2nd and 4th Sunday Morning of the month at FLOs nursery, in Florence Park. In March 2020, with the Coronavirus pandemic, Breakfast Club became an online community, using YouTube as a platform to share resources on Sundays.
 - **Sunday Night Church** happens in FLO's cafe twice a month, on the 1st and 3rd Sundays. In March 2020, with the Coronavirus pandemic, Church Online began on Sunday mornings, using YouTube as a platform to livestream Sunday gatherings and connect afterwards on Zoom.
 - **Regular prayer gatherings:** have continued, and at the end of this year were on Tuesday mornings on zoom.
 - **Bags of Fun:** Monthly toddler group started in October 2019, at Templars Square shopping centre
 - **Social/Party or Hope in Action Projects:** These continued regularly, with pictures of events on Instagram.
 - Barbecues,
 - Garden project at Petra (supported living for young adults)
 - Kids Craft events at Templars Square Shopping Centre
 - Last minute banquet **(See video in link below)**
(<https://www.vineyardchurches.org.uk/resources/the-last-minute-banquet/>)
 - Kids 'shine' party,
 - Beer and Carols at a local pub (Cape of Good Hope)
 - Christmas gift bags for those sleeping rough or vulnerably housed,
- With the Coronavirus outbreak we adapted to bring virtual socials:
- Community quiz
 - Virtual bake off
 - Pizza party
 - Garden barbecues (under 6 people at each)
- The Hope community came together generously giving financially to those in need through:
- A Covid-19 appeal,
 - Through 'Foodboxes', an initiative to feed those in need connected with a local school. **(See video in link below)**
(<https://www.vineyardchurches.org.uk/resources/forty-families-fed-in-oxford/>)

Other activities:

- **Trustees Nights:** Quarterly (Jan, April, July, October)
- **Engaging in VCUK&I Conferences:** Cause to Live for 2019. and National Leader's Conference 2020.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

At Hope Vineyard's third Year End in August 2019, the employed staff remained the same with administration at 3.75 hours per week (0.1 WTE)

Hope Vineyard continued to have 4 volunteers regularly giving time in the week, and roughly 20 were volunteering on a monthly basis, but since the pandemic, the scope of activities has changed.

(Picture from left: Josh Kay, Ruth Gardiner, Funmi Akinola and Katie Kay)

Hope Vineyard has continued to be funded as a charity by the generosity of individual donations.



This Sunday... 12th July 2020

Gift day
'New things'

16-17 The Square, Templars Square
Shopping Centre, OX4 3UZ, Oxford



Summary of the main achievements of the charity during the year

Summary of Achievements:

More details are on the website <https://hopeoxford.org/> and photos of activities can be seen on instagram <https://www.instagram.com/hopeoxford>. Achievements are listed in relation to the objects of the Charity:

1) To advance the Christian faith

Since lockdown, it has been hard to keep a track of what has been happening with exact numbers, but we had two lifegroups at the beginning of the year and will start the in September 2020 with three. Initially in response to the lockdown, we placed people in 'pods' and were able to support each other in these smaller networks, adapt to all the changes. Through the lockdown, with Breakfast Club, we have lost contact with a number of families whom we used to see regularly. This has been as it has been hard to replicate the community feel that was 'front led'. It has been challenging for many parents / carers who are already taking a more active role in engaging children online with school, to continue this into weekends with online activities. However, a core community has been incredibly resourced through Online Breakfast Club and we have developed foundations for the future.

It has been tough for many with face to face community being such a preferred option for those who were previously involved. However, going online has given greater accessibility for those that couldn't attend in person and we hope to keep some of these online elements even when we're allowed to meet without restrictions in person.

The key is for Hope Vineyard to continue to be flexible to meet the government guidance and also local needs. Hope is well positioned as a connected community that really cares for each other and the wider community, practically demonstrating Jesus' teachings.

2) To relieve persons who are in conditions of need or hardship by reason of their youth, age, ill-health, disability, financial or other disadvantage and to relieve the distress caused thereby

From the 'socials/parties and hope in action projects' in the summary of activities section, the impact to the community can be seen.

In addition to the one off events, and projects, two partnerships have developed in the past year as we have focused on meeting needs locally:

- **Tyndale Community School:** The Foodboxes video explains the initiative. Rather than food vouchers, during the pandemic, a food box to feed a family of 4 for a week was packed, delivered by a team of volunteers. Hope Vineyard provided a number of regular volunteers and also managed the fundraising, which also enabled gift aid to contribute towards this charitable cause. Each week families were supported with foodboxes and after the school reopened, the funding secured has enabled the project to move towards a sustainable future. A local community larder has been set up to continue the provision for those 72 families that accessed this support, as well as many more within the local area.

- **Templars Square Shopping Centre:** As can be seen in previous Annual Reports, we have developed a partnership with Templars Square Shopping Centre, where we have enjoyed running free community activities, some of which are listed in the summary of activities section.

In this year, 2019-2020, we have secured a lease on a Unit in Templars Square Shopping Centre, and in spite of the challenges presented by lockdown, have developed a strategy to use it to provide clothes and

<p>equipment free of charge for 0-10s in the heart of the community. This initiative will be called 'Small Steps' and the plan is to open in the Autumn of 2020. (www.hopeoxford.org/smallsteps).</p> <p>A gift day was scheduled for the 12th July 2020 and a target of £15000 set, with 10% of proceeds to be given to a charity abroad working with those in physical and material needs in India (www.lovetheone.org). When the donations and pledges were counted from friends and the small community that make up Hope Vineyard, a total of £16 646.15 was given, which after the 10% calculation, left almost exactly £15 000. This was taken as a confirmation that this initiative is part of God's plan to demonstrate love practically and meet the needs of the community.</p> <p>3) To promote and fulfil such other charitable purposes beneficial to the community in Oxfordshire and such other parts of the United Kingdom or the world as the trustees may from time to time see fit.</p> <p>From the 'socials/parties and hope in action projects' in the summary of activities section, the impact to the community can be seen.</p> <p>Additionally we have welcomed a small number of new people to join Hope Vineyard, and those helping lead activities within Hope has increased from 11 to 15.</p> <p>As previously mentioned, more pictures and details of events can be found through the following link: https://www.instagram.com/hopeoxford/</p>
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Brief statement of the charity's policy on reserves	The Board of Trustees have agreed that 3 months running costs (Currently this is approximately £5000) reserves should consistently be set aside for the security of the charity.
Details of any funds materially in deficit	None
Further financial review details (Optional information)	
<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives including any ethical investment policy adopted. 	<p>Those who call Hope Vineyard their community or home, are invited to join in by regularly using their time and finances to support the work of the church/charity.</p> <p>In this 12 month period, the charity has been funded by these donations. However it should be noted that the managing the funds for foodboxes also registers on the accounts of Hope Vineyard for this year, and it has been our privilege to play our part in supporting Tyndale Community School to support 72 families through this challenging time.</p> <p>The following figures relate to the Foodboxes appeal:</p> <ul style="list-style-type: none"> Total donations made to Hope Vineyard for the Foodboxes appeal: £19,443 Total gift aid claimed on donations: £2947 Total income for Foodboxes: £22390 Total amount transferred to Tyndale Community School: £21476.21,

- Amount transferred directly to Mercy in Action at end of appeal, which occurred after the year end: £1084.85
- These figures comprise a part of the total amount raised for the Foodboxes appeal, as reported by Tyndale Community School. The total amount raised for the appeal comprises both donations that were made to Hope Vineyard, and grants that were given directly to Tyndale Community School. The total figure presented by Tyndale Community School was that expenditure was £15 000.21, and £27041.75 was raised in total. Thus Mercy in Action have been able to use the extra money raised, to begin a new Community Larder, called Action Pantry. This keeps our pledge to the donors that if additional funds were received, they would be used to provide food for those in need in the Oxford area.

The figures below relate to other income (excluding Foodboxes fund).

The expenditure within this period has primarily been for running costs of the charity and the regular activities in which Hope Vineyard engages.

Additionally, the Leadership and Board of Trustees have committed 22% of income in unrestricted donations being spent on activities that do not directly benefit Hope Vineyard (income from Foodboxes was excluded from these calculations as this is restricted income). Therefore, in the charity year 2019-2020 £5040.28 was spent on such activities, leaving a surplus of £558 to be given away following the 2019-2020 year of accounts. This is shown as a designated fund in the accounts.

Furthermore, in this charity year, Hope Vineyard also collected donations for a restricted COVID-19 fund. The money was given for the purpose of relieving hardship associated with COVID-19. The total raised, including gift aid, was £971.63 of which £886 was spent, leaving £85.63 to be used in 2020/2021. The money raised was spent on creating a media video to promote the Foodboxes appeal, and on donations to the Foodbox appeal, Oxford Hospitals Charity and Love the One charity.

Our accounts demonstrate that a proportion of expenditure includes payments to employ staff, but in this next year, decisions are being taken by Trustees extending those employed by the charity to increase the sustainability of the charity in the future.

Covid 19 and the pandemic has influenced the way we gather as a community and reach out to impact the lives of those around us. From a financial perspective, significant changes are not expected in the short term, as the ways of donations remain the same. However, the longer term effects of Covid are likely to affect income and there is a significant amount of detail unknown. However, the charity is flexible and has few fixed overheads, including salaries, thus we are planning for a number of eventualities including both virtual and in person strategies.

Section F

Other optional information

For more information about VCUK&I, see <https://www.vineyardchurches.org.uk/>

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Joshua Justin Kay	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	30 July 2021	

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

Hope Vineyard Church Oxford

I report to the trustees on my examination of the accounts of Hope Vineyard Church Oxford ('the charity') for the year ended 31 August 2020 on pages 11-14 following.

Responsibilities and basis of report

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

I report in respect of my examination of the charity'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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Lourens du Plessis ACA CA(SA)
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 30 July 2021

Hope Vineyard Church Oxford
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020

		Unrestricted Funds				
	Notes	General Funds	Designated Funds	Restricted Funds	2020	2019
		£	£	£	£	£
Income receipts						
Donations		24,839	-	31,160	55,999	20,632
Gift aid receipts		5,688	-	3,133	8,821	-
		<u>30,527</u>	<u>-</u>	<u>34,293</u>	<u>64,820</u>	<u>20,632</u>
Total receipts						
		<u>30,527</u>	<u>-</u>	<u>34,293</u>	<u>64,820</u>	<u>20,632</u>
Payments						
Payments in relation to charitable activities undertaken directly	2	14,008	3,298	979	18,285	19,475
Grants paid in relation to charitable activities undertaken by others	3	-	1,609	21,476	23,085	1,330
		<u>14,008</u>	<u>4,907</u>	<u>22,455</u>	<u>41,370</u>	<u>20,805</u>
Total payments						
Net of receipts / (payments) before		16,519	-	4,907	23,450	-
Transfers between funds	5	-	5,465	-	-	-
		<u>11,054</u>	<u>558</u>	<u>11,838</u>	<u>23,450</u>	<u>-</u>
Net movement in funds						
Cash funds as at last year end		10,011	-	500	10,511	10,684
Cash funds at this year end	A	<u>21,065</u>	<u>558</u>	<u>12,338</u>	<u>33,961</u>	<u>10,511</u>

The notes on pages 13 - 14 form part of these accounts.

Hope Vineyard Church Oxford
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted Funds		Restricted funds £	2020 £	2019 £
		General funds £	Designated funds £			
A Cash funds						
Cash at bank with immediate access		21,065	558	12,338	33,961	10,511
Notice deposits		-	-	-	-	-
Petty cash		-	-	-	-	-
		<u>21,065</u>	<u>558</u>	<u>12,338</u>	<u>33,961</u>	<u>10,511</u>
B Other monetary assets						
Gift aid due to charity		2,723	-	2,866	5,589	-
Other debtors		1,151	-	-	1,151	-
		<u>3,874</u>	<u>-</u>	<u>2,866</u>	<u>6,740</u>	<u>-</u>
C Liabilities						
Falling due within one year						
Fee for Independent Examination		960	-	-	960	-
		<u>960</u>	<u>-</u>	<u>-</u>	<u>960</u>	<u>-</u>
Total		<u>960</u>	<u>-</u>	<u>-</u>	<u>960</u>	<u>-</u>
D Assets retained for charity's own use						
				Fund to which asset belongs	Cost £	
Music and PA equipment				General	1,144	
Computers and IT				General	875	
Furniture				General	280	
					<u>2,299</u>	

The accounts were approved by the trustees and signed on their behalf by:

Joshua Justin Kay

Date: 30 July 2021

The notes on pages 13 - 14 form part of these accounts.

Hope Vineyard Church Oxford

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	<u>Unrestricted Funds</u>		Restricted	Total	Total
	General	Designated	Funds	2020	2019
	funds	funds			
	£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly					
Ministry expenses					
Encounter Jesus (Sundays)	3,798	-	-	3,798	4,281
Be Transformed (Life Groups)	262	-	-	262	156
Transform the World (Reaching out to those in Need)		3,298	979	4,278	3,215
Other ministry expenses	897	-	-	897	1,618
Volunteer expenses	473	-	-	473	1,190
Leadership expenses	2,374	-	-	2,374	1,786
Support & admin costs					
Staff costs	1,890	-	-	1,890	1,890
Small equipment costs	589	-	-	589	1,267
Licences & Subscriptions	1,280	-	-	1,280	1,241
Communications	685	-	-	685	1,107
Office costs	998	-	-	998	1,406
Insurance	730	-	-	730	288
Bank charges	32	-	-	32	32
	<u>14,008</u>	<u>3,298</u>	<u>979</u>	<u>18,285</u>	<u>19,475</u>
3 Grants paid in relation to charitable activities undertaken by others					
Grants for:					
UK Mission - contribution to Vineyard Churches UK & Ireland		1,609		1,609	1,330
Relief of poverty			21,476	21,476	-
Education and training				-	-
	<u>-</u>	<u>1,609</u>	<u>21,476</u>	<u>23,085</u>	<u>1,330</u>

4 Transactions with related parties

Joshua and Katie Kay served as volunteer church leaders and were reimbursed childcare expenses of £1,357 (2019: £1,104) for serving in that capacity, not for serving as trustees; these payments are permitted by the charity's governing document.

During the year, the Charity received donations totalling £4,300 from Trustees.

5 Movement of funds

	Balance at 31 Aug 2019 £	Receipts £	Payments £	Transfers £	Balance at 31 Aug 2020 £
General funds	10,011	30,527	(14,008)	(5,465)	21,065
Designated funds					
Giving Fund	-	-	(4,907)	5,465	558
	<u>-</u>	<u>-</u>	<u>(4,907)</u>	<u>5,465</u>	<u>558</u>
Restricted funds					
Foodboxes Fund	-	22,390	(21,476)	-	914
New Things Fund	-	10,751	-	-	10,751
Covid 19 Fund	-	972	(886)	-	86
Grant for student activity	500				500
Other restricted donations	-	180	(93)	-	87
	<u>500</u>	<u>34,293</u>	<u>(22,455)</u>	<u>-</u>	<u>12,338</u>
Total funds	<u>10,511</u>	<u>64,820</u>	<u>(41,370)</u>	<u>-</u>	<u>33,961</u>

The Giving Fund represents 22% of unrestricted donations received during the year, which is recognised by the transfer from General Funds shown above. The Trustees are committed to spending this on activities which do not benefit Hope Vineyard Church directly.

Foodboxes Fund is to provide food for families who had 'free school meals' a project in partnership with, and initiated by, Tyndale Community School. Money was collected to help fund Foodboxes, which provided a family of 4 meals for a week.

The New Things Fund was the result of a gift day and is to be used to set up the new unit in the Templars Square Shopping Centre

The Covid 19 Fund was to relieve hardship for people in need as a result of Covid 19; health, financial, psychological or other direct effects.

The Grant for student activity was received following an application, and is to be spent on a 'pampering' idea to treat local students

Other restricted donations represents small one-off gifts for specific events/causes.