

Hope Vineyard Church Oxford

Report and Accounts

Year ended 31 August 2021

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 2021

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
SENIOR PASTORS	Joshua Justin Kay Katie Alexandra Kay
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	2020		31	Aug	2021

Section A Reference and administration details

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)

Section B Structure, governance and management

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.

Safeguarding and finance are recurring items on the agenda. In addition, the board has developed a yearly pattern for the quarterly meetings with a different focus to enable greater depth of conversation and consideration of risk.

As a matter of note, within Oxford there are currently two Vineyard Churches; Hope Vineyard Oxford, which was established in 2017, and Oxford Vineyard Church, which began in the 1990s.

Section C Objectives and activities

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

The objects of the CIO for Hope Vineyard Church Oxford 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, Pastoral Ministry 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 trustees 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.

Summary of Activities: (Photos at end of TAR)

2020-2021 presented the challenges of moving in and out of lockdown, which significantly complicates running a church and charity that works through people contact. In addition, we moved venues at short notice in April 2021, between two retail units within Templars Square Shopping Centre. However, looking back, it has been a year where significant steps forward were made.

- **Sunday Mornings at Hope:** Having become familiar with on-line gatherings, we met back in person shortly before Christmas and following the second lockdown at the beginning of 2021, we have been meeting in person since May of that year each week. The format involves 'Sunday Services' twice a month, 'Sunday Club' twice a month, in person which has paved the way for the all age 'Sunday Breakfasts' which were launched just after the end of this financial year in September 2021.
- **Simply Worship** was launched on Sunday 1st November. This has been repeated monthly, changing with the different Covid restrictions, from indoor without singing, to a safe area outdoors on the top of a car park with singing, to an indoor worship event with face coverings.
- Weekly **Tuesday Morning Prayer** has continued, and the supportive smaller communities called 'pods' which were devised in lockdown, have returned to being '**Life Groups**', which meet on a Wednesday, largely connecting virtually on 'Zoom' during this period. Friendships formed here enabled people to meet 1:1 or exercise together outdoors, during periods of greater restriction and more recently have enabled larger groups to gather.
- A few trips out of Oxford have been organised, with our young people heading for a **beach road trip in July 2021**. A few of us gathered at a festival called '**David's Tent**', which allows campers to engage with a schedule of 72 hours of worship and prayer.
- **Wider Community Impact:**
 - '**Small Steps**', our children's clothes and equipment resource was launched in Autumn 2020: Starting with raising publicity and funds through the Bike Ride, which was covered by the local press. It serves families from the local area and further afield with items that have been generously donated.
<https://www.oxfordmail.co.uk/news/18720946.church-cyclists-raise-funds-clothes-bank/>
 - **Christmas Present Appeal:** We hosted the Salvation Army's Christmas Present Appeal from our venue. It was a privilege to invite the

community to respond, and thousands of new presents and wrapping paper were given through local professionals/support workers, to parents, who could give their children presents.

- **Giving Back initiative:** Thanks to an inspirational volunteer and her family, we were able to partner with Oxford Hospitals Charity Trust, and provide 4000 + hot meals to ICU staff during the second lockdown early in 2021. Two local restaurants, who had opened their kitchens during lockdown, were paid to provide meals.

Other activities:

- **Trustees Nights:** Quarterly (Oct 20, Jan 21, Apr 21, Jul 21)
- **Engaging in VCUK&I Conferences:** Cause to Live for 2020. and Vineyard National Conference 2021, where Josh Kay, was invited to present a well attended seminar entitled "Compassion: Mobilising the community for God's purposes".

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 fourth Year End in August 2021, the employed staff had increased to 4 part-time employees covering administration, students, children's and families, teaching, and Hope Vineyard's community projects. The WTE for all four combined part-time posts was 0.8.

The Small Steps coordinator was employed 0.6 FTE. This is funded through specific donations to Small Steps, and also through funds raised through opening Small Steps as a preloved children's clothing shop 2 days per week. This enables the provision of free clothes and equipment to families who are referred or self refer because of financial, health or other needs.

The number of regular volunteers remain the same with about 20 volunteering on a monthly basis. Many more volunteers engage in the various activities and community projects including those listed above.

The 'General Giving' Fund of Hope Vineyard has continued to be funded through the generosity of individual donors. Specific funds have been resourced through grants and individual donors and have been allocated accordingly for a variety of community projects and to resource activities in this period and in the future.

Summary of the main achievements of the charity during the year

Summary of Achievements:

More details are available 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

- The 'summary of activities' demonstrate the ways that we provide opportunities for people to 'Encounter Jesus', on Sundays, 'Be Transformed' through the support of Life Groups, and 'Transform the World' through generously giving finances and time to enable Hope Vineyard to reach out and serve our local community and further afield. Within **Sunday Services** we engaged with themes from the Bible, looking at a series on the book of Genesis, and another on the Gospel of Mark. This year we also looked at the spiritual practice of 'silence and solitude', as well as a series entitled 'earth care'.
- We ran our first '**Alpha Course**' and two regulars have become part of the Hope community during this time. Alpha is an introductory course to explain the Christian faith and share what it means to follow Jesus.

What has been stated in the last year remains to be true. Hope Vineyard is a well connected church family that really cares for each other and the wider community, practically demonstrating Jesus' teachings and love in action.

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

- This year, we have impacted the lives of multiple thousands of people through the three initiatives mentioned in the 'wider community impact'. This is notable given the core community is probably around 50 adults and children during this period.
- We have continued to run events at Templars Square Shopping Centre and online, to benefit children and carers through 'Bags of Fun', our monthly baby and toddler group. Additionally we have run one off events to draw the wider community together, which have been well received by both those that have attended, and also the shopping centre management team with whom we have developed a strong partnership.
- Additionally, each of us that calls Hope Vineyard our spiritual home, has been inspired to reach out to those around us in our personal lives; in our neighbourhoods, and spheres of influence.

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.

As a Vineyard Church, we make a 5% contribution of our general income to support the work of Vineyard Churches UK and Ireland (VCUKI). In addition, we have given a one-off gift at the annual Vineyard Conference.

Outside the Vineyard network, we have continued our small but regular donations to Love the One charity, whose work is in India (<http://www.lovetheone.org/>).

Locally in Oxfordshire, we have contributed to Small Steps, providing both administrative support and oversight. Additionally, a separate restricted fund has been set up for Small Steps which impacts those outside of Hope Vineyard Oxford. Another community project, 'Giving Back', also falls into this category and has been mentioned previously in this report.

At the end of the financial year, 22% of general funds totalling £6,780, are designated for activities benefitting those not currently part of Hope including supporting other charities both home and abroad. A significant proportion of this money has been spent during the year, and once the full VCUKI 5% contribution has been made, then the remainder will be allocated. This year we anticipate supporting the PEFA DANDORA AJENTOS FC, which is a grassroots football team, based in the slums of Nairobi, Kenya. It has built a good reputation supporting young men who have few opportunities and may otherwise be caught up in criminal activity. These men are offered mentoring and the teaching of life skills alongside sport. A number of the young people have since been offered business opportunities as a result.

More pictures and details of events can be found through the following link: <https://www.instagram.com/hopeoxford/>

Section E Financial review

Brief statement of the charity's policy on reserves

The Board of Trustees have agreed that 3 months running costs 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)

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

- 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.

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.

In this 12 month period, the charity has been funded by these donations, which total £37,192.

Additionally, a Covid-19 grant was given amounting to £22,285, which was not restricted. However, rather than being added to income to cover general costs, it has been set aside by the trustees to be used for a specific purpose or purposes in the future as the board sees fit.

Comments on money invested in employment costs: This financial year has seen a significant increase in money spent on staffing, as noted previously.

- From Sept 2020, ½ day admin, ½ day finance
- From Oct 2020: Josh and Katie Kay (Lead Senior Pastors) who had been volunteering until that point were both employed for 1 day a

week for specific elements of their role. Josh's employed time was attributed to community projects, and Katie to teaching.

- From Jan 2020, staffing was increased with ½ day for children and families role, and ½ day for the students role.

Thus the total planned FTE during 2020-2021 financial year from general funds was 4 days per week. This represents over 50% of the income, which is an accepted standard for a church & charity. However, given that the previous 3 years were significantly less than this, and the bank balance had built up during that time, the Board of Trustees were able to make this investment using 12 month contracts.

Restricted Funds:

In a similar way to the previous financial year, significant income has been raised outside of General Giving. This included 'Giving Back' (the hospital meals initiative), 'Small Steps' (the children's clothes and equipment resource), and some 'Restricted Donations' carried over from the previous year (for specific initiatives/projects) and also from 'New Things' although a small proportion was received in this financial year as ongoing pledges.

All income is documented within the accounts submitted with additional comments.

Section F Other optional information

For more information about VCUKI, please see <https://www.vineyardchurches.org.uk/>

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Joshua Kay

Full name(s)

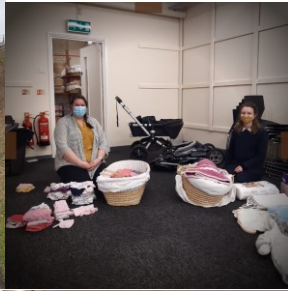
Joshua Justin Kay

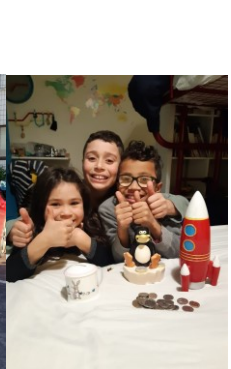
Position (eg Secretary, Chair, etc)

Chair of Trustees

Date

15/05/2022





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 2021 on pages 12-15 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: 26 May 2022

Hope Vineyard Church Oxford
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2021

Notes	<u>Unrestricted Funds</u>		Restricted Funds	2021	2020
	General Funds	Designated Funds			
	£	£	£	£	£
<i>Income receipts</i>					
Donations	30,818	-	28,099	58,917	55,999
Gift aid receipts	6,374	-	6,222	12,596	8,821
Government grants	-	22,285	-	22,285	-
Small steps takings	-	-	870	870	-
	<u>37,192</u>	<u>22,285</u>	<u>35,191</u>	<u>94,668</u>	<u>64,820</u>
<i>Total receipts</i>	<u>37,192</u>	<u>22,285</u>	<u>35,191</u>	<u>94,668</u>	<u>64,820</u>
<i>Payments</i>					
Payments in relation to charitable activities undertaken directly	2	30,925	2,794	19,432	53,151
Grants paid in relation to charitable activities undertaken by others	3	-	1,739	1,085	2,824
		<u>30,925</u>	<u>4,533</u>	<u>20,517</u>	<u>55,975</u>
<i>Total payments</i>		<u>30,925</u>	<u>4,533</u>	<u>20,517</u>	<u>41,370</u>
Net of receipts / (payments) before		6,267	17,752	14,674	38,693
Transfers between funds	5	(6,780)	6,780	-	-
Net movement in funds		<u>(513)</u>	<u>24,532</u>	<u>14,674</u>	<u>38,693</u>
Cash funds as at last year end		21,066	558	12,337	33,961
Cash funds at this year end	A	<u>20,553</u>	<u>25,090</u>	<u>27,011</u>	<u>72,654</u>

The notes on pages 14 - 15 form part of these accounts.

Hope Vineyard Church Oxford
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Unrestricted Funds		Restricted funds	2021	2020
		General funds	Designated funds			
		£	£	£	£	£
A Cash funds						
Cash at bank with immediate access		20,553	25,090	27,011	72,654	33,961
		<u>20,553</u>	<u>25,090</u>	<u>27,011</u>	<u>72,654</u>	<u>33,961</u>
B Other monetary assets						
Gift aid due to charity		2,770	-	93	2,863	5,589
Other debtors		831	-	-	831	1,151
		<u>3,601</u>	<u>-</u>	<u>93</u>	<u>3,694</u>	<u>6,740</u>
C Liabilities						
Falling due within one year						
Fee for Independent Examination		900	-	-	900	960
Accrued expenses		-	-	9,284	9,284	-
		<u>900</u>	<u>-</u>	<u>9,284</u>	<u>10,184</u>	<u>960</u>
Total		<u>900</u>	<u>-</u>	<u>9,284</u>	<u>10,184</u>	<u>960</u>

D Assets retained for charity's own use

	Fund to which asset belongs	Cost
		£
Music and PA equipment	General	1,659
Computers and IT	General	1,695
Furniture	General	7,428
		<u>10,781</u>

E Guarantees and secured debts

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

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

Joshua Kay

Joshua Justin Kay

Date: 26 May 2022

The notes on pages 14 - 15 form part of these accounts.

Hope Vineyard Church Oxford

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021

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 Funds	Total 2021	Total 2020
	General funds	Designated funds	Funds		
	£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly					
Ministry expenses					
Encounter Jesus (Sundays)	1,808	-	-	1,808	3,798
Be Transformed (Life Groups)	61	-	-	61	262
Transform the World (Reaching out to those in Need)	-	2,794	1,211	4,005	4,278
Other ministry expenses	1,110	-	-	1,110	897
Volunteer expenses	360	-	-	360	473
Leadership expenses	453	-	-	453	2,374
Property costs	-	-	10,045	10,045	-
Support & admin costs					
Staff costs	21,172	-	7,350	28,522	1,890
Small equipment costs	111	-	-	111	589
Licences & Subscriptions	3,421	-	-	3,421	1,280
Communications	343	-	471	814	685
Other support & admin costs	1,414	-	355	1,769	998
Insurance	639	-	-	639	730
Bank charges	33	-	-	33	32
	<u>30,925</u>	<u>2,794</u>	<u>19,432</u>	<u>53,151</u>	<u>18,285</u>
3 Grants paid in relation to charitable activities undertaken by others					
Grants for:					
UK Mission - contribution to Vineyard Churches UK & Ireland	-	1,739	-	1,739	1,609
Relief of poverty	-	-	1,085	1,085	21,476
	<u>-</u>	<u>1,739</u>	<u>1,085</u>	<u>2,824</u>	<u>23,085</u>
4 Transactions with related parties					

During 2021, Joshua Kay served as a Senior Pastor and was paid £6,852 (2020: £nil) for serving in that capacity, not for serving as a trustee. His spouse Katie Kay also served as a Senior Pastor and was paid £7,591 (2020: £nil). All these payments are permitted by the charity's governing document.

5 Movement of funds

	Balance at 31 Aug 2020 £	Receipts £	Payments £	Transfers £	Balance at 31 Aug 2021 £
General funds	21,065	37,192	(30,925)	(6,780)	20,553
Designated funds					
Giving Fund	558	-	(4,533)	6,780	2,805
Designated Grants Fund	-	22,285	-	-	22,285
	<u>558</u>	<u>22,285</u>	<u>(4,533)</u>	<u>6,780</u>	<u>25,090</u>
Restricted funds					
Foodboxes Fund	914	171	(1,085)	-	-
New Things Fund	10,751	5,350	(10,872)	-	5,229
Small Steps	-	20,386	(8,561)	-	11,825
Giving Back	-	9,284	-	-	9,284
Covid 19 Fund	86	-	-	-	86
Grant for student activity	500	-	-	-	500
Other restricted donations	87	-	-	-	87
	<u>12,337</u>	<u>35,191</u>	<u>(20,517)</u>	<u>-</u>	<u>27,011</u>
Total funds	<u>33,961</u>	<u>94,668</u>	<u>(55,975)</u>	<u>-</u>	<u>72,654</u>

Designated Funds

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.

The Designated Grants Fund is money received from unrestricted grants due to Covid 19, which the trustees have set aside to be spent on valuable project/cause

Restricted Funds

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. This was largely reported in the 2019-2020 financial year, with this small excess balance being brought to £nil in this financial year.

The New Things Fund was the result of a gift day in July 2020 and is to be used to equip and refurbish a new venue in Templars Square Shopping Centre

Small Steps project is a childrens' clothes and equipment resource based in the Templars Square Shopping Centre.

The Giving Back initiative was a partnership with Oxford Hospitals Charity Trust to provide hot meals to ICU staff during the second lockdown early in 2021, and the invoices have been paid to restaurants, but expenses are yet to be claimed.

The Covid 19 Fund was set up in 2020 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. It has been hindered by Covid-19 restrictions but will be spent on a 'pampering' idea to treat local students

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