

Hope Vineyard Church Oxford

Report and Accounts
Year ended 31 August 2023

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 2023

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 (<i>resigned 17 September 2022</i>) Donna Andrea Bernard-Carlin David Mark Jackson Katherine Harriet Elam
SENIOR PASTORS	Joshua Justin Kay Katie Alexandra Kay
INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Trustees' Annual Report for the period

From

Period start date

01

Sept

2022

To
o

Period end date

31

Aug

2023

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	Donna Andrea Bernard-Carlin			
3	David Mark Jackson			
4	Katherine Harriet Elam			
5	Nigel David Smith		17 September 2022	
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	Andy Nash	andy@andynashac.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 from VCUKI (<https://www.vineyardchurches.org.uk>); 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:

- (a) 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;
- (b) 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;
- (c) 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 charitable sector, 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:

Beginning of the new financial year September 2022 to the end of August 2023 has been a year when Hope Vineyard has continued to grow in both our community impact and the numbers of people involved with different activities.

This year we have continued to operate from the premises we lease in Templars Square Shopping Centre, Cowley, Oxford. We are thankful to the management team and landlord who continue to support our work.

Core community:

- **Sunday Mornings at Hope:** We continue to meet once a week as a whole church community. In our twice monthly Sunday Services, we have looked at subjects such as prayer, the importance of rest, and books of the Bible, such as Daniel. Children of primary school age meet for their own programme of activities during the services. Sunday Breakfasts have continued twice a month with activities linked to a topical theme, and free food for all ages. During this year we had the privilege of **dedicating** two young children.
- **Simply Worship** has continued on a Sunday evening once a month.
- Weekly **Tuesday Morning Prayer** and **'Life Groups'** have also continued, which are smaller groups of people meeting during the week to get to know each other better and practice living like Jesus, together.
- **Youth.** Our young people continue to meet twice a month with a variety of games, snacks and a short time of focus to engage with and talk about a relevant topic of their choice that tackles life's bigger and sometimes smaller questions.
- **Students.** Funmi, our student's pioneer, has continued to experiment with creative ways to help young adults at university engage with God and faith.

Wider Community Impact:

- **'Small Steps'**, our children's clothes and equipment resource, was launched in Autumn 2020: It serves families from the local area and further afield with items that have been generously donated. It has continued to grow responding to the referrals received, and there have been new volunteers who support the project, often on a weekly basis. The staff team has increased with a new Small Steps Assistant role and Referrals Coordinator. Small Steps has

also seen shop sales increase over the year. These sales contribute towards funding the running costs of the project.

- **Christmas Present Appeal:** For the third year running, 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 otherwise would have struggled to give their children gifts at Christmas time.
- We organised our **second Christmas Carol Service in the middle of Templars Square Shopping Centre** where passersby were invited to sing Carols, enter the Christmas jumper competition, eat mince pies and engage in the Christmas story..
- **Easter Egg Hunt-** We hosted this free event for local families in the shopping centre. Over 200 Easter eggs given away. On Easter Sunday we gathered for an all age gathering, which was shared with our extended church family at Oxford Vineyard Church.
- **Summer Party-** this was another free community event and lots of mainly children and parents/carers enjoyed face painting, a bouncy castle, snacks and crafts.
- **Bags of Fun baby and toddler group.** This in many ways is part of our core-community, and we also invite newcomers to have fun and make friends. We continue to run this from Hope Oxford, in Templars Square, on the first Wednesday of the month with a growing number of families joining in with the story, snacks and songs, and finding a place to belong.

Other activities/ Areas:

Engaging in VCUK&I Conferences: A small number of people from Hope attended national VCUKI conferences and events this year.

Engaging in Local Church Network: Josh Kay continues to meet regularly with local church leaders in Cowley and Oxford.

Regional Roles: Katie Kay (Senior Pastor) continues her role supporting the VCUKI Multiply Team within the South Central Region. Josh Kay continues to be involved in the conversation about racial diversity as a trans-local leader within the Vineyard Movement.

Governance: Hope Vineyard Trustees Nights continued quarterly (Oct 22, Jan 23, Apr 23, Jul 23). Josh and Katie continued attending gatherings with the South Central Region of Vineyard Senior Pastors, for oversight and connection. Additionally, Vineyard Pastors Zoom Evening, for VCUKI senior pastors, monthly updates, spiritual direction, and mentoring enable Josh and Katie to support the leadership within the available resources at Hope Vineyard in their part-time hours.

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.

Employment & Volunteers: At year end August 2023, Employed staff were as follows:
Josh Kay (Lead Senior Pastor overseeing Hope Projects - 7 hours pw)
Katie Kay (Lead Senior Pastor overseeing Bible Teaching - 7 hours pw)
Funmi Akinola (Students Pioneer 3.75 hours pw)
Julie Stephenson (Children and Families Lead- 3.5 hours pw)
Julie Stephenson (Hope Projects Lead - 14 hours pw),
Charlotte Pearson-Miles (Referrals Coordinator - 7 hours pw)
Kimberley O`callaghan (Small Steps Assistant - 16 hours pw, Term time)
Finance/Bookkeeping had been outsourced (www.andynashac.com)

There was a vacancy in the Children's and Families pastoral role until December 2022 when Julie Stephenson began in her role. There continued to be a vacancy in Administration, which has been covered by Josh and Katie Kay in a voluntary capacity.

The number of regular volunteers remains at around 25 volunteers, who are 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, and specific funds continue to exist to manage projects. For instance, the Hope Projects Team (including Small Steps) is funded through restricted funding, which includes specific donations to Small Steps through grants and customers who chose to buy pre-loved clothes to support this project.

We are grateful to all who volunteer and partner with us through grants/ fundraising/ generously giving to enable Hope Vineyard to better provide for those within the community of Hope, and also enabling us to also reach out to others.

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 more regular and more creative ways that Jesus' love have been shared; practically in meeting physical needs, emotionally in providing a network of support, and also spiritually through Sunday gatherings, and other core community activities.

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

- Hope Vineyard continues to step into opportunities and the generosity from within and the wider community has facilitated various community projects, including:
 - Small Steps - providing children's clothes and equipment
 - Partnering with The 'Salvation Army's' Christmas Present Appeal - providing presents/wrapping paper for families experiencing financial hardship.
 - Bags of Fun - baby and toddler group, providing community and support for those parents/carers to foster community.
 - Parties/Events where an active community invitation is made, for 4 events over the year, celebrating Autumn, Christmas, Easter, and the Summer season.
- Additionally, it remains to be true that each of us that calls Hope Vineyard our spiritual home, has the opportunity to put into practice the example of Jesus, as we 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 continue to 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 Hope Projects, including Small Steps, providing both administrative support and oversight. Additionally, a separate restricted fund exists for Hope Projects, which impacts those outside of Hope Vineyard Oxford.

At the end of the financial year, 22% of general giving (including gift aid), a total of £12,657, has been designated for activities outside of Hope. 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 specific appeals as when they appear, and also utilising some of this fund to support the growth of Hope Projects, Small Steps, and other community projects.

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. The current general reserves of £30,099 are more than sufficient to cover this.

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 total income of £64,973 of which £47,449 related to general/unrestricted donations.

Restricted Funds:

Following the end of the year, the £9,284 restricted to the Giving Back initiative was paid out to the relevant individual following receipt of the relevant details to enable this to happen.

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)

Josh Kay

Josh Kay (Jun 17, 2024 21:34 GMT+1)

Full name(s)

Joshua Justin Kay

Position (eg Secretary, Chair, etc)

Chair of Trustees

Date

Jun 17, 2024

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 2023 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.

Sarah Crispin
Sarah Crispin (Jun 18, 2024 08:33 GMT+1)

Sarah Crispin ACA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: Jun 18, 2024

Hope Vineyard Church Oxford
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted Funds		Restricted Funds	2023 £	2022 £
		General Funds £	Designated Funds £			
Income receipts						
Donations		47,449	-	300	47,749	33,353
Gift aid receipts		10,082	-	220	10,302	-
Small steps takings		-	-	6,922	6,922	5,856
Total receipts		<u>57,531</u>	<u>-</u>	<u>7,442</u>	<u>64,973</u>	<u>39,209</u>
Payments						
Payments in relation to charitable activities undertaken directly	2	36,544	9,169	9,582	55,294	39,364
Grants paid in relation to charitable activities undertaken by others	3	-	2,769	-	2,769	2,683
Total payments		<u>36,544</u>	<u>11,938</u>	<u>9,582</u>	<u>58,064</u>	<u>42,047</u>
Net of receipts / (payments) before		20,987	(11,938)	(2,140)	6,909	(2,838)
Transfers between funds	5	(12,657)	12,657	-	-	-
Net movement in funds		<u>8,330</u>	<u>719</u>	<u>(2,140)</u>	<u>6,909</u>	<u>(2,838)</u>
Cash funds as at last year end		21,769	28,475	19,572	69,816	72,654
Cash funds at this year end	A	<u>30,099</u>	<u>29,194</u>	<u>17,432</u>	<u>76,725</u>	<u>69,816</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 2023

	<u>Unrestricted Funds</u>		Restricted funds	2023	2022
	General funds	Designated funds			
	£	£	£	£	£
A Cash funds					
Cash at bank with immediate access	30,502	28,731	17,432	76,665	69,816
Petty cash	60	-	-	60	-
	<u>30,562</u>	<u>28,731</u>	<u>17,432</u>	<u>76,725</u>	<u>69,816</u>
B Other monetary assets					
Gift aid due to charity	10,731	-	120	10,851	10,188
Other debtors	-	-	-	-	622
	<u>10,731</u>	<u>-</u>	<u>120</u>	<u>10,851</u>	<u>10,810</u>
C Liabilities					
Falling due within one year					
Trade creditors	213	-	-	213	2,210
Taxes due	330	-	-	330	-
Fee for Independent Examination	1,050	-	-	1,050	960
Accrued expenses	9,338	-	-	9,338	9,284
	<u>10,931</u>	<u>-</u>	<u>-</u>	<u>10,931</u>	<u>12,454</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:

Josh Kay
Josh Kay (Jun 17, 2024 21:34 GMT+1)

Joshua Justin Kay

Date: Jun 17, 2024

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 2023

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>			Total	Total
	General funds	Designated funds	Restricted Funds	2023	2022
	£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly					
Ministry expenses					
Encounter Jesus (Sundays)	3,442	-	-	3,442	3,127
Be Transformed (Life Groups)	944	-	-	944	283
Transform the World (Reaching out to those in Need)	463	-	1,480	1,943	3,376
Other ministry expenses	1,934	-	-	1,934	1,356
Volunteer expenses	450	-	-	450	114
Leadership expenses	1,736	-	-	1,736	914
Property costs	1,897	-	-	1,897	(2,379)
Support & admin costs					
Staff costs	16,368	9,169	8,099	33,636	26,816
Small equipment costs	308	-	3	311	109
Licences & Subscriptions	2,071	-	-	2,071	1,188
Communications	756	-	-	756	1,266
Other support & admin costs	1,418	-	-	1,418	205
Insurance	664	-	-	664	217
Legal & Professional fees	3,262	-	-	3,262	1,860
Bank Charges	832	-	-	832	912
	<u>36,544</u>	<u>9,169</u>	<u>9,582</u>	<u>55,294</u>	<u>39,364</u>
3 Grants paid in relation to charitable activities undertaken by others					
Grants for:					
UK Mission	-	2,769	-	2,769	1,596
	<u>-</u>	<u>2,769</u>	<u>-</u>	<u>2,769</u>	<u>2,683</u>
4 Transactions with related parties					

During 2022/23, Joshua Kay served as a Senior Pastor and was paid £5,933 (2022: £5,866) for serving in that capacity, not for serving as a trustee. His spouse Katie Kay also served as a Senior Pastor and was paid £5,933 (2022: £5,932). All these payments are permitted by the charity's governing document.

5 Movement of funds

	Balance at 31 Aug 2022 £	Receipts £	Payments £	Transfers £	Balance at 31 Aug 2023 £
General funds	21,769	57,531	(36,544)	(12,657)	30,099
Designated funds					
Giving Fund	6,190	-	(3,232)	12,657	15,615
Designated Grants Fund	22,285	-	(9,169)	-	13,116
	<u>28,475</u>	<u>-</u>	<u>(12,401)</u>	<u>12,657</u>	<u>28,731</u>
Restricted funds					
New Things Fund	3,329	338	(3)	-	3,663
Small Steps	6,287	7,105	(9,079)	-	4,312
Giving Back	9,284	-	-	-	9,284
Covid 19 Fund	86	-	-	(86)	-
Grant for student activity	500	-	(500)	-	-
Other restricted donations	87	-	-	86	172
	<u>19,572</u>	<u>7,442</u>	<u>(9,582)</u>	<u>-</u>	<u>17,432</u>
Total funds	<u>69,816</u>	<u>64,973</u>	<u>(58,526)</u>	<u>-</u>	<u>76,262</u>

Designated Funds

The Giving Fund represents 22% of unrestricted donations and gift aid 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 projects/causes.

Restricted Funds

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 funding received to support the provision of hot meals to ICU staff during the second COVID lockdown - the balance brought forward is due to the church currently awaiting receipts for expenses to allow those costs to be reimbursed.

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 was hindered by Covid-19 restrictions but was spent in September 2022.

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