



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PLYMOUTH VINEYARD CHURCH

On accounts for the year
ended

31 DECEMBER 2019

Charity no
(if any)

Set out on pages

1 to 14

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2019**.

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

~~*Please delete the words in the brackets if they do not apply.~~

Signed:

S.H. Carey

Date:

30 / 9 / 2020

Name:

S.H. CAREY

Relevant professional
qualification(s) or body

ICAEW MEMBER 7783796

(if any):

Address:

ENSIGN HOUSE, PARKWAY COURT

PLYMOUTH

DEVON

PL6 8LR

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



PLYMOUTH VINEYARD

Trustees' Report and Financial Statements

for the year ended 31 December 2019

Affiliated to  **vineyard**churches™

Plymouth Vineyard

ANNUAL REPORT
at 31 December 2019

TRUSTEES

Mr Trevor Horne (Chair of Trustees)

Mr Arthur Goode

Mrs Brenda Brooks

Mr Chris Anderson

Mr Mike Fulton

COMPANY SECRETARY

Alex Cooper

FINANCE OFFICER

Alex Cooper

REGISTERED OFFICE ADDRESS

The Vineyard Centre
Kinterbury House
Kinterbury Street
Plymouth
Devon PL1 2DG

CHARITY REGISTRATION NUMBER

1102919

COMPANY NUMBER

04942055

BANKERS

The Cooperative Bank
PO Box 101
Balloon Street
Manchester M60 4EP

INDEPENDENT EXAMINER

Numbers UK Ltd
Ensign House
Parkway Court
Longbridge Road
Plymouth PL6 8LR

The Trustees of Plymouth Vineyard ("PVC") who also act as Directors of PVC for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the charitable company for the year ended 31 December 2019.

The Board of Trustees are satisfied with the performance of the charity during the year and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

OBJECTIVES AND ACTIVITIES

As stated in its statutes, (Memorandum and Articles of Association) Plymouth Vineyard is established for:

- I. the furtherance of religious or secular public education;
- II. 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;
- III. the relief of the poor and needy;
- IV. the relief of the sick and elderly;
- V. such other charitable objects and for the benefit of such other charitable bodies and institutions as the Committee shall in their absolute discretion see fit.

As can be seen from the overview and developments of the church during the past year, Plymouth Vineyard continues to fulfil its objectives as outlined in its purpose and mission statements and its Articles of Association.

The Trustees have reviewed the activities of the charity in the light of the guidance published by the Charity Commission on public benefit. The Trustees are satisfied that the charity's activities during the past year continue to be for the public benefit, relating as they do to benefit the community in the City of Plymouth and beyond.

ACHIEVEMENTS AND PERFORMANCE

Growth and Leadership Development

In September the Lead Pastors began a process of restructuring the leadership of the church in order to broaden the responsibility and executive function of the leadership and establish an additional tier of leadership between themselves and the Life Group and Ministry Leaders. They will maintain overall responsibility for leading, setting vision and being accountable to Vineyard Churches UK.

Life Groups, pastoral structures and community

As well as the continued development of the Life Groups, which are seen as the primary pastoral structure in the church for caring for its people, we also held a very successful Weekend Away, which now looks to be a fixture in the diary. It strengthened community and developed relationships, as well as being great fun for all involved. The feedback was excellent and the 2nd Weekend Away is planned for next May, as well as other social activities.

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Children's Storehouse

Over the year, we provided clothing, bedding, beds, toys, equipment and other items to meet the basic living needs of just over 500 disadvantaged young children. An average of 25 families per week also came to the drop-in sessions just to chat and hang out over a cuppa and cake, with play and craft activities for the children. This is encouraging families to feel part of a community and helps to reduce the isolation that many of them experience, as well as strengthening relationships and improving children's social and learning development. A Christmas party was held at Sherwell Church. This has continued to be a successful ministry to families in crisis need in Plymouth, with a good reputation amongst the many professional agencies who make referrals to our project, supported by grants from Devon Community Foundation and BBC Children in Need.

Children's and Youth Ministry

The first Core to be established was Kids and Youth, which has been completed and a gathering of all involved in that area is planned for early in the new year. The establishment of this new Core Team to oversee this ministry area was the big news of 2019.

In addition we took groups to a number of events beyond the city, including Spree (a weekend camp for 7-12s).

We have also supported the establishment of an inter-church youth outreach in Estover, led by our youth leaders Sam and Alex Cooper, with some of the PVC team helping out. This has led to schools work and increased community engagement in that area, which was much-needed.

A presence in the City and beyond

The Lead Pastor is the Chaplain for Plymouth Argyle FC and both Lead Pastors are active in city-wide events and training opportunities. They are also leaders of the South West Area for Vineyard Churches, and oversee the Vineyard churches for that area.

It is an aim for the church that all members see themselves as instrumental in bringing blessing and life to the City and the communities in which they live and work, whether it be through practical help, prayer or just their active presence.

To this end a group goes out ministering on the streets each week, joining in with people from other churches, and one of the leaders in this ministry area has been influential in gathering like-minded people from other churches to work collaboratively in bringing life to the City.

We also launched a ministry called 'Love Bittaford' to build community in Bittaford and encourage local residents there. It runs a community café monthly and other social events. At Christmas they did carol singing which ended up in the local pub.

FINANCIAL REVIEW

During the year ended 31 December 2019, the charity received total income of £110,840 and incurred total expenditure of £106,686, so there was a surplus of £4154 for the year. Most of the charity's income is obtained from church members donations, and is used for the general running costs of the church.

The charity is extremely grateful to have been awarded grants during 2018 as restricted income towards the running costs of Children's Storehouse. From these grants, a total of £2,500 is deferred income, as it relates to expenditure to be incurred in 2020.

An additional grant of £2891 was received from Vineyard Churches UK, to cover the expenses for the Lead Pastors as Area Leaders and for events and training to benefit Vineyard Churches in the

Plymouth Vineyard

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South West and Wales. Due to the deficit of £718 carried forward from 2018 there was a deficit of £459 at year end 2019.

During 2019 a Community Grant of £600 was received from Plymouth City Council for the work of Leigham Rock Solid (youth club), a total of £516 is deferred income, as it relates to expenditure to be incurred in 2020.

A large one off donation of £8483 was received during April 2019. £700 of this donation was allocated to the Love Bittaford outreach project (restricted funds), £6500 was allocated to a designated fund (unrestricted) and the remainder was allocated to the general fund (unrestricted).

The charity supported local missions through regular giving to Pregnancy Crisis Care and Fusion, and also supported several missionaries working abroad, including Love the One, and continued to make a regular donation of 5% of its unrestricted income to Vineyard Churches UK.

Reserves Policy

At the end of 2019, the charity had total reserves of £15,237 with restricted reserves of £1,120. The Trustees consider that the ideal level of unrestricted reserves would be equivalent to 3 months expenditure. There was a surplus of income over expenditure of £6,320 in unrestricted funds, which increased unrestricted reserves to £14,117. This is therefore lower than needed, so the Trustees will continue working towards building up this level of reserves with on-going careful management of expenditure in the years ahead.

Going Concern

The Trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future. The Trustees are of the view that the charity is a going concern.

Investment Policy and Performance

The charity operates a low risk and ethical approach to the investment of reserves, which are held in an interest-bearing cash deposit account with the Co-operative Bank.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Plymouth Vineyard is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 23 October 2003, and is affiliated to the Association of Vineyard Churches UK and Ireland (VCUKI). It has been registered as a charity with the Charity Commission since 29 March 2004.

Method of Recruitment and Appointment of Trustees

The Chair of the Board of Trustees, who is also the Lead Pastor of Plymouth Vineyard, initiates the recruitment of new Trustees from members of the church who are then approved by the Board. A minimum of 3 Trustees is required by the Memorandum and Articles. Trustees normally serve for an initial period of 3 years, and may serve for a further period if they are agreeable and are invited to do so. As the church has grown, the charity has recognised the need both to hold on to experienced Trustees and to appoint new Trustees who are able to offer relevant skills and experience, to ensure that the Board can contribute fully to the charity's development.

When new Trustees are appointed, they are required to study the Trustees Manual published by VCUKI and are given ongoing training by the Lead Pastor, as well as accessing training offered nationally by Vineyard Churches at their annual National Leadership Conference. The Trustees can also attend training events run by the Area as well as other organisations.

Organisational Structure and Decision Making

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1. The Board of Trustees normally meets 5 times a year and monitors the overall governance of the charity. The Trustees are responsible for setting and reviewing policies, approving the statutory accounts and budgets, monitoring charity performance by the use of financial data, and making decisions about expenditure and staff appointments and salaries. The Trustees also give advice and counsel to the Lead Pastors in relation to the financial, legal and administrative life of the church.
2. The two Lead Pastors are responsible for the oversight, direction and vision of the church. Decisions are made in consultation with the different staff and leaders operating in their various functions, and with the support of all the church's leaders. They receive oversight in their role externally through the oversight system arranged by VCUKI.
3. Ministry Leaders and Coordinators head up specific areas of the church and lead the teams who report to them as volunteers for that ministry.
4. Housegroup Leaders oversee small groups, set up by the church to encourage people to look after each other. Housegroups are organised into clusters and the housegroup leaders from each cluster meet regularly together to support each other, with their development and coaching being the responsibility of the Lead Pastors.

Risk Management

Plymouth Vineyard has undertaken a full risk analysis for all its activities. This policy is under constant review and updated as necessary. The church is fully insured against public liability. Staff contracts are reviewed annually along with the job descriptions and appraisals. All staff, trustees and volunteers involved with children and young people are DBS checked and receive safeguarding training, which is updated every three years. Our latest training was completed in April 2017, new training is scheduled in 2020. Our Safeguarding Policy is reviewed annually and one of the Trustees is responsible for safeguarding. There also is a Health and Safety Policy in place for public meetings and activities.

Related Parties

Plymouth Vineyard is a Christian Church. It is affiliated to the Association of Vineyard Churches, UK & Ireland (VCUKI) from whom it receives pastoral oversight and training. More locally it is part of the South West Area of VCUKI. It is also a member of 'Churches Together in Plymouth' - an ecumenical group.

PLANS FOR FUTURE PERIODS

Our plans for 2020 have been organised according to the four Core Areas of church. Our first of the year will be to establish and develop the remaining three core teams, and it is hoped that in the next annual report these plans will have been prepared collaboratively by the core teams in question.

Kids and Youth

There will be a change of leadership in the KS 1 and 2 groups, and our aim is to develop and strengthen the teams and volunteers, as well as growing the groups and fulfilling the aim of growing young disciples who love Jesus and follow him into mission. Part of this will be achieved in the taking of a group to DTI in the summer, as well as the existing camps and events. We also hope to establish a youth Life Group at some point in the year.

Compassion

This group will be the next priority and cover mission (local and foreign), the Children's Storehouse, outreach and ministry to the poor in general.

- Foreign mission. In order to reboot the Peru Mission Partnership (a collaboration with other Vineyard churches to help develop the Peru Vineyard churches and projects) a trip is planned early in the year involving just the key leaders.
- Outreach. We hope to impact the culture of the church to enable each member to take their place in mission and evangelism. The regular times of outreach in Plymouth centre

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will continue and the group will look to take an away trip, perhaps to Albania, to train and serve there on a short term mission trip.

- Children's Storehouse. Alternative funding sources will be sought to supplement the existing grants, and the project will continue with its objectives.
- Ministry to the poor. We will look at establishing a church-wide ministry area under which the Children's Storehouse will come. This will help engage more people in church and broaden the scope of what we do, as well as support the storehouse in developing creatively and possibly expand.

Worship

We will look at developing worship on a Sunday and improving the web site which is our most prominent 'front door'. Our search for a suitable venue continues: we are looking at either a new midweek venue or a midweek and Sunday combined.

Community

The Life Groups need to multiply, and for that more leaders need to be trained and deployed. In addition to the Church Weekend, this time to be held at Heatree House, we are planning a barn dance and further social events to deepen, extend and encourage community and relationships. It is hoped that a social events team will emerge out of the new Community Core Team.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Plymouth Vineyard for the purposes of company law) are responsible for preparing the Trustee's report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINERS

Each of the persons who are Trustees at the time when this Trustee's report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's Independent Examiner is unaware, and

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- that Trustee has taken all the steps that ought to have taken as a Trustee in order to be aware of any information needed by the charitable company's Independent Examiners in connection with preparing their report and to establish that the charitable company's Independent Examiner is aware of that information.

The company has taken advantage of the small companies' exemption in preparing the Trustee's report.

This report was approved by the Board of Trustees, as the company directors, on 30th April 2019 and signed on the Board's behalf by:

Trevor Horne (Chair of Trustees)

Statement of Financial Activities for the year ended 31 December 2019

		Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
	Notes				
INCOME	3				
Donations		69,078	26,883	95,961	88,660
Charitable Activities		14,274	511	14,785	1,009
Investments		94		94	6
Other		-		-	946
TOTAL INCOME		83,446	27,394	110,840	90,621
EXPENDITURE					
Charitable Activities	4	77,026	22,869	99,895	90,547
Other activities			6,791	6,791	
TOTAL EXPENDITURE		77,026	29,660	106,686	90,547
Net income / (expenditure)		6,420	(2,266)	4,154	74
RECONCILIATION OF FUNDS					
Fund transfers in		-	100	100	
Fund transfers out		100	-	100	
Net movement of funds		6,320	(2,166)	4,154	
Total Funds Brought Forward		7,797	3,286	11,083	11,009
TOTAL FUNDS CARRIED FORWARD		14,117	1,120	15,237	11,083

Balance Sheet as at 31 December 2019

	Notes	All funds £	Total this year £	Total last year £
FIXED ASSETS				
Tangible assets	7	-	-	577
Total fixed assets		-	-	577
CURRENT ASSETS				
Debtors	8	5,379	5,379	6,147
Cash at bank and in hand		34,914	34,914	29,088
Total current assets		40,293	40,293	35,235
Creditors:				
amounts falling due within one year	9	(25,056)	(25,056)	(24,729)
Net current assets		15,237	15,237	10,506
Total assets less current liabilities		15,237	15,237	11,083
TOTAL NET ASSETS		15,237	15,237	11,083
CHARITY FUNDS				
Unrestricted Funds		14,117	14,117	7,797
Restricted Funds	10	1,120	1,120	3,286
TOTAL FUNDS		15,237	15,237	11,083

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 in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees / directors on 13 May 2019 and signed on their behalf by:

Trevor Horne (Director)

NOTES TO THE ACCOUNTS

1 Basis of Accounting

These accounts have been prepared under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Plymouth Vineyard constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

Fund Accounting

Unrestricted funds are donations and other incoming resources which are available to be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are funds which are to be used within the objects of the charity, in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular restricted purposes.

Income

All income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, it is probable that the income will be received and the amount of income can be measured reliably.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation. The tax reclaimable on Gift Aided donations is accrued for if not received by the end of the financial year.

Interest on funds held on deposit is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Expenditure and Liabilities

Expenditure is recognised once there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured reliably. Expenditure is classified under the headings that aggregate all costs related to that activity. Expenditure includes attributable VAT which cannot be recovered, since the charity is not registered for VAT.

Liabilities are measured on recognition at their historical cost and then subsequently measured at the best estimate of the amounts required to settle the obligation at the reporting date.

Assets

Debtors are measured on initial recognition at settlement amount.

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost. Depreciation is calculated on the straight-line basis, in order to write off the cost of each asset over its estimated useful life, as follows:

Equipment - over 3 years Fixtures and Fittings - over 5 years

Gifts

Decisions concerning which individuals and institutions receive gifts out of the assets of the charity are made by the Leadership Team in consultation with the Board of Directors, in accordance with the Memorandum and Articles of Association.

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3 Analysis of Income

<u>Analysis of Income</u>				
	Unrestricted	Restricted	Total	Prior year
	funds	funds	funds	funds
	£	£	£	£
<i>Donations and Legacies</i>				
Donations from Individuals	69,078	10,451	79,529	62,798
Gift Aid (restricted)		293	293	443
Grants for Leigham Rock Solid		600	600	-
Grants for Children's Storehouse	-	10,417	10,417	11,917
Children's Storehouse donations	-	1,830	1,830	1,323
TOTAL	69,078	23,591	92,669	76,481
<i>Charitable Activities</i>				
Gift Aid (unrestricted)	14,274		14,274	12,179
Gift Aid (Children's Storehouse)		103	103	
Children's Storehouse textile sales	-	408	408	1,009
TOTAL	14,274	511	14,785	13,188
<i>Investments</i>				
Bank Interest	94	-	94	6
TOTAL	94	-	94	6
<i>Other Income</i>				
	0	3,292	3,292	946

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4 Analysis of Expenditure

	Unrestricted	Restricted	Total	Prior year
	funds	funds	funds	funds
	£	£	£	£
<i>Charitable Activities</i>				
Office	10,475		10,475	9,640
Administration	2,235		2,235	1,837
Legal & Professional Fees	4,265		4,265	2,854
Staff	28,020		28,020	24,901
Manse	13,200		13,200	13,200
Meetings	11,747	5,139	16,886	11,227
Pastoral	353	565	918	4,583
Missions / Gifts	5,645	998	6,643	5,711
Outreach	821	4,692	5,513	198
Children's Storehouse Project	-	14,561	14,561	15,507
Payment Merchant Fees		100		
SWW Area		3,293		
Depreciation	265	312	577	889
TOTAL EXPENDITURE	77,026	29,660	106,686	90,547

5 Trustees' Expenses

For the year ending 31 December 2019, trustee and director A Goode was paid a gross salary of £14,413 and a manse allowance of £13,200, in respect of his position as Senior Pastor of Plymouth Vineyard Church, as permitted by the company's Memorandum and Articles and by the Charity Commission.

No other individual who was a trustee/director during the year received a remuneration or reimbursement of expenses.

6 Staff Costs

	This year	Last year
	£	£
Gross Salaries	<u>36,795</u>	<u>33,626</u>

There were 4 part-time employees as at 31 December 2019

All employees opted out of the auto-enrolment pension scheme

7 Tangible Fixed Assets

<u>Tangible Fixed Assets</u>		
	Equipment	
	£	
Cost		
At 1 January 2019	10,036	
Additions	-	
At 31 December 2019	10,036	
Depreciation		
At 1 January 2019	9,459	
Charge for year	577	
At 31 December 2019	10,036	
Net Book Value		
At 31 December 2019	-	
At 31 December 2018	577	

8 Analysis of Debtors

	This year		Last year
	£		£
Accrued Income	2,043		1,687
Prepayments	3,336		3,742
SW Area Vineyard Grant	-		718
TOTAL	5,379		6,147

9 Analysis of Creditors: amounts falling due within one year

<u>Analysis of Creditors</u>					
	This year		Last year		
	£		£		
Taxation & social security	831		909		
Accruals	2,305		2,305		
Adjustment 24/04/19	51				
Deferred Income	21,869		21,515		
TOTAL	25,056		24,729		
Deferred Income					
Deferred Income B/fwd	21,515				
Resources deferred during the year	3,966				
Amounts released	(3,612)				
TOTAL	21,869		-		
Deferred income is made up of					
Children's Storehouse grants which relate to 2020, and a restricted					
donation towards the future costs of new premises & restricted don					

10 Statement of Restricted Funds

<u>Statement of Restricted Funds</u>					
	Carried				
	forward				
	£				
Children's Storehouse	1,143				
SWW Area Vineyard Grant	703				
Restricted	(731)				
Building Fund	6				
TOTAL FUNDS	1,121				