# Reports and Financial Statements

For the 12 months from 1 January 2021 to 31 December 2021

# Croydon Vineyard

# Charity & Company information

**Charity Registration Number** 1151324

**Company Registration Number** 08409393, company limited by guarantee

**Company Directors (Trustees)** Tom Thompson (Chair)

Mark Goodman (until 08/03/2022)

Dayo Omolokun David Prothero Sarah Hombarume Graham Bright

Kinga Vekony (until 12/04/2021) Joelene Evans (from 13/04/2021) Yolanda Walker (from 23/05/2022)

Company Secretary Kinga Vekony (until 12/04/2021)

Joelene Evans (from 13/4/2021)

**Registered office** The Harvest Centre

72 Chelsham Road South Croydon

CR2 6HY

**Company Bankers** CAF Bank: 25 Kings Hill Avenue, Kings Hill,

West Malling, Kent, ME19 4TA

**Independent Examiners** Archie McDowall, BA, CA, of Stewardship:

1 Lamb's Passage, London, EC1Y 8AB

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# Trustees' and Director's Report

#### 1. Introduction...

I am pleased to introduce the Trustees' Report and Financial Statements for the accounts of Croydon Vineyard. We give thanks for all the Lord has done in us and through us in the last 12 months.

As the disruption of COVID continued throughout 2021, Croydon Vineyard has acted as a beacon of hope for many. In particular we emphasised:

**A Culture of Worship** - to see diverse people coming together for life-changing encounters with the presence of God, to be filled with his grace and his truth and to live for his glory all through the week.

**Raising Sons and Daughters** - to see a whole generation in Croydon meeting Jesus and, through the long-term nurture of our church, coming to their full potential in God.

**Life-changing Groups** - to have a wide range of healing spaces all through the week for people to find hope, life and to learn how to live in the fullness of all God has for them.

**Loving Croydon** - to equip all the church to share Jesus all over Croydon all through the week through their work, their rest, and their play, inviting people into life-changing groups and Sunday services where they come to life.

**Multiplying Leaders** - to be a sending church who raise up many leaders for many sectors in society, spreading the fragrance of the kingdom all through Croydon and seeing 100 churches planted across London and beyond.

And in God's strength and with your support we will continue to do this.

Yours in Christ

Tom Thompson

Senior Pastor & Chair of Board of Trustees/Directors

# 2. Trustees' Report...

The trustees of Croydon Vineyard, who also act as directors for the purposes of company law, present their report and financial statements for the 12-month period from 1 January 2021 to 31 December 2021 in accordance with the Charities Act 2011 and the Companies Act 2006. The trustees are satisfied, to the best of their knowledge, that these statements comply with the current statutory requirements, the church's governing documents and are in accordance with the Charity Commission's Statement of Recommended Practice (2015 SORP).

# 3. Objectives & Activities...

The main object of Croydon Vineyard is the advancement of the Christian faith. This was achieved primarily, although not exclusively, through: the development and multiplication of small groups of people meeting mid-week, and the growth of local church congregations meeting on Sunday mornings and evenings in Croydon.

The trustees note that considerable volunteer time has been given by lay-leaders and church members in achieving the aims and objectives of the church.

# 4. Review of the year...

#### **Culture of Worship**

The first 6 months of the year were very challenging to the culture of worship due to heavy restrictions on gathering for services and on singing. In June we began meeting at the Vue cinema and increasingly saw people both attending and engaging with the Lord during worship. A highlight was the establishment of once a month "worship circle" events where people could gather for 90 minutes of sung worship and prayer, which was deeply healing and encouraging to many.

#### **Raising Sons and Daughters**

As noted last year, COVID presented major challenges to young people and to youth ministry in particular. Our teams worked extremely hard to maintain connection with under 18s and we are deeply grateful to them for all their work.

In August 2021 we were delighted to appoint a qualified Youth Pastor to work 3 days a week with our young people. During the autumn this already began to create a sense of momentum among the young people.

#### **Life-changing Groups**

These came very much into the fore during the lockdowns and much good has come from them, particularly providing pastoral care for the lonely and those struggling. We have sought to pursue a deeper level of discipleship in small groups, experimenting with a range of formats and content. Ultimately the inability to meet live has been hard for some but has worked well for others. In this year we have begun to broaden this emphasis to talk about "learning the way of Jesus", running additional workshops and courses to pursue this.

### **Multiplying Leaders**

We continue to work with the replant of Merton Vineyard to see it do well and have begun exploring a closer partnership with Wallington Christian Centre.

#### **Love Crovdon**

We continued to see intermittent disruption to Vineyard English School in 2021 but thanks to significant effort by staff team and volunteers we moved VES online and saw approximately 60 students each week engage with classes.

A major boost for VES was the award of a grant of £10,000 by Just Sow. This has enabled significant extra paid time to be put into the leadership and promotion of the school.

We have also continued to promote people caring for their neighbours, not only through provision of "doorstep bags" but also in an "Art of Neighbouring" initiative.

# **5. Administrative Operations...** Staffing

Tom & Lesley Thompson lead Croydon Vineyard, with a focus on setting the vision and direction of the overall ministry of the church, leading weekly congregational celebrations on Sundays as well as the day-to-day running of the church and overseeing the development of the ministry of the church by working alongside and through volunteers. Tom also acted as a trustee and as chair for the board of trustees/directors.

#### Additional staff were as follows:

Assistant Pastor - 40 hours a week, overseeing Vineyard English School and our communications to the wider public and the congregation.

Kids Pastor & Admin - 32 hours a week, overseeing our work with 0-11s and managing our bookkeeping and database.

Worship pastor - working 24 hours a week, overseeing Sunday music teams and some communications.

Youth Pastor - 24 hours a week, overseeing our work with 11-18s in Croydon.

Additional Pastors - we continued to employ two other people 8 hours a week each, both of whom invested heavily in our e-services and pastoral care of the congregation during this difficult year.

#### Compliance

We continue to develop and enhance our policies on Child Protection, Risk Management and Financial Control. Further policies will be implemented as required by the growth of the church. We have continued membership of the 31:8 (formerly CCPAS) scheme to assist us in our Safeguarding. We have continued to apply for Disclosure and Barring Service checks as appropriate for all children's leaders, following the church's Child Protection Policy and Operational Guidelines. The accounts have been examined by Stewardship.

# 6. Future Plans...

Over the coming financial reporting period we are hoping to settle into a new incarnation of Croydon Vineyard. In particular, we have identified the following 5 headline goals:

- #1 We want to see a profound increase in the experience of the power and presence of Jesus as we gather, bringing lasting advance of the Kingdom in Croydon. In particular we want to settle well into Harris Academy as our new Sunday services venue.
- #2 we want to see a major growth in "family feel" in the church through fun, healing mid-week connection points. In particular we want to settle well into the Harvest Centre as our new offices and mid-week ministry venue.
- #3 we want to equip our congregation to reach more of their neighbours and the nations, giving them easy and attractive opportunities to experience the love of Jesus
- #4 we want to see a growth in number and confidence of under 18s, particularly among the young people who have been most significantly affected by the COVID pandemic.
- #5 We want to see a groundswell of biblical, spirit-filled, courageous leaders who work together to achieve a major advance of the Kingdom and will be looking at creating a clearer pipeline for this.

Alongside these we will continue to pursue the other aspects of our five emphases.

#### 7. Structure, Governance & Management

Croydon Vineyard (incorporated on 19 February 2013) is a charitable company limited by guarantee and is governed by the Memorandum and Articles of Association which were adopted on 19 February 2013. As a charity the church acts entirely as a non-profit making organisation. The church has also been granted exemption from using the word "Limited" in its title. The trustees of the church are appointed by resolution of the Board and act as directors for the purposes of company law.

The church is also affiliated to Vineyard Churches UK & Ireland, a wider network of some 100 or so churches across the country. Croydon Vineyard regularly grants a proportion of its income to the work of Vineyard Churches UK & Ireland in the establishing of new churches and missions work abroad.

#### Trustees & Directors...

The trustees below have held office during the period from 1 January 2021 to the date of this report:

- Tom Thompson (Chair)
- · Graham Bright
- · Dayo Omolokun
- · Sarah Hombarume
- Joelene Evans (from 13/04/2021)

- Kinga Vekony (until 12/04/2021)
- Mark Goodman (until 08/03/2022)
- · David Prothero
- Yolanda Walker (from 23/05/2022)

The trustees met formally to discuss business on a quarterly basis throughout the 12-month period 1 January 2021 to 31 December 2021.

## 8. Statement of Responsibilities...

Charity and company law require the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements the trustees/directors are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements.
- state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees/directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Internal Controls...**

As part of their continuing responsibility the trustees have endeavoured to ensure that reasonable internal control procedures are in place as appropriate for the development of the church. They include:

- Financial policies and procedures are kept under constant review
- Management Information Reports showing status of accounts and key performance statistics are issued to trustees quarterly
- · Annual budgets are approved by trustees and reviewed quarterly
- Quarterly financial reporting of actuals against budget including cash flow reporting with exception reporting to trustees
- Quarterly monitoring of operational reserves
- Periodic review of risk register and trustee action log

#### Risk Management...

Throughout the period the trustees maintained a centralised risk log to identify and mitigate major strategic, operational, and financial risks to the charity.

#### 9. Financial Review

#### **Income & Expenditure...**

The net incoming resources for the period was £249,555. Overall, the unrestricted general fund surplus stands at £305,987. There are no restricted funds. The Charity relies on the generous donations of its members as its principal source of income.

#### **Investment Policy...**

Currently, all investments are held as cash at bank balances.

## **Operating Reserves...**

The church aims to hold Cash Operating Reserves in line with the monthly expenses incurred. The trustees aim to maintain such reserves to at least the equivalent of 3 months of operating expenses in these accounts in the future. This equates to target cash reserves of c. £60,000. At 31 December the cash balance held in the general fund was £301,056.

#### Grants & Gifts...

As detailed below in the financial statements, the church has made payments to Vineyard Churches UK & Ireland (VCUKI) connected to the licensing of the church. VCUKI promotes the planting of new churches and provides support to churches in the Vineyard movement in the UK. During the period, including those payments, Croydon Vineyard gave away 5% of its unrestricted income in the form of grants and gifts.

#### Fixed assets...

All assets and investments held by the church fall within those permitted by the Memorandum and Articles.

#### Public benefit...

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Company's aims and objectives both in the year under review and in planning future activities. The trustees give their time voluntarily and receive no private benefit – Tom Thompson is paid a salary by the Company in his role as Senior Pastor of Croydon Vineyard, as set out in Note 4.

#### **Independent Examiner...**

So far as each of the trustees is aware at the time the report is approved:

- There is no relevant information of which the charitable company's independent examiner is unaware; and
- The trustees have taken all the steps they ought to have taken in order to make themselves aware of any relevant information and to establish that the Church's independent examiner is aware of that information.

The financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small entities.

Approved by the trustees/directors on 18 April 2022 and signed on their behalf

..... signed and dated 01 September 2022 T. Thompson

Chairman of Trustees

# Independent examiner's report to the members of Croydon Vineyard

I have examined the accounts for the 12-month period ended 31 December 2021 on pages 10 to 16 following which have been prepared on the basis of the accounting policies set out on pages 12-13.

# Respective Responsibilities of Directors/Trustees and Examiner

The directors/trustees of the company are responsible for the preparation of accounts; they consider that the audit requirements under section 144 of the Charities Act 2011 do not apply but that an independent examination is needed. I have been appointed to conduct an Independent Examination required by section 145 of the Charities Act 2011 and to report in accordance with the regulations made under section 145 of that Act. It is my responsibility to examine the accounts, without performing an audit, and to report to the trustees.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (1) examine the accounts under section 145 of the Charities Act 2011.
- (2) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.
- (3) state whether particular matters have come to my attention.

#### **Basis of Examiner's Statement**

This report is in respect of an examination carried out under section 145 of the Charities Act 2011, and in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, and a comparison of the accounts presented with those records. It also includes a review of the accounts and making such enquiries as are necessary for the purpose of this report. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Examiner's Statement**

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept in accordance with section 386 of the Companies Act 2006, or that the accounts presented do not accord with those records or comply with the accounting requirements of section 396 of the Companies Act 2006. No matter has come to my notice in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.

arrhie McDowall

Archie McDowall, BA, CA, signed and dated 7 September 2022

For and on behalf of: Stewardship 1 Lamb's Passage London, EC1Y 8AB

**Croydon Vineyard** 

# Statement of financial activities (including the Income and Expenditure Account) for the 12 months 1 January 2021 - 31 December 2021

	Notes	Unrestricted £	Restricted £	31 Dec 2021 £	31 Dec 2020 £
Income from	2				
Donations	3	238,817	-	238,817	330,842
Grants		10,000	-	10,000	-
Bank interest		738	-	738	925
Total income		249,555		249,555	331,767
Expenditure on					
Charitable activities	4	229,842	-	229,842	201,412
Total expenditure		229,842	-	229,842	201,412
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		19,713	-	19,713	130,355
Net movements in funds		19,713	-	19,713	130,355
<b>Reconciliation of funds</b> Total funds brought forward		286,274		286,274	155,919
Total funds carried forward	7	305,987		305,987	286,274
		<del></del>			

All of the above results are derived from continuing activities.

Movements on reserves and all recognised gains and losses are shown above.

The notes on page 12-16 form part of these accounts.

## Balance sheet at 31 December 2021

		31 Dece	ember 2021	31 Dec	ember 2020
	Notes	£	£	£	£
Current assets					
Debtors	5	8,154		3,683	
Cash at bank and in hand		301,253		290,715	
		309,407		294,398	
<b>Current Liabilities</b> : Amounts falling due within one year	6	(3,420)		(8,124)	
Net current assets			305,987		286,274
Net assets			305,987		286,274
Funds	7, 8				
Unrestricted Funds			305,987		286,274
Restricted Funds			-		-
			305,987		286,274

For the 12 months to 31 December 2021, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

#### Responsibilities of directors/trustees:

- a. The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.
- The directors/trustees 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 companies subject to the small companies' regime.

Approved and authorised for issue by the board on 18 April 2022 and signed on its behalf by

signed and dated 01 September 2022

T. Thompson, Director

Charity Registration Number 1151324 Company Registration Number 08409393

The notes on page 12-16 form part of these accounts.

#### Notes to the Accounts

#### 1 Accounting policies

#### 1.1 Accounting convention

The accounts have been prepared under the historic cost convention, 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).

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and the possible implications should projected income and/or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements."

The following are the accounting policies which have been applied in dealing with material items: -

#### 1.2 Funds accounting

- Unrestricted funds are those which are not subject to any special restrictions, and they can be used as the Trustees decide in furtherance of the general objectives of the charity. Designated funds are part of unrestricted funds and are amounts the Trustees have set aside to cover particular expenditure.
- Restricted funds are those where the donor has imposed restrictions on how the fund may be used, but which do not prevent the fund being spent. On 31 December 2021 Croydon Vineyard held no restricted funds.
- Endowment funds are those where there is a requirement imposed by the donor to retain capital, but which allows income arising to be used. On 31 December 2021 Croydon Vineyard held no endowment funds.

#### 1.3 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donated income and grants receivable are recognised in the accounts when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HMRC is grossed up for the tax recoverable. Any amount of tax able to be claimed from HMRC but not yet received is included with the charity's debtors
- The charity has relied significantly upon volunteers in carrying out its activities during the year, particularly church services, and advancement of the Christian faith. In accordance with paragraph 6.19 of the SORP, the role of volunteers has not been recognised as income from donated services in the accounts.
- Donated goods are valued at the amount they are sold for at the date they are sold.
   No donated goods were sold in the period.

• Investment income is included when receivable. Income from investments is apportioned to the general fund.

#### 1.4 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

- Charitable activities expenditure comprises those costs incurred by the charity in the
  delivery of its activities and service for beneficiaries. It includes both costs that can
  be allocated directly to such activities and those costs of an indirect nature necessary
  to support them. As noted in the Trustees' Report the charity's object and principal
  activity is the advancement of the Christian faith. All strategies and separate
  activities are deemed to fall under this principal activity and are analysed on this
  basis.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### 1.5 Pension costs

The company operates a defined contribution scheme for certain of its employees. Pension premiums are charged as they are paid.

#### 1.6 Taxation

The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

#### 1.7 Cash Flow Statement

The charity has taken advantage of the exemption in Financial Reporting Standard 1 'Cash Flow Statement' which allows small companies not to prepare a Cash Flow Statement.

#### 1.8 Critical accounting estimates and areas of judgement

The trustees do not consider that there any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

#### 2 Income

The income and net movement on funds are wholly attributable to the company's main object. The income arises entirely in the UK.

#### 3 Donations

	12-month p Unrestricted			Last Year Total
	£	£	£	£
Donations made under gift aid Gift Aid receivable	200,774 38,043	-	20,042	279,183 51,659
Total	238,817 =====	-	238,817	330,842

## 4 Analysis of Charitable activities

#### 4.1 Staff Costs

	2021, £	2020, £
Wages and salaries (including directors' emoluments)	126,485	110,608
Payroll taxes	8,248	7,259
Pension contributions	11,507	10,641
Less: Employer's NI rebate	(4,000)	(4,000)
Total	142,240	124,508

The charity had 4 full time equivalent employed staff (2020:4). Its activities are generally carried out by volunteers. No staff received salaries at a rate of more than £60,000 per annum (2020:0).

Remuneration payable to key management (gross, including pensions) amounted to £41,592 in the 12 months (2020: £39,497).

Remuneration was paid to the following trustees (and connected parties) as allowed in the Memorandum and Articles of Association in their capacity as pastors to the church and not for work undertaken as trustees.

	T. Thompson	L. Thompson
Salary (Gross)	26,000	12,690
Pension	2,600	1,269
Total	28,600	13,959
2020	25,510	13,987
4.2 Facility Costs		
	2021, £	2020, £
Rent & Discretionary Maintenance	28,783	11,087
Utilities	3,468	1,863
Total	32,251	12,950
4.3 Marketing Costs		
	2021, £	2020, £
Advertising, Printing & Website	894	3,422
Total	894	3,422
4.4 Administration Costs		
	2021, £	2020, £
Office Equipment & Hardware	1,685	2,815
Publications, Stationery & Misc. Consumables	417	1,222
Total	2,102	4,037

#### 4.5 Operating Expenses

	2021, £	2020, £
Seminars/Courses	1,910	2,210
Ministry costs †	27,976	17,238
Total	29,886	19,448

<sup>†</sup> Ministry expenses consist of the following spend elements, which are core to the Church mission: Sunday adult hospitality and materials, Kids hospitality and materials, Youth hospitality and materials and mentoring, football academy, adult small group materials and training, outreach initiatives, Vineyard English School running costs, pastoral care gifts and travel.

#### 4.6 Other Expenses

	2021, £	2020, £
Charitable giving	6,444	6,731
License payments to VCUKI, see note 9	12,000	16,588
Total	18,444	23,319

#### 4.7 Governance Costs

	2021, £	2020, £
Legal & Compliance costs*	1,581	11,328
Payroll Processing Fees	1,004	960
Accountancy costs**	1,440	1,440
Total	4,025	13,728

Note\* 2020 Includes £9,738 associated with a leasehold transaction that did not complete (2020: £9,738)

Note\*\* The independent examiner's fee was £1,440 (2020: £1,440)

# 5 Debtors

	As at 31 December 2021	As at 31 December 2020
Gift Aid	8,154	3,472
Professional Fee Refund	<u>-</u>	211
	8,154	3,683

### 6 Creditors

	As at 31 December 2021	As at 31 December 2020
Amounts falling due within one year	£	£
Payment to VCUKI	1,800	5,588
Other amounts	1,620	2,536
	3,420	8,124

All amounts fall due within one year.

#### 7 Funds

The company is limited by guarantee and does not have a share capital. There are currently no restricted funds, nor endowment funds (31 December 2020: £Nil). There is a single designated fund: Go and Grow of £46,936 (31 December 2020: £43,814). The purpose of this designated fund is to provide funding for activities that will help the members of the church "go and grow" in the Mission Jesus has called them to.

# 8 Analysis of net assets between funds

Fund balances at 31 December 2021 are represented by:	Unrestricted £	Restricted £	Total £	Last year £
Debtors	8,351	-	3,683	3,683
Cash at bank and in hand	301,056	-	290,715	290,715
Creditors	(3,420)	-	(8,124)	(8,124)
Total net assets at 31 December 2021	305,987	-	286,274	286,274

#### 9 Related party transactions

Vineyard Churches (UK) is deemed to be a connected charity for the purposes of applicable accounting standards and Companies Act 2006. Vineyard Churches (UK) provides oversight and leadership to Vineyard Churches in the United Kingdom. See section 4.6 above. The charity has a policy of making payments to Vineyard Churches (UK). A total of £12,000 was due to VCUKI for the year (2020: £16,588)

Remuneration paid to the senior pastor and connected parties in their capacity as pastors to the church is disclosed in note 4.1 above. No other trustee or connected party received emoluments from the charity during the year (2020: £nil)

The total amount of donations funded by trustees and connected parties was £22,996 (2020: £24,115).

#### 10 Members

Each director of the company commits to contribute if the charity is wound up an amount of £1.