

Trustees' annual report

For the period from	Period start date	To	Period end date
	01-Jan-16		31-Dec-16

Reference and administration details

Charity name LINCOLN COLLEGE VACATION PROJECT

Registered Charity number 1092434

Charity's principal address
LINCOLN COLLEGE
TURL STREET
OXFORD
OX1 3DR

Names of the charity trustees
TIM KNOWLES
REVD DR MELANIE MARSHALL
STEFAN ENCHELMAIER

Structure, governance and management

Description of charity's trusts

Type of governing document	Constitution
How the charity is constituted	An association of its members, executive committee, advisory committee and trustees
Trustee selection method	Trustees are appointed at the Annual General Meeting for a period of three years at a time.

Additional governance issues

Disclosure and Barring Service checks are carried out each year on all volunteers prior to going on any holidays with children.

In addition, the charity is administered in accordance with the rules and regulations for University clubs as published from time to time by the Proctors of the University of Oxford.

Objectives and activities

Summary of the objects of the charity set out in its governing document	<p>The object of the charity is the relief of children who are in necessitous circumstances in particular, but not exclusively, through the provision of free holidays for deprived children from the Oxford area.</p> <p>The considered children are recommended by Social Services and/or by any other organisation that may come into contact with deprived children.</p>
Summary of the main activities undertaken for the public benefit in relation to these objects	<p>The focus of the charity's activities is on children.</p> <p>Each year the charity runs two week-long holidays for children living in the Oxford area in order to give them a break from whatever difficulties they may be experiencing.</p> <p>The holidays are designed to allow the children to have fun and try new things, building confidence along the way but always allowing them to be children.</p> <p>The charity welcomes all children aged from 7-12 years regardless of gender, race or religion.</p>

Additional details of objectives and activities

A great contribution is made by the member volunteers and the charity is grateful to them for giving up their summer holidays to lead the vacations for the children.

Achievements and performance

Summary of the main achievements of the charity during the year.

The holidays this year were again held at St Katharine's in Parmoor - a residential centre that hosts projects like ours.

The venue has wonderful grounds where the children could play organised games with the leaders as well as being a place of historic beauty that allowed the children to stay somewhere out of the ordinary.

Each week's activities were carefully planned, with a range of age-appropriate activities available; for instance, children could do everything from feeding goats at Odds Farm to earning a mock driver's licences at Legoland.

Additionally, in 2016 we expanded the project to hold one-day away days for children - outside of our normal week long holidays. This has only been possible due to the continued support of our benefactors.

The charity is looking forward to its 46th year of operating in 2017 - and further forward is now planning an third weeks holiday for 2018 due to an exceptional fund-raising in the past 2-3 years.

Financial review

Brief statement of the charity's policy on reserves

We aim to hold at least half a year's worth of costs in the reserve accounts to cushion the charity in the event of a poor year of fundraising.

As our financial year end falls in the middle of our fund raising year, the cash at bank figure of £37,070 appears artificially high, as this includes funds raised for the 2017 holiday that has not happened yet.

Furthermore, with the reserves we have we plan for an additional weeks holiday in 2018 - it was hoped to do this in 2017, but the long lead time to secure accommodation mean that this has slipped to 2018.

Details of any funds materially in deficit

Not applicable

Declaration

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

Signed on behalf of the charity's trustees

Signature

Tim Knowles

Full name

Tim Knowles

Position

Trustee

Date

17.10.2017

Independent Examiner's Report to the Trustees of Lincoln College Vacation Project

I report on the accounts of the charity for the year ended 31st December 2016

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Lee Baker ACA
Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles'
Oxford
OX1 3LE*

12th October 2017



LINCOLN COLLEGE VACATION PROJECT

No (if any)

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Jan-16		31-Dec-16

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations - Lincoln College	5,118	-	-	5,118	3,388
Donations - Other colleges	1,850	-	-	1,850	3,026
Donations - Personal	1,540	-	-	1,540	1,218
Donations - Trust Funds and Other	14,750	-	-	14,750	19,000
Fundraising	2,435	-	-	2,435	2,403
Gift Aid receipts	358	-	-	358	194
Other income	-	-	-	-	-
Interest received	89	-	-	89	101
	-	-	-	-	-
Sub total (Gross income for AR)	26,141	-	-	26,141	29,330
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,141	-	-	26,141	29,330
A3 Payments					
Total holiday expenses	19,158	-	-	19,158	22,782
Fundraising expenses	39	-	-	39	-
General expenses	547	-	-	547	388
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	19,744	-	-	19,744	23,170
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,744	-	-	19,744	23,170
Net of receipts/(payments)	6,397	-	-	6,397	6,160
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,712	-	-	30,712	24,552
Cash funds this year end	37,109	-	-	37,109	30,712
Check	-	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account (Natwest)	26,844	-	-
	Reserve account (Virgin Money)	10,264	-	-
	Total cash funds	37,109	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Tim Knowles		