

OASIS CHELMSFORD LTD

# Report and Accounts

year ended 31 March 2017

**stewardship<sup>®</sup>**

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## OASIS CHELMSFORD LTD

FOR THE YEAR ENDED 31 MARCH 2017

### COMPANY INFORMATION

<b>Directors/Trustees</b>	M Burge FCA N Bullivant (Elder - not employed) Ms J Godward N Lawrence Mrs J Webb (resigned June 2016)
<b>Key staff</b>	P Bardwell - Lead Elder - full time employed A Williams - Elder - not employed R Tufnell - Administrator - part time employed R Leverett - Foodbank manager - part time employed R Brackley - Foodbank manager - part time employed
<b>Governing Document</b>	Memorandum and Articles of Association dated 28 June 2011
<b>Company Registration Number</b>	7685257
<b>Charity Registration Number</b>	1144804
<b>Office address</b>	PO Box 9174 CHELMSFORD ENGLAND CM1 9AE
<b>Independent Examiner</b>	Marie-Claire Yeo ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
<b>Bankers</b>	HSBC Bank Chelmsford

### CONTENTS

Company Information	1
Directors Report	2-4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8-11
Detailed Statement of Financial Activities with Comparatives	12

**OASIS CHELMSFORD LTD  
REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2017**

The Directors who, are also the trustees, have great pleasure in submitting their Annual Report.

**Objects of the charity**

The Trust seeks to demonstrate the Christian faith in action by the advancement of Christianity starting in the Chelmsford area, but through our network changing the world.

**Government**

The policy and operating decisions of the charity rest with the Directors who meet regularly to monitor the activities of the charitable Company.

**Review of Activities**

The objects of the charity are to advance the Christian faith in order to proclaim and further the good news of God and his Son the Lord Jesus Christ and to preach the Christian faith through the power of his Spirit. In so doing, we aim to establish a local expression of the vibrant, life-giving community known collectively as The Church of Jesus Christ. The charity started the financial year with one full time elder and a part time administrator, and a number part time staff in paid and voluntary roles. The local church works as body of people who all volunteer their resources to establish a vibrant and varied community. Our total number including children during the year ended 31 March 2017 continued to be around 100.

We have continued to invest in our work with children and young people, with all age groups represented. We have also invested in developing a small group helping the older members of our church community. The essential programmes in place last year continued throughout this year. The year saw us increasingly working with several other churches in Chelmsford and local area, particularly with other churches that we relate to within our international network. The programme of events across the life of the church community has been varied and full of life.

We continue to meet on Sunday mornings at a local Chelmsford school (Moulsham High School), but have also met occasionally in the Melbourne area of Chelmsford using North Avenue URC building, where the members there have welcomed us to share some time together with them. We are exploring working with them in a more regular way in 2017/18 onwards. Foodbank continues to utilise on licence from the local C of E diocese Vicarage Hall, Beehive Lane for warehousing.

We have continued to develop our successful foodbank project. Demand continues to grow, and this year we have provided emergency food supplies to 2,704 people, distributing a total of 21 tonnes of food from our 6 centres throughout the Chelmsford area. The project works in partnership with other churches and not-for-profit groups in the borough, who provide premises for our distribution centres. Donated food is sorted, packed and distributed by a dedicated team of 80 volunteers who contributed over 9,000 hours during the year. Given the increasing scale and complexity of the project, trustees decided to employ two part-time staff during the year to provide continuity of management and operations. This staff resource has enabled us to further develop the project, including expansion of the 4 families project which provides a hot meal midday meal for families during school holidays as well as practical education and training to help with cooking, budgeting and other skills.

We are grateful to support from all our partners in the project, but particularly Chelmsford City Council and Chelmsford Diocese who provide warehousing and office space.

We have ambitious plans for next year, including further expansion of our education and training activities as well as distribution of non-food items such as school uniforms.

#### **Reserves Policy**

The Board of Directors have established a policy whereby free reserves held by the charity should be maintained at between 3-6 months of committed monthly expenditure. We continue to work positively towards this goal, whilst balancing the on-going work of the charity commitments.

#### **Risk Statement**

The Directors have reviewed the risks to which a small charity operating with few employees are exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

## **Directors' Responsibilities**

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year.

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

## **Approval**

This report was approved by the Directors 20 October 2017 and signed on their behalf by:

M Burge FCA

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

### **OASIS CHELMSFORD LTD**

I have examined the accounts for the year ended 31 March 2017 set out on pages 6 to 12 following which have been prepared on the basis of the accounting policies set out on page 8.

#### **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.

Marie-Claire Yeo ACA

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

31 October 2017

**OASIS CHELMSFORD LTD**  
**Statement of Financial Activities**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**Summary Income and Expenditure Account**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	91,992	13,461	105,453	109,745
Donated goods	2	-	54,229	54,229	37,500
Other income and endowments		-	-	-	550
<b>Total income and endowments</b>		<b>91,992</b>	<b>67,690</b>	<b>159,682</b>	<b>147,795</b>
<b>EXPENDITURE ON</b>					
Charitable activities	3	93,832	79,115	172,946	140,267
<b>Total Expenditure</b>		<b>93,832</b>	<b>79,115</b>	<b>172,946</b>	<b>140,267</b>
<b>Net Income/(expenditure)</b>		<b>(1,840)</b>	<b>(11,426)</b>	<b>(13,264)</b>	<b>7,528</b>
Transfers between funds		(200)	200	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward		15,910	23,970	39,880	32,353
<b>Total funds carried forward</b>		<b>13,870</b>	<b>12,745</b>	<b>26,615</b>	<b>39,881</b>

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

The notes on page 8-12 form part of these accounts.

**OASIS CHELMSFORD LTD**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2017**

	Note	Unrestricted Funds £	Restricted Funds £	2017 £	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	5	-	-	-	1,245
		-	-	-	1,245
<b>CURRENT ASSETS</b>					
Stock	6	-	7,854	7,854	13,450
Debtors	7	2,890	-	2,890	1,722
Cash at bank	8	12,534	4,890	17,423	25,640
		15,423	12,745	28,167	40,812
<b>CURRENT LIABILITIES</b>					
Liabilities falling due within one year	9	1,552	-	1,552	2,175
Net Current Assets		13,870	12,745	26,615	38,635
<b>NET ASSETS</b>					
		13,870	12,745	26,615	39,880
<b>FUND BALANCES</b>					
Unrestricted funds					
General Funds		13,870	-	13,870	15,910
Restricted Funds					
	10	-	12,745	12,745	23,970
		13,870	12,745	26,615	39,880

*For the year ended 31 March 2017, 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.*
- b. 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 by the Directors and signed on their behalf on the 20 October 2017 by:

M Burge FCA

Company number: 7685257

Charity number: 1144804

The notes on page 8-12 form part of these accounts.

**OASIS CHELMSFORD LTD**  
**Notes to the Accounts**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**1 Accounting Policies**

The accounts have been prepared under the historic cost convention, in accordance with applicable accounting standards and follow the FRS 102 Statement of Recommended Practice: Accounting by Charities 2015. The following are the accounting policies which have been applied in dealing with material items:-

a) Donated and grant income:

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

b) Other income and expenditure:

Investment income is taken into account when receivable and expenditure, including irrecoverable VAT, when incurred by the charity, regardless of when payment is made. Grants payable are taken into account at the earlier of when they are paid or become constructive obligations. Grants for the support of missionaries are accounted for on the basis of support that relates to the financial year.

c) Funds:

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

d) Fixed assets and depreciation:

Fixed assets acquired for use by the charity are capitalised and depreciated over their estimated useful life unless they cost less than £2,000 when they are written off on purchase.

Depreciation periods are as follows:

Equipment	Between 3 and 7 years
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e) Pension costs:

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

f) Taxation

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

g) Cashflow statement

The company has taken advantage of the exemption provided by the FRS 102 SORP and has not prepared a Cash Flow Statement for the year.

**2 Voluntary income**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
General donations	75,191	13,338	88,529	91,329
Tax recoverable	16,801	123	16,924	18,416
	91,992	13,461	105,453	109,745

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<i>Donated goods</i>				
Foodbank	-	39,229	39,229	39,229
Rent free premises	-	15,000	15,000	15,000
	-	54,229	54,229	54,229

Income from donated goods is accounted for on the basis of the value of average donation times no. donations received.

**OASIS CHELMSFORD LTD**  
**Notes to the Accounts**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**3 Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>a Direct Charitable Costs</b>				
Employment Costs	56,451	8,534	64,985	58,531
Building costs	12,715	-	12,715	8,211
Utility costs	1,134	-	1,134	1,138
Children & youth ministry	1,945	-	1,945	1,633
Speakers expenses	1,856	-	1,856	1,280
Training and conferences	1,083	-	1,083	2,318
Catering	1,430	-	1,430	1,290
Sound and visual costs	1,361	-	1,361	135
Travelling	1,760	-	1,760	1,081
Insurance and finance charges	2,119	-	2,119	2,364
Sundry costs	2,476	-	2,476	1,266
Foodbank costs	-	8,702	8,702	13,781
Depreciation	-	1,245	1,245	1,245
Grants payable	4,644	814	5,458	8,158
Donated Goods	-	59,820	59,820	33,775
	88,975	79,115	168,091	136,205
<b>b Support &amp; Administration</b>	£	£	£	£
Governance	1,320	-	1,320	1,440
Office consumables	2,222	-	2,222	1,211
Telephones	1,313	-	1,313	1,411
	4,855	-	4,855	4,062
<b>Combined charitable activity cost</b>	93,831	79,115	172,946	140,267
<b>c Grants</b>	Institutions £	Individuals £	2017 £	2016 £
Missionary support	3,600	814	4,414	8,225
	3,600	814	4,414	8,225

The church supports missionaries in the UK and internationally. Where a particular missionary has been supported by the church for a number of years, strict compliance with the Charities' Statement of Recommended Practice (SORP) may regard some arrangements as constituting constructive obligations such that future years' support is accounted for in these accounts as a liability. Whilst the support has no final end date in some cases, the church officers assess missionary funding on an annual basis and are confident that the missionaries would not view their support as an open ended obligations by the church.

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>d Donated goods</b>				
Foodbank	-	44,820	44,820	18,775
Rent free premises	-	15,000	15,000	15,000
	-	59,820	59,820	33,775

**OASIS CHELMSFORD LTD**  
**Notes to the Accounts**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**4 Staff & Trustees**

	2017	2016
	£	£
Gross wages, salaries & benefits in kind	60,142	52,350
Employer's National Insurance costs	1,783	2,680
Pension costs	3,060	3,024
<b>Total staff costs</b>	<b>64,985</b>	<b>58,053</b>

The charity has 3 full time equivalent employed staff. Its activities are generally carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

No remuneration was paid to any trustee during the year nor to any person connected to them.

Remuneration payable to key management amounted to £55,729 in the year (2016: £58,053). Key management is considered to cover all staff directly employed by the charity.

The total amount of donations funded by trustees was £13,500 (2016: £12,143).

Fees payable to Stewardship, other than for the annual accounts and independent examination, for payroll bureau services, totalled £708.

**5 Tangible Fixed Assets**

	Foodbank Van	Total 2015
	£	£
<b>Cost</b>		
At 1 April 2016	3,736	3,736
Additions	-	-
At 31 March 2017	<b>3,736</b>	<b>3,736</b>
<b>Accumulated Depreciation</b>		
At 1 April 2016	2,491	2,491
Charge for the year	1,245	1,245
At 31 March 2017	<b>3,736</b>	<b>3,736</b>
<b>Net book value</b>		
At 31 March 2017	-	-
At 1 April 2016	<b>2,491</b>	<b>2,491</b>

**6 Stock**

	2017	2016
	£	£
Donated goods	7,854	13,450
	<b>7,854</b>	<b>13,450</b>

**7 Debtors and Prepayments**

	2017	2016
	£	£
Tax recoverable	2,890	1,722
	<b>2,890</b>	<b>1,722</b>

**8 Cash at Bank and in Hand**

Bank operating accounts	17,423	25,640
	<b>17,423</b>	<b>25,640</b>

**OASIS CHELMSFORD LTD**  
**Notes to the Accounts**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**9 Creditors: liabilities falling due within one year**

Trade Creditors	232	735
Accruals	1,320	1,440
	1,552	2,175

**10 Funds**

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

	Opening balance £	Incoming resources £	Outgoing resources £	Transfers in the year £	Closing balance £
Chelmsford Foodbank	23,970	67,076	(78,301)	-	12,745
Love offerings	-	614	(814)	200	-
	23,970	67,690	(79,115)	200	12,745

Foodbank  
Love offerings

Contributions to support the operation of the Chelmsford Foodbank  
As part of our "having all things in common" Christian ethos from time to time offerings are taken to relieve poverty among members of the church community

The assets and liabilities represented by the various funds are as follows:

	Fixed assets £	Bank & cash balances £	Other net assets £	Total £
Restricted funds	-	4,890	7,854	12,745
Unrestricted funds	-	12,534	1,338	13,871
	-	17,423	9,191	26,615

**11 Members - Limited Guarantee**

Each member of the company, who are also the director / trustees, commits to contribute if the charity is wound up an amount of £10.

**OASIS CHELMSFORD LTD**  
**Detailed Statement of Financial Activities with Comparatives**  
**FOR THE YEAR ENDED 31 MARCH 2017**

		Unrestricted Funds - General		Restricted Funds		Total Funds	Total Funds
	Note	2017	2016	2017	2016	2017	2016
		£	£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>							
Donations and legacies	2	91,992	96,356	13,461	13,389	105,453	109,745
Donated goods	2	-	-	54,229	37,500	54,229	37,500
<i>Other income and endowments</i>		-	550	-	-	-	550
<b>Total income and endowments</b>		<b>91,992</b>	<b>92,923</b>	<b>67,690</b>	<b>50,889</b>	<b>159,682</b>	<b>143,812</b>
<b>EXPENDITURE ON</b>							
Charitable activities	3	93,832	90,696	79,115	49,572	172,947	140,268
<b>Total expenditure</b>		<b>93,832</b>	<b>90,696</b>	<b>79,115</b>	<b>49,572</b>	<b>172,947</b>	<b>140,268</b>
<b>Net income/(expenditure)</b>		<b>(1,840)</b>	<b>6,210</b>	<b>(11,426)</b>	<b>1,317</b>	<b>(13,265)</b>	<b>7,527</b>
Transfers between funds		(200)	-	200	-	-	-
		(2,040)	6,210	(11,226)	1,317	(13,265)	7,527
<b>Net movement in funds</b>		<b>(2,040)</b>	<b>6,210</b>	<b>(11,226)</b>	<b>1,317</b>	<b>(13,265)</b>	<b>7,527</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		15,910	9,700	23,970	22,652	39,880	32,352
<b>Total funds carried forward</b>		<b>13,870</b>	<b>15,910</b>	<b>12,745</b>	<b>23,970</b>	<b>26,615</b>	<b>39,880</b>

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