



PLYMOUTH VINEYARD

Trustees' Report and Financial Statements

for the year ended 31 December 2018

Affiliated to  **vineyard churches™**

Plymouth Vineyard

ANNUAL REPORT
at 31 December 2018:

TRUSTEES

Mr Trevor Horne (appointed Chair of Trustees 10 July 2018)

Mr Arthur Goode

Mrs Brenda Brooks

Mr Chris Anderson

Mr Mike Fulton (appointed 10 July 2018)

COMPANY SECRETARY

Alex Cooper (appointed 1 November 2018)

FINANCE OFFICER

Carol Cassidy

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

Plymouth Vineyard

ANNUAL REPORT at 31 December 2018:

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 2018.

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

The Lead Pastors take responsibility for setting the vision of the church and lead a team of Life Group leaders, ministry leaders and the operations team (mostly volunteers) who work from the office midweek. They also recognise the influence of a number of leaders who don't currently hold positional leadership but are still valued as part of the wider leadership group.

This group meets termly, and the Life Group Leaders meet monthly. In addition to this the Lead Pastors aim to meet 1:1 at regular intervals with specific leaders to encourage, coach and support them.

Plymouth Vineyard

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Life Groups, pastoral structures and community

The title of housegroups changed to Life Groups in January 2018, to better reflect their composition and function. They are seen as the vital structure for pastoral care to the church community, and the vehicle by which it is delivered.

We have seen an increase in community activity, attendance to gatherings and engagement across the different formats of church throughout the year. This is something of a priority for the health and sustained growth of the church.

Children's Storehouse

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. The charity was once again successful in obtaining grants from Devon Community Foundation and BBC Children in Need, the latter grant is for three years to March 2021. 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 wonderful Christmas party was held for 23 children and their families - our thanks go to Sherwell Church for the use of their hall.

Children's and Youth Ministry

New leaders of the youth groups were appointed, and they have been working closely with the children's ministry leader to provide a broad and effective provision of care, teaching and spiritual input to our young people.

We took groups to a number of events beyond the city, including Spree (a weekend camp for 7-12 year olds), and 'Go Wild' (an outdoor activity weekend). Events have been put on outside of Sundays to engage parents and children, and on Sundays there has been a switch to a holiday club style of programme for short bursts throughout the year, which proved successful.

The youth group has combined with other churches in order to strengthen the provision, including a joint Youth Alpha course aimed at teaching the youth about the basics of the Christian faith, which they ran alongside Ivybridge Methodist Church very successfully.

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 training has been given to another church in how to do this effectively.

Plymouth Vineyard

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at 31 December 2018:

FINANCIAL REVIEW

During the year ended 31 December 2018, the charity received total income of £90,621 and incurred total expenditure of £90,547, so there was a small surplus of £74 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 the year as restricted income towards the running costs of Children's Storehouse - £10,000 from BBC Children in Need and £1,000 from the Devon Community Foundation Plymouth Drake Fund. From these grants, a total of £2,917 is deferred income, as it relates to expenditure to be incurred in 2019.

An additional grant of £3,428 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 South West and Wales, although this was overspent, so there was a deficit of £718 at year end.

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 2018, the charity had total reserves of £11,083 with restricted reserves of £3,286. 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 £1,612 in unrestricted funds, which increased unrestricted reserves to £7,797. 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.

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at 31 December 2018

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 three Trustees is required by the Memorandum and Articles. Trustees normally serve for an initial period of three 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

1. The Board of Trustees normally meets five 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. Life Group Leaders oversee small groups, set up by the church to encourage people to look after each other. Life Groups are organised into clusters and the Life Group 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. 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.

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PLANS FOR FUTURE PERIODS

Life Groups

The continued focus on the emotional and spiritual health of the body, through discipleship and Life Groups, seems to be having an effect. Community engagement will continue to be important, and best achieved through the planting out of additional Life Groups, and encouraging them to flourish.

Children and Youth

We will look at how restructuring our provision for young people can help overcome some of the challenges regarding group size, cohorts and small numbers. We see real potential in our children and youth leaders and see this as an opportunity to develop these emerging leaders as well.

Venue

This is the year where moving venues is essential to maintain growth and the appropriate provision of support to those in need. We are looking at either a new midweek venue or a midweek and Sunday combined. It will probably need a fundraising attempt, so we are preparing for that.

Children's Storehouse

Although the charity was successful in being awarded three years funding from BBC Children in Need in 2018, it will continue to apply for grants from other Trusts and Foundations to meet the total costs for this project.

Foreign Mission

We have joined the Vineyard Peru Mission Partnership and look to engage with that in order to encourage the growth and health of Vineyard churches in Peru, leading to social change and the relief of poverty in those communities.

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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 AUDITORS

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
- 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 auditors 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 23 May 2019 and signed on the Board's behalf by:



Trevor Horne (Chair of Trustees)

Statement of Financial Activities for the year ended 31 December 2018

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
INCOME	3				
Donations		711,976	16,684	88,660	88,194
Charitable Activities		-	1,009	1,009	1,234
Investments		-	6	6	9
Other		508	438	946	199
TOTAL INCOME		72,484	18,137	90,621	89,636
EXPENDITURE					
Charitable Activities	4	70,872	19,675	90,547	93,906
TOTAL EXPENDITURE		70,872	19,675	90,547	93,906
Net income / (expenditure)		1,612	(1,538)	74	(4,270)
RECONCILIATION OF FUNDS					
Total Funds Brought Forward		6,185	4,824	11,009	15,279
TOTAL FUNDS CARRIED FORWARD		7,797	3,286	11,083	11,009

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at 31 December 2018.

Balance Sheet as at 31 December 2018

	Notes	Unrestricted funds £	Restricted funds £	Total this year £	Total last year £
FIXED ASSETS					
Tangible assets	7	265	312	577	1,467
Total fixed assets		265	312	577	1,467
CURRENT ASSETS					
Debtors	8	3,790	2,357	6,147	4,039
Cash at bank and in hand		6,901	22,187	29,088	28,882
Total current assets		10,691	24,544	35,235	32,921
Creditors:					
amounts falling due within one year	9	(3,159)	(21,570)	(24,729)	(23,379)
Net current assets		7,532	2,974	10,506	9,542
Total assets less current liabilities		7,797	3,286	11,083	11,009
TOTAL NET ASSETS		7,797	3,286	11,083	11,009
CHARITY FUNDS					
Unrestricted Funds		7,797		7,797	6,185
Restricted Funds	10		3,286	3,286	4,824
TOTAL FUNDS		7,797	3,286	11,083	11,009

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 23 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.

Plymouth Vineyard

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3 Analysis of Income

	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
<i>Donations</i>				
Donations from Individuals	59,797	3,001	62,798	61,846
Gift Aid	12,179	443	12,622	12,601
Grants for Children's Storehouse	-	11,917	11,917	11,917
Children's Storehouse donations	-	1,323	1,323	1,830
TOTAL	71,976	16,684	88,660	88,194
<i>Charitable Activities</i>				
Courses, Social events	-	-	-	289
Children's Storehouse textile sales	-	1,009	1,009	945
TOTAL	-	1,009	1,009	1,234
<i>Investments</i>				
Bank Interest	-	6	6	9
TOTAL	-	6	6	9
<i>Other Income</i>	508	438	946	199
TOTAL	508	438	946	199
TOTAL INCOME	72,484	18,137	90,621	89,636

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4 Analysis of Expenditure

	Unrestricted funds	Restricted funds	Total funds	Prior year funds
	£	£	£	£
<i>Charitable Activities</i>				
Office	9,521	119	9,640	9,649
Administration	1,837	-	1,837	1,929
Legal & Professional Fees	2,152	702	2,854	2,364
Staff	24,901	-	24,901	26,018
Manse	13,200	-	13,200	13,200
Meetings	10,835	392	11,227	13,726
Pastoral	2,252	2,331	4,583	2,662
Missions / Gifts	5,711	-	5,711	5,865
Outreach	198	-	198	1,373
Children's Storehouse Project	-	15,507	15,507	16,231
Depreciation	265	624	889	889
TOTAL EXPENDITURE	70,872	19,675	90,547	93,906

5 Trustees' Expenses

For the year ending 31 December 2018, trustee and director A Goode was paid a gross salary of £17,700 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>33,626</u>	<u>34,565</u>

There were 3 part-time employees as at 31 December 2018
All employees opted out of the auto-enrollment pension scheme

Plymouth Vineyard

ANNUAL REPORT
at 31 December 2018:

7 Tangible Fixed Assets

	Equipment £
Cost	
At 1 January 2018	10,036
Additions	-
At 31 December 2018	10,036
Depreciation	
At 1 January 2018	8,569
Charge for year	890
At 31 December 2018	9,459
Net Book Value	
At 31 December 2018	577
At 31 December 2017	1,467

8 Analysis of Debtors

	This year £	Last year £
Accrued Income	1,687	1,001
Prepayments	3,742	3,038
SW Area Vineyard Grant	718	-
TOTAL	6,147	4,039

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9 Analysis of Creditors: amounts falling due within one year

	This year £	Last year £
Taxation & social security	909	954
Accruals	2,305	2,359
Deferred Income	21,515	19,862
SWW Area Vineyard Grant	-	204
TOTAL	24,729	23,379
Deferred Income		
Deferred Income B/fwd	19,862	20,252
Resources deferred during the year	3,612	1,959
Amounts released	(1,959)	(2,349)
TOTAL	21,515	19,862

Deferred income is made up of restricted mission donations & gift aid, Children's Storehouse grants which relate to 2019, and a restricted donation towards the future costs of new premises

10 Statement of Restricted Funds

	Brought forward £	Net movement in funds £	Carried forward £
Children's Storehouse	4,494	(490)	4,004
SWW Area Vineyard Grant	204	(922)	(718)
Conference Donations	126	(126)	-
TOTAL FUNDS	4,824	(1,538)	3,286



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:

31/12/2018

Charity no
(if any)

1102919

Set out on pages:

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/12/2018.

Responsibilities and
basis of report:

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement:

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

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

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

Signed:

Date:

23/04/2019

Name:

Andrew Sullivan

Relevant professional
qualification(s) or body
(if any):

FMAAT

Address:

Members (UK) Ltd.
Finsbury House, Parkway Court
Plymouth, Devon, PL6 8LR.

Only complete if the examiner needs to highlight 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:

N/A.