

Brentwood Vineyard Church
Report and Unaudited Accounts
31 March 2023

TRUEMAN BROWN
CHARTERED ACCOUNTANTS
7 FOXGLOVE ROAD
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**Brentwood Vineyard Church
Report and accounts
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Brentwood Vineyard Church Trustees Report

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Brentwood Vineyard Church
Charity registration number	1015298
Principal address	Brentwood Vineyard Church Ashwells Road Brentwood Essex. CM15 9SE
The trustees	Mrs. Oluwarotimi Kojeku Mr Andrew Cracknell Reverend Lukas Roos
Independent examiner	Trueman Brown Chartered Accountants 7 Foxglove Road South Ockendon Essex. RM15 6EU
Bankers	Barclays Bank Plc 75 High Street Brentwood Essex. CM14 4RP

Trustees Report for the year ending 31 March 2023

The Trustees have the pleasure in submitting the Report and Accounts for the year.

OBJECTS OF THE CHARITY

The objectives of the charity as stated in the Declaration of Trust Deed dated 23 May 1991, amended 28 August 2003 are:

1. To advance the Christian faith and the planting of other Vineyard churches;
2. To further Christian education;
3. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provisions of counseling and training in life skills;
4. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Brentwood Vineyard Church ("bVc") is a charitable organisation governed by a Declaration of Trust dated 23rd May 1991, as amended 28th August 2003. We have started the process to convert the existing charity to a Charitable Incorporated Organisation – this has been registered with the Charity Commission on 19 February 2019 (CIO number 1182131).

Ultimate responsibility for the entity rests with the Trustees in consultation with the Leadership Team, however day to day management is delegated to the Senior Pastor(s) and decisions and responsibility for all pastoral and leadership matters reside with them. There is also oversight from Vineyard UK (VCUKI) area leaders and their national leadership team.

Brentwood Vineyard Church Trustees Report

Rev. Lukas and Mrs. Amelia Roos were appointed as Senior Pastors on the 24th October 2009 and they are responsible for the spiritual direction of the Church. A wider Leadership Team, Mr. and Mrs. J Rose, assists them.

Although the church employs members of staff, individual members of the Church undertake the outworking of the Church's vision in a voluntary capacity.

The Board of Trustees ("Trustees") meets at least three times each year, with further meetings as required. The induction process for any newly appointed Trustee comprises an initial meeting with the Chair of Trustees where the responsibilities of the Trustees are explained. They are also provided with a copy of the Vineyard Trustee manual.

Recruitment and appointment of trustees

No new appointments have been made this year. The Trustees continue to explore potential individuals who can join the Trustee team.

Affiliations

Brentwood Vineyard Church is affiliated to the charity, Vineyard Churches UK and Ireland (VCUKI) that was formed with the purpose of joining together churches that hold common values and practices. It gives oversight to the pastors of Vineyard churches and facilitates church planting. It helps, serves and strengthens the churches by leading, training, resourcing, administrating and providing pastoral support to Senior Pastors. Brentwood Vineyard Church uses the name under license from VCUKI.

The Church remained affiliated to the 'Evangelical Alliance'; 'Churches Together' and the Brentwood and District Evangelical Fellowship.

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks. All major insurable risks are subject to normal churches' and employers' insurance. Contractual risks are reviewed before being entered into to assess whether they could significantly impact upon the Church's ability to fulfil its objectives.

Vision And Mission

A community that desires to Be with Jesus... Be like Jesus...Do what Jesus did.

Review Of The Year

In fulfilling the charity objectives, the church holds Christian services on a Sunday morning, children's and youth activities, provides charity locally across Brentwood. The church provides hardship relief both financially and through the giving of time, service and items to the local Foodbank (Trussell Trust).

In living out our vision that church is not restricted to the building, we encourage members on the last Sunday of the month to engage with friends, neighbours and colleagues in doing life together. On these Sundays there is no corporate meeting.

Small groups continue to play an important part of our life together. These groups support and encourage faith and contribute to the life and community of the church.

We have strengthened our relationship with the local Barnardos Family Hub and support 26 families with food hampers at Christmas. This is an area that we would like to expand on in future.

We continue to be a family focused congregation and organize special events in line with the Christian Calendar to foster reflection and a greater sense of community. The spiritual life of the congregation is vital if it is to achieve its mission and vision. We are constantly mindful of the fact that we exist to bring the good news of God's love and grace to a world in need.

Brentwood Vineyard Church Trustees Report

The congregation has been reminded again this year that everyone needs to be involved in reaching out and touching the lives of people in their own sphere of influence. This means speaking about their faith and in practical and concrete ways, expressing God's care by serving those in need.

FINANCIAL REVIEW

The Trustees have been reviewing previous year's financial statements and would like to note that the Mini Bus Fund and the India & Congo Fund that existed was transferred into the Buildings Fund. The Buildings Fund was utilized in its entirety during the refurbishment project that was undertaken and completed in 2017.

Net income for the year was £3,165 (2021/22: £4,353). The majority of bVc's income comprised regular donations from members via standing order together with gift aid received in relation to those donations. Total income for the year was £70,060 (2021/22: £66,748).

Total expenditure for 2022/23 was £66,895 (2021/22: £62,395).

Reserves Policy

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfill its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit.

In planning the activities of Brentwood Vineyard Church the trustees have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. The trustees believe that this report provides suitable evidence of the public benefit being provided.

TRUSTEES RESPONSIBILITIES

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

Mrs Oluwarotimi Kojeku (Chair of Trustees)
28 November 2023

Brentwood Vineyard Church

Independent Examiner's Report On The Accounts

Report to the trustees of Brentwood Vineyard Church on the accounts for the year ended 31st March 2021 set out on pages 7 to 16.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with 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 the 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 that in, any material respect, the requirements:
 - . to keep accounting records in accordance with Section 130 of the Charities Act; and
 - . To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Trueman Brown
Chartered Accountants
7 Foxglove Road
South Ockendon
Essex
RM15 6EU

28 November 2023

**Brentwood Vineyard Church
Statement Of Financial Activities
for the year ended 31 March 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Generating funds:					
Voluntary Income	2	60,804	-	60,804	59,648
Investment Income	3	14	-	14	1
Incoming resources from charitable activities	4	-	-	-	500
Other incoming resources	5	9,242	-	9,242	6,599
Total Incoming Resources		<u>70,060</u>	<u>-</u>	<u>70,060</u>	<u>66,748</u>
Resources Expended					
Charitable Activities	6	58,912	-	58,912	55,002
Governance Costs	7	7,983	-	7,983	7,393
Total Resources Expended		<u>66,895</u>	<u>-</u>	<u>66,895</u>	<u>62,395</u>
Net Income For The Year		3,165		3,165	4,353
Reconciliation Of Funds					
Total Funds Brought Forward		181,221	220,588	401,809	397,456
Prior Year Adjustment	19	<u>220,260</u>	<u>(220,260)</u>	<u>-</u>	<u>-</u>
Amended Total Funds Brought Forward		401,481	328	401,809	401,809
Total Funds Carried Forward		<u>404,646</u>	<u>328</u>	<u>404,974</u>	<u>401,809</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**Brentwood Vineyard Church
Balance Sheet
as at 31 March 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
Fixed assets					
Tangible assets	9	488,176	-	488,176	488,176
Current assets					
Debtors	10	514	-	514	514
Cash at bank and in hand	11	4,791	328	5,119	8,999
		<u>5,305</u>	<u>328</u>	<u>5,633</u>	<u>9,513</u>
Creditors: amounts falling due within one year					
	12	(900)	-	(900)	(900)
Net current assets		<u>4,405</u>	<u>328</u>	<u>4,733</u>	<u>8,613</u>
Total assets less current liabilities					
		492,581	328	492,909	496,789
Creditors: amounts falling due after more than one year					
	13	87,935	-	87,935	94,980
Net Assets		<u>404,646</u>	<u>328</u>	<u>404,974</u>	<u>401,809</u>
Funds					
Restricted funds	14		328	328	220,588
Unrestricted income funds	15	404,646		404,646	181,221
Total Funds		<u>404,646</u>	<u>328</u>	<u>404,974</u>	<u>401,809</u>

The notes on pages 8 to 15 form part of these accounts

Approved by the Trustees and signed on their behalf by:

Mrs Oluwarotimi Kojeku (Chair Of Trustees)
Trustee

Approved by the Trustees on 28 November 2023

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005).

Cash flow statement

The Management Committee have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

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

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	25% on reducing balance basis
Motor vehicles	20% on reducing balance basis

No depreciation is charged to freehold property as the property is maintained to such a standard that the residual value is not less than cost.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

2 Voluntary income

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Gifts, Tithes & Offerings	50,143	-	50,143	50,343
Gift Aid Tax Recovered	10,661	-	10,661	7,955
Grants Received	-	-	-	1,350
	60,804	-	60,804	59,648

3 Investment income

	Unrestricted Funds	Restricted Funds	2023	2022
Bank Interest	14	-	14	1
	14	-	14	1

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

4 Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Room Hire	-		-	500
	<hr/>	<hr/>	<hr/>	<hr/>

5 Other incoming resources

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Employers Allowance	4,142		4,142	3,969
Sundry Income	5,100		5,100	2,630
	<hr/>	<hr/>	<hr/>	<hr/>
	9,242	-	9,242	6,599

6 Charitable activities

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Catering Costs	552		552	227
Charitable Gifts	1,485		1,485	2,234
Children's Work	645		645	73
Cleaning Costs	296		296	26
Licences & Subscriptions	1,525		1,525	1,535
Legal & Professional	-	-	-	629
Postage & Stationery	13		13	-
Repairs & Maintenance	733	-	733	812
Security	192		192	192
Salaries & Wages	41,742		41,742	41,570
Staff Training	58		58	-
Pensions	941		941	941
Telephone Costs	808		808	764
Travel & Hospitality	364		364	13
Rates	4,450		4,450	4,453
Utility Costs	4,465		4,465	1,206
Internet Costs	643		643	327
	<hr/>	<hr/>	<hr/>	<hr/>
	58,912	-	58,912	55,002

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

7 Governance costs

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Insurance Costs	3,110	-	3,110	2,840
Mortgage Interest Charges	3,973	-	3,973	3,653
Independent Examiners Fees	900	-	900	900
	<u>7,983</u>	<u>-</u>	<u>7,983</u>	<u>7,393</u>

8 Staff costs and numbers

	2023	2022
	£	£
Gross Wages & Salaries	37,601	37,601
Employers' National Insurance Costs	4,141	3,969
Pensions	941	941
	<u>42,683</u>	<u>42,511</u>

Employees were engaged in the following activities:

	2023	2022
	No.	No.
Activities in furtherance of the organisation's objects	1	1

No employees received emoluments in excess of £60,000 (2022 : Nil).

9 Tangible fixed assets

	Land and buildings £
Cost	
At 1 April 2022	488,176
At 31 March 2023	<u>488,176</u>
Depreciation	
At 31 March 2023	<u>-</u>
Net book value	
At 31 March 2023	<u>488,176</u>
At 31 March 2022	<u>488,176</u>

10 Debtors

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Trade Debtors	<u>514</u>	<u>-</u>	<u>514</u>	<u>514</u>

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

11 Cash at bank and in hand

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Barclays Business Current Account	196	-	196	1,389
Barclays Business Premium Account	4,595	328	4,923	7,610
	<u>4,791</u>	<u>328</u>	<u>5,119</u>	<u>8,999</u>

12 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Accruals	900	-	900	900
	<u>900</u>	<u>-</u>	<u>900</u>	<u>900</u>

13 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Mortgage	87,935	-	87,935	94,980
	<u>87,935</u>	<u>-</u>	<u>87,935</u>	<u>94,980</u>

14 Restricted funds

	People In Need	Building Fund	Total
	£	£	£
Balance At 1 April 2022	328	220,260	220,588
Prior Year Adjustment (Note 19)	-	(220,260)	(220,260)
Adjusted Balance At 1 April 2022	<u>328</u>	<u>-</u>	<u>328</u>
Incoming Resources	-	-	-
Resources Expended	-	-	-
Balance At 31 March 2023	<u>328</u>	<u>-</u>	<u>328</u>

Purpose of Designated Funds

People In Need

An emergency fund to assist parishioners who have fallen on hard times.

Building Fund

Following planning permission being granted building works were completed in 2017. A car park grant utilised in 2022.

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

15 Unrestricted income funds

	Designated Funds		General Fund	Total
	Mini Bus Fund	India & Congo Fund		
	£	£	£	£
Balance At 1 April 2022	3,133	600	177,488	181,221
Prior Year Adjustment (Note 19)	(3,133)	(600)	223,993	220,260
Adjusted Balance At 1 April 2022	-	-	401,481	401,481
Incoming Resources			70,060	70,060
Resources Expended			(66,895)	(66,895)
Balance At 31 March 2023	-	-	404,646	404,646

Purpose of Designated Funds

Mini Bus Fund

The original amount in this fund was donated by a couple of the members for the purpose of going towards the purchase a minibus at some point in the then future. It was therefore placed in a fund of that name. However, the donors, in their letter accompanying the gift, stated that should other needs arise the trustees permitted to use this money for other purposes.

India & Congo Fund

Monies raised through a church offering in the past in order to send Pastors Lukas and Amelia Roos abroad on a mission with other church leaders from the UK. The balance remaining is held should a further need such as this arise.

16 Analysis of net assets between funds

	Tangible fixed assets	Net current assets/ (liabilities)	Total
People In Need		328	328
Building Fund	-	-	-
<u>Unrestricted Income Funds:</u>			
Designated Funds		-	-
General Funds	488,176	(83,530)	404,646
	<u>488,176</u>	<u>(83,202)</u>	<u>404,974</u>

17 Trustee remuneration and related party transactions

No members of the management committee received any remuneration during the year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2022 - £Nil).

18 Post-balance sheet events

The charity is in the process of being incorporated as a Charitable Incorporated Organisation (CIO).

**Brentwood Vineyard Church
Notes to the Financial Statements
for the year ended 31 March 2023**

19 Prior Year Adjustment

The Trustees would like to note that the Mini Bus Fund and the India & Congo Fund that existed was transferred into the Buildings Fund.

The Buildings Fund was utilized in its entirety during the refurbishment project that was undertaken and completed in 2017. Excess funds should have been utilized by the General Fund.