

SOUTHEND VINEYARD
ANNUAL REPORT AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 1999

Company Number 3060009

Charity Number 1047393



Jacob Cavenagh & Skeet
Chartered Accountants
14 Reading Road South
Fleet, Hants
GU13 9QL

SOUTHEND VINEYARD
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FOR THE YEAR ENDED 31ST MARCH 1999

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SOUTHEND VINEYARD**REPORT OF THE DIRECTORS****FOR THE YEAR ENDED 31ST MARCH 1999**

The directors have pleasure in submitting their report and the financial statements of the company for the year ended 31st March 1999. They have been prepared in the format prescribed by the Statement of Recommended Practice "Accounting by Charities" issued by the Charity Commissioners in October 1995.

A. REVIEW OF THE BUSINESS

1. The Southend Vineyard was incorporated as a company limited by guarantee on 23rd May 1995. This company is registered with the Charity Commission under reference 1047393. The company number is 3060009. The company is governed by its Memorandum and Articles of Association.

The Company operates to preach the Gospel of the Lord Jesus Christ, to build up the faith of Christian believers, to train Christian workers, to plant Churches, to promote Christian education and to advance the Christian religion.

B. DIRECTORS

1. The directors who served during this period were:

Stephen Barber
Geoff Riebold
Julian Reddihough
Catherine Wakeling
John Stone

Directors are appointed at the General Meetings of the company.

C. REPORT

1. Southend Vineyard is associated to the Association of Vineyard Churches (AVC).
 - a. The association provides pastoral care for the Senior Pastor and family, and an external reference concerning church affairs and doctrine.
 - b. Southend Vineyard pays 3% of its annual income to AVC, 2% towards church planting in the UK and 1% to overseas missions.
2. Southend Vineyard has a three-fold leadership structure, which has some overlap, under the overall direction of the Senior Pastor and Pastoral Staff. Each area has distinct responsibilities in order to take adequate care of each church member and produce ongoing outward ministry.
3. The overall vision and direction for the Church is set by the Senior Pastor, Stephen Barber, with reference to the Pastoral Staff Team and Leadership Team.

SOUTHEND VINEYARD**REPORT OF THE DIRECTORS****FOR THE YEAR ENDED 31ST MARCH 1999****(Continued)**

4. The Leadership Team structure and responsibilities are as follows:

a. Trustees/Directors

- i. The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. 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. In preparing the financial statements the Directors are required to select suitable accounting policies and apply them consistently; make judgements that are reasonable and prudent; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in existence.
- ii. To advise the Senior Pastor on staffing, salaries and employment issues.
- iii. To manage the legal responsibilities of the Company.

b. House Group Leaders

- i. To provide one to one pastoral care for church members.
- ii. To help teach and train Church members in the Christian religion.

c. Co-ordinators

- i. To manage the ministry areas of the church, including
 - 1) Children's work
 - 2) Prison visiting
 - 3) Care for the poor
 - 4) Worship
 - 5) Evangelism
 - 6) Men & women's ministry

SOUTHEND VINEYARD**REPORT OF THE DIRECTORS****FOR THE YEAR ENDED 31ST MARCH 1999****(Continued)****D. Review of 1998/99****1. Church Premises**

- a. In February 1996, Southend Vineyard took over a two-floor office apartment at 4 Southchurch Road, Southend on Sea, as a place of worship and administration base. We have a yearly renewable lease at no rent, however Southend Vineyard is responsible for all maintenance costs.

2. Sunday Services

- a. In October 1996, we started dual morning services at 9.30am and 11.30 am.
- b. We hold a monthly Pub service at the Grand Public House, Leigh Broadway and evening services on the 2nd and 4th Sunday evenings.

3. Salaried Staff

- a. The year started with the following salaried staff:
 - i. Stephen Barber, Pastor
 - ii. Penny Davis, Administrator
 - iii. Gerry Coleman, Assistant Pastor and Worship Leader.

4. Volunteers

- a. It is the belief of the Southend Vineyard that all members are called to participate in the work and service of the church, all of which are highly valued.
- b. At certain times some members feel able to give extra time to the church and would be counted as unsalaried staff. These staff are listed below:
 - i. Laura Little - Pastoral Assistant, Monday to Friday
 - ii. John Mannion - Weekday mornings, supervising food distribution to the poor.
 - iii. Sue Clements - 3 days per week, answering telephones and miscellaneous administration duties.

SOUTHEND VINEYARD**REPORT OF THE DIRECTORS****FOR THE YEAR ENDED 31ST MARCH 1999****(Continued)****5. Church Planting**

- a. In September 1995, we released Mark Stafford to start a House Group in Ipswich. This has multiplied to three groups, who are presently holding fortnightly evening services.
- b. It is our intention to release them as their own charitable trust in January 1998.
- c. Southend Vineyard is currently assisting in part salary of Mr Mark Stafford until the Ipswich funds allow them to meet the full amount.

E. CHURCH DETAILS

1. Accountants - Jacob, Cavenagh & Skeet, 14 Reading Road South, Fleet, Hants
2. Bankers - Lloyds Bank Plc, 77 High Street, Southend-on-Sea, Essex SS1 1HT.
3. Solicitors - Lloyd Jones & Co., 8-10 Southbourne Grove, Westcliff-on-Sea, Essex.
4. Registered Office - 4 Southchurch Road, Southend-on-sea, Essex SS1 2NE.

F. EXPLANATION OF ACCOUNTS

The financial statements following show that we have been able to fund our expanding programme.

The company's activities are financed by voluntary donations and recovered income tax.

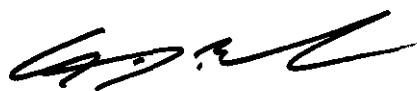
The company operates funds to assist efficient administration. In 1998/9 these were:

- a. General Fund. This is an unrestricted fund. This is the principal fund and is used for all income not specifically identified for other purposes.
- b. Ipswich Vineyard fund. This is a restricted fund comprising monies received for and expended on a church plant in Ipswich.
- c. Single Parent Fund. This is a restricted fund comprising monies received for and expended on the needs of single parents.
- d. Social Fund. This is a restricted fund comprising monies received for and expended on issues of a social nature.

SOUTHEND VINEYARD**REPORT OF THE DIRECTORS****FOR THE YEAR ENDED 31ST MARCH 1999****(Continued)**

This report is prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the Board



23/3/2000

S. BARBER, DIRECTOR

DATE:

**ACCOUNTANTS' REPORT TO THE MEMBERS OF
SOUTHEND VINEYARD**

We have examined, without carrying out an audit, the accounts for the year ended 31st March 1999, set out on pages 7 to 14.

Respective responsibilities of directors and reporting accountant

As described on page 2, the company's directors are responsible for the preparation of the accounts, and they believe that the company is exempt from an audit. It is our responsibility to examine the accounts and, based on our examination, to report our opinion, as set out below, to the shareholders.

Basis of opinion

We conducted our examination in accordance with the appropriate standards for reporting accountants issued by the Auditing Practices Board. This examination consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report.

The examination was not an audit conducted in accordance with Auditing Standards. Accordingly, we do not express an audit opinion on these accounts. Therefore our examination does not provide any assurance that the accounting records and the accounts are free from material misstatement.

The report is given in respect of an examination under s43 of the Charities Act 1993 and in accordance with direction given by the commissioners under subs(7)(b) of s43.

Opinion

In our opinion:

- (a) the accounts are in agreement with those accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act (as modified by Section 249A(5)) and did not, at any time, within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).



JACOB, CAVENAGH & SKEET

Chartered Accountants

14 Reading Road South

Fleet, Hants

GU13 9QL

23/3/00

SOUTHEND VINEYARD

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 1999

Income and Expenditure

	<i>Note</i>	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>1999</i> £	<i>1998</i> £
Incoming resources					
Donations and gifts		107,338	2,628	109,966	100,522
Income tax recoverable		24,423	-	24,423	15,075
Interest received		556	-	556	214
Income from trading activities fulfilling the charity's objects		3,858	-	3,858	1,083
Other income		1,240	-	1,240	16,790
Total incoming resources		137,415	2,628	140,043	133,684
Resources expended					
Direct charitable expenditure:	2				
Staff costs		59,800	-	59,800	65,182
Establishment costs		31,034	-	31,034	21,412
Ministry		33,370	2,628	35,998	23,743
Operating costs		5,129	-	5,129	8,250
		129,333	2,628	131,961	118,587
Other expenditure:	3				
Management of charity		1,321	-	1,321	970
Total resources expended		130,654	2,628	133,282	119,557
Net incoming resources before transfers		6,761	-	6,761	14,127
Transfers between funds		-	-	-	-
Net incoming resources		6,761	-	6,761	14,127
Fund balances brought forward at 1 April 1998		18,001	-	18,001	3,874
Fund balances carried forward at 31 March 1999		24,762	-	24,762	18,001

The company has no recognised gains or losses other than the above reported movements. The whole of the movements arise from continuing operations.

SOUTHEND VINEYARD

BALANCE SHEET

AS AT 31ST MARCH 1999

	<i>Note</i>	<i>1999</i> <i>£</i>	<i>£</i>	<i>1998</i> <i>£</i>	<i>£</i>
Fixed assets					
Tangible assets	5		12,483		7,083
Current assets					
Debtors	6	7,845		5,799	
Cash at bank and in hand		<u>22,240</u>		<u>17,059</u>	
		<u>30,085</u>		<u>22,858</u>	
Creditors: Amounts falling due within one year	7	<u>17,806</u>		<u>11,940</u>	
Net current assets			<u>12,279</u>		<u>10,918</u>
Net assets			<u>24,762</u>		<u>18,001</u>
Funds					
Unrestricted General Fund			24,762		18,001
Restricted Funds	8		<u>-</u>		<u>-</u>
Total members' funds			<u>24,762</u>		<u>18,001</u>

This page must be read in conjunction with the statements on the following page.

SOUTHEND VINEYARD

BALANCE SHEET

AS AT 31ST MARCH 1999

(Continued)

The directors consider that the company is entitled to exemption from the requirement to have audit under the provisions of *Section 249 A(2)* of the Companies Act 1985. No notice has been deposited under Section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit (or loss) for the year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

Approved by the Board of Directors on 29/3/2000 and signed on its behalf.

A handwritten signature in black ink, appearing to be 'G. J. L.', is written below the approval text.

SOUTHEND VINEYARD**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST MARCH 1999****1. ACCOUNTING POLICIES****(a) Accounting convention**

The financial statements have been prepared in accordance with the Statement of Recommended Practice issued by the Charity Commissioners in October 1995, under the historical cost convention and in accordance with applicable accounting standards.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

(b) Fixed Assets

Tangible fixed assets are valued at cost less depreciation.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life.

Equipment - 20% on reducing balance

(c) Income

All income is accounted for on a received basis, apart from income tax refunds which are accounted for on a receivable basis.

(d) Direct charitable expenditure

This comprises all expenditure directly related to the objects of the charity.

(e) Management and administration

This comprises expenditure relating to compliance with constitutional and statutory requirements and any other costs which cannot be treated as direct charitable expenditure.

(f) Restricted funds

The company makes use of the following restricted funds:

- (i) The Single Parent Fund comprises monies received for and expended on the needs of single parents.
- (ii) The Social Fund comprises monies received for and expended on matters of a social nature.
- (iii) The Special Projects Fund comprises miscellaneous small gifts donated for specific purposes.

SOUTHEND VINEYARD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

(Continued)

2. DIRECT CHARITABLE EXPENDITURE

	1999 £	1998 £
Staff costs		
Salaries and wages	58,044	61,855
Staff expenses	558	2,697
Staff pension	1,198	630
	<u>59,800</u>	<u>65,182</u>
Establishment costs		
Printing, postage and stationery	4,782	4,421
Rent and rates	-	(100)
Light and heat	1,898	3,325
Telephone and fax	2,111	1,799
Insurance	3,977	3,708
Venue hire	490	460
Depreciation	3,621	2,021
Loss on disposal of fixed assets	499	-
Other costs	13,656	5,778
	<u>31,034</u>	<u>21,412</u>
Ministry		
Evangelism	449	739
Gifts and mission	17,547	3,175
Flowers and gathering	175	555
Youth work	2,827	1,563
Trips and training	2,783	2,873
Literature and materials	614	337
Expenses	9,591	6,078
Other costs	2,012	8,423
	<u>35,998</u>	<u>23,743</u>
Operating costs		
VMI stock for trading activities	3,698	2,178
Conference and events expenses	612	4,173
Administration	557	1,103
Bank charges	262	796
	<u>5,129</u>	<u>8,250</u>

SOUTHEND VINEYARD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

(continued)

3. OTHER EXPENDITURE	1999 £	1998 £
Management of charity		
Accountancy - preparation of and report on the accounts	<u>1,321</u>	<u>970</u>
4. EMPLOYEE INFORMATION	1999 £	1998 £
Salaries and wages	53,632	56,910
Social security costs	4,412	4,945
Staff pension	1,198	630
	<u>59,242</u>	<u>62,485</u>

The average monthly number of employees during the year was made up as follows:

	1999 No	1998 No
Church	<u>2</u>	<u>3</u>

There were no employees with emoluments of £40,000 per annum or more.

Stephen Barber received remuneration of £22,781 (1998: £19,820)

Expenses incurred by directors and reimbursed amounted to £447 (1998: £785).

These expenses were incurred in the course of pastoral and church duties and activities.

Emoluments of directors

	1999 £	1998 £
Fees and salaries	<u>22,781</u>	<u>19,820</u>

SOUTHEND VINEYARD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

(continued)

5. TANGIBLE FIXED ASSETS

	<i>Office shed</i>	<i>Equipment</i>	<i>Total</i>
	£	£	£
Cost			
As at 1 April 1998	4,000	6,788	10,788
Additions	-	9,520	9,520
Disposals	-	(780)	(780)
As at 31 March 1999	<u>4,000</u>	<u>15,528</u>	<u>19,528</u>
Depreciation			
As at 1 April 1998	1,000	2,705	3,705
Charge for year	1,000	2,621	3,621
Elimination on disposal	-	(281)	(281)
As at 31 March 1999	<u>2,000</u>	<u>5,045</u>	<u>7,045</u>
Net book value			
At 31 March 1999	<u>2,000</u>	<u>10,483</u>	<u>12,483</u>
At 31 March 1998	<u>3,000</u>	<u>4,083</u>	<u>7,083</u>

All fixed assets are used in direct furtherance of the charity's objects,

6. DEBTORS

	<i>1999</i>	<i>1998</i>
	£	£
Prepayments	-	25
Directors loan account	3,180	3,180
Other debtors	4,665	2,594
	<u>7,845</u>	<u>5,799</u>

SOUTHEND VINEYARD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

(continued)

7. CREDITORS: Amounts falling due within one year	1999 £	1998 £
Bank overdraft	3,080	12
Bank loan (office shed)	2,000	3,200
Accruals	1,751	1,105
Social security and other taxes	1,265	1,707
Other creditors	9,710	5,916
	<u>17,806</u>	<u>11,940</u>

8. RESTRICTED FUNDS

	<i>Balance at 1st April 1998</i> £	<i>Movement in Resources</i>		<i>Transfers</i> £	<i>Balance at 31st March 1999</i> £
		<i>Incoming</i> £	<i>Outgoing</i> £		
Special Projects	-	217	217	-	-
Single Parent	-	69	69	-	-
Social	-	2,342	2,342	-	-
	<u>-</u>	<u>2,628</u>	<u>2,628</u>	<u>-</u>	<u>-</u>

9. SHARE CAPITAL

The liability of the company is limited by guarantee. Five members have each undertaken to contribute an amount of £1 in the event of the company being wound up with insufficient funds to meet its debts.