

**The Parochial Church Council of the
Parish of Oxford St Matthew with St Luke**

**Annual Report and Financial Statements
of the Parochial Church Council (PCC)
for the year ended 31 December 2020**



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Abbreviations:

PCC	Parochial Church Council
DCC	District Church Council
APCM	Annual Parochial Church Meeting
SOFA	Statement of Financial Activities

Reference and administrative information

The PCC was registered as Charity 1128916 with the Charity Commission for England & Wales on 31 March 2009.

Address of Principal Office

St Matthew's Parish Centre, Marlborough Road, Oxford, OX1 4LW www.stmatthewsoxford.org.uk
Telephone: 01865 798587 Fax: 01865 726102 e-mail: office@stmatthewoxford.org.uk

During 2020 and up to the time of this report, the members of the PCC were:

		Basis of appointment and term of office (if elected)
The Revd Dr Jenni Williams	Vicar	From September 2019
The Revd Jon Williams	Associate Vicar	From September 2019
The Revd Jane Lees	Associate Minister (St Luke's)	Ex officio
The Revd Mike Rayner	Associate Minister (St Matthew's)	Ex officio
The Revd Stephen Tuck	Curate (St Luke's)	Until August 2020
Yvonne Morris	Licensed Youth Minister	Ex officio
Jane Usher	Licensed Lay Minister	Ex officio
Andrew Smith	Church Warden (St Luke's)	Elected annually
Christopher Taft	Church Warden (St Matthew's)	Elected annually
Alice Boughton	Deputy Churchwarden (St Matthew's)	From October 2020
Tim Goodacre	Deputy Churchwarden (St Matthew's)	Until October 2020
Douglas Igben	Deputy Churchwarden (St Luke's)	Elected annually
Rosemary Kitto	PCC Secretary (in attendance)	Appointed
Nicky Rayner	PCC Treasurer and Safeguarding Officer	Elected annually
Alan McCullough	Deanery Synod representative	Until 2023
Donna McCullough	Deanery Synod representative	Until 2023
Joy Wilson	Deanery Synod representative	Until 2023
Pat Alexander	PCC member	Until 2021
Sarah Beattie	PCC member	Until 2022
Alison Beek	PCC member	Until 2021
Sandra Dick	PCC member	Until 2023
Sue Fulford	PCC member	Until 2021
Justin Hutchence	PCC member	Until 2023
Anne Njeri	PCC member	Until 2023
Helen Skertchly	PCC member	Until 2022
Tabea Tscherpel	PCC member	Until 2020

Principal Advisers

Bankers	CAF Bank Ltd., 25 Kings Hill Avenue, West Malling, ME19 4JQ.
Independent Examiner	A Churchill Stone, FCA, DChA, Mercer Lewin, Chartered Accountants 41 Cornmarket Street, Oxford, OX1 3HA

Structure, governance and management

The PCC is part of the Oxford Deanery of the Diocese of Oxford within the Church of England. It has been formed under the Parochial Church Council (Powers) Measure 1956 (as amended).

PCC members are the trustees of the charity and recruited in a number of ways. The clergy, churchwardens (and treasurer, if not elected) are members by virtue of their office. Deanery Synod representatives and ordinary PCC members are elected by the annual parochial church meeting (APCM) and hold office for three years. One third of ordinary PCC members stand down each year, but may stand for re-election for one further term

The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings subject to keeping other members of the PCC informed.

Responsibilities of the Trustees

The charity's trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Management Structures

In 2020, the PCC operated through a number of committees and subcommittees. Most meetings have been held online during the year due to the COVID 19 lockdown restrictions.

Standing Committee	This committee consists of the Vicar, the associate minister of St Luke's Church, the associate ministers of St Matthew's, the two churchwardens and their deputies, and the treasurer. The committee has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC.
Staff Management Group	This committee oversees the PCC's terms and conditions of employment, including staff remuneration levels and pension contributions; job descriptions and contracts; the staff annual review process; the PCC's employment handbook; individual requests to vary employment terms and conditions; grievance and disciplinary procedures.
Finance Committee	This committee attends to financial matters on behalf of the PCC, including the finance handbook, annual accounts, parish share and reserves. The committee is chaired by the PCC Treasurer and includes representatives from both churches.
St Luke's District Church Council	Attends to matters relating to St Luke's Church, such as aspects of worship, mid-week groups, young people's work, links with other churches in South Oxford, church buildings and fabric, and finances. The DCC continues to make its meetings open, as a way of engaging more directly with the congregation and involving them in decision-making.
St Matthew's District Church Council	Attends to matters relating to St Matthew's Church, such as aspects of worship, mid-week groups, young people's work, links with other churches in South

Oxford, church buildings and fabric, and finances. St Matthew's DCC works also through a number of subcommittees / advisory groups, as shown below.

St Matthew's Services Planning

Plans services and produces the term card.

St Matthew's Children and Youth Advocacy Group

This committee provides oversight of the PCC's youth and children's team, and periodically reviews activities with a view to establishing priorities for the youth work. It also makes recommendations regarding staffing levels.

St Matthew's Mission Support This advisory group attends to the support of missionaries from St Matthew's working overseas and the assessment of other projects which the church may wish to support.

St Matthew's Buildings & Gardens

This subcommittee attends to matters relating to the stewardship of the church building and parish centre and fabric, including the parish centre flat. It also attends to matters relating to the upkeep of the grounds and gardens.

St Matthew's Communications

Develops our communication with St Matthews' congregation and parish.

St Matthew's Pastoral Care

Plans the provision of pastoral care and support.

Risk Assessment

Measures the PCC has put in place to manage the risks faced by its churches include the following policies and procedures:

Financial Handbook

This document outlines the financial management system used by the PCC to ensure all funds received are correctly handled, used only for their intended purpose, and properly accounted for by each DCC.

Employment Handbook

This document outlines the aims, management and working practices of St. Matthew's and St. Luke's PCC, and its standard terms and conditions of employment. It sets out the PCC's equal opportunities policy, and its staff recruitment, management and appraisal procedures. It also sets out procedures for handling disciplinary matters and grievances.

Church Health & Safety Policy

This document outlines the allocation of duties for health and safety matters and the particular arrangements for minimizing the risks associated with a range of potential health and safety hazards. Regular safety inspections and risk assessments are undertaken at both St Matthew's and St Luke's Churches to ensure the policy is implemented. In 2020, further risk assessments for Covid-19 were undertaken for all in person activities.

Parish Safeguarding Policy, Parish Safeguarding Roles, Parish Policy on Recruitment and DBS Disclosures, Guidelines for Working with Children, Young People, and Vulnerable Adults at St Matthew's & St Luke's

These documents set out the PCC's policy on the protection of children and young people and vulnerable adults in the church, agreed annually. Associated guidelines include the PCC's recruitment policy for volunteers working with those under 18 years of age and vulnerable adults. The parish safeguarding officer (a registered social worker) is a PCC member. Safeguarding is a standing item on all PCC agendas. We have focussed upon ensuring that our workforce, clergy, wardens and volunteers are appropriately trained and supported to

fulfil their safeguarding responsibilities and ensuring compliance with wider diocesan and Church of England safeguarding requirements and advice.

Reserves, Investment and Banking Policies

This document explains why the PCC needs to maintain reserves, sets the acceptable level of reserves to be held by each DCC, and outlines procedures for managing, banking and investing reserves.

Objectives and Activities

The PCC functions, powers and responsibilities are defined by the Parochial Church Councils (Powers) Measure 1956 (as amended). The PCC's main objective is to co-operate with the Vicar in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It is also responsible for the maintenance and upkeep of St Matthew's Church and Parish Centre, Marlborough Rd, Oxford, and St Luke's Church, Canning Crescent, Oxford.

Both St Matthew's DCC and St Luke's DCC organise a wide variety of activities throughout the year. More information is available on the two church websites: <https://www.stmatthewsoxford.org.uk/> and <http://www.stlukesoxford.org.uk/>

The majority of these activities are funded by congregation members via regular monthly giving (and tax reclaimed on charitable donations), collections at church services or events, or one-off donations. The remaining activities are financed by session fees, or charges for goods, services or room rental. Many activities at St Luke's Church are also supported by grants from other local charities and trusts.

The success of these activities depends on voluntary input from members of the church and the local community. The PCC is very grateful for their faithful service over the last year.

Achievements and performance

Church attendance

The number on the Electoral Roll was 126 in April 2020 (135 in April 2019), 100 St Matthew's and 26 St Luke's. Attendance during the year is not reported due to the church being closed for extensive periods during lockdown.

Review of the Year

The PCC held 4 meetings during 2020. The last three of the meetings were conducted via zoom due to COVID restrictions.

Tim Goodacre stepped down from his role as Deputy Warden (St Matthew's) to be replaced by Alice Boughton. Sandra Dick, Justin Hutchence and Anne Njeri all retired from the PCC by rotation and were all re-elected. Alan McCullough, Donna McCullough and Joy Wilson were all re-elected to the Deanery Synod.

The COVID 19 pandemic had a major impact on church activities during the year, with on line services during lockdown streamed live or conducted via zoom at both churches. In the intervening periods, services were limited in number due to social distancing. Children and Youth activities on Sundays were also largely online, with face to face groups on alternate weeks when possible. Despite these restrictions, the church community remained strong thanks to the efforts, skills and creativity of many people to whom the PCC would like to note their gratitude. Zoom communities, including "Drinks on the Terrace" after the Sunday service, zoom talks at St Luke's, home groups, parenting groups such as "Coffee and Cake" and a range of children and youth groups, have all been hugely popular and well supported.

Our buildings remain in good condition. The "Unpaid work team" have done significant work on the gardens at both churches and on painting the buildings at St Matthew's

The PCC maintained its support to St Ebbe's School, both through the work of the Revd Jenni Williams and Tony Lee as Governors and through the provision of Assemblies run by our children's worker, Kate Smith and Jenni.

St Matthew's is one of the six founding churches of the Oxford Churches' Debt Centre, working under the auspices of CAP (Christians Against Poverty) to support those in debt. The PCC continued its support, with the Vicar as Trustee and John Price as OCDC Treasurer. Several members of the congregation volunteer as befrienders, mission support contributors and through regular prayer support.

In 2019, St Mathew's with St Luke's signed up to support the Oxford Winter Night Shelter. This operates from January to March each year. It is part of a scheme whereby various Oxford Churches combine to offer 20 beds a night at the coldest time of year. This operated very successfully in 2019 and 2020. It was not able to operate in 2021 due to COVID restrictions, during which local statutory agencies made alternative arrangements.

As part of a local partnership which includes secondary schools, churches and the family centre, Donnington Doorstep, St Luke's continued to work with the charity, Viva International, to deliver "Find Your Fire", a programme designed to support and inspire vulnerable young people in our community.

The Clergy, Wardens and PCC would like to acknowledge the ministries and support of our committed staff team throughout the year for which they are very grateful - Siegi Dethune, Sarah Hearne, Jo Hutchence, Rosemary Kitto, Donna McCullough, Denise Moles, Naomi Shaw, Kate Smith.

The Clergy, Wardens and PCC would also like to thank all those who volunteer for a wide range of ministries across the life of the two churches including children, youth and family groups, outreach into the community. Sunday service rotas and all the committees which are essential to maintaining the life of the church family and maintaining an open door to all those in and around the parish.

Financial Review

Prior to the Covid 19 pandemic, the PCC agreed to set a 2020 deficit budget with £34.2k (£30.8K at St Matthew's and £3.4K at St Luke's) funded from restricted and general fund PCC reserves. Fundraising was planned to cover any necessary one-off projects such as building works and, via a stewardship campaign, to address the shortfall between projected regular income and expenditure in future years. The PCC also planned to review the long term sustainability and focus of our current (highly valued) staffing arrangements following our fundraising appeal.

During 2020, the PCC decided to defer the long term fundraising and subsequent staffing review due to the uncertainties of the Covid 19 pandemic. The figures projected in the 2020 budget, particularly for lettings income and for staffing and running costs, were substantially impacted by Covid 19. The PCC welcomed the opportunity to access the government furlough scheme to offset some staffing costs and are particularly grateful to members of the congregation who donated to the restricted "haircut" fund, which the PCC set up to mitigate the short term impact of the pandemic on the churches' finances. All staff salaries were paid at 100%, irrespective of furlough status, and the PCC agreed full payment to the Diocese of the previously agreed Parish Share.

Total funds consequently decreased from £622k to £598k (of which, £457k is the value of the St Matthew's Parish Centre). Unrestricted ("General") Funds reduced to £106k, which is approximately 5 months of average expenditure in a "normal" year. Due to the unique situation in 2020, the overspend was allocated to general funds, rather than to the restricted £26k special projects fund (the remainder of the 125 appeal monies).

Income at St Luke's Church included grants from St Michael's & All Saints Charities, St Aldate's Charities and the Bridge Builder Trust.

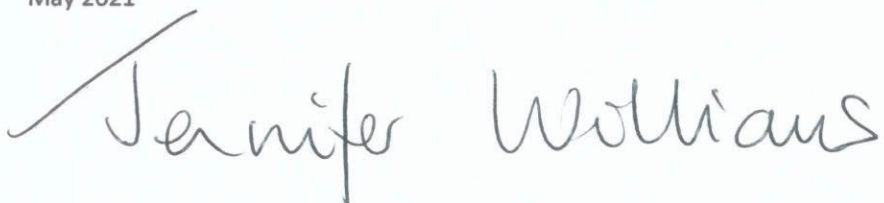
Plans for future Periods

The PCC has closely monitored its income and expenditure in the early months of 2021. In the first four months, expenditure across both churches was £76K, against an income of £67k. Accurate 2021 budget setting remains problematic, but this level of income and expenditure would result in a full year deficit of approximately £27k. £26k of 2021 expenditure will be allocated to the remaining special projects fund monies, in line with the original intentions of the 125 appeal. Planned 2021 fundraising and increased lettings income as Covid 19 restrictions are eased are therefore expected to be sufficient to ensure that the general reserve will be maintained at its current level in 2021. The fundraising activity and, if necessary, the subsequent staffing review originally planned for 2020 to ensure long term sustainability in future years will be pursued in 2021.

The COVID 19 lockdown restrictions and its many ramifications took much of the focus of attention during 2020 for very good reason. The church has been a comfort and support for many through this difficult period. The church vision review, originally launched one week before the start of lockdown in March 2020, is now in the process of a new review with the aim of helping the church maintain and build upon our mission to grow God's work in the Parish.

Approved by the PCC and signed on its behalf by:
Jenni Williams, Vicar

May 2021

A handwritten signature in dark ink, reading "Jennifer Williams". The signature is written in a cursive style, with the first name "Jennifer" and the surname "Williams" clearly legible.

Independent Examiner's Report to the PCC of St Matthew's and St. Luke's, Oxford

I report on the accounts of the PCC for the year ended 31 December 2020 which are set out on pages 8 to 17.

Respective responsibilities of the PCC and the Examiner

The PCC considers 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 required.

It is my responsibility to

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

Basis of Examiner's statement

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 PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosure in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act, as also contained in the Church Regulations 2006have 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.



A Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

Date: 6 Jun 21

STATEMENT OF FINANCIAL ACTIVITIES


	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
		£	£	£	£	£
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	3(a)	199,359	0	7,537	206,896	203,461
Activities for generating funds	3(b)	0	0	0	0	0
Investment income	3(c)	529	0	0	529	968
Income resources from charitable activities	3(d)	15,682	0		15,682	37,228
Total incoming resources		215,570	0	7,537	223,107	241,657
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income	4(a)	0	0	0	0	0
Fundraising / trading costs	4(b)	2,125	0	0	2,125	2,103
Charitable activities	4(c)	221,862	13,800	4,549	240,211	240,840
Governance costs	4(d)	5,059	0	0	5,059	5,019
Total resources expended		229,046	13,800	4,549	247,395	247,962
Net incoming /(outgoing) resources before transfers		-13,476	-13,800	2,988	-24,288	-6,305
Transfers between funds						
From General Fund to World Mission Fund		-12,983	12,983	0	0	0
From World Mission Fund to St Luke's		1,100	-1,100		0	
Net movement in funds		-25,359	-1,917	2,988	-24,288	-6,305
Total funds brought forward at 1 January 2020		131,040	2,847	488,253	622,140	628,445
Total funds carried forward at 31 December 2020		105,681	930	491,241	597,852	622,140

BALANCE SHEET

Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£		£	£	£
Fixed assets					
Tangible assets	14	0	0	457,096	457,096
Total Fixed Assets		0	0	457,096	457,096
Current assets					
Debtors	15	1,046	0	330	1,376
Investments	16	143	0	0	143
Cash at bank and at hand		106,687	930	34,315	141,932
Total Current Assets		107,876	930	34,645	143,451
Liabilities					
Creditors: amounts falling due in one year	17	2,195	0	500	2,695
Net Current Assets		105,681	930	34,145	140,756
Creditors: amounts falling due after one year		0	0	0	0
TOTAL NET ASSETS		105,681	930	491,241	597,852
FUNDS	18				
Unrestricted		105,681	0	105,681	131,040
Designated			930	930	2,847
Restricted		0	491,241	491,241	488,253
TOTAL FUNDS		105,681	930	491,241	597,852

Approved by the Parochial Church Council and signed on its behalf by


(Chair)


(Treasurer)

Date
28-6-2021

The notes on pages 11 to 18 form part of these accounts

Notes to the Accounts

1. Basis of Preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Commission's 'Accounting and Reporting by Charities - Statement of Recommended Practice (Revised 2015)', SORP Financial Reporting Standard for Smaller Entities (FRSSE).

The financial statements have been prepared under the historical cost convention, except for valuation of investment assets, which are shown at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members. They also do not include the accounts of other charitable Trusts that are operated independently by church members (such as the Parish of Oxford St Matthew Bridge Builder Trust).

The accounting policies were last updated in 2006 to align with the Church Accounting Regulations, and top level activity categorization was realigned in 2006 and activity sub-categorization in 2007. No material changes have been made to the accounts for previous years, but minor adjustments were made to improve consistency following replacement of the accounting software at both churches.

2. Accounting Policies

Funds

Unrestricted funds are general funds available for the general objectives of the PCC.

Designated funds are unrestricted funds that have been set aside by the PCC for a particular purpose.

Restricted funds can only be used for the purposes for which they have been given, within the objectives of the PCC. The cost of raising and administering such funds are charged against those specific funds. The aim of each fund is explained later in the Notes.

Incoming Resources

Planned giving, collections and donations are recognized when received.

Tax refunds are recognized when the incoming resource to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amounts due are quantifiable and their ultimate receipt is reasonably certain.

Rental income from the letting of church premises is recognized when the rental is due.

Dividends and interest are accounted for when received and include any recoverable tax.

All other income is recognized when received.

All incoming resources are accounted for gross.

Gifts-in-kind are accounted for at a reasonable estimate of their value to the PCC, or the actual amount received if sold on behalf of the PCC within the accounting year received, providing the individual item's value exceeds £2,500. No significant gifts-in-kind were received during the accounting year.

Donated facilities/services are only included in the accounts, if their estimated value exceeds £2,500.

The value of voluntary help received is not included in the accounts (as it would be difficult to quantify), but is described in the Trustees' Annual Report.

Resources Expended

Expenditure is included on an accruals basis and is recognized when there is a legal or constructive obligation to pay for goods or services. All expenditure is shown inclusive of any VAT paid.

All costs have been directly attributed to the various categories within the SOFA. Any general support costs have been allocated between charitable activities, fundraising costs, and governance costs on a basis consistent with the use of resources and actual costs as detailed in note 6.

Grants and donations are accounted for when paid over, or when awarded, if the award creates a binding or constructive obligation on the PCC, and the PCC is no longer able to withdraw the grant.

The payment of collections made during church services for specific or 'designated' purposes is recognized in the same accounting period as their receipt, except where the PCC is the main beneficiary, or where it has been given the discretion to manage and/or distribute the funds over a longer period.

The Diocesan Parish Share is accounted for when paid. Any parish share due but not paid at 31 December is treated as an operational liability and is shown as a creditor in the Balance Sheet.

The Parish Share Rebate is discounted from the Parish Share in the year to which it relates, rather than when it is received, unless the Diocesan Finance Office indicates that a rebate is unlikely to be paid.

The Vicar's stipend, pension and housing costs are not included in the accounts as these are paid for by the Diocese of Oxford out of the Parish Share. The PCC is responsible for the internal decoration of the vicarage, and for expenses incurred by the vicar (including the fees of any visiting speakers).

Donations of facilities/services are explained in the notes to the accounts if their value exceeds £2,500.

Fixed Assets

All individual assets with a purchase price of less than £2,500 are written off in the year acquired.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, which require a faculty for disposal, are accounted as inalienable property unless consecrated. These items are listed in the church's Inventory, which can be inspected during office hours.

Inalienable property acquired since 1 January 2000 is capitalized in the accounts and depreciated on a straight-line basis over its anticipated useful economic life.

All expenditure incurred on the maintenance of consecrated or beneficed buildings, or on the repair of movable church furnishings acquired before 1 January 2000, is written off in the year incurred.

Equipment used within the church premises is depreciated on a straight-line basis over 4 years.

Investments

Investments are valued at market value at 31 December. Realized gains or losses are recognized when investments are sold. Unrealized gains or losses are accounted for on revaluation at 31 December.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other promised income are shown as debtors less provisions for amounts that may prove uncollectible.

Short-term deposits include cash on deposit with CBF Church of England Funds and at the bank.

NOTES TO THE ACCOUNTS (continued)

3. Analysis of incoming resources	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
		£	£	£	£	£
(a) Voluntary income						
(i) Recurring income						
Planned giving		119,936			119,936	136,081
Income tax recovered		27,258			27,258	31,478
Collections		1,582			1,582	4,462
Other giving		9,936			9,936	10,644
		158,712	-	-	158,712	182,665
(ii) Non-recurring income						
Donations and appeals		16,641		1,716	18,357	
Legacies		-			-	-
Grants	10	24,006		5,821	29,827	20,796
		40,647	-	7,537	48,184	20,796
Subtotal (Voluntary income)		199,359	-	7,537	206,896	203,461
(b) Activities for generating funds						
		-		-	-	-
(c) Investment income						
Interest		529			529	968
		529	-	-	529	968
(d) Incoming resources from charitable activities						
Parochial Fees (retained by PCC)		45			45	1,220
Events		325			325	231
Lee Abbey contributions						
Parish centre lettings		14,862			14,862	33,819
Youth Activities		350			350	1,375
Other income		100			100	583
		15,682	-	-	15,682	37,228
Total incoming resources		215,570	-	7,537	223,107	241,657

NOTES TO THE ACCOUNTS (continued)

4. Analysis of resources expended

(a) Costs of generating voluntary income
Collection envelopes

Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£

				0	0
	0	0	0	0	0

(b) Fundraising costs
Support Costs

6	2,125			2,125	2,103
	2,125	0	0	2,125	2,103

(c) Charitable activities

(i) Grants & donations

Mission : Local

Mission : National

Mission : Overseas

9	2,001	3,700	4,549	10,250	13,518
		1,800		1,800	2,000
		8,300		8,300	8,001
	2,001	13,800	4,549	20,350	23,519

(ii) Church activities

Parish share (including rebate)

Ministry: Assistant Staff

Ministry: Fees for Creche Workers

Expenses:

Incumbent's expenses

Fees

Staff Travel

Training

Vicarage

Mission and evangelism

Special events

Youth and Children's

Equipment

Church running / maintenance costs

Church utility bills

Parish centre running/maintenance costs

Parish centre utility bills

Property refurbishment/major repairs (church)

Property refurbishment/major repairs (other)

Support Costs

	71,069			71,069	69,330
5	66,170			66,170	65,033
5	1,053			1,053	1,008
	1,085			1,085	0
	0			0	776
				0	0
	224			224	1,544
	0			0	0
	3,205			3,205	3,643
	1,333			1,333	3,701
	315			315	547
	7,531			7,531	9,671
	4,417			4,417	6,195
	21,783			21,783	15,981
	5,560			5,560	4,117
				0	0
				0	0
6	36,116			36,116	35,775
	219,861	0	0	219,861	217,321

Subtotal (Charitable activities)

	221,862	13,800	4,549	240,211	240,840
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(d) Governance costs

Independent examiner's fee

Support costs

8	810			810	810
6	4,249			4,249	4,209
	5,059	0	0	5,059	5,019

Total Outgoing Resources

	229,046	13,800	4,549	247,395	247,962
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NOTES TO THE ACCOUNTS (continued)

5. Employment Costs

	Unrestricted Funds	Designated Funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£
Salaries	97,108			97,108	88,137
Employer's NIC	1,378			1,378	2,260
Pension contributions	3,180			3,180	3,634
Professional fees	2,729			2,729	3,857
	104,395	-	-	104,395	97,888

During 2020, the PCC employed 8 staff (2019 : 8); all but one were part-time. No employee was paid more than £60,000. The PCC makes employer's pension contributions into the NEST scheme on behalf of employees.

Breakdown of staff costs by function

	Unrestricted funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Pastoral & Youth Workers	66,170			66,170	60,033
Administrative Staff	37,171			37,171	36,847
Creche Workers	1,053		-	1,053	1,008
	104,394	-	-	104,394	97,888

6 Support Costs

Support costs are allocated to the relevant activity on the basis of the estimated proportion of staff time spent.

Activity:	2020			2019	
	Fundraising	Charitable	Governance	Total	Total
	£	£	£	£	£
Administrative Staff	1,859	31,595	3,717	37,171	36,847
Office equipment & software	104	1,765	208	2,077	887
Printing & stationery	16	273	32	321	914
Postage	3	55	7	65	63
Telephones	73	1,244	146	1,463	1,448
Bank charges	6	102	12	120	120
Miscellaneous	64	1,082	127	1,273	1,808
	2,125	36,116	4,249	42,490	42,087

Governance costs are primarily associated with resources used in the production of papers for PCC & DCC meetings. Most fundraising, administration, personnel and staff management tasks are undertaken by unpaid officials or volunteers.

7 Transactions with members of the PCC and related parties

No PCC members or related parties received payment for travelling, subsistence or out of pocket expenses for conducting PCC business. No material transactions took place with any PCC member or related party except as noted below:

PCC Member or Related Party	Nature of Transaction	2020	2019
		£	£
Rev. Jane Lees	Employment as lay pastor/youth worker		
Donna McCullough	Creche Worker		
Rosemary Kitto (PCC Secretary)	Office Manager/Administrative Assistant to the Vicar		
		28,676	27,871

8. Independent examiners' remuneration

	2020	2019
	£	£
Mercer Lewin Ltd	810	810
Examination fee	810	810

NOTES TO THE ACCOUNTS (continued)

9 Grants Awarded

Grants are awarded by St Matthew's DCC & St Luke's DCC. Both DCCs prefer to support individuals and organizations with whom members of their congregations have direct personal involvement and with whom longer-term partnerships can be established. A small number of grants are made to organizations each year, and these are tied to the support of specific Christian workers or projects.

St Matthew's DCC transfers 10% of its regular income into its World Mission Fund, which is then given away.

St Luke's DCC tends to support Christian workers and mission projects via special collections or fundraising activities, rather than grants. Small donations may also be made from general funds to top up collections, or for the provision of information or speakers.

Recipient	Project Location	Awarded By	2020 £	2019 £
Oxford Churches Debt Centre	Oxford, UK	St Matthew's DCC	2,900	3,000
Oxford Street Pastors	Oxford, UK	St Matthew's DCC	100	500
Archway	Oxford, UK	St Matthew's DCC	500	
SOAP	Oxford, UK	St Matthew's DCC	200	
Viva	Oxford, UK	St Matthew's DCC	900	1,000
Faith in Government	National	St Matthew's DCC	900	1,000
Friends International	National	St Matthew's DCC	-	1,001
CMS	Overseas	St Matthew's DCC	3,400	3,500
Semiliki Trust	Overseas	St Matthew's DCC	1,500	1,500
Latin Link	Overseas	St Matthew's DCC	3,400	2,000
			13,800	13,501

10. Grants Received

The PCC gratefully acknowledges the grant support received for charitable activities from the following organizations:

Grant awarding body	Project Location	Purpose	2020 £	2019 £
St. Aldate's Parochial Charities	St Matthew's	Vicar's Welfare Fund	2,950	2,850
Donation	St Matthew's	Vicar's Welfare Fund	200	
Special projects	St Matthew's	Specific collections	1,000	
Appeals	St Matthew's	Specific collections	1,671	2,880
Bridge Builder Trust	St Luke's	Unrestricted use	7,359	1,000
St. Aldate's Parochial Charities	St Luke's	Youth worker / outreach worker	6,818	6,000
St. Michael's and All Saints Charities	St Luke's	Unrestricted use	3,000	5,000
Find Your Fire	St Luke's	Salary costs	1,714	3,066
JRS Furlough scheme	St Matthew's	Salary costs	5,115	-
			29,827	20,796

11. Relationship with the Parish of Oxford St Matthew's Bridge Builder Trust

The Bridge Builder Trust (BBT) is an independent charity set up by the PCC in 1996 to support the work of St Matthew's and St. Luke's churches in the parish of Oxford St. Matthew. This includes supporting those who serve the community, and providing, maintaining and improving buildings. Most of its trustees are members (or former members) of the PCC either by virtue of their office, or as a result of being appointed by the PCC, but there are a number of independent trustees to ensure the charity operates independently of the PCC. The PCC also provides administrative support to the Trust, through its Parish Office, which handles enquiries from donors and tax reclaims on behalf of the Trust. Its accounts are not included within the PCC's accounts, as these are published separately.

12. Reserves, Investment and Banking Policies

The PCC has reserves, investment and banking policies that are designed to maximize the amount of interest obtained on its reserves whilst ensuring adequate cash flow. The reserves policy requires the PCC and each DCC to hold the equivalent of not less than three and not more than six months average total expenditure. At the year end, the PCC's unrestricted reserves, after provision for designated funds, were 6 months average expenditure.

NOTES TO THE ACCOUNTS (continued)

13. Analysis of Net Assets by Fund

	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-20 Balance	31-Dec-19 Balance
	£	£	£	£	£
Fixed Assets (Note 14)	0	0	457,096	457,096	457,096
Current Assets	107,876	930	34,645	143,451	172,001
Current Liabilities (Note 17)	(2,195)	0	(500)	(2,695)	(6,957)
Total	105,681	930	491,241	597,852	622,140

14. Fixed assets

Tangible Assets	Freehold Land & Buildings	Leasehold Land & Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Gross Book Value				
At 1 January 2020	457,096	496,646	-	953,742
Additions	-	-	-	-
At 31 December 2020	457,096	496,646	-	953,742
Depreciation				
At 1 January 2020	-	496,646	-	496,646
Additions	-	-	-	-
At 31 December 2020	-	496,646	-	496,646
Net Book Value				
At 1 January 2020	457,096	-	-	457,096
Additions	-	-	-	-
At 31 December 2020	457,096	-	-	457,096

The freehold land and buildings held as assets by the PCC consist of the Parish Centre next to St Matthew's church. The Parish Centre is a functional asset built by the PCC in 1994 and is shown above at cost, not market value. The Parish Centre & St Matthew's Church are held in trust for the PCC (by ODBF) but full maintenance and insurance costs are the responsibility of the PCC. The Parish Centre and St Matthew's Church are insured at a rebuilding cost of £10,174,780.

The leasehold land and buildings relate to St Luke's Church, which was built in 1932 by members of St Matthew's Church on a site leased from Oxford City Council. This building with fixtures and fittings valued at £7,930 was already fully depreciated in the asset register and has now been written off. A new 125-year lease was signed with Oxford City Council to run from December 2012 at a rental of £2,000 per year with reviews every five years. The lease has no resale value and for accounting purposes has been written off. St Luke's Church was rebuilt in 2013 at a final cost of £496,646 and will revert to Oxford City Council at the end of the lease. Building costs have been added to the asset register as leasehold improvements and fully depreciated in the year, as is also the accounting practice for consecrated property. St Luke's Church is insured at a rebuilding cost of £630,000.

The fixtures, fittings & equipment heading covers all other items that have been capitalized in the accounts; the capitalisation limit is £2,500; no items exceed this cost.

15. Debtors

	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-20 Balance	31-Dec-19 Balance
	£	£	£	£	£
Prepayments				-	-
Income tax recoverable				-	-
Interest-free loans			330	330	390
Other debtors	1,046			1,046	8381
Total	1,046	-	330	1,376	8,771

16. Investments Held

The PCC owns 143 10p Ordinary Shares in Traidcraft plc, which were acquired some years ago as part of St Matthew's restricted Traidcraft activities. They were valued at a nominal £1 per share in the 2004 PCC Accounts and on this basis are worth £143. As these shares are not traded on the open market, it is not practical or economic to revalue them each year.

17. Liabilities: amounts falling due in one year

	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-20 Balance	31-Dec-19 Balance
	£	£	£	£	£
Loans re Interest-Free Loan Scheme			500	500	2,000
Other Creditors	-		-	-	-
Accruals	2,195			2,195	4,957
Total	2,195	-	500	2,695	6,957

NOTES TO THE ACCOUNTS (continued)

18. Fund details	01-Jan-20 Balance	Income	Transfers	Expenditure	31-Dec-20 Balance
GENERAL FUNDS	£	£	£	£	£
St Matthew's General	122,820	173,929	(12,983)	(175,544)	108,222
St Luke's General	8,220	41,641	1,100	(53,502)	(2,541)
Total Unrestricted	131,040	215,570	(11,883)	(229,046)	105,681
DESIGNATED FUNDS					
St Matthew's Mission Fund	2,847		11,883	(13,800)	930
Total Designated	2,847	0	11,883	(13,800)	930
RESTRICTED FUNDS					
St Matthew's Restricted					
Fixed Assets (Note 14)	457,096				457,096
Interest-free loans	1,576	0		0	1,576
Vicar's Welfare	2,161	3,150		(1,600)	3,711
St Matthew's Special Projects	25,637	1,000		(1,000)	25,637
Other charities - night shelter	1,113	0		56	1,169
Other charities		1,671		(1,671)	0
Subtotal	487,583	5,821	0	(4,215)	489,189
St Luke's Restricted					
Deanery Synod Art	670	0		0	670
Baby Mania		334	0	(334)	0
Lee Abbey		1,382	0	0	1,382
Subtotal	670	1,716	0	(334)	2,052
Total Restricted	488,253	7,537	0	(4,549)	491,241
Subtotal All Funds - St. Matthew's DCC	613,250	179,750	(1,100)	(193,559)	598,341
Subtotal All Funds - St. Luke's DCC	8,890	43,357	1,100	(53,836)	(489)
GRAND TOTAL - ALL FUNDS	622,140	223,107	0	(247,395)	597,852

Key to Restricted Funds

Interest-free loans
Vicar's Welfare
St Matthew's Special Projects
Other charities - night shelter
Other charities
Deanery Synod Art
Baby Mania
Lee Abbey

Funds used to defray any costs arising from the PCC's loans scheme.
Funds to be used to defray the costs of the drop-in lunch
Funds to be used in accordance with the 2015 @125 Appeal
Funds received to support Oxford Winter ight Shelter
Funds received in support of other specific activities
Funds accepted to be used for particular projects at St Luke's
Funds accepted to be used for particular projects at St Luke's
Funds accepted to be used for particular projects at St Luke's