

**The Parochial Church Council of the Ecclesiastical Parish of St Matthew Oxford**  
**(St Matthew's with St Luke's PCC Oxford)**  
**Annual Report and Financial Statements**  
**of the Parochial Church Council (PCC)**  
**for the year ended**  
**31 December 2022**



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Abbreviations:

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

**The Parochial Church Council of the Ecclesiastical Parish of St Matthew Oxford**  
**(St Matthew's with St Luke's PCC Oxford)**

**Report for the Year Ended 31<sup>st</sup> December 2022**

**Reference and administrative information.**

**Address of the Principal Office:**

St Matthew's Parish Centre, Marlborough Road, Oxford, OX1 4LW.  
www.stmatthewsoxford.org.uk  
Telephone: 01854 798587.  
Email: [office@stmatthewsoxford.org.uk](mailto:office@stmatthewsoxford.org.uk).

**Registered with the Charity Commission, number 1128916**

During 2022 and up to the time of this report the members of the PCC were:

Revd Dr Jenni Williams	Vicar	Ex officio
Revd Jon Williams	Associate Vicar	Ex officio
Revd Jane Lees	Honorary Curate (St Luke's)	Resigned December 2022
Revd Dr. Mike Rayner	Honorary Curate (St Matthew's)	Ex officio
Peter Buchan-Symons	Church Warden (St Matthew's)	Elected annually
Douglas Igben	Church Warden (St Luke's)	Elected annually
Nigel Pearson	Deputy Church Warden (St Matthew's)	Elected annually
Jane Jones	Deputy Church Warden (St Luke's)	Elected annually
John Price	PCC Treasurer	From April 2022
Nicola Rayner	PCC Secretary and Safeguarding Officer	from April 2018
Alan McCullough	Deanery Synod representative	Until 2023
Donna McCullough	Deanery Synod representative	Until 2023
Joy Wilson	Deanery Synod representative	Until 2023
Alison Beek	PCC Member	Resigned June 2022
Rebecca Davies	PCC Member	From June 2022
Sandra Dick	PCC Member	Until 2023
Justin Hutchence	PCC Member	Until 2023
Andrew Smith	PCC Member	Until 2025
Jenny Turner	PCC Member	Until 2025
Jacqueline Wilderspin	PCC Member	Until 2024

**Principal advisers:**

Bankers:	CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, ME 19 4
Independent Examiner	Andrew Churchill Stone, FCA, DChA, Mercer Lewin, Chartered Accountants 6-7 Citibase, 234 Botley Road, Oxford, OX2 0HP.

**Structure, governance and management**

The PCC is part of the Oxford Deanery of the Diocese of Oxford within the Church of England. PCC members are the trustees of the charity and recruited in a number of ways. The clergy, churchwardens and treasurer are members by virtue of their office. Deanery Synod representatives and other 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 this Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with Generally Accepted Accounting Practice in the UK.

**Management Structures**

In 2022, the PCC operated through a number of committees and sub-committees.

- Standing Committee

This committee consists of the Vicar, 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 PCC 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, and grievance and disciplinary procedures.
- Finance Committee

This committee attends to financial matters on behalf of the PCC, including the finance handbook, accounts, and reserves. The committee is chaired by the PCC Treasurer and includes representatives from both churches.
- St Luke's DCC

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.
- St Matthew's DCC

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 Services Planning

Plans services and produces the term card.
- 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.

#### Vision Teams

Plan activities to fulfil St Matthew's Vision goals. Reports regularly to PCC.

#### Risk Assessment

The measures that 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 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 DSO is a PCC member. Safeguarding is a standing item on all PCC agendas. We have focused 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, and outlines procedures for managing, banking and investing reserves.

## **Objectives and Activities**

The PCC's 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, and St Luke's Church.

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>.

Most of these activities are funded by congregation members via their regular monthly giving (and Gift Aid tax reclaimed), collections at church services or events, or one-off donations. The remaining activities are financed by session fees, charges for goods and services, or room rental. Many activities at St Luke's Church are also supported by grants from other 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 114 in April 2023 (114 in April 2022). 95 for St Matthew's and 19 for St Luke's.

### **Review of the Year**

The PCC held 6 meetings during 2022-3. Alice Boughton stepped down as Churchwarden to be replaced by Peter Buchan-Symons. Andrew Smith stepped down as Churchwarden to be replaced by Douglas Igben, whilst Jane Jones took over the role of Deputy Churchwarden at St Luke's. We thank Alice for her year and Andrew for his many years of service to the parish. Jenny Turner was elected to serve on the PCC at the APCM. We welcomed Becks Davies onto PCC by co-option in June. Alison Beek stepped down from PCC in June and we thank her for her time.

Both churches have continued to rebuild slowly after the pandemic, now meeting face to face. St Luke's ceased Zooming early in the year. St Matthew's continued to Livestream until Advent 2022. Once we stopped Livestreaming there was a noticeable increase in Sunday attendance. Major occasions may still be Livestreamed. The Vicar gratefully acknowledges the vital work of the dedicated Broadcast Team at St Matthew's who have given such a lot of time to make our services as accessible as possible.

As the horror of the war in Ukraine unfolded in February 2022, a prayer service was held in St Matthew's. We were able to tell St Michael and All Angels North Oxford, which has a strong outreach into Oxford's Ukrainian community, that drop-in lunch was available for anyone who wanted it. It has been our honour to have a Ukrainian family who are being hosted by members of the congregation, become part of our church family and worship with us this last year.



Easter 2022 at St Matthew's saw the performance of the Passion Play, written by Carolyn Lloyd-Davies, a member of the congregation. Jo Hutchence and Carolyn were deeply involved as co-producers. The play involved a diverse group of people from our parish and other churches and none. Two of the three performances were sold out. It was a great success and has already brought pastoral contacts and benefits and has brought legacy projects such as workshops which are happening in March 2023. We gratefully acknowledge a Level 1 grant from the Diocesan Development Fund and a grant from the Passion Trust. We are planning to do an outdoor performance of the play at Easter 2024.

St Luke's received a Level 2 grant from the Diocese to fund a stained-glass window workshop and also a musical project. The musical project is ongoing. The workshops were well received by those who participated.

The drop-in reopened in both churches. Take-up has been very small in both. Carolyn Lloyd-Davies has taken over the rota of volunteers for St Matthew's and several local people have become part of the rota, which has been a positive development. Offering a Warm Space on a separate occasion in St Matthew's received no take-up and so it has been decided to focus on the drop-ins as our offering to people who may not be able to heat their homes.

OWNS began again and we were glad to be able to be a part of it, offering a safe, warm space for Sunday nights for rough sleepers. A language class began for women from school who wanted to develop their English and to make friends. Thanks to Joy and her team.

A Messy Church has been started: this arose from the discussion of the Children and Young People vision team with the intention of engaging with local people who don't normally come to church. We have begun contact with several local families not known to us before in this way and Messy Church continues to settle and make a positive contribution to our outreach. Sustain, our informal worship on a Sunday evening, continues to be a blessing to those who come.

The year began with a significant projected financial loss of £50,000. Thanks to some hard work in fundraising at St Matthew's and a significant grant to St Luke's, plus also a reduction in staff hours, the year ended with a minor deficit.

A major change came in staffing, with the retirement of Revd Jane Lees who has served the church and the community of Coldharbour for 30 years and is deeply appreciated by many people locally. We have advertised twice in the hope of an SSM to replace Jane.

Kate Smith, our lovely children's worker, who did so much with Naomi Shaw to keep in touch with our children, during the pandemic, also left to go to a bigger operation. We are deeply grateful to Kate for all she did and wish her well, as also Jane in her retirement. Discussions about how to replace Kate's role are ongoing on the PCC. Over the summer Rosemary Kitto, the Parish Administrator for St Matthew's, retired to Cornwall and takes our deep thanks and best wishes for her retirement. Rosemary's job description was revised and the hours given for administrative support to the Vicar and also the paid hours for the drop-in lunch were cut (the drop-in is now staffed by volunteers, as above). Katharine Crouch was appointed to be the new Parish Administrator in August and is already doing excellent work in reorganising and centralising our IT to make the parish more efficient in operation and also in work on the building of St Matthew's. We thank Katharine and Siegi Dethune at St Luke's for all the work they do to keep things running smoothly. At the end of the year, Donna McCullough resigned from her role as creche coordinator and her many volunteering roles in church. We thank her for all the work she has done.



The hike in energy prices has heightened the need to look at ways of being cost-effective in heating St Matthew's in particular, and the Vicar and PCC gratefully acknowledge the work of the Buildings Committee and the large amount of time given. Thanks to a grant by the Diocese, we have been able to commission a survey of the church's energy usage and hope to translate the information we have been given by CLPM into making modifications to reduce our energy usage. We also are grateful for a grant from the Diocese of £2,500 for each church towards heating costs. The church buildings in general remain in good shape. The Building Committee is meeting regularly and dealing with problems as they arise at St Matthew's and Siegi supervises maintenance works at St Luke's. Sarah does a great job in keeping our churches pleasant environments to be in.

Links with St Ebbe's School continue with regular assemblies and a Bespace week is organised for March 2023. The Vicar wishes to thank Colin Wilson who regularly gives his time to doing AV when the school come to church for Harvest, Christmas and Easter services.

As a result of the reduction in staffing, some activities have come to an end since not enough volunteers could not be found: Jam and Juice and Babymania toddler groups, Monday groups for primary school children. Lighthouse Sunday School at St Matthew's continues and the Vicar gratefully acknowledges all those volunteers who have given extra time to keep it going. Going forward, the pattern of services will change to be more flexible and leave less of a burden on volunteers. Ignite continues to thrive with Naomi and the group of volunteers also now doing a social for the teenagers once a month at St Matthew's. A small but vigorous Sunday School meets most Sundays at St Luke's, due largely to an ordinand couple currently worshipping with us. Youthspace was temporarily not able to meet at St Luke's due to lack of volunteers. Strenuous efforts are being made to try and recruit more volunteers and Naomi is working hard to keep in touch with the young people. Over the summer Naomi took two of the young people to Lee Abbey for a retreat.

Fellowship Groups at St Matthew's, Wednesday Wonders at St Luke's and Coffee and Cake at St Matthew's continue to enrich the discipleship life of the churches. The Monday Meditation group and Sunday evening SUSTAIN services continue to enrich our worship life. Tuesday Prayer Meeting provides a vital opportunity to gather both online and in person to pray.

Several one-off events were held this year. The wellbeing course ran at St Luke's with great success: thanks to Jackie Wilderspin and Andrew Smith. St Matthew's organised a Street Party for Queen Elizabeth II's Platinum Jubilee along Marlborough Road. This was such a success that we decided to do another one in summer 2023. Although many people locally were involved in the planning and delivery of the party, special thanks go to Jackie Wilderspin for spearheading the project. In September, the death of Her Majesty Queen Elizabeth II was a sad event and a major change in the life of the nation. Both churches opened books of condolence and the passing bell was rung at St Matthew's. St Matthew's was open on the day following Her Majesty's death for prayer. Carol singing this year joined with local groups and we sang in three places round Grandpont, beginning at the church.

We were glad to welcome back Maddie Buchanan, Stephen Lubari and Sonia Noll to worship with us in the autumn. A fundraising event for the Semiliki Trust was again able to be held at St Matthew's in November. We hope to welcome Peter and Patricia Wyard at some point in the next few months to hear about their time in Aru.



We bade farewell to several long-standing members of church who died this year and remember their fellowship with gratitude.

Some informal contacts are being built with St John New Hinksey.

Safeguarding: the parish is in compliance with the Diocesan Safeguarding Policy, which has been adopted by the parish. There were no incidents related to the safeguarding of children or vulnerable adults reported during the year. The Vicar wishes to thank Nicky for her work as DSO, which involves a good deal of time updating the Diocesan Safeguarding Dashboard as well as sharing her much-appreciated wisdom and advice. Thanks also to Katharine Crouch who does the administration for safeguarding checks and training for both churches.

Bridge Builder Trust: the principal objectives of the Bridge Builder Trust (BBT) are to promote the work of St Matthew's and St Luke's Churches, including the support of those in the local community and the provision and improvement of buildings. A particular focus this year has been on Covid recovery and mental health. In 2023 the focus will be on projects alleviating the climate emergency.

The Trust has benefited for a second year in 2022 by a grant of £1,000 from St Matthew's to support community projects. The principle other source of income has been continued giving by individuals to the St Luke's Big Vision Fund. Total sums available to the Trust at the start and finish of the year were around £15,850. Of this, the Trust has designated £5,000 for environmental projects.

The Trust made a grant of £1,650 to Grandpont Nursery School to enable it to upgrade its kitchens and offer hot lunches to students. Trustees were pleased to witness, at a follow-up visit to the school, the wider educational value of this service. A grant of £600 to the Oxford Winter Night Shelter covered the cost of new sleeping bags, pillow cases and hand towels for homeless people sleeping overnight in St Matthew's Parish Centre on Sundays as part of this scheme.

Trustees have drawn up a new clear set of criteria for grant applications. It has been the practice of the Trust to enter into joint fund-raising activities with applicants when a suitable project is proposed.

Deanery Synod: Deanery Synod met 3 times and discussed the following topics:

18th May 2022:	At St Mary Magdalen: The Ukrainian refugee crisis.
21st September 2022:	A Joint Synod with Cowley Deanery at St Mary and St John:
Topic:	Increasing trust and strengthening relationships within parishes and chaplaincies.
22nd November 2022	At St Michael & All Angels Summertown. Topics: Keeping Advent
and Christmas in busy time . 2023 parish share allocations.	

The Clergy, Wardens and PCC would like to acknowledge and thank all those who volunteer across the life of the two churches in enabling the Church to maintain a welcome to all those in and around the parish.



## Financial Review

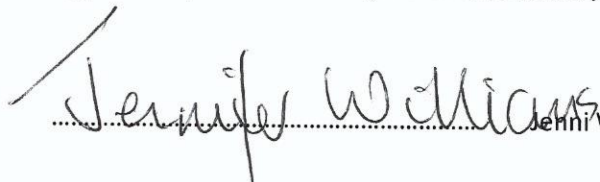
General Fund reserves fell by just £1,030 during the year, ending up at £98,063 which, being approximately 6 months of future costs, is within the PCC's policy guidelines.

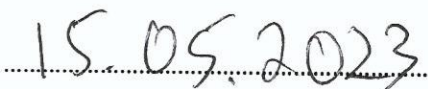
The figures projected for 2023, are a little more challenging since, with 3 members of staff having left at the end of 2022, we are continuing to break even. However, if the PCC decides to recruit more staff, we shall have to find the money to do this.

## Plans for future periods

The PCC's budget for 2023 anticipates a General Fund deficit of £11,000. Monthly management accounts against this budget are reviewed by the PCC. Planned fundraising and increased lettings are expected to alleviate the situation to some extent.

Approved by the PCC and signed on its behalf by:

  
..... Jenni Williams, Vicar

  
.....

Date

**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 2022 which are set out on pages 9 to 18.

**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  
6-7 Citibase  
234 Botley Road  
Oxford  
OX2 0HP.

Date: 18 May 23



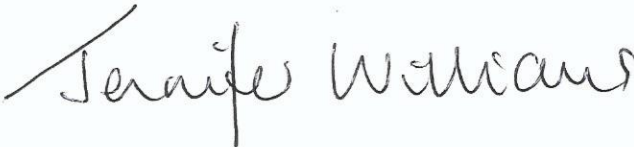
# STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2022	Total 2021
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	3(a)	194,797	0	6,913	201,710	215,584
Activities for generating funds	3(b)	0	0	0	0	0
Investment income	3(c)	708	0	0	708	40
<b>Income resources from charitable activities</b>	3(d)	37,197	0		37,197	17,849
<b>Total incoming resources</b>		232,702	0	6,913	239,615	233,473
<b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income	4(a)	0	0	0	0	0
Fundraising / trading costs	4(b)	2,201	0	0	2,201	1,990
<b>Charitable activities</b>	4(c)	212,134	400	28,460	240,994	234,262
<b>Governance costs</b>	4(d)	5,300	0	0	5,300	4,879
<b>Total resources expended</b>		219,635	400	28,460	248,495	241,131
<b>Net Incoming /(outgoing) resources before transfers</b>		13,067	-400	-21,547	-8,880	-7,658
<b>Transfers between funds</b>						
From General Fund to World Mission Fund		-14,097	14,097	0	0	0
From World Mission Fund to St Luke's		0	0		0	0
<b>Net movement in funds</b>		-1,030	13,697	-21,547	-8,880	-7,658
<b>Total funds brought forward at 1 January 2022</b>		99,093	0	491,101	590,194	597,852
<b>Total funds carried forward at 31 December 2022</b>		98,063	13,697	469,554	581,314	590,194

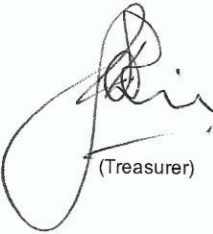
BALANCE SHEET

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2022	Total 2021
		£		£	£	£
<b>Fixed assets</b>						
Tangible assets	14	0	0	457,096	457,096	457,096
<b>Total Fixed Assets</b>		0	0	457,096	457,096	457,096
<b>Current assets</b>						
Debtors	15	5,227	0	0	5,227	4,666
Investments	16	143	0	0	143	143
Cash at bank and at hand		104,299	13,697	12,458	130,454	131,161
<b>Total Current Assets</b>		109,669	13,697	12,458	135,824	135,970
<b>Liabilities</b>						
Creditors: amounts falling due in one year	17	11,606	0	0	11,606	2,872
<b>Net Current Assets</b>		98,063	13,697	12,458	124,218	133,098
Creditors: falling due after one year		0	0	0	0	0
<b>TOTAL NET ASSETS</b>		98,063	13,697	469,554	581,314	590,194
<b>FUNDS</b>						
	18					
Unrestricted		98,063			98,063	99,092
Designated			13,697		13,697	0
Restricted				469,554	469,554	491,102
<b>TOTAL FUNDS</b>		98,063	13,697	469,554	581,314	590,194

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



(Chair)



(Treasurer)

Date 15 May 23

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. 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.

### 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 2022.

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. It was paid in full in 2022.

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 on 31 December. Realized gains or losses are recognized when investments are sold. Unrealized gains or losses are accounted for on revaluation on 31 December.

#### **Current Assets**

Amounts owing to the PCC on 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 2022	Total 2021
			£	£	£	£	£
(a) Voluntary income							
(i) Recurring income							
Planned giving			122,272			122,272	128,220
Income tax recovered			34,144			34,144	35,632
Collections			1,657			1,657	463
Other giving			2,572			2,572	12,527
			160,645	-	-	160,645	176,842
(ii) Non-recurring income							
Donations and appeals			23,220			23,220	4,104
Legacies			-			-	-
Grants		10	10,932		6,913	17,845	34,638
			34,152	-	6,913	41,065	38,742
Subtotal (Voluntary income)			194,797	-	6,913	201,710	215,584
(b) Activities for generating funds							
			-		-	-	-
(c) Investment income							
Interest			708			708	40
			708	-	-	708	40
(d) Incoming resources from charitable activities							
Parochial Fees (retained by PCC)			932			932	183
Events			942			942	-
Parish centre lettings			35,186			35,186	17,644
Youth Activities			137			137	22
Other income			-			-	-
			37,197	-	-	37,197	17,849
Total incoming resources			232,702	-	6,913	239,615	233,473

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 2022	Total 2021
	£	£	£	£	£
				0	0
	0	0	0	0	0

(b) Fundraising costs  
Support Costs

6	2,201			2,201	1,990
	2,201	0	0	2,201	1,990

(c) Charitable activities

(i) Grants & donations

Mission : Local  
Mission : National  
Mission : Overseas

9	200	0		200	8,753
		0		0	1,500
		400		400	7,800
	200	400	0	600	18,053

(ii) Church activities

Parish share (including rebate)

Ministry: Assistant Staff

Ministry: Creche Workers

Expenses:

Incumbent's expenses

Fees

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

Major repairs (church)

Major repairs (other)

Support Costs

5	71,921			71,921	71,068
5	58,768		15,207	73,975	67,585
5	1,154			1,154	1,070
	1,521			1,521	1,497
	0			0	0
	0			0	59
	0			0	0
	2,890		7,024	9,914	3,818
	2,044		1,775	3,819	646
	0			0	119
	8,594			8,594	7,221
	7,571			7,571	7,119
	14,937			14,937	12,820
	5,134			5,134	2,104
				0	0
			4,454	4,454	7,269
6	37,400			37,400	33,814
	211,934	0	28,460	240,394	216,209

Subtotal (Charitable activities)

	212,134	400	28,460	240,994	234,262
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(d) Governance costs

Independent examiner's fee

Support costs

8	900			900	900
6	4,400			4,400	3,979
	5,300	0	0	5,300	4,879

Total Outgoing Resources

	219,635	400	28,460	248,495	241,131
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NOTES TO THE ACCOUNTS (continued)

5. Employment Costs

	Unrestricted Funds	Designated Funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£	£
Salaries	85,511		15,207	100,718	97,630
Employer's NIC	1,326			1,326	1,341
Pension contributions	3,260			3,260	3,135
Professional fees	-			-	1,256
	90,097	-	15,207	105,304	103,362

During 2022, the PCC employed 8 staff (2021 : 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 2022	Total 2021
	£	£	£	£	£
Pastoral & Youth Workers	58,768		12,900	71,668	67,585
Administrative Staff	30,192		2,307	32,499	34,707
Creche Workers	1,154		-	1,154	1,070
	90,114	-	15,207	105,321	103,362

6 Support Costs

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

Activity:	2022			Total	2021 Total
	Fundraising £	Charitable £	Governance £		
Administrative Staff	1,510	25,663	3,019	30,192	34,155
Office equipment & software	415	7,053	830	8,298	947
Printing & stationery	47	795	94	936	1,022
Postage	30	508	60	598	137
Telephones	55	939	110	1,104	1,015
Bank charges	16	266	31	313	310
Miscellaneous	128	2,176	256	2,560	2,198
	2,201	37,400	4,400	44,001	39,784

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	2022 £	2021 £
Rev. Jane Lees	Employment as lay pastor/youth worker		
Donna McCullough	Creche Worker		
Rosemary Kitto (PCC Secretary)	Office Manager/Administrative Assistant to the Vicar		
		20,478	27,708

8. Independent examiners' remuneration

		2022 £	2021 £
Mercer Lewin Ltd	Examination fee	900	900
		900	900

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	2022	2021
			£	£
Oxford Churches Debt Centre	Oxford, UK	St Matthew's DCC		3,000
Oxford Street Pastors	Oxford, UK	St Matthew's DCC		500
Archway	Oxford, UK	St Matthew's DCC		500
Bridge Builder Trust	Oxford, UK	St Matthew's DCC		1,000
Viva	Oxford, UK	St Matthew's DCC		1,000
Faith in Government	National	St Matthew's DCC		1,500
CMS	Overseas	St Matthew's DCC	400	3,500
Semiliki Trust	Overseas	St Matthew's DCC		2,300
Latin Link	Overseas	St Matthew's DCC		2,000
			400	15,300

10. Grants Received

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

Grant awarding body	Project Location	Purpose	2022	2021
			£	£
Donation	St Matthew's	Vicar's Welfare Fund	65	
Special projects	St Matthew's	Specific collections	-	12,500
Appeals	St Matthew's	Specific collections	5,651	
Bridge Builder Trust	St Luke's	Unrestricted use		2,000
St. Aldate's Parochial Charities	St Luke's	Youth worker / outreach worker	5,000	5,000
St. Michael's and All Saints Charities	St Luke's	Unrestricted use	-	3,000
Find Your Fire	St Luke's	Salary costs	932	1,765
JRS Furlough scheme	St Matthew's	Salary costs		10,372
Oxford Diocese	St Luke's	Coming Back to Life Project	1,197	
Oxford Diocese	StM & StL	Energy costs	5,000	
			17,845	34,637

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-22 Balance	31-Dec-21 Balance
	£	£	£	£	£
Fixed Assets (Note 14)	0	0	457,096	457,096	457,096
Current Assets	109,669	13,697	12,458	135,824	135,970
Current Liabilities (Note 17)	(11,606)	0	0	(11,606)	(2,872)
<b>Total</b>	<b>98,063</b>	<b>13,697</b>	<b>469,554</b>	<b>581,314</b>	<b>590,194</b>

14. Fixed assets

Tangible Assets	Freehold Land & Buildings	Leasehold Land & Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
<b>Gross Book Value</b>				
At 1 January 2022	457,096	496,646	-	953,742
Additions	-	-	-	-
At 31 December 2022	457,096	496,646	-	953,742
<b>Depreciation</b>				
At 1 January 2022	-	496,646	-	496,646
Additions	-	-	-	-
At 31 December 2022	-	496,646	-	496,646
<b>Net Book Value</b>				
At 1 January 2022	457,096	-	-	457,096
Additions	-	-	-	-
At 31 December 2022	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-22 Balance	31-Dec-21 Balance
	£	£	£	£	£
Prepayments				-	-
Income tax recoverable				-	-
Interest-free loans				-	270
Other debtors	5,227			5,227	4,396
<b>Total</b>	<b>5,227</b>	<b>-</b>	<b>-</b>	<b>5,227</b>	<b>4,666</b>

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-22 Balance	31-Dec-21 Balance
	£	£	£	£	£
Liabilities	11,304			11,304	2,371
Payroll control	302			302	0
IFL Loans repayable				-	500
<b>Total</b>	<b>11,606</b>	<b>-</b>	<b>-</b>	<b>11,606</b>	<b>2,871</b>

NOTES TO THE ACCOUNTS (continued)

18. Fund details	01-Jan-22 Balance	Income	Transfers	Expenditure	31-Dec-22 Balance
GENERAL FUNDS	£	£	£	£	£
St Matthew's General	108,976	191,243	(14,097)	(172,430)	113,692
St Luke's General	(9,883)	41,459	0	(47,205)	(15,629)
Total Unrestricted	99,093	232,702	(14,097)	(219,635)	98,063
DESIGNATE DFUNDS					
St Matthew's Mission Fund	0		14,097	(400)	13,697
Total Designated	0	0	14,097	(400)	13,697
RESTRICTED FUNDS					
St Matthew's Restricted					
Fixed Assets (Note 14)	457,096				457,096
Interest-free Loans Fund	1,576			(225)	1,351
Vicar's Welfare Fund	2,444	65		(2,509)	0
St Matthew's Special Projects	27,939	0		(17,354)	10,585
Passion Play Fund	0	5,651		(5,651)	0
Subtotal	489,055	5,716	0	(25,739)	469,032
St Luke's Restricted					
Deanery Synod Art	620	0		0	620
Baby Mania	44	0		(44)	0
Lee Abbey	1,382	0		(902)	480
Coming Back to Life	0	1,197		(1,775)	(578)
Subtotal	2,046	1,197	0	(2,721)	522
Total Restricted	491,101	6,913	0	(28,460)	469,554
Subtotal All Funds - St. Matthew's DCC	598,031	196,959	0	(198,569)	596,421
Subtotal All Funds - St. Luke's DCC	(7,837)	42,656	0	(49,926)	(15,107)
GRAND TOTAL - ALL FUNDS	590,194	239,615	0	(248,495)	581,314

Key to Restricted Funds

Interest-free loans	Funds used to defray any costs arising from the PCC's loans scheme.
Vicar's Welfare	Funds used to defray the costs of the drop-in lunch
St Matthew's Special Projects	Funds used in accordance with the 2015 @125 Appeal
Passion Play Fund	Funds received to help support the play's production
Deanery Synod Art	Funds accepted to be used for particular projects at St Luke's
Baby Mania	Funds accepted to be used for particular projects at St Luke's
Lee Abbey	Funds accepted to be used for particular projects at St Luke's
Coming Back to Life	Funds accepted to be used for particular projects at St Luke's

Key to Transfers between Funds

From St Matthew's General Fund to St Matthew's Mission Fund	14,097
From St Matthew's Mission Fund to St Luke's General Fund	0