

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 2023



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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 31st December 2023

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.

Registered with the Charity Commission, number 1128916

During 2023 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 Dr. Mike Rayner	Honorary Curate (St Matthew's)	Ex officio
Revd Rob Rogers	Assistant Curate	Ex officio
Peter Buchan-Symons	Church Warden (St Matthew's)	Elected annually
Jane Jones	Church Warden (St Luke's)	Elected annually
Nigel Pearson	Deputy Church Warden (St Matthew's)	Elected annually
John Price	PCC Treasurer	From April 2022
Nicola Rayner	PCC Secretary and Safeguarding Officer	from April 2018
Katharine Crouch	Deanery Synod representative	Until 2023
Amy Buchan-Symons	Deanery Synod representative	Until 2023
Joy Wilson	Deanery Synod representative	Until 2023
Justin Hutchence	PCC Member	Until 2026
Andrew Smith	PCC Member	Until 2025
Jenny Turner	PCC Member	Until 2025
Jacqueline Wilderspin	PCC Member	Until 2024
David Crouch	PCC Member	co-opted 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.

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.

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

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 2023, 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

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.

Church attendance

The number on the Electoral Roll was 110 in April 2024. 93 for St Matthew's and 17 for St Luke's.

Annual Review St Matthew's with St Luke's 2023

Governance:

The PCC met six times during 2023. Jane Jones became churchwarden at St Luke's after the resignation of Douglas Igben at the APCM last year. We are hugely grateful to Jane for offering her time for such an important role. Jane has already contributed a huge amount as churchwarden, in particular in progressing work required by the Quinquennial inspection and also thinking further about outreach for St Luke's. Peter Buchan-Symons continued as churchwarden at St Matthew's and Nigel Pearson as deputy warden. They too have given a great deal of time and wisdom to strategic thinking and getting involved in many activities. The vicar would like to express her deep gratitude to Jane, Nigel and Peter for all the time, wisdom and commitment they have offered to the parish. Sandra Dick resigned from the PCC at the end of her term, and Becks Davies also resigned due to family commitments elsewhere in the country. We thank them both for their time and effort for the PCC.

John Price's time as Treasurer and Anne Winter's as our HR support came to an end. We thank them both very much for all they have done. Enormous thanks are due to Peter Buchan-Symons who will be looking after their roles until volunteers can be found to replace John and Anne.

Staffing:

In July, we were very pleased to be joined by Rob and Helen Rogers and their family, as Rob took up his post as curate in the parish. It was particularly joyful in September

when Rob was able to baptise his eldest son Finn in the River Thames. The outdoor service was a great success!

The departure in December 2022 of Kate Smith as children's worker and also Donna McCullough as creche worker, led to extended discussions about the children's ministry in the parish. Meetings with parents were held and Jo worked hard to configure a way forward. The Vicar would like to express her deep gratitude in particular to Kirsten Hall and Helen Skertchly for leading **the Lighthouse** during this time and all the other helpers for helping keep the Lighthouse going. They have given a huge amount of time and energy to serving our children in this way. Other things that Kate did sadly had to be closed down, since a volunteer base could not be found either to keep Jam and Juice going or Monday Club. **Messy Church** continued with Jenni taking Kate's role of organising activities. After a small start, a core of families is now attending, which is encouraging. An average Messy Church has 18 people.

Naomi began an outreach work in a local school.

The staff team continues to work hard in promoting the flourishing of the churches.

Thanks to Jo, Katharine, Naomi, Sarah and Siegi.

Worship:

After discussion with the PCC some new services were added to Sundays at St Matthew's. In particular, a service of Holy Communion at 9:45 am when the 10:30 service is non eucharistic. The numbers at this service have been between 6 and 10 people, who also stay for the 10.30 service, so that our fellowship across the ages is not broken.

On Sunday evenings, SUSTAIN continues once a month and continues to build up our discipleship. On other Sundays we have now introduced a short service (30 minutes) so that there is always an evening service in the parish.

Thursday morning Holy Communion from the Book of Common Prayer continues although the congregation has dwindled to the point where there are sometimes not enough to do Communion.

Ongoing the worship of the two churches is enabled to flourish by the clergy (Mike Rayner, Janet Taft, Jon Williams, Rob Rogers) and the laity (David Crouch, Andrew Smith, Amy and Peter Buchan-Symons, Alison Beek, Naomi Shaw, Martin Beek). In July we were glad to welcome our Bishop, Steven, to St Luke's, who presided at Communion and preached a sermon full of hope and encouragement. We hope to welcome the Bishop back in Autumn 2024, this time to St Matthew's.

Jon led a **Quiet Day** which was appreciated by all who came.

Christmas saw a rise in numbers at both churches, especially at the Carol Services. The introduction of Christmas cards at the St Luke's end of the parish seemed in particular to attract people we hadn't met before so we will do this again in 2024. An additional draw was the community mural in St Luke's, designed by Martin.

Activities:

The regular activities of the church continued during the year. Huge thanks to all those who organise and participate in:

The musical worship at both churches

The AV

The cake sale

The prayer ministry

Fellowship Groups

The young adults work

The website

The Community payback team

The Vision teams

The English language group

The flower rota

The staff management group

The finance committee

The buildings committee

The meditation group

The drop ins in both churches

Young Adult Lunches take place once a month, organised by Peter and Amy.

Pastoral care continues both informally (where members of the churches support each other) and formally (Jenni visits in hospitals and takes Communion to people who can't come to church).

St Ebbe's School. We are hugely grateful to Tony Lee for his two terms as school Governor and all he gave to the school's life. We are also grateful to Greg Colyer who has taken on the role of Foundation Governor for St Matthew's. Assemblies continue in the school and We had another week of Bespace which was appreciated. Jenni goes to as many events in school as possible and spends time with staff. A faithful team of volunteers from St Matthew's offers learning support to children.

The drop in coffee at Saint Luke's is growing, with a group of mums running a regular toddler group called Little Stars. We are delighted to have parents and young children back in St Luke's again. Also in St Luke's, Confluence continues to meet and a number of private bookings (one-off and regular) have increased the income for the church. St Luke's continue to be a place where local groups meet to air concerns.

The **Oxford Winter Night Shelter** (OWNS) runs from January to March each year and St Matthews has provided accommodation for up to 10 people each Sunday night who would otherwise be sleeping rough. In 2023 we had an average of 7 people each Sunday and were able to provide food and warm sleeping bags thanks to a grant from the Bridge Builder Trust. Several members of St Matthew's volunteer with OWNS to help run the shelter while others make sure there is food, clean laundry and a warm space. As we have just reached the end of the 2024 season for OWNS we pray that the people who have been helped will be able to go on to find permanent and safe places to live.

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 (especially as they support those who live locally) and to provide for the improvement of their buildings.

The Trust has benefited in 2023 by a grant of £1,500 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 and a total of £3,000 was paid to St Luke's for ongoing activities in the community [Andrew – any examples of what these were?]. Total sums available to the Trust at the start and finish of the year were around £16,950, of which the Trust has designated £5,000 for environmental projects.

Trustees paid £458 out of the £600 grant approved in 2022 to meet the cost of sleeping bags and other items needed to re-equip the Oxford Winter Night Shelter at St Matthew's after COVID. They approved a grant of £500 to SOMATA to offset Oxford City Council's licence fee for use of Hinksey Park to mount the Oxford Community Passion Play in the park over Easter 2024.

Trustees are grateful in particular to Jenni Williams and Kate Kettle for creating new Facebook pages and website for the Bridge Builder Trust and producing a new leaflet and banner to publicize its aims. They are also indebted to Alan McCullough for his essential work as Treasurer despite illness and wish him a full and speedy recovery. There remains a vacancy for a new ex officio trustee while the appointment of a successor to Jane Lees, as licensed minister of St Luke's Church, is undecided.

CAP

We continue to be involved in the ministry of Christians Against Poverty with several members of church involved in the important work of befriending. John Price and Jenni are Trustees and Nicky is our CAP rep. We celebrate CAP Sunday every year with speakers invited.

Buildings

A huge amount of ongoing work is being done by the Buildings Committee in seeking to make St Matthew's more energy efficient. The Vicar is deeply grateful to them and also to the Finance committee for a great deal of work behind the scenes.

St Matthew's buildings remain in generally good condition. Work has been carried out to drains, cold water pipes and water heaters. The main area for attention has been the parish centre where various bits of equipment are coming up for replacement. Thanks to Jim Ellis, we have been able to carry out a drone inspection of the roof areas and gutters. This found tree debris in a difficult-to-access section of the parish centre gutters. We arranged for a contractor to clear the gutters and a tree has been cut back. The Community Payback team continues to assist us with maintaining the gardens, and some work inside the parish centre. The main area of work of the Buildings Committee has been the completion of an energy audit and the development of action plans to reduce both our energy consumption and carbon emissions. The parish centre is in use seven days a week, so the biggest gains will come from greater energy efficiency there. We are looking at improved insulation, efficient heating and ventilation. This could be associated with some reconfiguration of the way we use the building. Options should be available for discussion during this year.

We organised a **Community Carol Singing** event on December 10th and were joined by over 50 people - a mixture of church members and neighbours. We sang outside St Matthew's and then in the Quad at Pegasus Grange. People of all ages come to join us and to be able to tell them about the Carol Service and other events.

Thursday drop in at St Matthew's: our new rota of efficient and wonderfully reliable volunteers from both the church and the local community, has meant that we've been able to offer a free three course lunch every Thursday during 2023. Ongoing, we are looking to increase the number of guests, which is low at the moment.

Instead of a Street Party we held an event in St Matthew's Church garden which was called **Meet the Streets**. Several neighbours who had helped to organise the street party got involved in planning and setting up the event and it took place on the hottest day of the year (June 25th). Brilliant children's activities took place in the church and everyone feasted on Bring and Share food and really delicious strawberries. The Marlborough Road Cheese Club set up a Cheese Quiz and musical entertainment. It was a great time for people living locally to meet their neighbours and church members. Let's pray for lasting relationships with our neighbours in Grandpont and that more of them will come to join church activities.

The English language group for women continues on Tuesday mornings. to support mothers/carers through developing English language and friendship, and **to demonstrate the love of Jesus**.

Preparation began for the 2024 Passion Play in Hinksey Park. A steering committee was formed and grant applications submitted successfully. Marion returned to direct with Carolyn and Jo as co-producers. More will be said in 2024's report.

We welcomed **Riding Lights** in October for a performance of their play Inspired: Word into Action, which saw a good attendance.

Local relationships

Deanery Synod

Our Deanery Synod reps attended meeting on the parish share and other matters. They have made proposal to the Synod in this matter which will be discussed at future meetings. Thanks to Amy, Katharine and Joy for engaging proactively with Synod. Jackie is talking to Synod in May about Street Pastors.

Local churches

We are building ongoing relationships with St John New Hinksey and exploring what more we can do together. This is a welcome development.

Lake Street Community Centre

We have been working with Lake St Centre to build a web of support for people who may be in need.

St Luke's, being a recent build, needs much less structural work. However, some ongoing maintenance has been organised by Jane Jones with Siegi Dethune.

Communications

St Matthew's website and St Luke's websites: news about church life, who we are, what we do, services, other events and weekly news are available on the two church websites which are regularly updated. In this day and age, we are conscious that the website is often the first port of call for anyone interested in our churches, so look, ease of use and clear content are key. Siegi has recently updated St Luke's site. We are about to commence a process to review the content of the St Matthew's website - any thoughts would be welcome.

Giving

Every year the Parish gives away 10% of its unrestricted income to partners in Oxford and around the world we support and sometimes have supported for a long time. We aim to give half of our donations to international projects and half to local, Oxford-based, projects. And we only support people and organisations who have a personal connection with the church.

This year we gave donations to five international partners: the Church Mission Society, the Semiliki Trust (for its medical work in the Democratic Republic of the Congo and elsewhere), Faith in Government & the Faith and Public Integrity Network, Latin Link (to support, our former youth worker, Maddie Buchanan in Guatemala), and the Anglican Diocese of South Sudan (to support. Stephen Lubari). Our five local partners were Oxford Church's Debt Centre, Oxford Street Pastors, Archway, Just Love and the Bridge Builder Trust (to support community initiatives in South Oxford.)

Representative of our partners regularly give presentations of their work in Sunday services and, it goes without saying, our support extends beyond the financial to support through prayer.

Finance

During the year we were able to increase our general reserves by £6,381 to £104,444; this equates to approximately six months of future expenditure and is therefore within our policy level. We also established a new designated Long Term Buildings Fund, because we know that substantial work will be necessary on our buildings in the not-too-distant future. Full details of our accounts are shown on the following pages. We are grateful to Mercer Lewin, once again, for casting their careful inspecting eye over them.

The PCC's agreed budget for 2024 anticipates that our costs will rise due to the recruitment of a new Pioneer Minister and, despite some planned fund-raising, we anticipate a deficit of around £19,000. However, this still leaves our reserves within our policy level."

Jennifer Williams 14.4.2024.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST MATTHEW'S WITH ST LUKE'S PCC OXFORD**

I report on the accounts of the PCC for the year ended 31 December 2023 which are appended to this report.

Respective responsibilities of the PCC and the Examiner

The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the Act') and that an independent examination is needed.

It is my responsibility to examine the accounts under s145 of the act; follow the procedures laid down in the General Directions given by the Charity Commissioners under s145(5)(b) of the Act; and state whether particular matters have 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 to comply with the requirements of the Act; as also contained in the Church Accounting Regulations 1997have 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, New Barclay House
234 Botley Rd, OXFORD OX2 0HP

10 April 2024

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.

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
		£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	3(a)	184,086	10,418	11,433	205,936	201,710
Activities for generating funds	3(b)	0	0	0	0	0
Investment income	3(c)	4,063	0	0	4,063	708
Income resources from charitable activities	3(d)	35,104	0	0	35,104	37,197
Total incoming resources		223,252	10,418	11,433	245,102	239,615
RESOURCES EXPENDED						
Costs of generating voluntary income	4(a)	0	0	0	0	0
Fundraising costs	4(b)	2,053	0	0	2,053	2,201
Charitable activities	4(c)	187,719	35,503	14,874	238,095	240,994
Governance costs	4(d)	5,006	0	0	5,006	5,300
Total resources expended		194,778	35,503	14,874	245,154	248,495
Net Incoming /(outgoing) resources before transfers		28,474	-25,086	-3,440	-52	-8,880
Transfers between funds						
From General Fund to Mission Fund		-17,093	17,093	0	0	0
From General Fund to Long Term Buildings Fund		-5,000	5,000	0	0	0
Net movement in funds		6,381	-2,993	-3,440	-52	-8,880
Total funds brought forward at 1 January 2023		98,063	13,697	469,554	581,314	590,194
Total funds carried forward at 31 December 2023		104,444	10,704	466,113	581,262	581,314

BALANCE SHEET

Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
	£		£	£	£
Fixed assets					
Tangible assets	14	0	0	457,096	457,096
Total Fixed Assets		0	0	457,096	457,096
Current assets					
Debtors	15	3,994	0	0	3,994
Investments	16	0	0	0	143
Cash at bank and at hand		107,166	10,705	9,017	126,888
Total Current Assets		111,160	10,705	9,017	130,824
Liabilities					
Creditors: amounts falling due in one year	17	-6,715	0	0	-6,715
Net Current Assets		104,445	10,705	9,017	124,166
Creditors: falling due after one year		0	0	0	0
TOTAL NET ASSETS		104,445	10,705	466,113	581,262
FUNDS					
	18				
Unrestricted		104,444			104,444
Designated			10,705		10,705
Restricted				466,113	466,113
TOTAL FUNDS		104,444	10,705	466,113	581,262

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

Jennifer Williams

(Chair)



(Treasurer)

14. April. 2024

Date

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

NOTES TO THE ACCOUNTS (continued)

3. Analysis of incoming resources		Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
			£	£	£	£	£
(a) Voluntary income							
(i) Recurring income							
Planned giving			125,814			125,814	122,272
Collections			3,042			3,042	1,657
Income tax recovered			31,544			31,544	34,144
Other giving			10,069			10,069	2,572
			170,468	-	-	170,468	160,645
(ii) Non-recurring income							
Donations and appeals				5,687		5,687	23,220
Legacies			-	4,731	5,000	9,731	-
Grants		10	13,617		6,433	20,050	17,845
			13,617	10,418	11,433	35,468	41,065
Subtotal (Voluntary income)			184,086	10,418	11,433	205,936	201,710
(b) Activities for generating funds							
			-		-	-	-
(c) Investment income							
Interest			4,063			4,063	708
			4,063	-	-	4,063	708
(d) Incoming resources from charitable activities							
Parochial Fees (retained by PCC)			285			285	932
Events			689			689	942
Parish centre lettings			34,129			34,129	35,186
Youth Activities						-	137
			35,104	-	-	35,104	37,197
Total incoming resources			223,252	10,418	11,433	245,102	239,615

NOTES TO THE ACCOUNTS (continued)

		Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
			£	£	£	£	£
4. Analysis of resources expended							
(a) Costs of generating voluntary income							
Collection envelopes						0	0
			0	0	0	0	0
(b) Fundraising costs							
Support Costs		6	2,053			2,053	2,201
			2,053	0	0	2,053	2,201
(c) Charitable activities							
(i) Grants & donations		9					
Mission : Local				12,252		12,252	200
Mission : National				3,500		3,500	0
Mission : Overseas				19,751		19,751	400
			0	35,503	0	35,503	600
(ii) Church activities							
Parish share (including rebate)			74,383			74,383	71,921
Ministry: Assistant Staff		5	21,386		10,585	31,971	73,975
Ministry: Creche Workers		5	0			0	1,154
Expenses:							
Incumbent's expenses			1,342			1,342	1,521
Fees			413			413	0
Training						0	0
Vicarage						0	0
Mission and evangelism							
Events			769		4,288	5,057	9,914
Youth and Children's			1,041			1,041	3,819
Equipment						0	0
Maintenance costs			17,611			17,611	23,531
Utility bills			35,877			35,877	12,705
Major repairs (church)						0	0
Major repairs (other)						0	4,454
Support Costs		6	34,897			34,897	37,400
			187,719	0	14,874	202,592	240,394
Subtotal (Charitable activities)			187,719	35,503	14,874	238,095	240,994
(d) Governance costs							
Independent examiner's fee		8	900			900	900
Support costs		6	4,106			4,106	4,400
			5,006	0	0	5,006	5,300
Total Outgoing Resources			194,778	35,503	14,874	245,154	248,495

NOTES TO THE ACCOUNTS (continued)

5. Employment Costs

	Unrestricted Funds	Designated Funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£	£
Salaries	51,179		10,585	61,764	100,718
Employer's NIC	40			40	1,326
Pension contributions	1,745			1,745	3,260
Professional fees	960			960	
	53,923	-	10,585	64,508	105,304

During 2023, the PCC employed 5 staff (2022 : 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 2023	Total 2022
	£	£	£	£	£
Pastoral & Youth Workers	21,386		10,585	31,971	71,668
Administrative Staff	32,537		-	32,537	32,499
Creche Workers	-		-	-	1,137
	53,923	-	10,585	64,508	105,304

6 Support Costs

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

Activity:	2023			Total	2022 Total
	Fundraising £	Charitable £	Governance £		
Administrative Staff	1,627	27,656	3,254	32,537	30,192
Office equipment & software	175	2,970	349	3,494	8,298
Printing & stationery	40	684	81	805	936
Postage	-	-	-	-	598
Telephones	71	1,199	141	1,411	1,104
Bank charges	9	161	19	189	313
Miscellaneous	131	2,226	262	2,619	2,560
	2,053	34,897	4,106	41,056	44,001

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	2023 £	2022 £
Jo Hutchence	Employment as families worker		

8. Independent examiners' remuneration

		2023 £	2022 £
Mercer Lewin Ltd	Examination fee	900	900
		900	900

NOTES TO THE ACCOUNTS (continued)

9 Grants Awarded

Grants are awarded from the PCC's Mission Fund. We prefer to support individuals and organisations with whom members of the 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.

Apart from occasional donations directly into the Mission Fund, its income comes from the transfer from the General Funds of 10% of all unrestricted income (except from grants and lettings) received by both churches.

Recipient	Project Location	2023	2022
		£	£
Oxford Churches Debt Centre	Oxford, UK	6,500	
Oxford Street Pastors	Oxford, UK	1,000	
Archway	Oxford, UK	1,500	
Bridge Builder Trust	Oxford, UK	2,500	
Urban Saints	Oxford, UK	252	
Viva	Oxford, UK	500	
Faith in Government	National	3,500	
CMS	Overseas	2,750	400
Semiliki Trust	Overseas	6,000	
Latin Link	Overseas	5,350	
South Sudan	Overseas	5,651	
		35,503	400

Comparison between 2023 and 2022 is not possible because most of the Mission Fund grants for 2022 were actually paid in early 2023.

10. Grants Received

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

Grant awarding body	Purpose	2023	2022
		£	£
St Aldate's	Unrestricted use	5,000	
Vicar's Welfare Fund	Specific collections		65
Appeals	Specific collections		5,651
Bridge Builder Trust	Unrestricted use	3,058	
St. Aldate's Parochial Charities	Youth worker / outreach worker	5,000	5,000
Find Your Fire - Viva	Salary costs	559	932
Oxford Diocese	Coming Back to Life		1,197
Oxford Diocese	Energy costs		5,000
		13,617	17,845

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. 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. Its accounts are not included within the PCC's accounts; 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 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-23 Balance	31-Dec-22 Balance
	£	£	£	£	£
Fixed Assets (Note 14)	0	0	457,096	457,096	457,096
Current Assets	111,160	10,705	9,017	130,882	135,824
Current Liabilities (Note 17)	(6,715)	0	0	(6,715)	(11,606)
Total	104,445	10,705	466,113	581,262	581,314

14. Fixed assets

Tangible Assets	Freehold Land & Buildings	Leasehold Land & Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Gross Book Value				
At 1 January 2023	457,096	496,646	-	953,742
Additions	-	-	-	-
At 31 December 2023	457,096	496,646	-	953,742
Depreciation				
At 1 January 2023	-	496,646	-	496,646
Additions	-	-	-	-
At 31 December 2023	-	496,646	-	496,646
Net Book Value				
At 1 January 2023	457,096	-	-	457,096
Additions	-	-	-	-
At 31 December 2023	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, £457,096, 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 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 line with 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-23 Balance	31-Dec-22 Balance
	£	£	£	£	£
Prepayments				-	-
Income tax recoverable	2,990			2,990	-
Debtors	1,004			1,004	5,227
Total	3,994	-	-	3,994	5,227

16. Investments Held

The PCC owned 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 2022 PCC Accounts. However, the company went into administration early in 2023 and the shares were written off in May 2023..

Total	-	-	-	-	143
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17. Liabilities: amounts falling due in one year	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-23 Balance	31-Dec-22 Balance
	£	£	£	£	£
Liabilities	(6,508)			(6,508)	(11,304)
Payroll control	(208)			(208)	(302)
Total	(6,716)	-	-	(6,716)	(11,606)

NOTES TO THE ACCOUNTS (continued)

18. Fund details	01-Jan-23 Balance	Income	Transfers	Expenditure	31-Dec-23 Balance
GENERAL FUNDS	£	£	£	£	£
St Matthew's General	113,692	189,018	(20,563)	(165,860)	116,287
St Luke's General	(15,629)	34,233	(1,530)	(28,917)	(11,843)
Total Unrestricted	98,063	223,251	(22,093)	(194,777)	104,444
DESIGNATED FUNDS					
Mission Fund	13,697	5,687	17,093	(35,503)	974
Long term buildings Fund	0	4,731	5,000	0	9,731
Total Designated	13,697	10,418	22,093	(35,503)	10,705
RESTRICTED FUNDS					
Buildings	457,096				457,096
Coming Back to Life	(578)	3,153		(2,416)	158
Deanery Art Fund	620	0		0	620
Harry's Legacy	0	5,000		0	5,000
Interest-Free Loans Fund	1,351	0		(1,351)	0
Lee Abbey Fund	480	0		(190)	290
Passion Play Fund	0	0		0	0
Special Projects Fund	10,585	0		(10,585)	0
Vicar's Welfare Fund	0	3,280		(331)	2,949
Total Restricted	469,554	11,433	0	(14,874)	466,113
GRAND TOTAL - ALL FUNDS	581,314	245,102	0	(245,154)	581,262

Key to Designated and Restricted Funds

Coming Back to Life	Funds accepted to be used for particular projects at St Luke's
Deanery Synod Art	Funds accepted to be used for particular projects at St Luke's
Harry's Legacy	Funds received from the will of a member of St Luke's
Interest-free loans	Funds used to assist people in debt; fund was closed in 2023.
Lee Abbey	Funds accepted to be used for particular projects at St Luke's
Long term buildings	Funds put aside for major future building works
Mission Fund	Funds put aside to be given to outside causes
Passion Play	Funds received to help support the play's production
Special Projects	Funds from the 2015 @125 Appeal; fund was closed in 2023
Vicar's Welfare	Funds used to defray the costs of the drop-in lunch, and other items

Key to Transfers between Funds

From St Matthew's General Fund to Mission Fund	15,563
From St Luke's General Fund to Mission Fund	1,530
From St Matthew's General Fund to Long Term Buildings Fund	5,000
	22,093