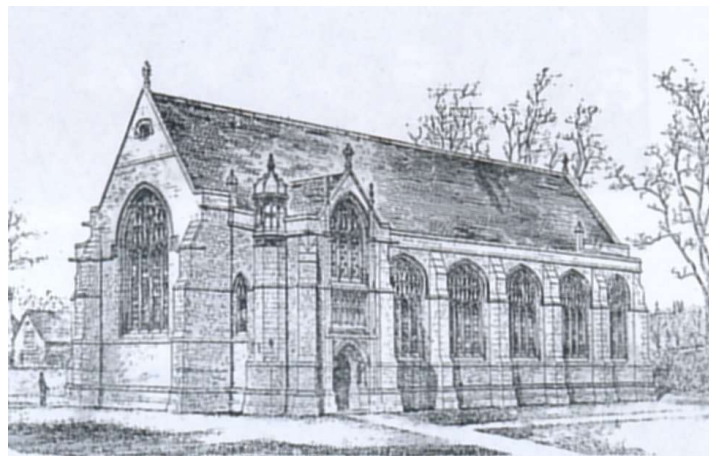


**The Parochial Church Council of the Ecclesiastical Parish of St Matthew Oxford
(St Matthew's with St Luke's PCC Oxford)
Annual Report and Financial Statements
of the Parochial Church Council (PCC)
for the year ended
31 December 2024**



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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 2024

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 2024 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
David Crouch	PCC Treasurer	From April 2024
Nicola Rayner	PCC Secretary and Safeguarding Officer	from April 2018
Katharine Crouch	Deanery Synod representative	
Amy Buchan-Symons	Deanery Synod representative	
Justin Hutchence	PCC Member	
Andrew Smith	PCC Member	
Jenny Turner	PCC Member	
Jacqueline Wilderspin	PCC Member	
Alison Beek	PCC Member	
Margaret Price	PCC Member	

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 2024, 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 Appeal Committee
Co-ordinate fundraising projects.

Vision Teams
Plan activities to fulfil St Matthew's Vision goals. Report 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.

Church attendance

The number on the Electoral Roll was

Activities in 2024

The PCC met 6 times during the year 2024.

The year began without a Treasurer or Staff Management Leader: huge thanks to Peter Buchan-Symons who covered both these roles for four months. The Treasurer role in particular was a very demanding one and we are very grateful.

In April, David Crouch kindly took over as Treasurer with Margaret Price as deputy and a new 'treasurer team' was formed, with Carolyn Lloyd-Davies (Stewardship), Katherine Clarke (Gift Aid) and a paid bookkeeper. Towards the end of the year this role was taken over by John Price on a voluntary basis. This new system is working efficiently and thanks to all the team.

Safeguarding

The clergy, staff team, PCC and parish safeguarding officer continued our focus on ensuring that we actively promote the well being of, and safeguard, all the children and vulnerable adults who attend our activities. We have audited our compliance with diocesan safeguarding requirements (training, DBS checks etc) and also taken time to consider reports and learning from national events and enquiries. This has included requiring all our 2024 mission partners to provide evidence of their safeguarding policies.

Staffing

In the employed staff team, Jo Hutchence began a period of one year of unpaid leave from October 2024. Amy Buchan-Symons took up some of the role for four hours a week over 3 months and we are very grateful to Amy as she made it possible for Bespace to happen: without her help we would have had to cancel it for 2025. We were sorry to say farewell to Naomi Shaw, but it was a great joy when she and Mark got married and we wish Naomi all the best in her new life in Bristol.

As ever, many thanks to the staff team: Katharine, Siegi, Sarah and Laura. Also to the clergy and reader team: Jon, Rob, Mike, Janet and David. The vicar continues to be grateful to those who contribute to leading worship for us Sunday in and Sunday out.

It was a great joy that Rob was priested in June 2024 and we celebrate this new stage in his ministry.

The work of youth and children's work continued in the churches, despite the lack of a children's worker and, after July, of a youth worker. At St Matthew's The Lighthouse continues with a valiant team of volunteers, occasionally helped by the vicar, and Ignite and Ignite socials continue also, entirely volunteer staffed. Messy Church continues, with a number of new families coming to take part. St Luke's hosts a weekly mother and toddler group (Little Stars) on a Friday morning which is run by the mothers themselves. Laura has been involved with the group and done a 'pizza and pamper night'. This runs alongside the "Drop In" session which is a longstanding Friday morning group held in the Chillout Room and open to all.

None of these activities would be possible without the commitment of the volunteer team who work week in week out to disciple under 18s.

Over the last year, our Community Lunch at St Matthew's has grown considerably, and we now have an average of 17 – 20 guests each week. The free, home cooked three course meal brings together the local community from various backgrounds; some are homeless, some with special needs and some from the local neighbourhood but they all have one thing in common, pleasure in sharing food and conversation. We have 13 volunteers on the monthly rota (two per shift) and two volunteers who make and deliver sandwiches to the Gatehouse each month. We also welcome our Community Police officers who drop in and are on hand to answer any questions or deal with any local issues our guests may have. We always have a Christmas Celebration with games and small gifts for everyone, and we also celebrate each guest's birthday (if known) with a cake and card.

St Luke's has been hosting Craft afternoons three times a year over the last year. These have been steadily drawing in more people both locally and further afield. We focus on crafts that reflect the season and which are suitable for young children to engage in as well as adults. The Easter Crafts day held in April this year, included making models of clay, paper-based flowers and Easter baskets, Easter chicks made from pompoms, and Easter cards. Refreshments were provided and the event proved to be very successful.

The English language group for women met on Tuesday mornings, continuing to support a few mothers (from St Ebbe's school) through developing English language and friendship, and to express our faith through demonstrating the love of Jesus. The remaining 4 regulars came from Syria, Sudan and Pakistan with 4 different mother tongues between them.

Laura Evans was appointed as Pioneer Missioner to Young Adults and began work in May 2024. Laura's ministry began with a focus on hosting events that would help us connect to the community around us. At St Matthew's, we started a series of monthly film nights. One of the highlights was when we showed a documentary that starred a resident from Marlborough Road, Anna Beer, who also kindly came and gave a Q&A session afterwards. Over 70 people attended! The documentary looked at injustice in the classical music industry, which in turn connected us with some Oxford music students. Since then, we have hosted two student music concerts and are currently in talks to host more. It has been amazing to see the unpredictable way that these connections have grown and developed. The most encouraging part has been that we have seen a few new young adults join the congregation at St Matthew's. We are now looking to open a Workspace café on a Monday afternoon with the hope of providing an alternative work/study space aimed at local professionals and students. We hope that this will help us continue to reach the community around us.

In terms of Sunday worship, 2024 saw the beginning of an evening service at St Matthews. The nature of the service (evening prayer, quiet reflection, SUSTAIN) depends on who is leading it, but it is pleasing to report that a regular congregation has grown of about 10 people, including some new worshippers. At the same time, we began a 9:45 am service of spoken Holy Communion on any Sunday when there is not Communion in the main service. Although numbers for this service are small (5 or 6) it is valued. The emphasis has remained that this is not an alternative to the 10.30 service, but rather a chance to receive the sacrament. The Thursday service of Holy Communion is much shrunken: frequently there are only two people. There are no plans to close this service down for the moment but its long term future will need to be considered.

We continue to build relationships with the community. September 2024 saw the launch of the Refresh Appeal to raise money for the early technical work on the refresh of the Parish Centre. The St Matthew's Day Garden Party on Sunday 22nd gave us a great opportunity to invite people from the neighbourhood to join us and have some fun, as well as have the initial consultation about the Parish Centre. The weather was uncooperative and may have reduced numbers, but a host of volunteers worked hard to provide refreshments, a tombola, a jewellery stall, cakes and the biggest bookstall ever seen. Messy Church took place at the same time so there really was something for everyone.

It was a joy to host the South Oxford swap shop at St Luke's and many people who had never been in the building before remarked on what a lovely space it was. At the

school, assemblies take place once a fortnight and be space happened once a year. Greg and Jenny and Jen serve as governors to the school and this too offers lots of opportunities for connection with our neighbours.

Fellowship groups continue but are in need of a review as some have ceased to meet, some have become very small and some are thriving. In addition a new strategy for being more proactive with inviting people to fellowship groups needs to be developed.

Particular Events

Easter 2024 at St Matthew's had as a major feature the passion play (see below). However there were encouraging numbers of people at both Messy Church and An Hour at the Cross on Good Friday, and numbers were high on Easter Sunday. At St Luke's, the focus was on a craft day and on Easter Sunday morning.

SOMATA - Drama Ministry

The Oxford Community Passion Play 2024. After four days of rain, the sun shone brightly on a glorious Easter Saturday in Hinksey Park. After six months of planning and rehearsals The Oxford Community Passion Play was underway. Seven churches in Oxford gave us their support and we are particularly grateful to our Steering Group: City Rector Rev Anthony Buckley, Rev Jenni Williams, Esther Brazil, Ana-Maria Niculcea and John Price. Fifty-six volunteers took part as members of the cast, production team, creative team and crew. Apart from the professional sound company Titan Film and Events Ltd, no one was paid, all gave their services free, even those who are professional actors. We are grateful to The Passion Trust, Bridge Builders' Trust, and The Diocese of Oxford for their funding of the sound system, publicity, insurance, props and costumes and to BBC Radio Oxford and The Tablet for publicity. There were two performances, and we had a total audience of just under 400, raising £730.53 in bucket collections, which was given to The Archway Foundation as some members of the cast were from the Archway charity.

The Oxford Passion Play 2026 is now being planned, with a view to it being performed in the city centre, aspiring for much higher audience numbers!

'A Christmas Cracker' Christmas entertainment, 2024.

Many of the cast and crew from the Oxford Passion Play performed in our Christmas special 'A Christmas Cracker' on December 14th. Advertised as a family show, we set up festive refreshments in the Church including stollen and mince pies and invited the neighbourhood to join us. Held in St Matthew's Church, an audience of approximately 60 people joined in singing, heard poems and readings, mostly of the joyful/comedy variety. In addition, we had ten volunteers helping as ushers, crew, sound and music. The highlight of the event was the hilarious 'A Christmas Panto' directed by Marion Bloice-Smith, with rhyming couplets ably voiced by a cast of eleven actors from the community. A joyful rendition of 'The Virgin Mary had a Baby

Boy' found us dancing in the pews and brought a festive conclusion to a very happy event.

We repeated our Carol Singing event in December. Wet weather may have put some people off coming to sing outside St Matthew's, but those who came enjoyed joining in. The merry band gathered in the entrance hall of the Parish Centre and then moved on to Pegasus Grange where they were greeted by residents and continued singing in the Cloisters. We are grateful to John Milne, Andrew Smith and John Stobbs for leading this event – it is a great way to get the neighbours to join our Christmas celebrations.

Christmas service attendance 2024 showed many encouraging signs. There were 54 at the St Luke's Carol service, showing the benefit of leafleting the neighbourhood as publicity. At St Matthew's the crib service had about 90 people, although the number of young children was very low. Christmas Day at St Matthew's was an unexpectedly large congregation given the number of people who were away for Christmas.

The doors of St Matthew's Parish Centre were open every Sunday night during the coldest time of the year to welcome people who would otherwise have nowhere to stay. The Oxford Winter Night Shelter organised a rota of lovely volunteers including some members of St Matthew's. Up to 10 guests, referred from homeless services, were welcomed with hot drinks and food, given a camp bed and fresh bedding in the lovely warm hall and served breakfast before leaving. We are delighted to say that some of the guests were moved into accommodation and others really appreciated the hospitality.

In September a new communications venture began: St Matthnews. Under the editorship of John Price St Matthews goes out once a month to the Grandpont end of the parish updating neighbours with the church's activities and, usually, a short reflection. When people have come to events such as the cinema night, they have often mentioned this magazine as the way they heard about things happening in the church.

Both websites continue to serve our outreach. The websites provide information about worship services, community activities, and upcoming events. They also offer resources for newcomers and details on how to get involved with the church's ministries.'

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 Welcome Team

The sidesperson

The cake sale

The prayer ministry

Fellowship Groups

The website

The Community payback team

The Vision teams

The flower rota

The staff management group

The finance committee

The buildings committee

The appeal committee

The services committee

The mission support committee

The meditation group

The drop ins in both churches

A new initiative began in September for residents of Pegasus Grange to meet together and pray, study the Bible and listen to speakers.

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

St Matthew's buildings remain in generally good condition. We have been working with technical consultants on options for a 'Refresh' of the Parish Centre. The building dates from the mid-1990s, it is looking tired and is configured for the needs of 30 years ago. During 2024 an architect started looking at options for an upgrade, and from the start of 2025 building services engineers have been investigating options for a new heating system. The aim is for essential heating modernisation and a refresh of the building to take place together. The cost of the technical development work has been met by a combination of a grant from the Diocese and gifts from our congregation. There is a second briefing for church members and our neighbours on the emerging options on Sunday 18th May at 1200 for 1215, in St Matthew's church. The architect will be present and there will be opportunities for questions. Interestingly, we have appointed the same architect who carried out the successful refurbishment of St Luke's for us. Huge thanks go to the Buildings, Appeals and Finance Committees, and in particular Nick Wilson for applying for grants which enabled us to pay for the scoping work with the architect and energy advisory company.

A new Appeals committee, headed by Jackie Wilderspin, has begun working to find creative ways to raise money for the Refresh appeal as well as staffing. Some of this will need to be grant applications, but the team also work hard on finding ways to make local fundraising with fun activities.

St Luke's is in generally good condition and all the required maintenance work identified in the 2022 Quinquennial has now been done: huge thanks to Jane Jones and Siegi Dethune for this.

Christians Against Poverty continues to be part of the mission work of our parish. We are planning a refresh and reboot of this ministry as it connects to the churches in November 2025.

St Matthew's and St Luke's gives away 10% of their unrestricted income to its partners in mission. This year they were, as last year, the Church Mission Society, the Semiliki Trust, Faith in Government, Latin Link, Oxford Church's Debt Centre (Christians Against Poverty), Street Pastors, Archway and Just Love. This year we added a new Mission Partner: Medair. Our total mission support to these organisations was £16,000. In addition we transferred £1,500 to the Bridge Builder Trust to spend on local projects. We aim to give half of our mission support to overseas work and the other half to work in the UK. We only support organisations with which we have strong links already and a condition of our funding is that the organisation has an up-to-date safeguarding policy.

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 2024 by a grant from St Matthew's to support community projects. The Trust has continued to benefit from individual donations and the ongoing support of donors to the St Luke's Big Vision Fund. These have funded grants of £750 to St Ebbe's School and £2,000 to the St Luke's community. Trustees are actively seeking other projects to support within our community and have designated £5,000 for environmental projects. Total sums available to the Trust at the end of 2024 were £16,760, similar to the previous year.

In terms of local relationships, our Deanery Synod reps attended meetings on the parish share and other matters. Jackie gave a presentation about Street Pastors. Thanks to Amy and Katharine for engaging proactively with Synod. We are building ongoing relationships with St John New Hinksey and exploring what more we can do together. This is a welcome development. We have been working with Lake St Centre to build a web of support for people who may be in need.

**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 2024 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

6 May 2025

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 2024.

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 2024.

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 2024	Total 2023
		£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	3(a)	179,506	0	17,875	197,381	205,935
Activities for generating funds	3(b)	0	0	0	0	0
Investment income	3(c)	5,605	0	0	5,605	4,063
Income resources from charitable activities	3(d)	34,221	870	9,743	44,834	35,104
Total incoming resources		219,332	870	27,618	247,820	245,102
RESOURCES EXPENDED						
Costs of generating voluntary income	4(a)	0	0	0	0	0
Fundraising costs	4(b)	2,502	0	0	2,502	2,053
Charitable activities	4(c)	196,841	1,226	14,963	213,030	238,095
Governance costs	4(d)	6,006	0	0	6,006	5,006
Total resources expended		205,349	1,226	14,963	221,538	245,154
Net Incoming /(outgoing) resources before transfers		13,983	-356	12,655	26,282	-52
Transfers between funds						
From General Fund to Mission Fund		-17,909	17,909	0	0	0
Net movement in funds		-3,926	17,553	12,655	26,282	-52
Total funds brought forward at 1 January 2024		104,444	10,705	466,113	581,262	581,314
Total funds carried forward at 31 December 2024		100,518	28,258	478,768	607,544	581,262

BALANCE SHEET

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2024	Total 2023
		£		£	£	£
Fixed assets						
Tangible assets	14	0	0	457,096	457,096	457,096
Total Fixed Assets		0	0	457,096	457,096	457,096
Current assets						
Debtors	15	20,681	0	0	20,681	3,994
Cash at bank and at hand		85,271	28,258	21,672	135,201	126,888
Total Current Assets		105,952	28,258	21,672	155,882	130,882
Liabilities						
Creditors: amounts falling due in one year	17	-5,434	0	0	-5,434	-6,716
Net Current Assets		100,518	28,258	21,672	150,448	124,166
Creditors: falling due after one year		0	0	0	0	0
TOTAL NET ASSETS		100,518	28,258	478,768	607,544	581,262
FUNDS						
	18					
Unrestricted		100,518			100,518	104,444
Designated			28,258		28,258	10,705
Restricted				478,768	478,768	466,113
TOTAL FUNDS		100,518	28,258	478,768	607,544	581,262

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


(Chair)


(Treasurer)

5th May 2025
Date

The notes on the two pages immediately preceding the page headed STATEMENT OF FINANCIAL ACTIVITIES and the following six pages form part of these accounts

NOTES TO THE ACCOUNTS (continued)

3. Analysis of incoming resources	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2024	Total 2023
		£	£	£	£	£
(a) Voluntary income						
(i) Recurring income						
Planned giving		133,121			133,121	125,813
Collections		4,170			4,170	3,042
Income tax recovered		31,194			31,194	31,544
Other giving		4,421			4,421	10,069
		172,906	-	-	172,906	170,468
(ii) Non-recurring income						
Donations and appeals			-	14,875	14,875	5,687
Legacies		-		-	-	9,731
Grants	10	6,600		3,000	9,600	20,050
		6,600	-	17,875	24,475	35,468
Subtotal (Voluntary income)		179,506	-	17,875	197,381	205,936
(b) Activities for generating funds						
		-		-	-	-
(c) Investment income						
Interest		5,605			5,605	4,063
		5,605	-	-	5,605	4,063
(d) Incoming resources from charitable activities						
Parochial Fees (retained by PCC)		54			54	285
Events		531	870	9,743	11,144	689
Parish centre lettings		33,636			33,636	34,129
		34,221	870	9,743	44,834	35,103
Total incoming resources		219,332	870	27,618	247,820	245,102

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 2024	Total 2023
	£	£	£	£	£

0 0

0	0	0	0	0
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(b) Fundraising costs

Support Costs

6	2,502			2,502	2,053
	2,502	0	0	2,502	2,053

(c) Charitable activities

(i) Grants & donations

Mission : Local

0 0 12,252

Mission : National

1,226 1,226 3,500

Mission : Overseas

0 0 19,751

0	1,226	0	1,226	35,503
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(ii) Church activities

Parish share (including rebate)

78,102 78,102 74,383

Ministry: Assistant Staff

5 33,480 33,480 31,971

Expenses:

Incumbent's expenses

2,496 2,496 1,342

Fees

292 292 413

Training

0 0

Vicarage

0 0

Mission and evangelism

Events

1,515 9,923 11,438 5,057

Youth and Children's

1,281 1,281 1,041

Equipment

0 0

Maintenance costs

9,078 9,078 17,611

Utility bills

28,049 28,049 35,877

Major repairs (church)

0 0

Major repairs (other)

5,040 5,040 0

Support Costs

6 42,548 42,548 34,897

196,841	0	14,963	211,804	202,592
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Subtotal (Charitable activities)

196,841	1,226	14,963	213,030	238,095
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(d) Governance costs

Independent examiner's fee

8 1,000 1,000 900

Support costs

6 5,006 5,006 4,106

6,006	0	0	6,006	5,006
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Total Outgoing Resources

205,349	1,226	14,963	221,538	245,154
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NOTES TO THE ACCOUNTS (continued)

5. Employment Costs

	Unrestricted Funds	Designated Funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£	£
Salaries	64,978		620	65,598	61,764
Employer's NIC	-			-	40
Pension contributions	1,940			1,940	1,744
Professional fees	2,690			2,690	960
	69,608	-	620	70,228	64,508

During 2024, the PCC employed 5 staff (2023 : 5); all 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 2024	Total 2023
	£	£	£	£	£
Pastoral & Youth Workers	33,480			33,480	31,971
Administrative Staff	36,128		620	36,748	32,537
	69,608	-	620	70,228	64,508

6 Support Costs

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

Activity:	2024			Total £	2,023 Total £
	Fundraising £	Charitable £	Governance £		
Administrative Staff	1,806	30,709	3,613	36,128	32,537
Office equipment & software	226	3,845	452	4,523	3,494
Printing & stationery	(3)	(45)	(5)	(53)	805
Telephones	66	1,113	131	1,310	1,411
Bank charges	9	159	19	187	189
Miscellaneous	398	6,767	796	7,961	2,619
	2,502	42,548	5,006	50,056	41,055

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	2024 £	2023 £
Jo Hutchence	Employment as families worker		
8. Independent examiners' remuneration			
		2024 £	2023 £
Mercer Lewin Ltd	Examination fee	1,000	900
		1,000	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	2024 £	2023 £
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
Semiliki Trust	Overseas	-	6,000
Latin Link	Overseas	252	5,350
South Sudan	Overseas	-	5,651
		252	35,503

Comparison between 2024 and 2023 is not possible because most of the Mission Fund grants for 2024 were actually paid in early 2025.

10. Grants Received

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

Grant awarding body	Purpose	2024 £	2023 £
St Aldate's	Unrestricted use	-	5,000
Bridge Builder Trust	Unrestricted use	3,058	3,058
St. Aldate's Parochial Charities	Youth worker / outreach worker	5,000	5,000
Find Your Fire - Viva	Salary costs	559	559
		8,617	13,617

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-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Fixed Assets (Note 14)	0	0	457,096	457,096	457,096
Current Assets	105,952	28,258	21,672	155,882	130,881
Current Liabilities (Note 17)	(5,434)	0	0	(5,434)	(6,715)
Total	100,518	28,258	478,768	607,544	581,262

14. Fixed assets

Tangible Assets	Freehold Land & Buildings	Leasehold Land & Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Gross Book Value				
At 1 January 2024	457,096	496,646	-	953,742
Additions	-	-	-	-
At 31 December 2024	457,096	496,646	-	953,742
Depreciation				
At 1 January 2024	-	496,646	-	496,646
Additions	-	-	-	-
At 31 December 2024	-	496,646	-	496,646
Net Book Value				
At 1 January 2024	457,096	-	-	457,096
Additions	-	-	-	-
At 31 December 2024	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-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Prepayments				-	-
Income tax recoverable	14,719			14,719	2,990
Debtors	5,962			5,962	1,004
Total	20,681	-	-	20,681	3,994

16. Investments Held

Total	-	-	-	-	-
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17. Liabilities: amounts falling due in one year	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Liabilities	(5,198)			(5,198)	(6,508)
Payroll control	(236)			(236)	(208)
Total	(5,434)	-	-	(5,434)	(6,716)

NOTES TO THE ACCOUNTS (continued)

18. Fund details	01-Jan-24 Balance	Income	Transfers	Expenditure	31-Dec-24 Balance
GENERAL FUNDS	£	£	£	£	£
St Matthew's General	116,287	190,492	(16,437)	(183,252)	107,090
St Luke's General	(11,843)	28,840	(1,472)	(22,097)	(6,572)
Total Unrestricted	104,444	219,332	(17,909)	(205,349)	100,518

DESIGNATED FUNDS

Mission Fund	974	0	17,909	(1,226)	17,657
Long Term Buildings Fund (D)	9,731	870		0	10,601
Total Designated	10,705	870	17,909	(1,226)	28,258

RESTRICTED FUNDS

Church hall building	457,096				457,096
Coming Back to Life Fund	158	0		(158)	0
Deanery Art Fund	620	0		(620)	0
Harry's Legacy	5,000	0		0	5,000
Lee Abbey Fund	290	0		(290)	0
Long Term Buildings Fund (R)		14,875		(5,040)	9,835
Passion Play Fund	0	9,743		(8,212)	1,531
Vicar's Welfare Fund	2,949	3,000		(643)	5,306
Total Restricted	466,113	27,618	0	(14,963)	478,768

GRAND TOTAL - ALL FUNDS	581,262	247,820	0	(221,538)	607,544
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Key to Designated and Restricted Funds

Coming Back to Life Fund	Funds accepted to be used for particular projects at St Luke's
Deanery Art Fund	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
Lee Abbey Fund	Funds accepted to be used for particular projects at St Luke's
Long Term Buildings Fund	Funds for major future building works, partly Designated, partly Restricted
Mission Fund	Funds put aside to be given to outside causes
Passion Play Fund	Funds received to help support the play's production
Vicar's Welfare Fund	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	16,437
From St Luke's General Fund to Mission Fund	1,472
	17,909

**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 2024 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

6 May 2025

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 2024.

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 2024.

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 2024	Total 2023
		£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	3(a)	179,506	0	17,875	197,381	205,935
Activities for generating funds	3(b)	0	0	0	0	0
Investment income	3(c)	5,605	0	0	5,605	4,063
Income resources from charitable activities	3(d)	34,221	870	9,743	44,834	35,104
Total incoming resources		219,332	870	27,618	247,820	245,102
RESOURCES EXPENDED						
Costs of generating voluntary income	4(a)	0	0	0	0	0
Fundraising costs	4(b)	2,502	0	0	2,502	2,053
Charitable activities	4(c)	196,841	1,226	14,963	213,030	238,095
Governance costs	4(d)	6,006	0	0	6,006	5,006
Total resources expended		205,349	1,226	14,963	221,538	245,154
Net Incoming /(outgoing) resources before transfers		13,983	-356	12,655	26,282	-52
Transfers between funds						
From General Fund to Mission Fund		-17,909	17,909	0	0	0
Net movement in funds		-3,926	17,553	12,655	26,282	-52
Total funds brought forward at 1 January 2024		104,444	10,705	466,113	581,262	581,314
Total funds carried forward at 31 December 2024		100,518	28,258	478,768	607,544	581,262

BALANCE SHEET

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2024	Total 2023
		£		£	£	£
Fixed assets						
Tangible assets	14	0	0	457,096	457,096	457,096
Total Fixed Assets		0	0	457,096	457,096	457,096
Current assets						
Debtors	15	20,681	0	0	20,681	3,994
Cash at bank and at hand		85,271	28,258	21,672	135,201	126,888
Total Current Assets		105,952	28,258	21,672	155,882	130,882
Liabilities						
Creditors: amounts falling due in one year	17	-5,434	0	0	-5,434	-6,716
Net Current Assets		100,518	28,258	21,672	150,448	124,166
Creditors: falling due after one year		0	0	0	0	0
TOTAL NET ASSETS		100,518	28,258	478,768	607,544	581,262
FUNDS						
	18					
Unrestricted		100,518			100,518	104,444
Designated			28,258		28,258	10,705
Restricted				478,768	478,768	466,113
TOTAL FUNDS		100,518	28,258	478,768	607,544	581,262

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


(Chair)


(Treasurer)

5th May 2025
Date

The notes on the two pages immediately preceding the page headed STATEMENT OF FINANCIAL ACTIVITIES and the following six pages form part of these accounts

NOTES TO THE ACCOUNTS (continued)

3. Analysis of incoming resources	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2024	Total 2023
		£	£	£	£	£
(a) Voluntary income						
(i) Recurring income						
Planned giving		133,121			133,121	125,813
Collections		4,170			4,170	3,042
Income tax recovered		31,194			31,194	31,544
Other giving		4,421			4,421	10,069
		172,906	-	-	172,906	170,468
(ii) Non-recurring income						
Donations and appeals			-	14,875	14,875	5,687
Legacies		-		-	-	9,731
Grants	10	6,600		3,000	9,600	20,050
		6,600	-	17,875	24,475	35,468
Subtotal (Voluntary income)		179,506	-	17,875	197,381	205,936
(b) Activities for generating funds						
		-		-	-	-
(c) Investment income						
Interest		5,605			5,605	4,063
		5,605	-	-	5,605	4,063
(d) Incoming resources from charitable activities						
Parochial Fees (retained by PCC)		54			54	285
Events		531	870	9,743	11,144	689
Parish centre lettings		33,636			33,636	34,129
		34,221	870	9,743	44,834	35,103
Total incoming resources		219,332	870	27,618	247,820	245,102

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 2024	Total 2023
	£	£	£	£	£

0 0

0	0	0	0	0
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(b) Fundraising costs

Support Costs

6

2,502			2,502	2,053
2,502	0	0	2,502	2,053

(c) Charitable activities

(i) Grants & donations

Mission : Local

Mission : National

Mission : Overseas

9

0 0 12,252

1,226 1,226 3,500

0 0 19,751

0	1,226	0	1,226	35,503
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(ii) Church activities

Parish share (including rebate)

Ministry: Assistant Staff

Expenses:

Incumbent's expenses

Fees

Training

Vicarage

Mission and evangelism

Events

Youth and Children's

Equipment

Maintenance costs

Utility bills

Major repairs (church)

Major repairs (other)

Support Costs

5

78,102 78,102 74,383

33,480 33,480 31,971

2,496 2,496 1,342

292 292 413

0 0 0

0 0 0

1,515 9,923 11,438 5,057

1,281 1,281 1,041

0 0 0

9,078 9,078 17,611

28,049 28,049 35,877

0 0 0

5,040 5,040 0

6

42,548 42,548 34,897

196,841	0	14,963	211,804	202,592
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Subtotal (Charitable activities)

196,841	1,226	14,963	213,030	238,095
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(d) Governance costs

Independent examiner's fee

Support costs

8

1,000 1,000 900

6

5,006 5,006 4,106

6,006	0	0	6,006	5,006
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Total Outgoing Resources

205,349	1,226	14,963	221,538	245,154
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NOTES TO THE ACCOUNTS (continued)

5. Employment Costs

	Unrestricted Funds	Designated Funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£	£
Salaries	64,978		620	65,598	61,764
Employer's NIC	-			-	40
Pension contributions	1,940			1,940	1,744
Professional fees	2,690			2,690	960
	69,608	-	620	70,228	64,508

During 2024, the PCC employed 5 staff (2023 : 5); all 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 2024	Total 2023
	£	£	£	£	£
Pastoral & Youth Workers	33,480			33,480	31,971
Administrative Staff	36,128		620	36,748	32,537
	69,608	-	620	70,228	64,508

6 Support Costs

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

Activity:	2024			Total £	2,023 Total £
	Fundraising £	Charitable £	Governance £		
Administrative Staff	1,806	30,709	3,613	36,128	32,537
Office equipment & software	226	3,845	452	4,523	3,494
Printing & stationery	(3)	(45)	(5)	(53)	805
Telephones	66	1,113	131	1,310	1,411
Bank charges	9	159	19	187	189
Miscellaneous	398	6,767	796	7,961	2,619
	2,502	42,548	5,006	50,056	41,055

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	2024 £	2023 £
Jo Hutchence	Employment as families worker		
8. Independent examiners' remuneration			
		2024 £	2023 £
Mercer Lewin Ltd	Examination fee	1,000	900
		1,000	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	2024 £	2023 £
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
Semiliki Trust	Overseas	-	6,000
Latin Link	Overseas	252	5,350
South Sudan	Overseas	-	5,651
		252	35,503

Comparison between 2024 and 2023 is not possible because most of the Mission Fund grants for 2024 were actually paid in early 2025.

10. Grants Received

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

Grant awarding body	Purpose	2024 £	2023 £
St Aldate's	Unrestricted use	-	5,000
Bridge Builder Trust	Unrestricted use	3,058	3,058
St. Aldate's Parochial Charities	Youth worker / outreach worker	5,000	5,000
Find Your Fire - Viva	Salary costs	559	559
		8,617	13,617

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-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Fixed Assets (Note 14)	0	0	457,096	457,096	457,096
Current Assets	105,952	28,258	21,672	155,882	130,881
Current Liabilities (Note 17)	(5,434)	0	0	(5,434)	(6,715)
Total	100,518	28,258	478,768	607,544	581,262

14. Fixed assets

Tangible Assets	Freehold Land & Buildings	Leasehold Land & Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Gross Book Value				
At 1 January 2024	457,096	496,646	-	953,742
Additions	-	-	-	-
At 31 December 2024	457,096	496,646	-	953,742
Depreciation				
At 1 January 2024	-	496,646	-	496,646
Additions	-	-	-	-
At 31 December 2024	-	496,646	-	496,646
Net Book Value				
At 1 January 2024	457,096	-	-	457,096
Additions	-	-	-	-
At 31 December 2024	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-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Prepayments				-	-
Income tax recoverable	14,719			14,719	2,990
Debtors	5,962			5,962	1,004
Total	20,681	-	-	20,681	3,994

16. Investments Held

Total	-	-	-	-	-
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17. Liabilities: amounts falling due in one year	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-24 Balance	31-Dec-23 Balance
	£	£	£	£	£
Liabilities	(5,198)			(5,198)	(6,508)
Payroll control	(236)			(236)	(208)
Total	(5,434)	-	-	(5,434)	(6,716)

NOTES TO THE ACCOUNTS (continued)

18. Fund details	01-Jan-24 Balance	Income	Transfers	Expenditure	31-Dec-24 Balance
GENERAL FUNDS	£	£	£	£	£
St Matthew's General	116,287	190,492	(16,437)	(183,252)	107,090
St Luke's General	(11,843)	28,840	(1,472)	(22,097)	(6,572)
Total Unrestricted	104,444	219,332	(17,909)	(205,349)	100,518
DESIGNATED FUNDS					
Mission Fund	974	0	17,909	(1,226)	17,657
Long Term Buildings Fund (D)	9,731	870		0	10,601
Total Designated	10,705	870	17,909	(1,226)	28,258
RESTRICTED FUNDS					
Church hall building	457,096				457,096
Coming Back to Life Fund	158	0		(158)	0
Deanery Art Fund	620	0		(620)	0
Harry's Legacy	5,000	0		0	5,000
Lee Abbey Fund	290	0		(290)	0
Long Term Buildings Fund (R)		14,875		(5,040)	9,835
Passion Play Fund	0	9,743		(8,212)	1,531
Vicar's Welfare Fund	2,949	3,000		(643)	5,306
Total Restricted	466,113	27,618	0	(14,963)	478,768
GRAND TOTAL - ALL FUNDS	581,262	247,820	0	(221,538)	607,544

Key to Designated and Restricted Funds

Coming Back to Life Fund	Funds accepted to be used for particular projects at St Luke's
Deanery Art Fund	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
Lee Abbey Fund	Funds accepted to be used for particular projects at St Luke's
Long Term Buildings Fund	Funds for major future building works, partly Designated, partly Restricted
Mission Fund	Funds put aside to be given to outside causes
Passion Play Fund	Funds received to help support the play's production
Vicar's Welfare Fund	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	16,437
From St Luke's General Fund to Mission Fund	1,472
	17,909