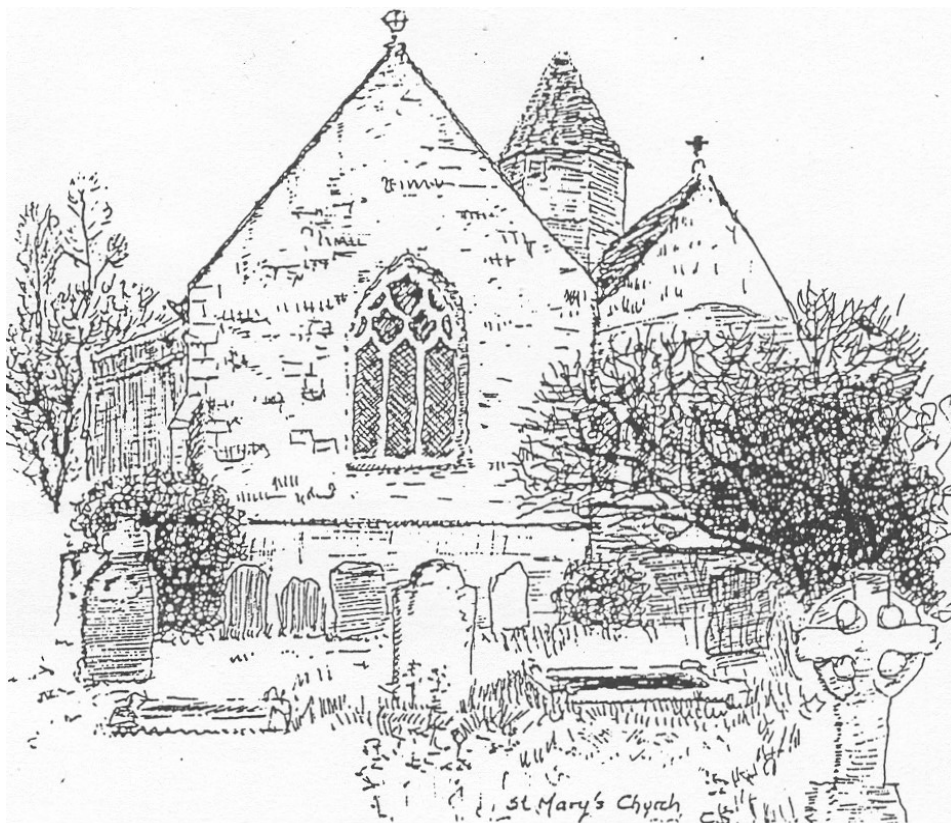


St Mary's Church, Cogges

Annual Report and Financial Statements of the Parochial Church Council for the year ended 31 December 2021



Cogges Parochial Church Council

registered with the Charity Commission as

“The Parochial Church Council of the Ecclesiastical Parish of St Mary Cogges”
with charity number 1129824

Parish Church:

St. Mary’s Church, Cogges
in the Deanery of Witney,
Archdeaconry of Dorchester and Diocese of Oxford

Address:

Cogges Parish Office
Cogges Church Centre, Church Lane
Witney, Oxon. OX28 3LA
☎ 01993 779613
Email: office@coggesparish.com
Web site: coggesparish.com

Incumbent:

The Revd Simon T Kirby
Cogges Priory, Church Lane,
Witney, Oxon. OX28 3LA

Bankers:

CAF Bank Ltd
Kingshill, West Malling,
Kent. ME19 4TA

Independent examiner:

A J Carter & Co
22b High Street
Witney, Oxon. OX28 6RB

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity’s governing documents, the Charities Act 2011 and *Accounting and Reporting by Charities: Statement of Recommended Practice* (second edition) and *Financial Reporting Standard FRS102*.

The annual report and financial statements cover the PCC’s financial year, January to December 2021.

COGGES PAROCHIAL CHURCH COUNCIL

TRUSTEES' ANNUAL REPORT FOR 2021

Our aims and purposes as a charity

Cogges PCC has the responsibility of co-operating with the vicar, the Rev Simon Kirby, in:

- the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England
- promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical
- reaching out to transform and empower the next generations through the love of Jesus
- enabling everyone to flourish through connecting with God, each other and their world
- engaging in mission in our community and beyond

The PCC also has maintenance responsibilities for the parish church, St Mary's, for the Cogges Church Centre and for the Old School House.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the vicar and PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'.

We discussed and planned objectives and activities to fulfil our aims, including:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our community
- Providing a safe and enjoyable environment for children's work
- Resourcing work with young people including those not from a church background
- Reaching out to those outside the church
- Praying for individuals, church activities, the local area and the world
- Helping the mission and ministry of other churches in the Benefice and Deanery
- Maintaining the fabric of the historic church building and the church centre

What we achieved and how we affected beneficiaries' lives

The Covid-19 pandemic continued to have an impact on our plans.

Church community and Covid – enabling people to worship at our church

2021 started with the announcement of another serious lockdown and so by the second week of the year we were back broadcasting services from homes with pre-recorded worship – with people joining via Zoom, Facebook or the website. By mid-March we had returned to our services being broadcast from the church building, albeit an empty church building. As things returned to normal we saw the return of in-person 8am Holy Communion services, afternoon "family reflections" services and evening worship in the churchyard. And so through the first half of the year, we tried out various creative ways of connecting and growing in faith online, for example through our Midday Meet Bible reflections, a January weekend of prayer and Easter season of prayer and even an online parenting course. Pastoral phone calls also continued during this time and the summer saw the creation of pastoral care catch-ups for those involved in official pastoral care in the church.

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While we did begin to welcome people in to the church building in the run up to the summer, it was our outdoor baptism service and picnic on 25th July which really saw the majority of the congregation back in person together. Then in August we had our 10:30am service in person in the church building.

However, more change was on the way as September saw us move our main morning service up to Wood Green School. Wood Green's hall is a space where everyone from our previous two morning services could meet in one hall, plus the children's and youth work could be in the same building. This new location has been warmly received with all the hard work required to set up and pack down matched by the space and community possible at Wood Green. This also saw a whole new pattern of services: a new 9am at St Mary's service provided a more traditional format incorporating the 8am service, the family service at 10:30am and the 6:30pm evening meeting again at St Mary's.

Another major new venture for the Autumn was Second Sundays. On the second Sundays of the month we do not hold our 10:30am or 6:30pm services, but instead encourage everyone to worship in smaller groups with a missional focus. The four Second Sundays of 2021 saw one-off events such as a 'Lost and Found' event for reflection on the effects of pandemic and a 'Walk-through Christmas'; and regular events such as a Madley Park Community Café, Messy Sundays all-age worship and an informal service at our sister church in South Leigh.

Church life in the Autumn began to return to something more like normal. However, Christmas, happening in a time of increased Covid, was still very different. The focus was on two outdoor carol services – one in the church car park and one in French square on Madley Park. Together these services attracted about 400 people – despite the cold and rain – something to continue in future years. We also for the first time had an all-age walk-through Christmas open to the community and a Church family 'Carol service' at Wood Green.

The possibility of constructing a building to provide a worship centre and community hub in the planned East Witney development is still under active development, however due to the ongoing pandemic there has not been much movement in 2021. However, the wider site development plan of which the worship centre and community hub are a part has now been put forward for planning permission.

Enabling as many people as possible to become part of our community

In the autumn, we welcomed many new families to the church as we returned in person after 18 months. This saw a raft of Welcome Suppers organized with 40 sign ups in the Autumn and more in 2022. Many of these new members have already joined a Connect or WoW Group and are serving in the life of the church.

Our Connect groups, Women of Witney groups and Missional Communities have continued meeting online and in person for regular study, prayer and fellowship. The support, encouragement and close community they have provided has been deeply appreciated by many. Through this year our support for group leaders has shifted from all-online to return to in-person huddles along with termly catch-ups over Zoom.

There were 266 people on the revised church electoral roll at the 2021 APCM, including 159 who were not resident in the parish. The previous roll contained 258 names, including 151 non-resident.

Providing a safe and enjoyable environment for children's work

Children's church and Coglets

Whilst 2021 was still largely dominated by Covid restrictions the children's team were thrilled to be able to offer a number of face to face ministries with both our church family and the local

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community. As soon as we felt able in the spring we restarted our *Cogglets* parent and toddler sessions which were greatly appreciated by parents, many of whom had young children who hadn't had the experience of meeting others to play outside of their home. The children quickly settled into the routine and parents and children have had the chance to meet new friends. We also introduced a bible story and prayer as part of the session which parents and children engage with well. In light of a successful start at Cogges, we restarted *Cogglets* at Madley park in September and now run 2 parent and toddler sessions a week, both of which are well attended, with 15–20 families attending each on a weekly basis.

Children's church enjoyed regathering over the summer, for games in the paddock during the sermon each summer Sunday. We then made the move to Wood Green School which has been beneficial for a number of reasons. Firstly, being in the same building as the adults works well as children's church feels more connected to the family service. Having the children in the service for the first song is brilliant in helping them to feel part of the church family as well as enabling them to see adults worshipping and helping them to transition to remaining in church as they grow up. The space we have at Wood Green means that we can have children all together or separated into smaller groups, allowing us to do a range of activities with them. We have a brilliant volunteer team who are confident in leading the children and discussing faith with them.

Outside of the church family we have been working with Ali Laithwaite to offer a JAM club for the older students at the Blake School. This has been an excellent opportunity to build relationships with the school and since September we have had around 15 children coming to the group each week. We have also continued to meet weekly with the group who attended at the beginning of the year and moved into year 7 in September and it has been a privilege to see them continue to ask questions and grow in faith at this key time in their lives.

Additionally we offered a Messy Sunday service as part of our outreach for Second Sundays. Whilst we haven't seen huge numbers, we have seen some families attending who aren't regular members of the church.

Finally, we held several community focussed events towards the end of the year. The alternative Halloween *light party* that we held was very popular, with around 120 people attending for games, craft, a bouncy castle and a disco. Many families appreciated the alternative to trick or treating for their children. The "Walk through Christmas" all age event was also popular with both families and adults with many commenting that they appreciated the opportunity to take time out from the business of the season to reflect on the real meaning of Christmas.

The Blake Church of England Primary School

Cogges Church provides care and support for the local community in numerous ways, one of these being the financial and prayerful support for the Home School Key Worker (HSKW) at the Blake C of E Primary School.

The HSKW role involves coming alongside families during a time of need or uncertainty. Sometimes this is just for a short period, perhaps providing some parenting support or signposting to appropriate services or resources, and sometimes it is for the longer term, supporting families with more complex needs and difficulties. The HSKW liaises with other agencies such as Children's Social Care or Healthcare professionals; helps families in financial need; gives 1:1 nurture time to children and provides a listening ear to many parents and carers.

Cogges church also provides a very valuable source of support to children at the school through the partnership with TLG (Transforming Lives for Good), a Christian education charity. TLG provides training and resources for volunteers to do weekly one to one coaching sessions for children in school. The parents and teachers really value the support this gives the child. Eleven children have so far benefited from a year of coaching with a volunteer and the two children who started on the scheme recently are already growing in self-confidence.

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In the summer of 2020 Cogges church provided 'Boxes of Hope' to local families. These contained food and a game or activity. The church has now expanded this to include other holiday periods and we are very grateful for the support of the West Oxfordshire Foodbank to enable this to continue through 2022.

Plans for 2022 also include some more Family Adventure Mornings. These are hosted by Adventure *Plus* with support from Cogges church and about 12 families take part each time. They are held three times a year and are a lot of fun. The children experience activities such as climbing, biking and archery whilst the parents and carers have a relaxed session with an element of parenting advice or support.

None of these amazing initiatives would be possible without the support and commitment from Cogges Church and the school team really values the benefits these bring to so many children and families in our community.

The PCC has the responsibility of nominating foundation governors of the Blake School to the Oxford Diocesan Schools Trust and during 2021 recommended the reappointment of a governor.

Safeguarding

The PCC reviewed and approved a Parish Safeguarding Policy and appointed Mrs Judy Marshall as Parish Safeguarding Officer. On behalf of the PCC she continued to promote a safer church by the review and development of the details contained within our policy. 2021 saw the promotion of a safer environment and culture through regular sharing of safeguarding information from the diocese to staff team and PCC members. Volunteer role descriptions have been expanded to contain safeguarding awareness and the training expected to be undertaken. A safer recruitment process for all staff and volunteers working with children, young people and vulnerable adults has been developed on *ChurchSuite* which parallels the new diocesan dashboard app and monitors where staff and volunteers are in the process so no stage is missed. The process has been expanded to include and monitor induction and ongoing support and training with an emphasis on safeguarding. The council has complied with the duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the *Safeguarding and Clergy Discipline Measure 2016*.

Resourcing work with young people including those not from a church background

Youth ministry has continued to be challenging, encouraging, tiring and rewarding throughout the course of 2021, with constant change in how we can operate with regard to Covid-19.

The PCC continues to employ a full-time youth pastor, Ben. This year saw an end to our time with our degree placement student, Carina, and the beginning of a placement for a new degree student from Reign Ministries, Rachel. This was generously supported and funded by the PCC.

The biggest focus for us in the last year has been to invest in our growing volunteer youth team. We successfully introduced a Huddle structure to be able to consistently check-in with, equip and support the volunteers in each of their smaller teams once every half-term. We also introduced 3 Skills Training sessions across Saturday mornings with the specific focus of *Personal Discipleship*. We wanted to give opportunity for our leaders to learn skills and receive tools to help the whole team be able to invest in young people in a smaller group and more relational way.

Youth provision on a Sunday has shifted this year to incorporate a transition year for Year 6's. Alongside the Children's Team, we felt it would be a good opportunity for the Year 6's to step into the youth ministry before all the other changes that come with moving up to secondary school, changing sports teams etc. This now means that the Sunday youth provision at the morning service is a *Year 6–9 Group*. So far this change has been successful, and similarly to our midweek groups for the older youth, the main focus has been on meeting in smaller Discipleship Groups

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(3–5 young people) within the larger group.

Midweek Small Groups – COGs – have continued to grow, with a couple of young people inviting friends to the group. Integrating these new young people into the group and continuing to prioritise investing in small discipleship groups has been the focus for these this year – giving leaders the opportunity to use the skills learnt in training for personal discipleship.

Youth Band has again been the hardest area of ministry to continue, especially with Carina leaving. We continue to explore how to incorporate young people from the Youth Band contributing to the wider worship of the church, now being led by a volunteer team and overseen by Ben.

This year we introduced *Youth Parents Gatherings* as an opportunity to connect with parents with the aim of supporting young people together. Our first gathering was successful and we received really positive feedback from parents, as well as suggestions and responses to a questionnaire to help us know what areas parents would most like to discuss and have support with.

We continue to explore the vision discussed with the PCC about three key areas of ministry with young people and discern how best to invest in these in the future: *Church Based Youth Ministry*, *Community/Outreach Ministry* and *Family Ministry*.

Reaching out to those outside the church

2021 was again restricted in many ways due to the pandemic. Despite this we remained flexible and created ways of engaging with our community. Some of the regular activities restarted in September but a few, like *Cogges Seniors*, have still to restart.

Coronavirus Compassion Fund

The fund has continued to provide financial support to families in need throughout this year. It has made such an impact in the community, as well as the culture of the church, that the PCC decided to continue this fund on an ongoing basis, and it has been renamed the *Compassion Fund*.

A total of £18,800 was given to individuals and families. Gifts and supermarket vouchers were also given. High quality frozen meals, provided by the shop Cook at a reduced rate, were given to 18 different individuals and families in need on a weekly basis for the first 8 months of the year. We consulted these families to check what would best suit their individual needs on an ongoing basis. Some have stopped meals, a few families continue and others are being supported through supermarket food vouchers.

The Compassion Fund has made a significant difference to many lives as these testimonies confirm:

"We are eternally grateful for the financial support provided by the Church to this family at a time when we have been in absolute crisis as we try to climb our way out of the sudden financial toll the loss of employment brought us as a direct impact of the pandemic. To have had the Church to turn to has literally been a God-send in so many ways. Thank you!"

"Thank you so much for my continued meals and my daughter's generous gift voucher. We read the cards together (I cried!!). We feel very cared for and knowing we are in our churches thoughts and prayers, even though we have done little to deserve them, feels very, very special. Please extend my heartfelt thanks to all involved. God bless."

"Our weekly cook meals have been the most amazing blessing and have meant so much. Not only do they mean a delicious and nutritious meal each week, they are a huge support to the weekly food bill and they give me such a welcome break to the endless cooking of meals!... I am so grateful for such a long time of support and generosity. I cannot thank everyone enough. I wish you all much peace and happiness this Christmas and into the New Year."

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The Compassion Fund worked with the charity TLG again to provide 'Boxes of Hope' to about 16 families with young children during school holidays, when it is often hardest to cope. 115 boxes of groceries, craft kits and goodies brought hope and encouragement to these homes.

Lost & Found

A 'Lost & Found' event was held to help people reflect on their pandemic experience, provided through a café outside the church. Passers-by were encouraged to stop and reflect on what they had lost and found during the pandemic using simple art activities, while enjoying a free cup of coffee and cake and talking to members of the church. This was run on Sunday 10th October, 10am-3pm, with approximately 100 people attending including 18 children, and people stayed between 5 and 50 minutes. The artwork (panels of multi-coloured weaved ribbons and coloured teardrops/butterflies/hearts) were then displayed along the car park fence as a collective art installation, visible for the following month. Feedback was very positive, with people commenting how well it helped them share their lockdown experiences.

Second Sundays

From September 2021 the PCC decided not to meet at Wood Green School on the second Sunday of each month for the usual 10.30am service to help facilitate missional activities. Connect Groups and other leaders were encouraged to find ways of connecting with people in their community. Some have started bike rides, art groups and a community café. Other people support their local churches, including South Leigh. These are proving highly creative and successful in building community and blessing our neighbours. Some of these initiatives are receiving support through the Church of England Greenhouse project.

Alpha

We ran three Alpha courses (two online and one in person) with a total of 29 people taking part. These had a mixture of benefits: helping to integrate new members to the church, encouraged some who needed to review their faith and introducing others to the Christian faith. All courses had a good retention rate with approximately 85% completing. The in-person group has so far retained more of the participants, helped by them continuing to meet as a Connect Group.

Christmas Services

Services were adapted to reduce the coronavirus infection risk. Two outdoor *Community Carol Services* were held on French Square (Madley Park) with 170 people attending and on the church car park (Cogges) with 213 attending. Feedback was extremely positive, and it is hoped to run these again in future years. As well as two Christingle services we also held a *Walk through Christmas* for people to walk through the candle-lit church and reflect on the Christmas story.

Charities

Cogges Church continues to support other local and national charities such as Adventure *Plus*, Besom, Christians Against Poverty, Kairos Connections, Kintsugi Hope, New Wine, Open Doors and Transforming Lives for Good.

Praying for individuals, church activities, the local area and the world

Prayer for our life, ministry, mission and for our wider community, nation and world took place in varied ways by individuals, connect groups, prayer events and Sunday service prayers during 2021. Pre-service prayer meetings have continued throughout the year on line for most, but hybrid meetings from September 2021 onwards. The weekly Thursday morning group met on zoom all year, moving to 2 groups (in person and on zoom) in October. The confidential prayer list and *Prayer Link*, written by Jane Harper, was circulated until the autumn when Jane retired from her many years of compiling the confidential list (and more recently the *Prayer Link*). The urgent prayer chain was mobilised on many occasions. A *Prayer Encounter* weekend took place in

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January and we also joined in the national day of prayer on 22nd January. *Prayer Encounter II* took place in April and May encouraging everyone to take up one new regular prayer practice supplemented by sermons. We took part in the *Thy Kingdom Come* initiative as usual. *Alpha* groups had email groups backing them in prayer and the *Greenhouse* initiative started a new zoom prayer team.

Helping the mission and ministry of other churches in the Benefice and Deanery

One of the pilot projects for the national church *Greenhouse* is situated in the Deanery of Witney and led by Rev Simon Kirby. This was launched officially in the summer with 12 projects from across Witney and Eynsham deaneries, including 4 projects from the benefice. There has been a number of training days and gatherings which have helped the teams to think through mission in their own contexts.

Maintaining the fabric of the historic church building and the church centre

The maintenance of these historic buildings has been guided by the following reports:

- Quinquennial Inspection – St. Mary's Church 2016
- Quinquennial Inspection – St. Mary's Church Centre and Office 2019

For the Church, roof repairs have continued to dominate the maintenance activities. Phase One is complete, and through the first half of 2021 plans were being made for work to start in October on Phase Two. This work includes the replacement of lead and aluminium sheeting, inspection and possible replacement of roofing timbers and rainwater goods. Initial quotations for this work would have meant it was unaffordable, and applications were made to various grant-giving bodies. Timings were not in our favour, and the work could not start in October because we had not secured funds. Further quotations were sought and a contract was eventually signed for a substantially lower fee. The work was then scheduled to start on 10th January 2022.

For the Church Centre and the Office, the 2019 QI report recommended 234 individual actions over ten pages. As mentioned in the previous report, this work will be reviewed and prioritized for action over 2022–2025. Some low cost, easily achievable work has been carried out.

Financial Review

The PCC is responsible for all parish finance, and its management and control, and has appointed a treasurer to supervise this area. The PCC receives reports on the state of the finances at most meetings, as well as approving the annual accounts for presentation to the Annual Parochial Church Meeting. The finance subgroup receives monthly reports of budget versus actuals.

2021 was another year made difficult by the continuing pandemic. Our total income was considerably less than in 2020, as was our expenditure, but the figures are distorted by the roof fund and roof repair bill in 2020 so any comparison is not appropriate. Unrestricted income in 2021 was 17% higher than in the previous year (including gift days), unrestricted expenditure was 12% higher than in 2020. The reasons for the increase in expenditure were a return to weekly church services, the cost of services at Wood Green School (WGS) and a contribution towards the benefice parish share for South Leigh (more of this later).

Comparison against budget, which was set assuming that the pandemic would be over by Easter 2021, is possibly a better measure. Unrestricted Income was £2,000 over budget. There was a significant increase in regular giving due to a net increase of 16 regular givers. Loose plate offerings are still well below their pre-pandemic amount, possibly due to the nature of our services and the moving away from carrying cash, although we do now have a terminal for electronic giving at our family services.

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Expenditure was exactly in line with the budget despite approximately £17k (WGS hall hire & South Leigh parish share) not being in the budget.

In 2020 at the start of the pandemic the PCC asked for donations to a 'Coronavirus Compassion Fund'. This fund has achieved many good things and continued in 2021, but renamed to the 'Compassion Fund' which is administered by a committee of church members. In 2021 the fund received £19,800 in donations from the congregation and distributed £18,800 in grants and gifts to the local community. The plan is to continue, with this fund replacing the 'Social Action' fund.

The other main financial item considered by the PCC was the distribution of grants to charities and other causes working in mission and social action at home and overseas. The PCC has an agreed policy to give away at least a tithe (10%) of its general fund income (in addition to earmarked donations, eg compassion fund). The PCC agreed to a distribution of the tithe for 2021, with £6,500 allocated to overseas mission, £9,100 for home mission (including £5,000 to Adventure Plus), £4,500 for overseas relief & development and £7,787 for home social action. The tithe paid out in 2021 was over 9.8% of our unrestricted income. Our tithe is not fully distributed in the year that the income is received. £559 undistributed was carried over into 2021 from previous years tithe and £679 is being carried over in 2022. This money is held in the 'Tithe Designated' fund to be distributed in 2022. The total restricted income for distribution to charities and mission in 2021 was £8,000 (excluding compassion fund grants/gifts).

The Church continued with the initiative from Transforming Lives for Good (TLG), and in co-ordination with the Blake School, the church delivered 115 'Boxes of Hope' over the Easter and summer school holidays. Each of these boxes contained several days of food for the families and activities for the children. They were funded by the Compassion Fund.

In 2021 the PCC has been able to meet its commitment to pay the Parish Share. The full amount of Parish Share for St Mary's Church was £77,962. In addition to this the church also contributed £7,102 towards St James South Leigh Parish Share. St James were unable to meet their commitment, and as part of the benefice, St Mary's paid their shortfall. It should be noted that it is usual practice for payment of Parish Share to be the responsibility of the benefice, not the individual churches within the benefice.

One gift day was held during September 2021. It raised £31,758 (including Gift AID) of which £3,000 was earmarked for the Associate Minister's salary, £1,875 for Future Church and £1,275 for Youth Work. The remainder designated to be allocated to hall hire charges at Wood Green School and by the PCC as needs arise. Bearing in mind the influence that the pandemic has had on people's finances this was an excellent response from the congregation.

Some members of the congregation participated in the Oxfordshire Historic Churches Trust (OHCT) Ride & Stride weekend. They raised £1,855 in sponsorship, 50% of which is retained by OHCT, the other 50% is passed to the church. This is an annual event to raise funds for St Mary's and other churches.

The PCC introduced the Parish Giving Scheme (PGS) in 2019 to administer regular donations from its members. Although some have switched their giving from standing orders to the PGS it still accounts for less than 50% of our regular giving income. Most new donors use standing orders or the Church website.

There has been a significant increase in giving via the church website and ChurchSuite. Although in one respect this is good news, these donations are subject to card fees of up to 2.5% which account for £1,004 of the bank charges in 2021. However, this method of donations is very useful for one-off fund raising events and £28k of income has come via this route.

Internal financial controls: The PCC reviewed these procedures in 2021 and is satisfied that the controls are providing sufficient security. The procedures will be reviewed in 2022.

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Why we hold some money in reserve

It is the policy of this church to hold reserves equivalent to two months' general running costs and an additional one month's salary costs (currently a total of approximately £50,000). The unrestricted reserves of the church have increased by £18,522 in 2021 bringing them up to £37,673 which falls short of this amount but is much closer than in previous years. The total asset value of the church has increased from £457,664 to £482,602. This is mainly due to the increase in unrestricted reserves and fund raising for phase 2 roof repairs which is held in a restricted fund.

Future Plans

Continued funding has been secured from the Diocese for the post of Associate Vicar. The grant tapers to zero over the next 5 years, *ie* the post will become funded by the parish. This post has had a major impact on mission and pastoral work in the parish over the past year and the PCC is confident that future funding will not be an issue.

Since September the main church service has been held in Wood Green School (except on the 2nd Sunday of the month). This has cost £10k for the Autumn term which was not in the 2021 budget. This arrangement has been very successful and will continue at a slightly lower rate in 2022 whilst phase 2 roof repairs are carried out at St Mary's. The long-term future of these services has not yet been decided, but the decision will have a significant impact on the church finances.

The possibility of a new church building is still on the agenda. In 2021 this has moved forward slowly with the wider site plan going through planning permission with a decision to come hopefully in early 2022. It is likely that major decisions on our involvement will be required in the coming year.

Structure, governance and management

The leadership and governance structure introduced in 2018 has continued, with five **PCC subgroups**: buildings development, buildings maintenance, finance, staff welfare, and vision communication and resourcing. The leaders of the subgroups, together with the vicar, associate vicar, curate and churchwardens, form a **Leadership Team** which acts as an advisory body for the vicar.

The **Standing Committee** is required to exist by the *Church Representation Rules*. It consists of the vicar, the associate vicar, the churchwardens, the PCC vice-chair and the PCC treasurer. The Standing Committee has power to transact the business of the PCC between its meetings, subject to any directions given by Council, but otherwise no longer meets.

The **Finance Committee** was set up by the PCC to assist the Treasurer to prepare recommendations to the PCC on matters such as financial policies, fund raising and budgets. It also regularly monitors the current financial position of the church.

There were seven full meetings of the PCC during the year including an "away morning" (six of the meetings were by Zoom video conferencing and one both in person and by Zoom). The average attendance at the PCC meetings was 86%.

There is a *Governance Handbook* describing the structure in more detail and a leaflet describing the function of the PCC available for those considering standing for election.

COGGES PCC: ANNUAL REPORT FOR 2021

Administrative information

The PCC is registered as the charity 'The Parochial Church Council of the Ecclesiastical Parish of St Mary Cogges' with charity number 1129824. Its governing documents are *The Parochial Church Councils (Powers) Measure 1956* and *The Synodical Government Measure 1969*.

Trustees

The members of the PCC are the charity trustees; they are either *ex-officio* or elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the *Church Representation Rules*. During 2021, the following served as members of the PCC:

Members ex-officio

Rev Simon Kirby (*Incumbent & chairman*), Rev David Spence (*Associate Vicar*), Rev Andy McCulloch (*Curate*); Mr Richard Osman, Mrs Olivia Watterson¹ and Mr James Webster² (*Churchwardens*); Mr Philip Allen, Mrs Jane Harper, Mr Andy Marshall, Mrs Kirsty Morgan and Miss Sarah Rees (*elected representatives on the Deanery Synod*).

Elected members

Mrs Hannah Abrahaley, Mr Andy Bailey², Mrs Sonia Duraturo¹, Mr Malcolm Harper (*PCC secretary*), Mr Keith Harwood (*PCC treasurer*), Mrs Alison Laithwaite², Miss Joanna Leach, Mr Eddie Lyle³, Mr Matt Mason¹, Mrs Nikki Nash, Mr Andrew Newham, Mrs Claire Osman, Mrs Rosemarie Pocock, Mr Ian Smith (*PCC vice-chair*), Miss Charis Tomlinson, Mrs Olivia Watterson² and Mr James Webster⁴.

¹From APCM (Jul 2021); ²Until APCM; ³Until Jan 2021; ⁴Co-opted Sep 2021.

Addresses

Addresses and other administrative information can be found on page 2.

Related Trusts and Charities

The Blake Educational Trust owns the site of the Blake School. The Trustees of the Blake Educational Trust are the Incumbent, a Churchwarden, two members appointed by the PCC and three independent members appointed by the Trust.

27 February 2022

on behalf of the PCC

COGGES PAROCHIAL CHURCH COUNCIL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of St Mary's Church, Cogges for the year ended 31st December 2021.

Responsibilities and Basis of Report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A P Williams BSc FCCA
A J Carter & Co
Chartered Accountants

22b High Street
Witney
OX28 6RB

.....
..... March 2022

COGGES PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2021

	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total this year £	Total last year £
Income and endowments from:						
Incoming resources from donors	270,671.79	26,008.75	32,766.06	—	329,446.60	310,510.32
Other voluntary incoming resources	3,956.30	—	62,420.20	—	66,376.50	157,364.98
Activities in furtherance of the council's objects	10,932.85	—	—	—	10,932.85	7,667.36
Income from investments	5.08	—	1,035.25	—	1,040.33	1,060.22
Other income	660.04	(16.20)	(0.44)	—	643.40	208.19
Total income	286,226.06	25,992.55	96,221.07		408,439.68	476,811.07
Expenditure on:						
Costs of generating funds	174.87	—	—	—	174.87	—
Grants	1,015.00	27,976.08	26,037.81	—	55,028.89	52,665.22
Activities relating to the work of the Church	249,426.94	—	75,328.30	—	324,755.24	442,149.17
Support costs	3,523.54	—	—	—	3,523.54	4,039.98
Church management and administration	4,980.95	26.50	319.52	—	5,326.97	4,811.54
Total expenditure	259,121.30	28,002.58	101,685.63	—	388,809.51	503,665.91
Net income / (expenditure) resources before transfer	27,104.76	(2,010.03)	(5,464.56)	—	19,630.17	(26,854.84)
Transfers						
Gross transfers between funds - in	25,992.70	89,250.28	11,013.18	—	126,256.16	38,546.35
Gross transfers between funds - out	(34,575.11)	(87,889.70)	(3,791.35)	—	(126,256.16)	(38,546.35)
Other recognised gains / losses						
Gains / losses on investment assets	—	—	—	5,308.03	5,308.03	2,279.17
Net movement in funds	18,522.35	(649.45)	1,757.27	5,308.03	24,938.20	(24,575.67)
Total funds brought forward	19,151.22	75,038.35	328,052.20	35,422.54	457,664.31	482,239.98
Total funds carried forward	37,673.57	74,388.90	329,808.47	40,730.57	482,602.51	457,664.31
Represented by						
Unrestricted						
General fund	37,673.57	—	—	—	37,673.57	19,151.22
Designated						
Church building fund	—	73,511.06	—	—	73,511.06	12,708.06
Evangelism fund	—	198.08	—	—	198.08	198.08
Gift Day Fund	—	—	—	—	—	60,803.15
Social Action	—	—	—	—	—	770.00
Tithe Fund	—	679.76	—	—	679.76	559.06
Restricted						
Associate Vicar Fund	—	—	(1,679.15)	—	(1,679.15)	(6,620.44)
Beyond The Lichgate	—	—	130,829.44	—	130,829.44	129,459.96
Chancel repair fund	—	—	1,780.44	—	1,780.44	752.89
Childrens Work fund	—	—	348.18	—	348.18	232.53
Church Centre fund	—	—	137,126.72	—	137,126.72	144,631.49
Church building fund	—	—	37,621.82	—	37,621.82	35,995.07
Church equipment	—	—	0.75	—	0.75	1,250.00
Compassion Fund	—	—	11,724.35	—	11,724.35	12,020.46
Evangelism fund	—	—	49.68	—	49.68	323.45
Gasenyi	—	—	1,298.18	—	1,298.18	2,067.73
Kitchen Outreach Fund	—	—	4,904.94	—	4,904.94	4,904.94
New Building	—	—	4,384.12	—	4,384.12	2,884.12
Youth Worker	—	—	1,420.00	—	1,420.00	150.00
Endowment						
Chancel repair fund	—	—	—	40,730.57	40,730.57	35,422.54
TOTALS	37,673.57	74,388.90	329,809.47	40,730.57	482,602.51	457,664.31

COGGES PAROCHIAL CHURCH COUNCIL

BALANCE SHEET for the year ended 31st December 2021

	As at 31/12/2021	As at 31/12/2020
Fixed assets		
Tangible assets	387,672.55	404,950.12
Investments	40,730.57	35,422.54
	428,403.12	440,372.66
Current assets		
Debtors	20,296.05	10,864.15
Cash at bank and in hand	154,787.58	141,261.12
	175,083.63	152,125.27
Liabilities		
Creditors: Amounts falling due in one year	21,172.42	22,617.09
	21,172.42	22,617.09
Net current assets less current liabilities	153,911.21	129,508.18
Total assets less current liabilities	582,314.33	569,880.84
Liabilities		
Creditors: Amounts falling due after more than one year	97,496.82	108,216.53
Provision for liabilities after one year	2,215.00	4,000.00
	99,711.82	112,216.53
Total net assets less liabilities	482,602.51	457,664.31
Represented by		
Unrestricted		
General fund	37,673.57	19,151.22
Designated		
Social Action	—	770.00
Tithe Fund	679.76	559.06
Church building fund	73,511.06	12,708.06
Evangelism fund	198.08	198.08
Gift Day Fund	—	60,803.15
Restricted		
Compassion Fund	11,724.35	12,020.46
Evangelism fund	49.68	323.45
Gasenyi	1,298.18	2,067.73
Kitchen Outreach Fund	4,904.94	4,904.94
New Building	4,384.12	2,884.12
Youth Worker	1,420.00	150.00
Associate Vicar Fund	(1,679.15)	(6,620.44)
Beyond The Lichgate	130,829.44	129,459.96
Chancel repair fund	1,780.44	752.89
Childrens Work fund	348.18	232.53
Church building fund	37,621.82	35,995.07
Church Centre fund	137,126.72	144,631.49
Church equipment	0.75	1,250.00
Endowment		
Chancel repair fund	40,730.57	35,422.54
Funds of the church	482,602.51	457,664.31

Approved by the Parochial Church Council on 27 February 2022 and signed on its behalf by:

.....
Rev S T Kirby (PCC Chairman)

.....
(PCC member)

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

Public Benefit Entity

Cogges PCC meets the definition of a public benefit entity under FRS 102.

Going Concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of informal gatherings of Church members.

Incoming Resources

Voluntary Income

Offerings are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on gift aid donations is recognised when the income is recognised.

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

Other Incoming Resources

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

Investment Income

Dividends and interest are accounted for when receivable.

Tax recoverable on such income is recognised in the same accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December.

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

ACCOUNTING POLICIES (continued)

Resources Used

Grants

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.

Church Expenditure

The parish share is accounted for when payable. Any parish share unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed Assets

Consecrated Land and Buildings and Movable Church Furnishings

Consecrated and beneficed property is excluded from the accounts by section 10 of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvements, is written off as expenditure in the Statement of Financial Activity and separately disclosed.

Freehold Land and Buildings

Land and buildings are valued at cost and depreciated on a straight line basis over 50 years. The cost of the 2017 refurbishment is being depreciated on a straight line basis over 20 years.

Leasehold Property

Capital expenditure on leasehold property is depreciated over the period of the lease.

Office Fixtures and Equipment

Fixtures and equipment used within the church premises are depreciated on a straight line basis over 5 years. Individual items or equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investment

Investments are valued at market value at 31st December.

Current Assets

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

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

2 ANALYSIS OF NET ASSETS BY FUND TYPE

Statement of Assets and Liabilities

	General £	Designated £	Restricted £	Endowment £	This year £	Last year £
Fixed assets - Investments						
CofE Investment Fund shares -	—	—	—	40,730.57	40,730.57	35,422.54
Totals	—	—	—	40,730.57	40,730.57	35,422.54
Fixed assets - Tangible assets						
Car Park & Fencing 2015 -	—	—	3,531.63	—	3,531.63	7,063.27
Marquee June 2018 -	445.00	—	—	—	445.00	889.96
Church Centre building 1997 -	—	—	61,387.96	—	61,387.96	63,843.48
Church Centre Refurbishment 2017 -	—	—	75,738.76	—	75,738.76	80,788.01
Church Centre New Flooring 2018 -	4,569.20	—	—	—	4,569.20	4,865.40
The Old School House 2015 -	—	—	242,000.00	—	242,000.00	247,500.00
Totals	5,014.20	—	382,658.35	—	387,672.55	404,950.12
Current assets - Cash at bank and in hand						
Current Account -	9,847.53	(861.52)	11,140.18	—	20,126.19	8,660.22
Service Fees Account -	1,500.18	—	2,611.32	—	4,111.50	3,184.72
Restricted Funds Current Account -	(504.98)	1,541.28	1,366.64	—	2,402.94	950.71
General Fund Deposit Account -	6,467.03	—	—	—	6,467.03	65,001.79
Restricted Funds Deposit Account -	—	73,709.14	41,700.86	—	115,410.00	60,028.38
Lloyds cash account -	4,589.53	—	1,631.52	—	6,221.05	3,386.43
Petty Cash - Youth Work -	48.87	—	—	—	48.87	48.87
Totals	21,948.16	74,388.90	58,450.52	—	154,787.58	141,261.12
Current assets - Debtors						
Accounts Receivable -	16,981.75	—	3,314.30	—	20,296.05	10,864.15
Totals	16,981.75	—	3,314.30	—	20,296.05	10,864.15
Liabilities - Agency accounts						
Agency collections -	(51.64)	—	4,504.74	—	4,453.10	1,982.56
Totals	(51.64)	—	4,504.74	—	4,453.10	1,982.56
Liabilities - Creditors: Amounts falling due after more than one year						
Mortgage for House due after 1 year -	—	—	97,496.82	—	97,496.82	108,216.53
Totals	—	—	97,496.82	—	97,496.82	108,216.53
Liabilities - Creditors: Amounts falling due in one year						
Mortgage for House due within 1 year -	—	—	10,536.91	—	10,536.91	10,175.02
Accounts Payable -	6,322.18	—	(139.77)	—	6,182.41	10,459.51
Totals	6,322.18	—	10,397.14	—	16,719.32	20,634.53
Liabilities - Provision for liabilities after one year						
Pension Provision (Clergy) -	—	—	2,215.00	—	2,215.00	4,000.00
Totals	—	—	2,215.00	—	2,215.00	4,000.00
Grand total	37,673.57	74,388.90	329,809.47	40,730.57	482,602.51	457,664.31

3 FUND DETAILS

The endowment fund comprises the St Mary's Church, Cogges, Chancel Repair Fund. This is a permanent endowment which requires income to be spent on the upkeep, repair and insurance of the Chancel of St Mary's Church, Cogges and if there is sufficient money remaining this may be used for the upkeep and repair of the fabric of the remainder of the Church. It is primarily represented by Investment Assets as per note 8(b). Dividends and interest of £1027.55 have been received during the year.

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

4 FUND MOVEMENTS BY TYPE

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
AssVic - Associate Vicar Fund						
Restricted	(6,620.44)	50,799.96	46,508.67	650.00	—	(1,679.15)
Sub-total for AssVic	(6,620.44)	50,799.96	46,508.67	650.00	—	(1,679.15)
BTLG - Beyond The Lichgate						
Restricted	129,459.96	3,949.29	9,031.64	6,451.83	—	130,829.44
Sub-total for BTLG	129,459.96	3,949.29	9,031.64	6,451.83	—	130,829.44
Boxes - Boxes of Hope (TLG M						
Restricted	—	—	2,047.35	2,047.35	—	—
Sub-total for Boxes	—	—	2,047.35	2,047.35	—	—
Chancel - Chancel repair fund						
Restricted	752.89	1,027.55	—	—	—	1,780.44
Endowment	35,422.54	—	—	—	5,308.03	40,730.57
Sub-total for Chancel	36,175.43	1,027.55	—	—	5,308.03	42,511.01
Children - Childrens Work fund						
Restricted	232.53	2,190.00	2,074.35	—	—	348.18
Sub-total for Children	232.53	2,190.00	2,074.35	—	—	348.18
Building - Church building fund						
Designated	12,708.06	—	—	60,803.00	—	73,511.06
Restricted	35,995.07	8,032.37	6,405.62	—	—	37,621.82
Sub-total for Building	48,703.13	8,032.37	6,405.62	60,803.00	—	111,132.88
CCC - Church Centre fund						
Restricted	144,631.49	—	7,504.77	—	—	137,126.72
Sub-total for CCC	144,631.49	—	7,504.77	—	—	137,126.72
Ch.equip - Church equipment						
Restricted	1,250.00	—	1,249.25	—	—	0.75
Sub-total for Ch.equip	1,250.00	—	1,249.25	—	—	0.75
Compassion - Compassion Fund						
Restricted	12,020.46	19,800.67	18,819.43	(1,277.35)	—	11,724.35
Sub-total for Compassion	12,020.46	19,800.67	18,819.43	(1,277.35)	—	11,724.35
Evangelism - Evangelism fund						
Designated	198.08	—	—	—	—	198.08
Restricted	323.45	221.23	495.00	—	—	49.68
Sub-total for Evangelism	521.53	221.23	495.00	—	—	247.76
Gasenyi - Gasenyi						
Restricted	2,067.73	905.00	1,674.55	—	—	1,298.18
Sub-total for Gasenyi	2,067.73	905.00	1,674.55	—	—	1,298.18
General - General fund						
Unrestricted	19,151.22	286,226.06	259,121.30	(8,582.41)	—	37,673.57
Sub-total for General	19,151.22	286,226.06	259,121.30	(8,582.41)	—	37,673.57
GiftDay - Gift Day Fund						
Designated	60,803.15	25,992.55	—	(86,795.70)	—	—
Sub-total for GiftDay	60,803.15	25,992.55	—	(86,795.70)	—	—
Intern - Intern Fund						
Restricted	—	3,250.00	2,600.00	(650.00)	—	—
Sub-total for Intern	—	3,250.00	2,600.00	(650.00)	—	—
Kitchen - Kitchen Outreach Fun						
Restricted	4,904.94	—	—	—	—	4,904.94
Sub-total for Kitchen	4,904.94	—	—	—	—	4,904.94

continued

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

FUND MOVEMENTS BY TYPE (continued)

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
New-Build - New Building						
Restricted	2,884.12	1,500.00	—	—	—	4,384.12
Sub-total for New-Build	2,884.12	1,500.00	—	—	—	4,384.12
Soc-Action - Social Action						
Designated	770.00	—	—	(770.00)	—	—
Sub-total for Soc-Action	770.00	—	—	(770.00)	—	—
TITHE - Tithe Fund						
Designated	559.06	—	28,002.58	28,123.28	—	679.76
Sub-total for TITHE	559.06	—	28,002.58	28,123.28	—	679.76
Youth-Work - Youth Worker						
Restricted	150.00	4,545.00	3,275.00	—	—	1,420.00
Sub-total for Youth-Work	150.00	4,545.00	3,275.00	—	—	1,420.00
Grand total	457,664.31	408,439.68	388,809.51	—	5,308.03	482,602.51

5 ANALYSIS OF INCOME AND EXPENDITURE

INCOME AND ENDOWMENTS

	Unrestricted	Designated	Restricted	Endowment	Total this year	Total last year
Incoming resources from donors						
0101005 - Gift Aid - Bank	101,101.84	—	367.50	—	101,469.34	92,086.60
0101008 - Parish Giving Scheme	78,851.56	—	5,871.42	—	84,722.98	78,129.00
0101010 - Gift Aid - Envelopes	3,505.00	—	—	—	3,505.00	2,105.46
0101015 - Gasenyi receipts GA	—	—	283.75	—	283.75	180.00
0101030 - Youth Worker Gift Aided	—	—	1,420.00	—	1,420.00	1,200.00
0103A05 - Charity Credits	2,245.00	—	785.00	—	3,030.00	3,909.30
0203A00 - Other planned giving	27,765.05	—	300.00	—	28,065.05	20,877.42
0203A05 - Planned Giving GA	—	—	—	—	—	40.00
0203A10 - NGA envelopes & B/O	960.00	—	—	—	960.00	960.00
0304000 - Loose plate Collections	2,194.96	—	—	—	2,194.96	6,615.77
0405A00 - Regular gift days NGA	—	4,990.00	1,750.00	—	6,740.00	2,644.00
0405A05 - Regular Gift Days GA	—	16,515.00	3,600.00	—	20,115.00	11,659.00
0405B00 - Wall Boxes	—	—	10.05	—	10.05	152.93
0501030 - New Building Gift Aid	—	—	—	—	—	6,250.00
0501040 - House Purchase GA	—	—	480.00	—	480.00	685.00
0501045 - Church Building GA	—	—	1,060.00	—	1,060.00	5,935.00
0504005 - New Building Non Gift Aid	—	—	—	—	—	650.00
0504010 - Other Offerings	13.00	—	—	—	13.00	3.22
0504040 - House Purchase NGA	—	—	540.00	—	540.00	545.00
0504045 - Church Building NGA	—	—	686.99	—	686.99	—
0505B05 - One-off Gift Aid gifts	4,734.46	—	8,744.00	—	13,478.46	16,404.76
0602000 - General GA Recovered	49,300.92	267.50	4,040.98	—	53,609.40	50,183.21
0602015 - Gasenyi GA recovered	—	—	177.25	—	177.25	159.76
0602017 - New Building GA Rec	—	—	—	—	—	1,562.50
0602018 - YW GA Recovered	—	—	905.00	—	905.00	600.00
0602020 - Social Action GA Rec	—	—	772.25	—	772.25	1,528.29
0602030 - Gift Day GA Rec	—	4,236.25	—	—	4,236.25	2,314.75
0602040 - House Purchase GA Rec.	—	—	681.87	—	681.87	1,507.80
0602045 - Church Building GA Rec.	—	—	290.00	—	290.00	1,621.55
Total	270,671.79	26,008.75	32,766.06	—	329,446.60	310,510.32

continued

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

Incoming resources (continued)

	Unrestricted	Designated	Restricted	Endowment	Total this year	Total last year
Other voluntary incoming resources						
0503B00 - Donations appeals etc.	3,956.30	—	10,067.61	—	14,023.91	15,703.12
0702000 - Legacies	—	—	—	—	—	50,000.00
0801A00 - Recurring grants	—	—	802.63	—	802.63	—
0801A05 - Associate Vicar Grant	—	—	47,799.96	—	47,799.96	50,008.00
08A1000 - One off Grants	—	—	3,750.00	—	3,750.00	41,653.86
Total	3,956.30	—	62,420.20	—	66,376.50	157,364.98

Activities in furtherance of the council's objects

1102005 - Service Fee PCC received	2,042.82	—	—	—	2,042.82	458.10
1201A00 - Bookstall sales	77.70	—	—	—	77.70	—
1202A00 - Ch hall lettings	7,928.55	—	—	—	7,928.55	6,843.36
1205000 - Event Income Cogglets	794.78	—	—	—	794.78	157.12
1205200 - Event Income Youth	—	—	—	—	—	76.50
1206000 - Event Income Outreach	89.00	—	—	—	89.00	122.28
1206100 - Event Income Social	—	—	—	—	—	10.00
Total	10,932.85	—	—	—	10,932.85	7,667.36

Income from investments

1001000 - Dividends	—	—	1,027.55	—	1,027.55	992.28
1001001 - Bank interest	5.08	—	7.70	—	12.78	67.94
Total	5.08	—	1,035.25	—	1,040.33	1,060.22

Other income

1301000 - Insurance claims	—	—	—	—	—	188.00
1302010 - Other Income	660.04	(16.20)	(0.44)	—	643.40	20.19
Total	660.04	(16.20)	(0.44)	—	643.40	208.19

Total Incoming resources	286,226.06	25,992.55	96,221.07	—	408,439.68	476,811.07
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EXPENDITURE

	Unrestricted	Designated	Restricted	Endowment	Total this year	Total last year
Costs of generating funds						
1700001 - Fees paid to fund raisers	80.88	—	—	—	80.88	—
1700003 - Costs stewardship	93.99	—	—	—	93.99	—
Total	174.87	—	—	—	174.87	—
Grants						
1801000 - Grants - o/s mission	—	6,500.00	—	—	6,500.00	8,950.00
1802000 - Grants - o/s relief & dev	—	4,500.00	1,674.55	—	6,174.55	6,615.38
1803000 - Grants - home mission	—	9,100.00	495.00	—	9,595.00	13,899.60
1804000 - Grants - home relief	1,015.00	7,876.08	23,868.26	—	32,759.34	23,200.24
Total	1,015.00	27,976.08	26,037.81	—	55,028.89	52,665.22

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

EXPENDITURE (continued)

	Unrestricted	Designated	Restricted	Endowment	Total this year	Total last year
Activities relating to the work of the Church						
1901010 - Parish share	85,064.42	—	—	—	85,064.42	78,652.42
2000001 - Admin - salary & expenses	43,631.71	—	—	—	43,631.71	34,480.88
2000050 - Admin training & Conferen	(70.50)	—	—	—	(70.50)	354.00
2000060 - Whole Staff Events	399.60	—	—	—	399.60	—
2004000 - Assistant staff costs	40,420.56	—	2,074.35	—	42,494.91	38,021.38
2004005 - Associate Vicar Wages	6,960.00	—	22,348.56	—	29,308.56	29,195.02
2004013 - Pension Costs Staff	3,300.98	—	—	—	3,300.98	3,376.00
2004015 - Pension Costs employer	3,713.61	—	—	—	3,713.61	3,798.01
2004017 - Pension Costs Assoc Vicar	—	—	8,246.38	—	8,246.38	15,071.64
2004020 - Intern Costs (Gifts)	—	—	2,600.00	—	2,600.00	118.04
2102000 - Vicar travel costs	164.75	—	—	—	164.75	593.50
2102001 - Vicar telephone	120.00	—	—	—	120.00	160.00
2102002 - Vicar other exps	108.42	—	—	—	108.42	273.15
2102003 - Vicar Training & Conferenc	676.00	—	—	—	676.00	310.00
2102004 - Vicar resources	263.41	—	—	—	263.41	420.32
2102005 - Visiting speakers	500.00	—	—	—	500.00	200.00
2102013 - Child Worker Train & Conf	162.00	—	—	—	162.00	60.00
2102017 - Youth Worker Other Expen	43.17	—	—	—	43.17	145.12
2102018 - Youth Work Training & Con	180.00	—	—	—	180.00	60.00
2102019 - Youth Worker gifts	—	—	50.00	—	50.00	—
2102020 - Curate travel expenses	—	—	—	—	—	57.30
2102021 - Curate telephone	360.00	—	—	—	360.00	300.00
2102022 - Curate other expenses	101.72	—	—	—	101.72	21.50
2102023 - Curate training/courses	171.00	—	—	—	171.00	235.00
2102024 - Curate resources	167.83	—	—	—	167.83	121.24
2102040 - Assoc Vicar Travel	50.30	—	11.25	—	61.55	131.33
2102042 - Assoc Vicar Telephone	220.00	—	20.00	—	240.00	236.93
2102044 - Assoc Vicar other exps	—	—	—	—	—	28.78
2102046 - Assoc Vicar trainin & Conf	45.00	—	—	—	45.00	267.00
2102048 - Assoc Vicar resources	57.56	—	43.17	—	100.73	200.73
2102049 - Assc Vicar Housing Costs	—	—	15,839.31	—	15,839.31	16,915.75
2103000 - Clergy housing Allowance	18,529.80	—	—	—	18,529.80	18,405.86
2216010 - Baptism Materials	107.91	—	—	—	107.91	—
2216020 - Hosp Consumables Reg	871.95	—	—	—	871.95	277.80
2216022 - Hosp Consumables Speci	87.86	—	—	—	87.86	22.85
2216024 - Hosp Consumables Christ	84.80	—	—	—	84.80	315.17
2216030 - Hosp lit & equip Regular	200.29	—	—	—	200.29	598.52
2216032 - Hosp lit & equip Special Ev	—	—	—	—	—	—
2216034 - Hosp lit & equip Christmas	512.92	—	—	—	512.92	884.38
2217000 - Parish training and mission	—	—	—	—	—	292.00
2217010 - Community Outreach	688.27	—	—	—	688.27	55.13
2217012 - Outreach - Special events	483.18	—	—	—	483.18	43.99
2217013 - Outreach - Alpha expense	601.63	—	—	—	601.63	1,035.60
2217014 - Cogglers	712.78	—	—	—	712.78	615.60
2217015 - Childrens Outreach	177.25	—	—	—	177.25	—
2217016 - JAM Club	88.09	—	—	—	88.09	—
2217018 - Childrens Church	121.44	—	—	—	121.44	308.98
2217020 - Youth Outreach	113.78	—	—	—	113.78	328.27
2217021 - Youth Church	479.41	—	—	—	479.41	387.60
2217025 - Pastoral Care	329.37	—	—	—	329.37	95.71
2217040 - Training Materials	152.55	—	—	—	152.55	—
2217045 - Church Social Events	293.10	—	—	—	293.10	—
2217062 - Resourcing Church	58.40	—	—	—	58.40	198.96
2217064 - Statutory Training	112.58	—	—	—	112.58	(14.00)
2300040 - Admin - subs & licences	2,232.44	—	—	—	2,232.44	2,037.62
2300045 - Worship - subs & licences	1,059.97	—	—	—	1,059.97	1,127.58

continued

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2021 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

EXPENDITURE (continued)	Unrestricted	Designated	Restricted	Endowment	Total this year	Total last year
Activities relating to the work of the Church (continued)						
2300050 - Depreciation	741.16	—	16,536.41	—	17,277.57	17,262.64
2305020 - Church - Insurance	4,172.74	—	—	—	4,172.74	3,940.05
2306000 - Church regular upkeep	1,313.65	—	—	—	1,313.65	899.85
2306020 - Sound Vision Equip minor	323.33	—	86.25	—	409.58	202.56
2306022 - Sound Vision Equip major	1,148.25	—	1,163.00	—	2,311.25	4,451.64
2307000 - Church Services	10,782.33	—	—	—	10,782.33	1,493.55
2308000 - Upkeep of churchyard	135.62	—	—	—	135.62	70.95
2317030 - Other Expenditure	—	—	—	—	—	58.00
2405005 - Church Oil	1,646.46	—	—	—	1,646.46	1,679.55
2405010 - Church Electricity	348.59	—	—	—	348.59	453.70
2510010 - Church Centre electricity	1,023.22	—	—	—	1,023.22	972.26
2510011 - Church Centre Oil	1,394.78	—	—	—	1,394.78	1,352.20
2510012 - Church Centre Water	286.20	—	—	—	286.20	265.46
2510015 - Church Centre insurance	2,815.87	—	—	—	2,815.87	2,688.76
2510017 - CC Regular Maintenance	1,515.06	—	—	—	1,515.06	555.70
2510020 - CC Repairs & Improvemen	1,646.62	—	—	—	1,646.62	1,621.54
2510025 - CC Cleaning & Waste Man	4,771.42	—	—	—	4,771.42	4,885.13
2511000 - Other PCC property maine	—	—	—	—	—	858.00
2511010 - Other PCC property impro	184.82	—	—	—	184.82	—
2706000 - Planned Church Repairs	—	—	6,309.62	—	6,309.62	133,460.09
2913015 - New building	—	—	—	—	—	14,100.00
9999999 - Suspense	265.51	—	—	—	265.51	54.88
Total	249,426.94	—	75328.30	—	324,755.24	442,149.17
Support costs						
9900010 - Mortgage Interest	3,523.54	—	—	—	3,523.54	4,039.98
Total	3,523.54	—	—	—	3,523.54	4,039.98
Church management and administration						
2500015 - Office Electricity	320.23	—	—	—	320.23	435.06
2500020 - Admin phone post int	845.83	—	—	—	845.83	818.04
2500025 - Bank Charges	718.91	26.50	319.52	—	1,064.93	847.13
2500030 - Admin office supplies	167.76	—	—	—	167.76	284.56
2500035 - Photocopying	1,212.16	—	—	—	1,212.16	1,225.23
2500040 - Admin Office Equipment	786.06	—	—	—	786.06	221.52
2600045 - Professional Fees	930.00	—	—	—	930.00	980.00
Total	4,980.95	26.50	319.52	—	5,326.97	4,811.54
Total Expenditure	259,121.30	28,002.58	101,685.63	—	388,809.51	503,665.91
GRAND TOTALS	27,104.76	(2,010.03)	(5,464.56)	—	19,630.17	(26,854.84)

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

6 STAFF COSTS & RELATED PARTIES

	2021	2020
Assistant Staff Wages & Salaries	71,803	68,904
Administration Wages & Salaries	43,632	36,169
Pension Costs (employer)	<u>11,960</u>	<u>18,870</u>
Wages and salaries	<u>£127,395</u>	<u>£123,943</u>

During the year the PCC employed an Associate Vicar, two Children & Families Workers, a Youth Worker, a Worship Leader, an Operations Manager and a Church Administrator, none of whom earned £40,000 per annum or more. The average number of employees during the year was 7. The clergy and pastoral staff (Vicar, Associate Vicar, Curate, Children & Families Workers, Youth Worker and Worship Leader) were reimbursed for travelling expenses of £226 and £2,789 for other expenses. Apart from the above, no other PCC member received any reimbursement of expenses or remuneration. As is typical of the average PCC, substantial amounts of voluntary help have been received in all areas of its activities. No attempt has been made to place a value on these contributions in these accounts.

Donations received from the trustees, key management personnel and their close relatives were £48,295.

7 PENSION COSTS

FRS102 disclosure notices for the Church of England Funded Pensions Scheme (CEFPS) and the Church Workers Pension Fund (CWPF) are attached to the end of this report. The CEFPS is for clergy that are paid by the PCC (*ie* just the associate vicar) and the CWPF scheme is for the lay staff.

8 FIXED ASSETS FOR USE BY THE PCC

8(a) *Tangible Fixed Assets*

	Freehold land and buildings £	Equipment £	Total £
GROSS BOOK VALUE			
At 1 st January 2021	525,755	10,808	536,563
Additions	<u>0</u>	<u>0</u>	<u>0</u>
At 31 st December 2021	<u>525,755</u>	<u>10,808</u>	<u>536,563</u>
DEPRECIATION			
At 1 st January 2021	121,694	9,918	131,612
Charge for the year	<u>16,832</u>	<u>445</u>	<u>17,277</u>
At 31 st December 2021	<u>138,526</u>	<u>10,363</u>	<u>148,889</u>
NET BOOK VALUE			
At 31 st December 2021	<u>£387,229</u>	<u>£ 445</u>	<u>£387,672</u>
At 31 st December 2020	<u>£404,061</u>	<u>£ 890</u>	<u>£404,951</u>

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

FIXED ASSETS FOR USE BY THE PCC (continued)

8(a) *Tangible Fixed Assets (continued)*

The freehold land and buildings are valued at cost and comprise the Church Centre (1997) and the Old School House (2015), both located at Church Lane, Witney. This cost is being written off over 50 years.

The Church Centre kitchen and toilets were refurbished in 2017. This refurbishment rebuilt/replaced items in the "Church Centre Building 1997" asset which are being depreciated over 50 years. As these items have been replaced after 20 years the value of the new asset (Church Centre Refurbishment 2017) is being depreciated over 20 years.

Improvements were made to the Car Park in 2016, on which the Church has a seven year lease with the Diocese. These costs are being written off over 7 years.

Other items to be depreciated are: a Marquee, to be written off over 5 years; new Church Centre flooring which has a 20 year guarantee so is being written off over 20 years.

8(b) *Investment Assets*

	2021 £	2020 £
CBF Church of England Investment Fund: 1729 (2020: 1729) shares	<u>£ 40,730</u>	<u>£ 35,422</u>

The historical cost of the shares at 31st December 2021 was £1,463 (2020: £1,463).

9 DEBTORS

	2021 £	2020 £
Gift Aid recoverable	14,046	7,547
Prepayments	2,198	2,175
Other debtors	<u>4,052</u>	<u>1,142</u>
	<u>£ 20,296</u>	<u>£ 10,864</u>

10 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Agency Collections	4,453	1,983
Other creditors	6,182	10,459
CAF Bank Mortgage capital due within one year	<u>10,537</u>	<u>10,175</u>
	<u>£ 21,172</u>	<u>£ 22,617</u>

11 LIABILITIES: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
CAF Bank Mortgage capital due after more than one year	<u>97,497</u>	<u>108,216</u>
	<u>£ 97,497</u>	<u>£ 108,216</u>

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

12 CHARITABLE COMMITMENTS

The PCC is committed to support:

- a) Adventure *Plus* for £5,000 in 2022
- b) A family working in South East Asia for £1,000 in 2022
- c) Blake School Family Link Worker for £3,600 in 2022
- d) Transforming Lives for Good for £900 in 2022
- e) New Wine Trust – Changing Nations for £600 in 2022
- f) Christians Against Poverty (CAP) for £3,000 in 2022

PENSION SCHEMES

Church of England Funded Pensions Scheme (CEFPS)

Cogges PCC participates in the Church of England Funded Pensions Scheme for stipendiary clergy, a defined benefit pension scheme. This scheme is administered by the Church of England Pensions Board, which holds the assets of the scheme separately from those of the responsible bodies.

Each participating responsible body in the scheme pays contributions at a common contribution rate applied to pensionable stipends.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This means it is not possible to attribute the scheme's assets and liabilities to each specific responsible body, which means contributions are accounted for as if the scheme were a defined contribution scheme. The pensions costs charged to the SoFA (Statement of Financial Activities) in the year are contributions payable towards benefits and expenses accrued in that year (2021: £8,246, 2020: £11,072), plus the figures highlighted in the table below as being recognised in the SoFA, giving a total charge of £10,031 for 2021 (£15,072 for 2020).

A valuation of the scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2018. The 2018 valuation revealed a deficit of £50m, based on assets of £1,818m and a funding target of £1,868m, on the ongoing assumptions used.

Following the 31 December 2018 valuation, a recovery plan was put in place until 31 December 2022 and the deficit recovery contributions (as a percentage of pensionable stipends) are 11.9% from January 2018 to December 2020 and 7.1% from January 2021 to December 2022.

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the balance sheet liability over 2021 is set out in the table below and represents the present value of the deficit contributions agreed.

	2021	2020
Balance sheet liability at 1 st January	£4,000	£7,000
Deficit contribution paid (7.1% of the 39.9% = 17.8% of £10,031)	– £1,785	– £3,000
Interest cost (recognised in SoFA)	£0	£0
Remaining change to the balance sheet liability, comprising change in agreed deficit recovery plan, and change in discount rate and assumptions between year-ends (recognised in SoFA)	£2,215	£4,000
Balance sheet liability at 31 st December	£2,215	£4,000

The legal structure of the scheme is such that if another responsible body fails, Cogges PCC could become responsible for paying a share of that responsible body's pension liabilities.

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021 (continued)

PENSION SCHEMES

Church Workers Pension Fund (CWPF)

Cogges PCC participates in the Pension Builder Scheme section of Church Workers Pension Fund (CWPF) for lay staff. The scheme is administered by the Church of England Pensions Board, which holds the assets of the scheme separately from those of Cogges PCC and the other participating employers.

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Cogges PCC participates in the Pension Builder 2014 section.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' normal pension age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme. The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the Statement of Financial Activities in the year are contributions payable (2021: £3,713, 2020: £3,376).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020. As of 31st January 2022, no further valuation statement has been issued by the pension fund.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, Cogges PCC could become responsible for paying a share of that employer's pension liabilities.