

BICESTER CHRISTIAN ACTION LIMITED

England & Wales · Charity number 1132169

Details

Other names	BCA
Status	Registered
Legal form	Charitable company
Company number	06874524
Registered	2009-10-16
Register	View on the Charity Commission register

Contact

Address	Holly Tree House Ardley Road Middleton Stoney Bicester OX25 4AD
Phone	01869343707
Email	JAMESPDUNNE@BTINTERNET.COM

Activities

Objects: TO UNDERTAKE ANY PURPOSE THAT IS CHARITABLE ACCORDING TO THE LAW OF ENGLAND AND WALES FOR THE BENEFIT OF THE PUBLIC, IN PARTICULAR BUT NOT EXCLUSIVELY:A) THE RELIEF OF FINANCIAL HARDSHIP, POVERTY AND DISTRESSB) THE ADVANCEMENT OF EDUCATION AND TRAININGC) TO ADVANCE IN LIFE AND RELIEVE THE NEEDS OF YOUNG PEOPLE THROUGH:THE PROVISION OF RECREATIONAL AND LEISURE TIME ACTIVITIES PROVIDED IN THE INTEREST OF SOCIAL WELFARE, DESIGNED TO IMPROVE THEIR CONDITIONS OF LIFE;PROVIDING SUPPORT AND ACTIVITIES WHICH DEVELOP THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS MATURE AND RESPONSIBLE INDIVIDUALS.

Activities: The charity's objects are in particular but not exclusively:a) the relief of financial hardship, poverty and distress,b) the advancement of education and training,c) to advance in life and relieve needs of young people

Classification

- **How:** Provides Services, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE LOCAL.
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£210,210	£203,337	-	-
2024-04-30	£200,649	£161,301	-	-
2023-04-30	£140,231	£101,002	-	-
2022-04-30	£171,050	£159,837	-	-
2021-04-30	£171,050	£159,337	-	-

Trustees

Name	Role	Appointed
Anna Belinda Clarke		2024-03-01
JAMES DUNNE MA, MSC		
Nicholas St John		2021-09-10
Peter Stoddart		2025-02-17
susan valerie rand		2019-09-27

BICESTER CHRISTIAN ACTION LIMITED

England & Wales - Charity number 1132169

Accounts

Registered Company No. 06874524 (Registered in England & Wales)
Registered Charity (England) No. 1132169

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 30 April 2025

For

Bicester Christian Action Limited

Independent Examiner:
APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

Contents of the Financial Statements for the Year Ended 30 April 2025**Table of Contents**

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Bicester Christian Action Trustees Annual Report 2024/2025

Bicester Christian Action Limited (“BCA”)

Report of the Trustees for the Year Ended 30 April 2025

The trustees, who are also directors of BCA for the purposes of the Companies Act 2006, present their report for the year ended 30 April 2025.

The financial statements, prepared in accordance with the accounting policies set out in Note 2 to the financial statements, comply with the Charities Act 2011 and have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting of Charities” in accordance with the Financial Reporting Statement applicable in the UK (FRS102) effective January 2015.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The charity’s formal objectives are to undertake any purpose that is charitable according to the law of England and Wales for the benefit of the public, in particular but not exclusively:

- a) the relief of financial hardship, poverty and distress,
- b) the advancement of education and training,
- c) to advance in life and relieve needs of young people through the provision of:
 - Recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
 - Support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

As part of its activities the charity runs Bicester Food Bank, Bicester Street Pastors, Bicester Refugee Support Group and Shine Family Learning.

BCA was established by a group of Bicester-based Christian churches to tackle the practical issues of poverty, alienation and isolation within the community. It is rooted in the biblical themes of justice and fairness for the poor and dispossessed in society. BCA exists to tackle those issues that the community of churches deem best tackled outside the normal denominational and parish structures. Its projects and activities are of a practical and pragmatic nature.

Bicester Christian Action Trustees Annual Report 2024/2025

The Board look to the local churches for guidance, inspiration and support. This support is spiritual, emotional, and resource based. The churches view BCA as an alternative way of delivering or realising a vision God has laid on them. BCA works collaboratively with the individual churches in order to achieve the goals that have been set.

Significant Activities

The charity has run the Bicester Food Bank since 2009. The Food Bank is available to clients six days a week. The demand for Food Bank services in 2024/2025 remains significant; food distributed was 42,149 kg (44,144 kg), a 5% decrease from 2024. Food donations during the year were 32,909 kg (34,211 kg), which represents a 4% decrease. In addition to donated food, a further 5,705 kg was purchased in 2024-2025 (8,657 kg) which was significant decrease in the year (2,952 kg). As part of our Covid recovery process we conducted a physical stocktake, the first since early 2020. This revealed that stock adjustments and stock transfers to other food banks had not been properly processed during the Covid emergency. These issues have been corrected and reflected in the current stockholdings.

The operations of the Bicester Street Pastors operations remain suspended since April 2020. These operations, provided in Bicester during the weekends since 2012, were aimed at ensuring the safety of young adults who are out late at night. The patrols were welcomed by the local community and viewed as a great success by the Police, Entertainment Outlets and individuals being helped. Oxfordshire County Council supported this initiative with an annual grant. A review in 2021/2022 concluded that this project would remain suspended for the foreseeable future.

BCA manages the Bicester Refugee Group, which supports refugees placed in the Bicester area, working in conjunction with the Cherwell District Council and many local churches. The group have been actively supporting refugee families as they settle in the Bicester area, through the provision of furnishings, bedding, and other household goods. They assist in the preparation and decoration of the new home, and provide support such as broadband and PCs. They arrange family and group outings and can provide limited emergency financial support. The remit of the group now includes refugees from Syria, Hong Kong, Afghanistan, and Ukraine.

Within the framework provided by the national charity Hope Into Action, BCA manage a specific property dedicated to housing a two Ukrainian refugee families in the local area. The project is now running until July 2028. A new agreement was signed between HIA and BCA to cover the period of support for the Ukrainian families.

Since September 2022 the charity has run a joint community café with Bicester Methodist Church known as the Open Doors Café. It seeks to be a place of nurture, support, and calm in

Bicester Christian Action Trustees Annual Report 2024/2025

a difficult world. It offers a place of physical warmth and comfort along with good quality food and drinks. It seeks to create an environment where loneliness and isolation are alleviated, friendships are created and developed, and a place of safety and comfort is experienced. Customers are welcomed to come and go as they please. Financial or social status present no barrier to participation, neither do membership or non-membership of particular minority groups. Those with special needs will be catered for as long as it can be done safely within the limitations of the building and the capabilities of the volunteer staff. The Café became wholly part of and managed by BCA on 1st September 2023.

FINANCIAL REVIEW

Total income for 2024/2025 was £210,210 (£200,649) and total expenditure increased to £203,337 (£161,301), giving a net surplus for the year of £6,873 (£39,348).

Financial donations and grants increased to £119,050 (£115,261). Donations in kind increased to £91,160 (£81,271). Donations in kind are principally made up of food donations which have historically been valued at a notional £2.77 per kilo. The food that has been bought in to supplement donations and kept as stock are valued at £2.77 per kilo at year end.

Financial costs were £84,786 (£95,994); the key factors in the change were an increase in hours for the Foodbank manager, a reduction in the food purchased and held in stock and moving away from the issue of supermarket vouchers to Food Bank clients with more reliance on fresh stock being held on site. The expenditure for these vouchers £0 (£16,012)

Reserves Policy

The Charity aims to hold 12 months of financial reserves in its accounts. We are pleased to report that with liquid financial reserves of £257,873 (£226,404), the charity holds in excess of 12 months expected financial operating costs in its reserves. The Charity is confident of continuing to meet it's 12 months' reserves target at the end of 2025/2026.

Funds are currently held in a central admin account and in project admin/operating accounts. No cash balances are maintained. As part of its normal activities the trustees review the banking arrangements on a regular basis.

FUTURE DEVELOPMENTS

Future development of the charity will be agreed with the sponsoring churches as a whole.

Bicester Christian Action Trustees Annual Report 2024/2025

The charity has a 10-year lease on new premises (“The Beacon”) which is the principal location for the Bicester Food Bank and the use of The Beacon for other activities is increasing. The first five years are rent free with the lease beginning in March 2020, and so this rent free period expired in 2025 and the charity has now started to pay rent on the premises. Work continues to find alternative accommodation in the event that the future rent is too high.

The Bicester Food Bank remains BCA’s principal project. Over the last 12 months. Its operations continue to include Saturday morning opening and expand links with other charities

The work of the Refugee Group has increased significantly and the indications are that this will continue. The project supports Syrian, Afghan, and Ukrainian refugees and has had some contact with those from Hong Kong.

During 2025/2026 the Charity will be looking to rent additional project space. The purpose of the additional space is to:

- Extend the activities of current projects
- Create space for undertaking new initiatives
- To work more closely with partner charities in order to serve the community more effectively

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

BCA is a company limited by guarantee and an independent charity with a Board of Trustees. The Memorandum and Articles of Association were incorporated on 8 April 2009 and amended by Special Resolution on 23 September 2009.

Organisational Structure

The management of the charity is carried out by the Trustees assisted by project managers who are appointed to run the various active projects. The project managers are responsible for the week to week operations of their allotted activity and report back to the trustees through formal reports and informal discussions. Where appropriate, individual projects may have their own management committee to deal with the day-to-day operations of the project. Such committees are made up of one or more Trustees, a project manager, appropriate external representatives and other relevant individuals. The Trustees meet regularly with each other and with the active project managers.

Bicester Christian Action Trustees Annual Report 2024/2025

All financial payments are subject to dual authorization, including online payments. The Refugee Group are authorized to make payments themselves from their restricted funds; all other payments are made by the BCA treasurer with an additional trustee authorization.

Recruitment and Appointment of New Trustees

The trustees are nominated by the participating churches. Trustees are nominated with reference to the skills they possess, and the overall skill profile required by the Board of Trustees. The management style is collegiate and supportive whilst dealing clearly and firmly with issues of conflict arising from its activities. The Board is responsible for marketing/public relations, fund raising, financial management, business planning as well as the strategic management of the activities under its control.

Bicester Christian Action Trustees Annual Report 2024/2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number
06874524 (Registered in England & Wales)

Registered Charity Number
1132169

Registered Office

Principal Place of Business

Holly Tree House
Ardley Road
Middleton Stony
Oxfordshire
OX25 4AD

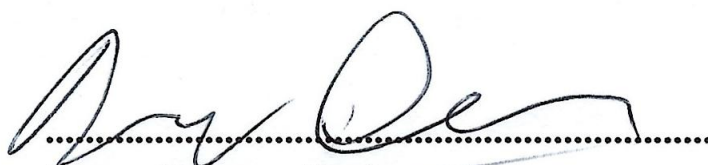
The Beacon
Wesley Lane
Bicester
Oxfordshire
OX26 6JU

Trustees: Matthew Clements (resigned 2025)
James Dunne
Susan Rand
Anna Clarke
Nicholas St John
Peter Stoddart (appointed 2024)

Independent Examiner: APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of Trustees on 13th Jan 2026 and signed on its behalf by



James Dunne, Chair

Independent Examiners Report

Independent Examiner's Report to the Trustees of Bicester Christian Action Limited

Independent examiner's report to the trustees of Bicester Christian Action Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Daniel Drury FCCA
APS Accountancy Limited
4 Cromwell Court
New Street
Aylesbury
Buckinghamshire
HP20 2PB

Date: 27/01/2026

Statement of Financial Activities

Bicester Christian Action

Receipts and payments

	2025			2024	
	Notes	Unrestricted	Restricted	Total	Total
Incoming resources					
Cash income					
Donations & Grants etc		1,660	84,260	85,920	85,180
Charitable Activities		14,937	12,084	27,021	26,481
Investments		-	6,109	6,109	3,599
Total Cash Income		16,597	102,453	119,050	115,260
Non-Cash Income					
Food donations		-	91,160	91,160	81,271
Investments					
Accrual		-	-	-	4,117
Total Incoming Resources		16,597	193,613	210,210	200,648
Resources Used					
Cash expenditure					
Charitable Activities		7,297	53,581	60,878	77,068
Support		-	23,908	23,908	18,926
Total Cash Expenditure		7,297	77,489	84,786	95,994
Non-Cash Expenditure					
Food Parcels		-	114,051	114,051	64,406
Loan c/f converted to gift		-	-	-	400
Depreciation		-	4,500	4,500	500
Total Non-Cash Expenditure		-	118,551	118,551	65,306
Total Resources Used		7,297	196,040	203,337	161,300
Net Incoming/Outgoing Resources		9,300	(2,427)	6,873	39,348
Fund Transfers In		-	551	551	7,663
Fund Transfers Out		551	-	551	(7,663)
Net Movement of Funds		9,851	(1,876)	7,975	39,348
Total Funds Brought Forward		44,519	215,290	259,809	220,461
Total Funds Carried Forward		54,370	213,414	267,784	259,809

Balance Sheet

Bicester Christian Action

Assets and liabilities		2025		2024	
	Notes	Unrestricted	Restricted	Total	Total
Fixed Assets					
Tangible Assets		-	-	-	4,500
Investments		-	43,437	43,437	44,117
Total Fixed Assets		-	43,437	43,437	48,617
Current Assets					
Cash at Bank		54,370	160,067	214,437	182,286
Food Stocks		-	8,244	8,244	29,298
Debtors		-	2,116	2,116	57
Prepayments				-	-
Total Current Assets		54,370	170,427	224,797	211,641
Current Liabilities					
Accounts Payable		-	450	450	450
Total Net Assets (Assets Minus Liabilities)		54,370	213,414	267,784	259,808
Represented By					
General (Unrestricted)		21,008	-	21,008	20,685
Bicester Food Bank (Restricted)		-	182,894	182,894	198,344
Bicester Refugee Group (Restricted)		-	6,840	6,840	3,878
HIA House (Designated)		26,292	-	26,292	16,765
Open Doors Cafe (Restricted)		-	23,635	23,635	12,401
Christmas Toys (Restricted)		-	45	45	667
SHINE Family Support (Designated)		153	-	153	153
Bicester Street Pastors (Designated)		6,862	-	6,862	6,862
Counselling Services (Designated)		55	-	55	55
		54,370	213,414	267,784	259,810

Bicester Christian Action Ltd

Notes to the Financial Statements

For the Year Ended 30 April 2025

1. GENERAL INFORMATION

The charity is a registered charity in England and Wales (Number 1132169) and also a private limited company, limited by guarantee (Number 06874524). The registered office is Holly Tree House, Ardley Road, Middleton Stoney, OX25 4AD.

The financial statements are presented in Sterling, the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Going concern

The companies reserves continue to be in excess of annual costs. The Trustees are not aware of any issue that would threaten the Charity's operation. Consequently, the Trustees have concluded that there is no material uncertainty affecting the Charity, and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Financial Reporting Standard 102 – reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash-Flows;
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured

reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of then obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

The Food bank van has been fully written-off to reflect the age of the vehicle and its useful economic life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Debtors

Debtors are recognised at the settlement amount due and prepayments are valued at the amount paid.

Creditors and Provisions

Creditors and Provisions are recognised where the company has a present obligation resulting from a past event that will probably result in transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Donations and Grants

Grants are accounted under the accruals model as permitted under FRS 102. Donations and grants include all voluntary income, including Gift Aid repayments from HMRC. Any deferred element of grants is included under creditors as deferred income. Grants of a revenue nature are recognised in the Statement of Financial Activities in the same period as the related expenditure.

Food Donations, distribution and stocks

Donations and distribution of food are accounted for by weight at a notional value of £2.77 per kilo in accordance with guidance from the Trussell Trust. These sums are included in the income and expenditure statements as Restricted sums. Food purchased is reflected as an expense and is treated as distributed so that the stock held is all donated.

3. CASH INCOME BREAKDOWN

	Unrestricted	Restricted
Donations and grants	1,660	78,273
Gift aid and GASDS reclaimed	-	3,871
Bank interest	-	6,109
HIA House - rental	14,937	-
Café donations	-	5,509
Event income	-	6,575
Total income	16,597	100,337

4. CASH EXPENDITURE BREAKDOWN

	Unrestricted	Restricted
Activities	-	5,443
Admin	1,207	770
Event Costs	-	2,614
Food distribution	-	15,804
Membership costs	600	360
Other Expenditure	2,240	13,613
Premises	3,250	14,657
Raising funds	-	320
Staff Costs	-	23,908
Total payments	7,297	77,489

CASH EXPENDITURE BREAKDOWN**5. CHARITABLE ACTIVITIES****Income**

The significant unrestricted charitable activity was rental income from the “Hope Into Action” house which was rented to a Syrian refugee family in 2018. This project was completed in 2023 with a new project being started, housing two Ukrainian families. This building is owned by a separate local trust set up for this purpose; BCA has leased the property and provides it as a rental property for Ukrainian refugees.

Most of the remaining income is restricted, with the Christmas Toys converted to a restricted fund in the reporting year. The SHINE project is currently suspended.

6. LEASE DEPOSIT

There is no deposit on the current property (“The Beacon”) which was provided rent free for five years from March 2020 and now incurs a rent of £16,000 per annum.

7. TRUSTEES’ REMUNERATION AND BENEFITS

There were no trustees’ remuneration or other benefits for the year ended 30 April 2025, nor for the year ended 30 April 2024.

There were no trustees' expenses paid for the year ended 30 April 2025, nor for the year ended 30 April 2024.

8. STAFF COSTS

The charity now employs a single paid manager; all other staff are unpaid volunteers.

9. TANGIBLE FIXED ASSETS

	Van
Cost as at 1 Feb 2019	7,000
Depreciation at 30 April 2024	2,500
Depreciation at 30 April 2025	7,000
Net Book Value at 30 April 2025	-
Net Book Value at 30 April 2024	4,500

10. DEBTORS: AMOUNTS FALLING DUE IN ONE YEAR

Debtors	Unrestricted	Restricted	Total 2025	Prior Year 2024
HMRC	-	2,116	57	57
Loans made	-	-	-	1,000
Total	-	2,116	57	1,057

11. CREDITORS FALLING DUE WITH ONE YEAR

	Unrestricted	Restricted	Total 2025	Prior Year 2024
Independent Examination Fee	450	-	450	450
Total	450	-	450	450

12. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	2024 Total 2025	Prior Year 2024
Cash in hand	-	-	-	-
Cash not yet banked	-	-	-	-
Bank Current Accounts	27,495	55,896	57,349	57,349
CCLA Deposit Accounts	27,325	103,722	124,937	124,937
CCLA Investment Account	-	-	-	-
Total	54,820	159,618	214,436	182,286

BICESTER CHRISTIAN ACTION LIMITED

England & Wales - Charity number 1132169

Accounts

Registered Company No. 06874524 (Registered in England & Wales)
Registered Charity (England) No. 1132169

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Significant Activities

The charity has run the Bicester Food Bank since 2009. The Food Bank is available to clients 5 days a week. The demand for Food Bank services in 2023/2024 has continued to increase significantly; food distributed was 44,144 kg (39,793 kg), a 11% increase over 2023. Food donations during the year were 34,211 kg (36,260 kg), which represents a 6.2% decrease. Consequently, a further 8,657 kg were purchased in 2023/2024 which was a significant increase in the year (333 kg).

Emma Salisbury (a volunteer) resigned as the Foodbank project manager in January 2024 and was replaced by Alison Drake who has been employed as the first paid manager of the Bicester Foodbank.

The operations of the Bicester Street Pastors operations remain suspended since April 2020. These operations, provided in Bicester during the weekends since 2012, were aimed at ensuring the safety of young adults who are out late at night. The patrols were welcomed by the local community and viewed as a great success by the Police, Entertainment Outlets and individuals being helped. Oxfordshire County Council supported this initiative with an annual grant. A review in 2021/2022 concluded that this project would remain suspended for the foreseeable future.

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Within the framework provided by the national charity Hope Into Action, BCA managed a specific property dedicated to housing a Syrian refugee family in the local area. This original Hope into Action house project ran from 2018 until July 2023, when the project altered to accommodate Ukrainian refugees. The property has been modified in order to support two small Ukrainian families rather than one large family. The project is now running for a further five years with new investors and new tenants in the same house. A new agreement was signed between HIA and BCA to cover the period of support for the Ukrainian families.

Since 2019, BCA has been responsible for the Shine initiative which runs parenting courses within the local community. The courses are adapted from nationally recognised models and delivered by professionally qualified staff. The Shine project is suspended pending new organisers being recruited. The remaining funding was used to run one off courses in 2023.

Bicester Christian Action Trustees Annual Report 2023/2024

Since September 2022 the charity has run a joint community café with Bicester Methodist Church known as the Open Doors Café. It seeks to be a place of nurture, support, and calm in a difficult world. It offers a place of physical warmth and comfort along with good quality food and drinks. It seeks to create an environment where loneliness and isolation are alleviated, friendships are created and developed, and a place of safety and comfort is experienced. Customers are welcomed to come and go as they please. Financial or social status present no barrier to participation, neither do membership or non-membership of particular minority groups. Those with special needs will be catered for as long as it can be done safely within the limitations of the building and the capabilities of the volunteer staff. The Café became wholly part of and managed by BCA on 1st September 2023.

FINANCIAL REVIEW

Total income for 2023/2024 was £200,649 (£140,231) and total expenditure increased to £161,301 (£101,002), giving a net surplus for the year of £39,348 (£39,229).

Financial donations and grants increased to £115,261 (£103,971). Donations in kind decreased to £81,271 (£36,260, or £85,936 adjusted from £1 per kilo to £2.37 per kilo). Donations in kind are principally made up of food donations which have historically been valued at a notional £1 per kilo. With the Charity now having to buy in significant quantities of food it has been decided that Food Stocks should be valued at approximate market value. This value is taken to be the average cost per kilo it has cost the Charity to buy in food stocks. For the year 2023/2024 this cost has been £2.37 per kilogram.

Financial costs were £95,994 (£59,812); the increase was largely due to additional direct expense in the purchase of a significant amount of food and vouchers for Food Bank clients. Costs in kind were valued at £65,306 (£41,190). Costs in kind are food and other services that are distributed free of charge but nevertheless have a financial value and are recorded as such.

Reserves Policy

The Charity aims to hold 12 months of financial reserves in its accounts. We are pleased to report that with liquid financial reserves of £226,404 (2023: £196,270), the charity holds in excess of 12 months expected financial operating costs in its reserves. The Charity is confident of continuing to meet its 12 months' reserves target at the end of 2024/2025.

Funds are currently held in a central admin account and in project admin/operating accounts. No cash balances are maintained. As part of its normal activities the trustees review the banking arrangements on a regular basis.

In 2023/24, a further deposit account was opened with CCLA in order to obtain better income from the existing unrestricted reserves.

FUTURE DEVELOPMENTS

Future development of the charity will be agreed with the sponsoring churches as a whole.

The charity has a 10-year lease on new premises (“The Beacon”) which is the principal location for the Bicester Food Bank and the use of The Beacon for other activities is increasing. The first five years are rent free with the lease beginning in March 2020, and so this rent free period expires in 2025. Work continues to find alternative accommodation in the event that the future rent is too high.

The Bicester Food Bank remains BCA’s principal project. Over the last 12 months. Its operations have extended to include Saturday morning opening and expand links with other charities

The work of the Refugee Group has increased significantly and the indications are that this will continue. The project supports Syrian, Afghan, and Ukrainian refugees and has had some contact with those from Hong Kong.

During 2024/2025 the Charity will be looking to rent additional project space. The purpose of the additional space is to:

- Extend the activities of current projects
- Create space for undertaking new initiatives
- To work more closely with partner charities in order to serve the community more effectively

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

BCA is a company limited by guarantee and an independent charity with a Board of Trustees. The Memorandum and Articles of Association were incorporated on 8 April 2009 and amended by Special Resolution on 23 September 2009.

Organisational Structure

The management of the charity is carried out by the Trustees assisted by project managers who are appointed to run the various active projects. The project managers are responsible for the week to week operations of their allotted activity and report back to the trustees through formal reports and informal discussions. Where appropriate, individual projects may have their own

Bicester Christian Action Trustees Annual Report 2023/2024

management committee to deal with the day-to-day operations of the project. Such committees are made up of one or more Trustees, a project manager, appropriate external representatives and other relevant individuals. The Trustees meet regularly with each other and with the active project managers.

All financial payments are subject to dual authorization, including online payments. The Refugee Group are authorized to make payments themselves from their restricted funds; all other payments are made by the BCA treasurer with an additional trustee authorization.

Recruitment and Appointment of New Trustees

The trustees are nominated by the participating churches. Trustees are nominated with reference to the skills they possess, and the overall skill profile required by the Board of Trustees. The management style is collegiate and supportive whilst dealing clearly and firmly with issues of conflict arising from its activities. The Board is responsible for marketing/public relations, fund raising, financial management, business planning as well as the strategic management of the activities under its control.

Bicester Christian Action Trustees Annual Report 2023/2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number
06874524 (Registered in England &
Wales)

Registered Charity Number
1132169

Registered Office

Holly Tree House
Ardley Road
Middleton Stoney
Oxfordshire
OX25 4AD

Principal Place of Business

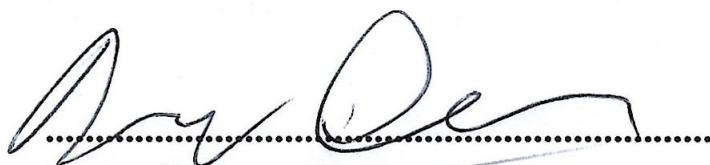
The Beacon
Wesley Lane
Bicester
Oxfordshire
OX26 6JU

Trustees: Matthew Clements
James Dunne
Diana Pettifer (resigned 2023)
Susan Rand
Anna Clarke (from 2023)
Nicholas St John

Independent Examiner: APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of Trustees on 4th August 2024 and signed on its behalf by



James Dunne, Chair

Independent Examiner's Report to the Trustees of
Bicester Christian Action Limited

Independent examiner's report to the trustees of Bicester Christian Action Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Daniel Drury FCCA
APS Accountancy Limited
4 Cromwell Court
New Street
Aylesbury
Buckinghamshire
HP20 2PB

Date: 15/8/24

<u>Bicester Christian Action</u>					
		2024			2023
	Notes	Unrestricted	Restricted	Total	Total
Incoming Resources					
Cash Income					
Donations & Grants etc		2,210	82,970	85,180	92,877
Charitable Activities		17,860	8,621	26,481	11,094
Investments		51	3,548	3,599	0
Total Cash Income		20,121	95,140	115,261	103,971
Non-Cash Income					
Food donations		0	81,271	81,271	36,260
Investments					
Accrual		0	4,117	4,117	0
Total Incoming Resources		20,121	180,528	200,649	140,231
Resources Used					
Cash Expenditure					
Charitable Activities		11,701	65,368	77,068	46,057
Support		1,388	17,538	18,926	13,755
Total Cash Expenditure		13,089	82,905	95,994	59,812
Non-Cash Expenditure					
Food Parcels (donated food, new rate)		0	52,096	52,096	40,690
Food Parcels (donated food, old rate)		0	12,310	12,310	0
Loan c/f converted to gift		400	0	400	0
Depreciation		0	500	500	500
Total		400	64,906	65,306	41,190
Total Resources Used		13,489	147,812	161,301	101,002
Net Incoming/Outgoing Resources		6,632	32,716	39,348	39,229
Fund Transfers In		2,721	4,942	7,663	14,691
Fund Transfers Out		4,942	2,721	7,663	14,691
Net Movement of Funds		4,411	34,937	39,348	39,229
Total Funds Brought Forward		40,108	180,353	220,461	181,231
Total Funds Carried Forward		44,519	215,290	259,809	220,460

Bicester Christian Action					
		2024			2023
	Notes	Unrestricted	Restricted	Total	Total
Fixed Assets					
Tangible Assets		0	4,500	4,500	5,000
Investments		0	44,117	44,117	40,000
Total Fixed Assets		0	48,617	48,617	45,000
Current Assets					
Cash at bank		45,420	136,866	182,286	156,270
Food Stocks		0	29,298	29,298	12,310
Debtors		0	57	57	7,300
Prepayments		0	0	0	0
Total Current Assets		45,420	166,222	211,642	175,880
Current Liabilities					
Accounts Payable		450	0	450	420
Total Net Assets (Assets Minus Liabilities)		44,970	214,839	259,809	220,460
Represented By					
General (Unrestricted)		20,685		20,685	21,625
Bicester Food Bank (Restricted)			198,344	198,344	175,593
Bicester Refugee Group (Restricted)			3,878	3,878	2,705
HIA House (Designated)		16,765		16,765	10,574
Bicester Street Pastors (Designated)		6,862		6,862	6,862
SHINE Family Support (Designated)		153		153	937
Counselling Services (Designated)		55		55	55
Christmas Toys (Restricted)			667	667	55
Open Doors Cafe (Restricted)			12,401	12,401	2,014
Cafe 103 (Restricted)			0	0	41
		44,519	215,291	259,809	220,460

Bicester Christian Action Ltd

Notes to the Financial Statements

For the Year Ended 30 April 2024

1. GENERAL INFORMATION

The charity is a registered charity in England and Wales (Number 1132169) and also a private limited company, limited by guarantee (Number 06874524). The registered office is Holly Tree House, Ardley Road, Middleton Stoney, OX25 4AD.

The financial statements are presented in Sterling, the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Going concern

The public response to the COVID-19 pandemic resulted in a considerable increase in donations of cash and food to the Charity which has resulted in a large increase in reserves. Consequently the Trustees concluded that there is no material uncertainty arising from the pandemic and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Financial Reporting Standard 102 – reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iv), 11.48(b) and 11.48(c);

- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of then obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Depreciation of the vehicle is provided at £500 per annum in order to reduce the vehicle value to its scrap value over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Debtors

Debtors are recognised at the settlement amount due and prepayments are valued at the amount paid.

Creditors and Provisions

Creditors and Provisions are recognised where the company has a present obligation resulting from a past event that will probably result in transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Donations and Grants

Grants are accounted under the accruals model as permitted under FRS 102. Donations and grants include all voluntary income, including Gift Aid repayments from HMRC. Any deferred element of grants is included under creditors as deferred income. Grants of a revenue nature are recognised in the Statement of Financial Activities in the same period as the related expenditure.

Food Donations, distribution and stocks

Donations and distribution of food are accounted for by weight at a notional value of £1 per kilo in accordance with guidance from the Trussell Trust. These sums are included in the income and expenditure statements as Restricted sums. Food purchased is reflected as an expense and is treated as distributed so that the stock held is all donated.

3. CASH INCOME BREAKDOWN

	Income	
	Unrestricted	Restricted
Donations and Grants	2210	82970
Gift Aid and GASDS reclaimed	0	8621
Bank Interest	51	3548
HIA House - Rental	17860	
Totals	20121	95140

4. CASH EXPENDITURE BREAKDOWN

Fund - Category	Expenditure	
	Unrestricted	Restricted
General - Admin & General	785	
General - Loans Made (-ve repaid)	-600	
General Accountancy Fee - Admin & General	450	
Bicester Food Bank - Admin & General		1,040
Bicester Food Bank - Electric		2,489
Bicester Food Bank - Equipment & Consumables		1,395
Bicester Food Bank - Fire & Safety		332
Bicester Food Bank - Food Grant Out		3,000
Bicester Food Bank - Insurance		1,489
Bicester Food Bank - Maintenance		726
Bicester Food Bank - Memberships		360
Bicester Food Bank - Other		76
Bicester Food Bank - Purchase of Food		27,110
Bicester Food Bank - Purchase of Other Client Items		630
Bicester Food Bank - Salaries		6,392
Bicester Food Bank - Staff and Training		867
Bicester Food Bank - Storage Rent		1,671
Bicester Food Bank - Telephone		690
Bicester Food Bank - Vehicle		2,940
Bicester Food Bank - Vouchers etc		16,012
Bicester Food Bank - Winter Equipment Out		3,872
Bicester Refugee Group - Equipment & Consumables		133
Bicester Refugee Group - Gift Vouchers etc		4,625
Bicester Refugee Group - Support		660
HIA House 1st project - Admin & General	130	
HIA House 1st project - Insurance	-226	
HIA House 1st project - Memberships	145	
HIA House 1st project - Property Maintenance	5,214	
HIA House 1st project - Rental Premium	1,115	
HIA House 2nd project - Admin & General	473	
HIA House 2nd project - Council Tax	1,403	
HIA House 2nd project - Insurance	236	
HIA House 2nd project - Memberships	853	
HIA House 2nd project - Property Maintenance	549	

HIA House 2nd project - Rental Premium	1,778	
Open Doors Cafe - Admin & General		489
Open Doors Cafe - Energy Bills		540
Open Doors Cafe - Equipment & Consumables		1,869
Open Doors Cafe - Food Purchase		1,552
Open Doors Cafe - Other		330
Open Doors Cafe - Charitable Payments		205
Open Doors Cafe - Training		48
Christmas Toys - Toy Purchase		1,100
Christmas Toys - Van Hire/storage		265
SHINE Family Support - Course Expenses	784	
Totals	13,089	82,905

5. CHARITABLE ACTIVITIES

Income

The significant unrestricted charitable activity was rental income from the “Hope Into Action” house which was rented to a Syrian refugee family in 2018. This project was completed in 2023 with a new project being started, housing two Ukrainian families. This building is owned by a separate local trust set up for this purpose; the financial operations of the trust are conducted through BCA.

Most of the remaining income is restricted, with the Christmas Toys converted to a restricted fund in the reporting year. The SHINE project is currently suspended.

6. LEASE DEPOSIT

There is no deposit on the current property (“The Beacon”) which has been provided rent free for five years from March 2020.

7. TRUSTEES’ REMUNERATION AND BENEFITS

There were no trustees’ remuneration or other benefits for the year ended 30 April 2024, nor for the year ended 30 April 2023.

There were no trustees’ expenses paid for the year ended 30 April 2024, nor for the year ended 30 April 2023.

8. STAFF COSTS

The charity now employs a single paid manager; all other staff are unpaid volunteers.

9. TANGIBLE FIXED ASSETS

	Van
Cost as at 1 Feb 2019	7000
Depreciation at 30 April 2023	2500
Depreciation at 30 April 2024	3000

Net Book Value at 30 April 2024	4500
Net Book Value at 30 April 2023	5000

10. DEBTORS: AMOUNTS FALLING DUE IN ONE YEAR

Debtors	Unrestricted	Restricted	Total 2024	Prior Year 2023
HMRC	0	57	57	6300
Loans made	0	0	0	1000
Total	0	57	57	7300

11. CREDITORS FALLING DUE WITH ONE YEAR

	Unrestricted	Restricted	Total 2024	Prior Year 2023
Independent Examination Fee	450	0	450	420
Total	450	0	450	420

12. CASH AT BANK AND IN HAND

	2024			Prior Year 2023
	Unrestricted	Restricted	Total 2024	
Cash in hand	0	0	0	0
Cash not yet banked	0	0	0	0
Bank Current Accounts	19,370	37,979	57,349	66,302
CCLA Deposit Accounts	26,050	98,887	124,937	70,338
CCLA Investment Account	0	0	0	0
Total	45,420	136,866	182,286	136,640

BICESTER CHRISTIAN ACTION LIMITED

England & Wales - Charity number 1132169

Accounts

Registered Company No. 06874524 (Registered in England & Wales)
Registered Charity No. 1132169

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2023
For
Bicester Christian Action Limited

APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

Contents of the Financial Statements for the Year Ended 30 April 2023

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Bicester Christian Action Limited (“BCA”)

Report of the Trustees for the Year Ended 30 April 2023

The trustees, who are also directors of BCA for the purposes of the Companies Act 2006, present their report for the year ended 30 April 2023.

The financial statements, prepared in accordance with the accounting policies set out in Note 2 to the financial statements, comply with the Charities Act 2011 and have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting of Charities” in accordance with the Financial Reporting Statement applicable in the UK (FRS102) effective January 2015.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The charity’s formal objectives are to undertake any purpose that is charitable according to the law of England and Wales for the benefit of the public, in particular but not exclusively:

- a) the relief of financial hardship, poverty and distress,
- b) the advancement of education and training,
- c) to advance in life and relieve needs of young people through the provision of:
 - Recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
 - Support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

As part of its activities the charity runs Bicester Food Bank, Bicester Street Pastors, Bicester Refugee Support Group and Shine Family Learning.

BCA was established by a group of Bicester-based Christian churches to tackle the practical issues of poverty, alienation and isolation within the community. It is rooted in the biblical themes of justice and fairness for the poor and dispossessed in society. BCA exists to tackle those issues that the community of churches deem best tackled outside the normal denominational and parish structures. Its projects and activities are of a practical and pragmatic nature.

The Board look to the local churches for guidance, inspiration and support. This support is spiritual, emotional, and resource based. The churches view BCA as an alternative way of delivering or realising a vision God has laid on them. BCA works collaboratively with the individual churches in order to achieve the goals that have been set.

Significant Activities

The charity has run the Bicester Food Bank since 2009. The Food Bank is available to clients 5 days a week. The demand for Food Bank services in 2022/2023 has increased significantly; food distributed was 39,292 kilograms against 17,352 kilograms in the previous year. Food donations have also increased during the year to 36,427 kilograms from 25,019 kilograms, which represents a 46% increase. A further 333 kilograms were purchased.

The expansion of the work by providing vouchers for fresh food from a local butcher is now established; to help a reduction in energy bills, the first slow cookers have been provided to clients who have attended a course in their use. Emma Salisbury remains the Foodbank project manager.

On 1 June 2022 Janet Ray, the founder of the Bicester Food Bank in 2006, was awarded the British Empire Medal in the Queen's Birthday Honours for her work at the Food Bank since 2007.

The operations of the Bicester Street Pastors operations remain suspended since April 2020. These operations, provided in Bicester during the weekends since 2012, were aimed at ensuring the safety of young adults who are out late at night. The patrols were welcomed by the local community and viewed as a great success by the Police, Entertainment Outlets and individuals being helped. Oxfordshire County Council supported this initiative with an annual grant. A review in 2021/2022 concluded that this project would remain suspended for the foreseeable future.

BCA manages the Bicester Refugee Group, which supports refugees placed in the Bicester area, working in conjunction with the Cherwell District Council and many local churches. The group have been actively supporting refugee families as they settle in the Bicester area, through the provision of furnishings, bedding, and other household goods. They assist in the preparation and decoration of the new home, and provide support such as broadband and PCs. They arrange family and group outings and can provide limited emergency financial support. The remit of the group now includes refugees from Syria, Hong Kong, Afghanistan, and Ukraine.

Within the framework provided by the national charity Hope into Action, BCA has managed a specific property dedicated to housing a Syrian refugee family in the local area. During 2023 the Syrian family will move into council accommodation and be replaced by two small Ukrainian families. This will mean that a new agreement will be signed between HIA and BCA to cover the period of support for the Ukrainian families.

Since 2019, BCA has been responsible for the Shine initiative which runs parenting courses within the local community. The courses are adapted from nationally recognised models and

Bicester Christian Action Trustees Annual Report 2022/2023

delivered by professionally qualified staff. During 2022/2023 the team ran two parenting courses in the Bicester Area.

During 2022/2023 the charity has run a joint project with Bicester Methodist Church. The project, a community café, is known as the Open Doors Café. It seeks to be a place of nurture, support, and calm in a difficult world. It offers a place of physical warmth and comfort along with good quality food and drinks. It seeks to create an environment where loneliness and isolation are alleviated, friendships are created and developed, and a place of safety and comfort is experienced. Customers are welcomed to come and go as they please. Financial or social status present no barrier to participation. Neither will membership or non-membership of particular minority groups. Those with special needs will be catered for as long as it can be done safely within the limitations of the building and the capabilities of the volunteer staff. The Café will become wholly managed by BCA during 2023/2024.

FINANCIAL REVIEW

Total income for 2022/2023 was £140,231 (2022: £138,555) and total expenditure increased to £101,002 (2022: £48,920), giving a net surplus for the year of £39,229 (2022: £89,636).

Financial donations and grants decreased to £103,971 (2022: £113,536). Donations in kind increased to £36,260 (2022: £25,019). Donations in kind are principally made up of food donations which are valued at a notional £1 per kilo.

Financial costs were £59,812 (2022: £31,043); the increase was largely due to additional direct expense in the purchase of food and vouchers for Food Bank clients. Costs in kind were valued at £41,190 (2022: £17,876). Costs in kind are food and other services that are distributed free of charge but nevertheless have a financial value and are recorded as such.

Reserves Policy

The Charity aims to hold 9 months of financial reserves in its accounts. We are pleased to report that with liquid financial reserves of £196,270 (2022: £152,488), the charity holds in excess of 12 months expected financial operating costs in its reserves. The Charity is confident of continuing to meet the nine months' reserves target at the end of 2022/2023.

Funds are currently held in a central admin account and in project admin/operating accounts. No cash balances are maintained. As part of its normal activities the trustees review the banking arrangements on a regular basis.

In 2022/23, deposit and investment accounts were opened with CCLA in order to obtain better income from the existing reserves.

FUTURE DEVELOPMENTS

Future development of the charity will be agreed with the sponsoring churches as a whole.

The charity has a 10-year lease on new premises (“The Beacon”), the first five years being rent free, with the lease beginning in March 2020. The Beacon is the principal location for the Bicester Food Bank and the use of The Beacon for other activities is increasing.

The Bicester Food Bank remains BCA’s principal project. Over the last 12 months. Its operations have extended to include Saturday morning opening and expand links with other charities

The Hope into Action house project is planned to run until July 2023. After this date the project will move from supporting Syrian refugees to supporting Ukrainian refugees. The project will continue with new investors and new tenants in the same house. The property will require modifications in order to support two small families rather than one large family.

The Shine project is suspended pending new organisers being recruited. The remaining funding is being used to run one off courses.

The work of the Refugee Group has increased significantly and the indications are that this will continue. The project supports Syrian, Afghan, and Ukrainian refugees and has had some contact with those from Hong Kong.

During 2022/2023 the charity has run a joint project with Bicester Methodist Church. The project, a community café, will become wholly managed by BCA during 2023/2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

BCA is a company limited by guarantee and an independent charity with a Board of Trustees. The Memorandum and Articles of Association were incorporated on 8 April 2009 and amended by Special Resolution on 23 September 2009.

Organisational Structure

The management of the charity is carried out by the Trustees assisted by project managers who are appointed to run the various active projects. The project managers are responsible for the week to week operations of their allotted activity and report back to the trustees through formal reports and informal discussions. Where appropriate, individual projects may have their own management committee to deal with the day-to-day operations of the

project. Such committees are made up of one or more Trustees, a project manager, appropriate external representatives and other relevant individuals. The Trustees meet regularly with each other and with the active project managers.

All financial payments are subject to dual authorization, including online payments. The Refugee Group are authorized to make payments themselves from their restricted funds; all other payments are made by the BCA treasurer with an additional trustee authorization.

Recruitment and Appointment of New Trustees

The trustees are nominated by the participating churches. Trustees are nominated with reference to the skills they possess, and the overall skill profile required by the Board of Trustees. The management style is collegiate and supportive whilst dealing clearly and firmly with issues of conflict arising from its activities. The Board is responsible for marketing/public relations, fund raising, financial management, business planning as well as the strategic management of the activities under its control.

Bicester Christian Action Trustees Annual Report 2022/2023

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06874524 (Registered in England & Wales)

Registered Charity Number
1132169

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Holly Tree House
Ardley Road
Middleton Stoney
Oxfordshire
OX25 4AD

Principal Place of Business

The Beacon
Wesley Lane
Bicester
Oxfordshire
OX26 6JU

Trustees: Matthew Clements
James Dunne
Janet Marshall (resigned 2022)
Diana Pettifer
Susan Rand
Nicholas St John

Independent Examiner: APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of Trustees on 6th July 2023 and signed on its behalf by



James Dunne, Chair

Independent examiner's report to the trustees of Bicester Christian Action Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Daniel Drury FCCA
APS Accountancy Limited
4 Cromwell Court
New Street
Aylesbury
Buckinghamshire
HP20 2PB

Date: 17/8/23

Bicester Christian Action

	Notes	Unrestricted	2023 Restricted	Total	2022 Total
Incoming Resources					
Cash Income					
Donations & Legacies	2	4,427	88,450	92,877	103,640
Charitable Activities		9,796	1,298	11,094	9,896
Total Cash Income	3	14,223	89,748	103,971	113,536
Non-Cash Income					
Food donations	2	0	36,260	36,260	25,019
Total Incoming Resources		14,223	126,008	140,231	138,555
Resources Used					
Cash Expenditure					
Charitable Activities	5	10,041	36,016	46,057	29,400
Support		3,361	10,394	13,755	1,643
Total Cash Expenditure	4	13,403	46,410	59,812	31,043
Non-Cash Expenditure					
Food Donations	2	0	40,690	40,690	17,376
Depreciation		0	500	500	500
Total		0	41,190	41,190	17,876
Total Resources Used		13,403	87,599	101,002	48,919
Net Incoming/Outgoing Resources		820	38,409	39,229	89,636
Fund Transfers In	7	8,691	6,000	14,691	10,668
Fund Transfers Out		13,495	1,196	14,691	10,668
Net Movement of Funds		-3,983	43,213	39,229	89,636
Total Funds Brought Forward		40,449	140,782	181,231	91,595
Total Funds Carried Forward		36,466	183,995	220,460	181,231

Bicester Christian Action

			2023		2022
	Notes	Unrestricted	Restricted	Total	Total
Fixed Assets					
Tangible Assets		0	5,000	5,000	5,500
Current Assets					
Cash at bank	3	39,228	157,043	196,270	152,488
Food Stocks		0	12,310	12,310	15,740
Debtors		1,300	6,000	7,300	7,923
Prepayments				0	0
Total Current Assets		40,528	175,353	215,880	176,150
Current Liabilities					
Accounts Payable		420	0	420	420
Total Net Assets (Assets Minus Liabilities)		40,108	180,353	220,460	181,231
Represented By					
General (Unrestricted)		21,625		21,625	18,280
Bicester Food Bank (Restricted)			175,593	175,593	135,655
Bicester Refugee Group (Restricted)			2,705	2,705	5,127
HIA House (Designated)		10,574		10,574	8,413
Bicester Street Pastors (Designated)		6,862		6,862	6,862
SHINE Family Support (Designated)		937		937	4,343
Counselling Services (Designated)		55		55	55
Christmas Toys (Designated)		55		55	0
The Beacon (Designated)		0		0	2,496
Open Doors Cafe (Restricted)			2,014	2,014	0
Cafe 103 (Restricted)			41	41	0
		40,108	180,353	220,460	181,231

Bicester Christian Action Ltd

Notes to the Financial Statements

For the Year Ended 30 April 2023

1. GENERAL INFORMATION

The charity is a registered charity in England and Wales (Number 1132169) and also a private limited company, limited by guarantee (Number 06874524). The registered office is Holly Tree House, Ardley Road, Middleton Stoney, OX25 4AD.

The financial statements are presented in Sterling, the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Going concern

The public response to the COVID-19 pandemic resulted in a considerable increase in donations of cash and food to the Charity which has resulted in a large increase in reserves. Consequently the Trustees have concluded that there is no material uncertainty arising from the pandemic and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Financial Reporting Standard 102 – reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of then obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Depreciation of the vehicle is provided at £500 per annum in order to reduce the vehicle value to its scrap value over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Debtors

Debtors are recognised at the settlement amount due and prepayments are valued at the amount paid.

Creditors and Provisions

Creditors and Provisions are recognised where the company has a present obligation resulting from a past event that will probably result in transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Donations and Grants

Grants are accounted under the accruals model as permitted under FRS 102. Donations and grants include all voluntary income, including Gift Aid repayments from HMRC. Any deferred element of grants is included under creditors as deferred income. Grants of a revenue nature are recognised in the Statement of Financial Activities in the same period as the related expenditure.

Food Donations, distribution and stocks

Donations and distribution of food are accounted for by weight at a notional value of £1 per kilo in accordance with guidance from the Trussell Trust. These sums are included in the income and expenditure statements as Restricted sums.

3. CASH INCOME BREAKDOWN

	Unrestricted	Restricted
Donations and grants	4,086	83,061
Gift Aid and GASDS tax reclaimed (excluding that in 2021-22 a/cs)	41	687
Gift Aid and GASDS to be reclaimed	300	6,000
HIA House Rental	9,796	
Totals	14,223	89,748

4. CASH EXPENDITURE BREAKDOWN

Fund - Category	Expenditure	
	Unrestricted	Restricted
Bicester Food Bank - Admin & General		1,490
Bicester Food Bank - Electric		3,320
Bicester Food Bank - Equipment & Consumables		1,712
Bicester Food Bank - Fire & Safety		345
Bicester Food Bank - Food Purchase		10,097
Bicester Food Bank - Insurance		799
Bicester Food Bank - Maintenance		1,495
Bicester Food Bank - Memberships		360
Bicester Food Bank - Other		2,033
Bicester Food Bank - Storage Rent		1,974
Bicester Food Bank - Telephone		548
Bicester Food Bank - Vehicle		2,188
Bicester Food Bank - Vouchers etc		10,281
Bicester Refugee Group - Admin & General		149
Bicester Refugee Group - Gift Vouchers etc		5,949
Bicester Refugee Group - Other		476
Bicester Refugee Group - Refugee House		916
Cafe 103 - Equipment & Consumables		986
Christmas Toys - Other	2,566	
General - Admin & General	645	
General - Other	150	
HIA House - Admin & General	432	
HIA House - Memberships	420	
HIA House - Property Maintenance	1,464	
HIA House - Rental Premium	5,320	
Open Doors Cafe - Admin & General		4
Open Doors Cafe - Equipment & Consumables		1,288
SHINE Family Support - Course Expenses	3,406	
TOTALS	14,403	46,410

5. CHARITABLE ACTIVITIES

Income

The unrestricted charitable activity was rental income from the “Hope Into Action” house which is rented to a Syrian refugee family. This building is owned by a separate local trust set up for this purpose; the financial operations of the trust are conducted through BCA.

Expenditure

Expenditure on charitable activities includes the repayment of two loans of £1,000 each, made to Syrian refugees, repayable at £50/month. This is counted as a negative expense.

6. LEASE DEPOSIT

There is no deposit on the current property (“The Beacon”) which has been provided rent free for five years from December 2020.

7. FUND TRANSFERS

There was a fund transfer of £5,000 to reflect the fact that the van is Foodbank property and thus represents Restricted funds.

8. TRUSTEES’ REMUNERATION AND BENEFITS

There were no trustees’ remuneration or other benefits for the year ended 30 April 2023, nor for the year ended 30 April 2022.

There were no trustees’ expenses paid for the year ended 30 April 2023, nor for the year ended 30 April 2022.

9. STAFF COSTS

The charity employs no paid staff; all staff (mainly at the Foodbank) are unpaid volunteers.

10. TANGIBLE FIXED ASSETS

	Van
Cost as at 1 Feb 2019	7000
Depreciation at 30 April 2022	1500
Depreciation at 30 April 2023	2000
Net Book Value at 30 April 2023	5000
Net Book Value at 30 April 2022	5500

11. DEBTORS: AMOUNTS FALLING DUE IN ONE YEAR

Debtors	Unrestricted	Restricted	Total 2023	Prior Year 2022
HMRC	300	6,000	6,300	5923
Loans made	1,000	0	1,000	2000
Total	1,300	6,000	7,300	7923

12. CREDITORS FALLING DUE WITH ONE YEAR

	Unrestricted	Restricted	Total 2023	Prior Year 2022
Independent Examination				
Fee	420	0	420	420
Total	420	0	420	420

13. CASH AT BANK AND IN HAND

	2023			Prior Year 2022
	Unrestricted	Restricted	Total 2023	
Cash in hand	0	0	0	
Cash not yet banked	0	0	0	
Bank Current Accounts	39,228	47,074	66,302	152,488
CCLA Investment Accounts	0	109,969	109,969	0
Total	39,228	157,043	196,270	152,488

BICESTER CHRISTIAN ACTION LIMITED

England & Wales - Charity number 1132169

Accounts

Registered Company No. 06874524 (Registered in England & Wales)
Registered Charity No. 1132169

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2022
For
Bicester Christian Action Limited

APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

Contents of the Financial Statements for the Year Ended 30 April 2022

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Bicester Christian Action Trustees Annual Report 2021/2022

Bicester Christian Action Limited (“BCA”)

Report of the Trustees for the Year Ended 30 April 2022

The trustees, who are also directors of BCA for the purposes of the Companies Act 2006, present their report for the year ended 30 April 2022.

The financial statements, prepared in accordance with the accounting policies set out in Note 2 to the financial statements, comply with the Charities Act 2011 and have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting of Charities” in accordance with the Financial Reporting Statement applicable in the UK (FRS102) effective January 2015.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The charity’s formal objectives are to undertake any purpose that is charitable according to the law of England and Wales for the benefit of the public, in particular but not exclusively:

- a) the relief of financial hardship, poverty and distress,
- b) the advancement of education and training,
- c) to advance in life and relieve needs of young people through:
 - the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
 - the provision of support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

As part of its activities the charity runs Bicester Food Bank, Bicester Street Pastors, Bicester Refugee Support Group and Shine Family Learning.

Bicester Christian Action (BCA) was established by a group of Bicester-based Christian churches to tackle the practical issues of poverty, alienation and isolation within the community. It is rooted in the biblical themes of justice and fairness for the poor and dispossessed in society. BCA exists to tackle those issues that the community of churches deem best tackled outside the normal denominational and parish structures. Its projects and activities are of a practical and pragmatic nature.

The Board look to the local churches for guidance, inspiration and support. This support is spiritual, emotional, and resource based. The churches view BCA as an alternative way of delivering or realising a vision God has laid on them. BCA works collaboratively with the individual churches in order to achieve the goals that have been set.

Bicester Christian Action Trustees Annual Report 2021/2022

Significant Activities

The continuing Covid19 pandemic has created ongoing challenges during 2021/2022. All of our projects have modified their operations in order to comply with Covid19 regulations.

The charity has run the Bicester Food Bank since 2009. The Food Bank is available to clients 5 days a week. The demand for Food Bank services in 2021/2022 has fallen back from the peak seen during the first lock downs. Food distributed was 17,352 kilograms against 31,225 kilograms in the previous year. Food donations have also decreased during the year to 25,019 kilograms from 33,038 kilograms. This represents a 25% decline. This decline is not a worry as donations still exceed demand and are still above the donation levels pre-pandemic. The Food Bank has settled well into the new premises, now called “The Beacon”. During the year Emma Salisbury took over as project manager from Janet Ray.

On 1 June 2022 Janet Ray, the founder of the Bicester Food Bank in 2006, was awarded the British Empire Medal in the Queen's Birthday Honours for her work at the Food Bank since 2007.

The operations of the Bicester Street Pastors operations were suspended in April 2020 as many of the volunteers had direct connections to the NHS. These operations, provided in Bicester during the weekends since 2012, are aimed at ensuring the safety of young adults who are out late at night. The patrols were welcomed by the local community and viewed as a great success by the Police, Entertainment Outlets and individuals being helped. Oxfordshire County Council supported this initiative with an annual grant.

We noted in last year's report that we would assess how and when Street Pastors operations could be restarted during 2021/2022. This assessment turned into an overall review of the project involving the Street Pastor group, Churches in Bicester, and BCA Trustees. The conclusion of the review was that due to social changes, partly brought on by the pandemic, the project's relevance to Bicester was less clear than what it once was. Due to more urgent requirements, it was concluded that the project would remain suspended for the foreseeable future.

BCA manages the Bicester Refugee Group, which supports refugees placed in the Bicester area, working in conjunction with the Cherwell District Council and many local churches. The group have been actively supporting refugee families as they settle in the Bicester area, through the provision of furnishings, bedding, and other household goods. They assist in the preparation and decoration of the new home, and provide support such as broadband and PCs. They arrange family and group outings and can provide limited emergency financial support. Up to the end of April 2021 five Syrian families had settled in the town. Over the past year the remit of the group has expanded to include refugees from Hong Kong, Afghanistan, and Ukraine.

Bicester Christian Action Trustees Annual Report 2021/2022

Within the framework provided by the national charity Hope into Action, BCA has managed a specific property dedicated to housing a Syrian refugee family in the local area. Rent is now paid by the tenant.

Since 2019, BCA has been responsible for the Shine initiative which runs parenting courses within the local community. The courses are adapted from nationally recognised models and delivered by professionally qualified staff. During 2021/2022 the team ran four parenting courses in the Bicester Area.

FINANCIAL REVIEW

Income for the year was £132,732 (2021: £171,050). This decrease was largely due to the non-recurring grants of £37,000 received in 2020/21 for the fit-out of The Beacon. However, the income specifically for the Food Bank increased significantly in the year.

Expenditure for 2021/2022 was £49,975 (2021: £159,337). This decrease was caused by a number of factors:

- The 2020/2021 fit-out of The Beacon cost £71,000 which was a non-recurring item
- The 2020/2021 cost of £13,500 for fixtures, fittings and equipment for The Beacon was a non-recurring item
- Value of food distributed dropped by £14,000 approximately
- Charitable activities financial costs dropped by £17,500

Financial donations and grants decreased to £107,712 (2021: £138,012). Donations in kind decreased to £25,019 (2021: £33,038). Donations in kind are principally made up of food donations which are valued at a notional £1 per kilo.

Financial costs were £32,624 (2021: £120,317 including approximately £90,000 in one-off costs) with costs in kind being valued at £17,352 (2021: £31,770). Costs in kind are food and other services that are distributed free of charge but nevertheless have a financial value and are recorded as such.

Reserves Policy

The Charity aims to hold 9 months of financial reserves in its accounts. We are pleased to report that with financial reserves of £152,488 (2021: £77,499), the charity holds in excess of 12 months expected financial operating costs in its reserves. The Charity is confident of continuing to meet the nine months reserves target at the end of 2022/2023.

Bicester Christian Action Trustees Annual Report 2021/2022

Funds are currently held in a central admin account and in project admin/operating accounts. No cash balances are maintained. As part of its normal activities the trustees review the banking arrangements on a regular basis.

FUTURE DEVELOPMENTS

Future development of the charity will be agreed with the sponsoring churches as a whole.

The charity signed a 10-year lease on new premises ("The Beacon"), the first five years being rent free, with the lease beginning in March 2020. The Beacon is the principal location for the Bicester Food Bank and the use of The Beacon for other activities is increasing.

The Bicester Food Bank remains BCA's principal project and there are plans to expand the work:

- To reach more remote villages near Bicester, where possible clients may not have access to transport
- To run a trial of providing vouchers for fresh food from a local butcher and local fishmonger
- To investigate the provision of slow cookers to clients to help them reduce their energy bills

The Hope into Action house project is planned to run until July 2023 and the future of this will be reviewed in the year 2022-23.

The future of the Shine project is in doubt as various key members have either moved away from the area recently or are planning to move away; consequently BCA is currently reviewing whether a new leadership team can be put in place.

The work of the Refugee Group has increased significantly and the indications are that this will continue.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

BCA is a company limited by guarantee and an independent charity with a Board of Trustees. The Memorandum and Articles of Association were incorporated on 8 April 2009 and amended by Special Resolution on 23 September 2009.

Bicester Christian Action Trustees Annual Report 2021/2022

Organisational Structure

The management of the charity is carried out by the Trustees assisted by project managers who are appointed to run the various active projects. The project managers are responsible for the week to week operations of their allotted activity and report back to the trustees through formal reports and informal discussions. Where appropriate, individual projects may have their own management committee to deal with the day-to-day operations of the project. Such committees are made up of one or more Trustees, a project manager, appropriate external representatives and other relevant individuals. The Trustees meet regularly with each other and with the active project managers.

All financial payments are subject to dual authorisation, including online payments. The Refugee Group are authorized to make payments themselves from their restricted funds; all other payments are made by the BCA treasurer with an additional trustee authorization.

Recruitment and Appointment of New Trustees

The trustees are nominated by the participating churches. Trustees are nominated with reference to the skills they possess, and the overall skill profile required by the Board of Trustees. The management style is collegiate and supportive whilst dealing clearly and firmly with issues of conflict arising from its activities. The Board is responsible for marketing/public relations, fund raising, financial management, business planning as well as the strategic management of the activities under its control.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number

06874524 (Registered in England & Wales)

Registered Charity Number

1132169

Registered Office

Holly Tree House
Ardley Road
Middleton Stoney
Oxfordshire
OX25 4AD

Bicester Christian Action Trustees Annual Report 2021/2022

Principal Place of Business

The Beacon
Wesley Lane
Bicester
Oxfordshire
OX26 6JU

Trustees

Matthew Clements
James Dunne
Alex Eames (resigned September 2021)
Janet Marshall
Diana Pettifer
Susan Rand
Nicholas St John (from September 2021)

Independent Examiner

APS Accountancy
4 Cromwell Court
New Street
Aylesbury
Bucks HP20 2PB

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of Trustees on 09/03/2022 and signed on its behalf by


James Dunne, Chair

Bicester Christian Action Ltd

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
For the Year Ended 30 April 2022

Income	Notes	Unrestricted	Restricted	Total 2022	Prior Year
Cash Income					
Donations & Grants		18,392	85,248	103,640	128,216
Charitable Activities		9,796	100	9,896	9,796
Total Cash Income	3	28,189	85,348	113,536	138,012
Non-cash Income					
Food Donations	2	0	25,019	25,019	33,038
Total Income		28,189	110,367	138,555	171,050
Expenditure					
Cash Expenditure					
Charitable Activities	5	18,691	10,709	29,400	48,591
Support		991	652	1,643	845
Westbury Court Fit-out	6	0	0	0	70,881
Total Cash Expenditure	4	19,682	11,361	31,044	120,317
Non-cash out					
Food Distributed	2	0	17,376	17,376	31,770
Depreciation	2	500	0	500	500
Lease deposit written off	7	0	0	0	7,250
Total		500	17,376	17,876	39,520
Total resources used		20,182	28,737	48,920	159,837
Net Incoming / Outgoing Resources		8,006	81,629	89,635	11,213
Fund Transfers In		7,000	3,668	10,668	55,847
Fund Transfers Out		10,668	0	10,668	55,847
Net Movement of Funds		4,338	85,297	89,635	11,213
Total Funds Brought Forward		36,111	55,485	91,595	80,382
Total Funds Carried Forward		40,449	140,782	181,231	91,595

Bicester Christian Action Ltd

Balance Sheet

For the Year Ended 30 April 2022

	Notes	Unrestricted	Restricted	Total 2022	Prior Year 2021
FIXED ASSETS					
Tangible Assets	2	5,500	0	5,500	6,000
CURRENT ASSETS					
Debtors	5,12	3,308	4,616	7,923	0
Food Stocks	2	0	15,739	15,739	8,096
Cash at bank		<u>32,061</u>	<u>120,427</u>	<u>152,488</u>	<u>77,499</u>
		35,369	140,782	176,151	85,595
CREDITORS					
Amounts falling due in one year	13	420	0	420	0
NET CURRENT ASSETS		40,869	140,782	181,651	91,595
TOTAL ASSETS LESS CURRENT LIABILITIES		40,449	140,782	181,231	91,595
NET ASSETS/(LIABILITIES)		40,449	140,782	181,231	91,595
Funds:					
General (Unrestricted)		18,280	0	18,280	14,324
HIA House (Designated)		8,413	0	8,413	6,587
The Beacon (Designated)		2,496	0	2,496	415
Counselling Services (Designated)		55	0	55	55
BRG Reserve (Designated)		0	0	0	2,952
Bicester Refugee Group (Restricted)		0	5,127	5,127	716
SHINE Family Learning Hub (Designated)		4,343	0	4,343	4,149
Bicester Street Pastors (Designated)		6,862	0	6,862	6,912
Bicester Food Bank (Restricted)		0	97,705	97,705	28,224
Food Bank Reserve Fund (Restricted)		<u>0</u>	<u>37,950</u>	<u>37,950</u>	<u>27,260</u>
Total Funds		40,449	140,782	181,231	91,595

Bicester Christian Action Ltd

Balance Sheet

For the Year Ended 30 April 2022

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year 2021-22

The members have not required the company to obtain an audit of its financial activities for the year 2021-22 under Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements that give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 394 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements so far as applicable to the charitable company

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime

The financial statements were approved by the Board of Trustees and authorised for issue on

9/08/2022 and were signed on its behalf by



James Dunne, Trustee

Bicester Christian Action Ltd

Notes to the Financial Statements

For the Year Ended 30 April 2022

1. GENERAL INFORMATION

The charity is a registered charity in England and Wales (Number 1132169) and also a private limited company, limited by guarantee (Number 06874524). The registered office is Holly Tree House, Ardley Road, Middleton Stoney, OX25 4AD.

The financial statements are presented in Sterling which is also the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Going concern

The public response to the COVID-19 pandemic resulted in a considerable increase in donations of cash and food to the Charity which has resulted in a large increase in reserves. Consequently the Trustees have concluded that there is no material uncertainty arising from the pandemic and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Financial Reporting Standard 102 – reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The same recognition criterion is applied to bank interest receivable throughout the period.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of then obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Depreciation of the vehicle is provided at £500 per annum in order to reduce the vehicle value to its scrap value over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Debtors

Debtors are recognised at the settlement amount due and prepayments are valued at the amount paid.

Creditors and Provisions

Creditors and Provisions are recognised where the company has a present obligation resulting from a past event that will probably result in transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Donations and Grants

Grants are accounted under the accruals model as permitted under FRS 102. Donations and grants include all voluntary income, including Gift Aid repayments from HMRC. The deferred element of grants is included under creditors as deferred income. Grants of a revenue nature are recognised in the Statement of Financial Activities in the same period as the related expenditure.

Food Donations, distribution and stocks

Donations and distribution of food are accounted for by weight at a notional value of £1 per kilo in accordance with guidance from the Trussell Trust. These sums are included in the income and expenditure statements as Restricted sums.

3. CASH INCOME BREAKDOWN

	Unrestricted	Restricted
Donations and grants	16,701	65,209
Gift Aid and GASDS tax reclaimed	384	15,423
Gift Aid and GASDS to be reclaimed	1,308	4,616
HIA House Rental	9,796	
Event		100
Totals	28,189	85,348

Some tax was reclaimed in 2021-22 for previous years which had not been accrued previously.

4. CASH EXPENDITURE BREAKDOWN

	Unrestricted	Restricted
General - Miscellaneous	107	
General - Examination of Accounts	420	
General - Insurance	529	
General - Loans	2,000	
Foodbank Equipment & Consumables		1,992
Foodbank Storage		3,264
Foodbank Vehicle		2,211
Foodbank Admin & General		715
SHINE Course Expenses	3,113	
Refugee Group Vouchers etc		2,997
Refugee House		182
HIA House Maintenance	1,831	
HIA House Rental Premium	5,320	
HIA House Insurance etc	819	
Christmas Toys Vouchers	2,625	
The Beacon Telephone	522	
The Beacon Electricity	3,137	
The Beacon Maintenance	486	
The Beacon Insurance	774	
Totals	21,682	11,361

5. CHARITABLE ACTIVITIES

Income

The unrestricted charitable activity was rental income from the "Hope Into Action" house which is rented to a Syrian refugee family. This building is owned by a separate local trust set up for this purpose; the financial operations of the trust are conducted through BCA.

Expenditure

Expenditure on charitable activities includes two loans of £1,000 each, made to Syrian refugees, repayable at £50/month.

6. WESTBURY COURT FIT-OUT

The fit-out of Westbury Court ("The Beacon") was a one-off cost and the work was completed in 2020.

7. LEASE DEPOSIT

The lease deposit on the previous premises in Market Place, Bicester was written off in 2020, having been used to pay the end of lease repairs and re-decoration to that property. There is no deposit on the current property ("The Beacon") which has been provided rent free for five years from December 2020.

8. FUND TRANSFERS

There was a fund transfer of £3,811.81 to convert the Refugee Fund to be Restricted from 1 May 2021 rather than Designated as before.

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2022, nor for the year ended 30 April 2021.

There were no trustees' expenses paid for the year ended 30 April 2022, nor for the year ended 30 April 2021.

10. STAFF COSTS

The charity employs no paid staff; all staff (mainly at the Foodbank) are unpaid volunteers.

11. TANGIBLE FIXED ASSETS

	Van
Cost as at 1 Feb 2019	7000
Depreciation at 30 April 2021	1000
Depreciation at 30 April 2022	1500
Net Book Value at 30 April 2022	5500
Net Book Value at 30 April 2021	6000

12. DEBTORS: AMOUNTS FALLING DUE IN ONE YEAR

Debtors	Unrestricted	Restricted	Total 2022	Prior Year 2021
HMRC	1,308	4,616	5,923	0
Loans made	2,000	0	2,000	0
Total	3,308	4,616	7,923	0

13. CREDITORS FALLING DUE WITH ONE YEAR

	Unrestricted	Restricted	Total 2022	Prior Year 2021
Independent Examination				
Fee	420	0	420	0
Total	420	0	420	0

14. CASH AT BANK AND IN HAND

	2022			Prior Year 2021
	Unrestricted	Restricted	Total 2022	
Cash in hand	0	0	0	
Cash not yet banked	0	0	0	
Bank Current Account	32061	120427	152488	77499
Total	32061	120427	152488	77499

BICESTER CHRISTIAN ACTION LIMITED

England & Wales - Charity number 1132169

Accounts

Bicester Christian Action Trustees Annual Report 2020/2021

Bicester Christian Action Limited

Company No. 06874524

Registered Charity No. 1132169

Registered in England

Registered office: Holly Tree House, Ardley Road, Middleton Stoney, OX25 4AD

Telephone: 01869 343 707

Trustees

Matthew Clements

James Dunne

Alex Eames

Janet Marshall

Diana Pettifer

Susan Rand

Charity Structure

Bicester Christian Action (BCA) was established by a group of Bicester based Christian Churches to tackle the practical issues of poverty, alienation and isolation within the community. It is rooted in the biblical themes of justice and fairness for the poor and dispossessed in society. Future development of the charity will be in line with these and other Biblical concepts and agreed with the sponsoring churches as a whole. BCA exists to tackle those issues that the community of churches deem best tackled outside the normal denominational and parish structures. Its projects and activities are of a practical and pragmatic nature.

BCA is a company limited by guarantee and an independent charity with a Board of Trustees.

Trustees and Governance

The trustees are nominated by the participating churches. Trustees are nominated with reference to the skills they possess, and the overall skill profile required by the Board of Trustees. The management style is collegiate and supportive whilst dealing clearly and firmly with issues of conflict arising from its activities. The Board is responsible for marketing/public relations, fund raising, financial management, business planning as well as the strategic management of the activities under its' control.

The Board look to the Churches for guidance, inspiration and support. This support is spiritual, emotional, and resource based. The churches view BCA as an alternative way of delivering or realising a vision God has laid on them. BCA works collaboratively with the individual churches in order to achieve the goals that have been set. Where relevant and

Bicester Christian Action Trustees Annual Report 2020/2021

requested BCA can work with an individual church in order assist in delivering a service in which BCA has a competence.

The management of the charity is carried out by the Trustees assisted by project managers who are appointed to run the various active projects. The project managers are responsible for the week to week operations of their allotted activity and report back to the trustees through formal reports and informal discussions. The Trustees meet regularly with each other and with the active project managers.

Aims and Objectives

The charity's formal objectives are to undertake any purpose that is charitable according to the law of England and Wales for the benefit of the public, in particular but not exclusively:

- a) the relief of financial hardship, poverty and distress,
- b) the advancement of education and training,
- c) to advance in life and relieve needs of young people through:
 - the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
 - the provision of support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

As part of its activities the charity runs Bicester Food Bank and Bicester Street Pastors, Bicester Refugee Support Group and Shine Family Learning.

Achievements and Performance

The Covid19 pandemic has made 2020/2021 a very challenging year. All of our projects have had to modify their operations in order to comply with Covid19 regulations.

The charity has run the Bicester Food Bank since 2009. Demand for Food Bank services in 2020/2021 have shown an increase of 28% during the year with food distributed being 31,225 kilograms against 24,345 kilograms in the previous year. Food donations have also increased during the year from 27,491 kilograms to 33,038 kilograms. This represents a 20% increase. The increase does not tell of the significant fluctuations in demand that the team experienced. In the first three months of lockdown demand for food increased by over 225%. Demand gradually returned to more normal levels as restrictions eased and support schemes such as

Bicester Christian Action Trustees Annual Report 2020/2021

furlough came into effect. At the same time the team had to implement new work methods to comply with regulations. A significant number of the existing volunteers were deemed vulnerable and had to shelter. This required the recruitment and training of new volunteers. In December 2020 the Food Bank moved into their new premises. In all of the above the team were successfully led by Janet Ray.

The Food Bank is available to clients 5 days a week.

During 2012/2013 the charity began the introduction of Street Pastor Patrols in Bicester during the weekends. These patrols are aimed at ensuring the safety of young adults who are out late at night. The patrols have been welcomed by the local community and viewed as a great success by the Police, Entertainment Outlets and individuals being helped. Oxfordshire County Council now supports this initiative with an annual grant.

Bicester Street Pastors operations were suspended in April 2020 as many of the volunteers had direct connections to the NHS. These volunteers will remain unavailable as long as the current emergency remains. This has created the need to recruit and train a new team of Street Pastors but this has not been possible due to the regulations in force. In the coming year we will assess how and when Street Pastors operations can be restarted.

During 2017/2018 the charity took responsibility for the Bicester Refugee Group, which supports refugees placed in the Bicester area. The group have been actively supporting refugee families as they settle in the Bicester area. Up to the end of April 2021 five families had settled in the town.

In 2018/2019 the charity took on the responsibility for managing a specific property dedicated to housing a refugee family in the local area. The house is managed within the framework provided by the national charity Hope into Action. The first years rent was paid by the council. Subsequent years are paid by the tenant. It is anticipated that this project will run for five years.

During 2019/2020, The charity took responsibility for the Shine parenting initiative. This project runs parenting courses within the local community. The courses are adapted from nationally recognised models and delivered by professionally qualified staff. The project ran three courses during the year. During 2020/2021 the team ran four parenting courses in the Bicester Area.

The charity signed a 10-year lease on new premises, the first five years being rent free, with the lease beginning in March 2020. Amongst other activities the premises will be the principal location for Food Bank. The unit required complete fitting out. Planning and fund raising for this project were hampered by lockdown. Initial estimates for this work were in the range of £90,000 to £120,000. By undertaking the project management ourselves we

Bicester Christian Action Trustees Annual Report 2020/2021

were able to carry out all necessary work for £70,000. The expenditure was covered by a mix of grants, internal resources and additional fund raising.

Financial Review

Turnover for 2020/2021 was £171,050 up from £80,344 in 2019/2020. The increased turnover was due to the following factors:

- Increased grants of £37,000 to fund the fitout and equipping of the new food bank site.
- One off Covid19 grant of £10,000
- Increase in food donations of £6,000 approximately
- Increased donations of £46,000

Costs for 2020/2021 were up to £159,337 against £55,949 in 2019/20120. This increase was caused by a number of factors:

- Cost of fit-out of new premises of £71,000
- Increase in food distributed of £7,000 approximately
- End of Lease Redecoration costs of £8,000
- Fixtures, Fittings, and equipment for new premises of £13,500

The bulk of these costs are one off.

Financial donations and grants increased to £138,012, up from £52,853. Donations in kind increased to £33,038, up from £27,491. Donations in kind are principally made up of food donations which are valued at a notional £1 per kilo. These food donations increased by £5,027 during 2020/2021

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Financial costs were £120,317 (approximately £90,000 in one off costs) with costs in kind being valued at £33,038. Costs in kind are food and other services that are donated free of charge but nevertheless have a financial value and are recorded as such.

Reserves policy

The Charity aims to hold 9 months of financial reserves in its accounts.

In last year's report the financial reserves at the end of the 2019/2020 were £59,804 which represented in excess of 12 months of financial operating costs. We are pleased to report that

Bicester Christian Action Trustees Annual Report 2020/2021

with financial reserves of £77,499 at the end of 2020/2021, the charity holds in excess of 12 months expected financial operating costs in its' reserves.

The Charity is confident of continuing to meet the nine months reserves target at the end of 2021/2022.

Funds are currently held in a central admin account and in project admin/operating accounts. No cash balances are maintained. As part of its normal activities the trustees review the banking arrangements on a regular basis.

Approved by the Trustees 25th November 2021

2020/21

	Unrestricted	Restricted	Total 2021
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Income**Cash Income**

Donations	16,162.53	59,544.18	75,706.71
Grants	31,009.26	21,500.00	52,509.26
Charitable Activities	9,796.08	0.00	9,796.08
Total Cash Income	56,967.87	81,044.18	138,012.05

Non-cash Income

Food Donations	0.00	33,038.00	33,038.00
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<u>Total Income</u>	56,967.87	114,082.18	171,050.05
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Expenditure**Cash Expenditure**

Charitable Activities	14,439.09	34,151.72	48,590.81
Support	0.00	845.24	845.24
Westbury Court Fit-out	70,881.04	0.00	70,881.04
Total Cash Expenditure	85,320.13	34,996.96	120,317.09

Non-cash out

Food Distributed	0.00	31,770.00	31,770.00
Lease deposit written off	0.00	7,250.00	7,250.00

<u>Total resources used</u>	85,320.13	74,016.96	159,337.09
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**Net Incoming / Outgoing Resources
(before transfers)**

	-28,352.26	40,065.22	11,712.96
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Fund Transfers In	49,681.82	6,165.24	55,847.06
Fund Transfers Out	14,847.06	41,000.00	55,847.06
Net Movement of Funds	6,482.50	5,230.46	11,712.96

Total Funds Brought Forward	23,628.03	50,254.13	73,882.16
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Total Funds Carried Forward	30,110.53	55,484.59	85,595.12
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Represented By

Current Bank Accounts	0.00	0.00	0.00
Lease Deposit	0.00	0.00	0.00
Food Stocks	0.00	8,096.00	8,096.00
Total	0.00	8,096.00	8,096.00

Prior Year 2020

29,329.67

15,359.04

8,164.04

52,852.75

27,491.00

80,343.75

31,603.65

0.00

0.00

31,603.65

24,345.00

0.00

55,948.65

24,395.10

1,660.00

1,660.00

24,395.10

49,487.06

73,882.16

0.00

7,250.00

6,828.00

14,078.00

For the year ending 30/04/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act

with respect to accounting records and for the preparation of accounts.

These accounts have been delivered in accordance with the provisions applicable to companies

subject to the small companies' regime

Which otherwise comply with the requirements of the Companies Act relating to accounts, so far

as applicable to the company.

Signed

James Dunne

Director