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# Trustees' Annual Report and Financial Statements

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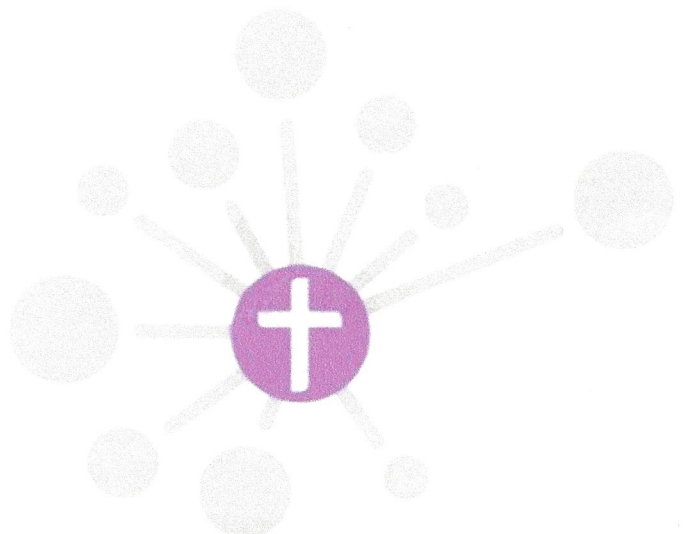
The Parochial Church  
Council of the Ecclesiastical  
Parish of Bicester  
Emmanuel

Registered charity no 1146630

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Year ended 31 December 2020

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# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

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**Team Rector:**

Revd Verena Breed  
The Rectory, Tinkers Lane  
Bicester, Oxon  
OX26 6ES

**Team Vicar:**

Revd Ian Biscoe  
8 Pippin Close  
Bicester, Oxon  
OX27 8AX

**Church Address:**

Emmanuel Church  
2 Barberry Place  
Bicester, Oxon  
OX26 3HA

**Bank:**

The Co-operative Bank  
Skelmersdale  
Greater Manchester  
WN8 3GH

**Independent Examiner:**

Andrew Churchill Stone – FCA DChA

**Joint Treasurer:**

Mr Karl Pardoe  
Mr Tim Howard

# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

The Parochial Church Council (PCC) presents its Annual Report for the year ended 31 December 2020.

### Reference and administrative information

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006). The PCC is a charity registered with the Charity Commission. The full title of the charity is The Parochial Church Council of the Ecclesiastical Parish of Bicester Emmanuel, registered charity number 1146630 (working name Emmanuel Church Bicester PCC). The address of the church office is 2 Barberry Place, Bure Park, Bicester, Oxfordshire OX26 3HA

The trustees, members of the PCC, at the time of this report, were as follows:

Trustee	Appointed	Term	Basis of appointment
Revd Ian Biscoe	Chair – Incumbent		Ex Officio
Revd Peter Hill	Associate Minister		Ex Officio
Revd Carol Hill	Associate Minister		Ex Officio
Revd Erika Biscoe	Pioneer Minister		Ex Officio
Tim Howard, Churchwarden	From October 2020	1-year term	Ex Officio
Karl Pardoe, Churchwarden	From October 2020	1-year term	Ex Officio
Cheryl Clark, Café Manager	From November 2020	1-year term	Ex Officio
Barbara Walton, Finance Manager	From November 2020	1-year term	Ex Officio
Lesley Wasley, PCC secretary	From November 2020	1-year term	Ex Officio
Rachel Jolly	From April 2018	3-year term	Elected
Adrian Stone	From April 2018	3-year term	Elected
Debbie Winson	From April 2018	3-year term	Elected
Charley Day	From April 2019	3-year term	Elected
Debbi Pardoe	From April 2019	3-year term	Elected
Mike Watermayer	From April 2019	3-year term	Elected
Elizabeth Winson	From October 2020	3-year term	Elected
Phil Croxford	From October 2020	3-year term	Elected
Annie Croxford	From October 2020	3-year term	Elected
Helen Davies	From October 2020	3-year term	Elected
Heather Hindmarsh	From October 2020	3-year term	Deanery Synod
Jeremy WildSmith	From October 2020	2-year term	Elected
<i>During the year the following ceased roles or membership:</i>			
Revd April Beckerleg	Resigned June 2020		Curate – Ex Officio
Nick Hunt	Retired October 2020		Elected
Rose Hunt	Retired October 2020		Elected
Thomas Mitchell, Treasurer	Retired October 2020		Co Opted
Phil Trout	Retired October 2020		Elected
Dora Potter	Deceased 13 <sup>th</sup> September 2020		Elected



### Structure, governance and management

The Parochial Church Council of the Ecclesiastical Parish of Bicester Emmanuel (PCC) is a corporate body. Its governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules.

PCC members are recruited in a number of ways. The incumbent and churchwardens are members by virtue of their office. Deanery Synod representatives are elected by the annual parochial church meeting (APCM) and hold office for three years. Other members of the PCC are elected at the APCM and hold office for three years. Additionally, PCC members may on occasion be co-opted.

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. It is responsible to keep accounting records, which disclose with reasonable accuracy the financial position of the PCC thus ensuring that the financial statements comply with the Charities Act 1993 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities.

The PCC is also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is to ensure that the financial statements are examined by an independent examiner or auditor prior to their presentation to the Annual Parochial Church Meeting.

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a "going concern" basis unless it is inappropriate to presume that the charity will remain in operation.

In addition to the PCC there are the following committees:

#### *Standing Committee*

From October 2020, this committee consists of the Team Vicar, the two churchwardens, treasurer and the secretary with other people being invited to the Standing Committee as guests where desired. Prior to this point it also included other appointed members from the PCC that represent the fivefold ministry teams as well as one additional church member who was appointed by PCC to become a member of standing committee.

The committee has power to transact the business of the PCC between PCC meetings, subject to any directions given by the council, reporting to the full PCC as appropriate.



### *Other working groups*

Our team structure is based around the five-fold ministries - Apostolic, Prophetic, Evangelism, Teaching and Pastoral. Incorporated within the teaching team is the preaching and children and youth work. Small groups, relationships and families work are part of the Pastoral team. Worship and prayer link in with the Prophetic team. The Evangelism team oversee our mission partner links, outreach events and Alpha.

Our support structures are referred to as 'The trellis' which is an administrative office based team. This includes a Centre Manager, Finance Manager, Child protection officer, GDPR officer, and social media, communications, and IT support.

### *Deanery*

Bicester Emmanuel is a parish lying within the wider Bicester Benefice, which is itself a part of the Bicester & Islip Deanery, in the Diocese of Oxford.

## **Objectives and activities**

The objectives of the PCC are defined by the Parochial Church Council (Powers) Measure 1956 as 'to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.

### *Statement of public benefit*

The PCC confirms that we have referred to the Charity Commission's guidance on public benefit, in particular the specific guidance on charities for the advancement of religion, when reviewing the PCC's aims and objectives and in planning future activities. The PCC also confirms that the trustees (i.e. the PCC members) have had due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The PCC provides benefit to the public by:

- the provision of regular public worship that is open to all.
- the provision of pastoral work including the visiting of the sick, the elderly and the bereaved.
- the teaching of the Christian faith through sermons, home groups, children's meetings, and links with the local schools.
- the promotion of the Christian faith through various events organised by the PCC.
- the support of other charities involved in Christian outreach and development.

As a church family and as individuals, Emmanuel Church Bicester (ECB) aims to offer worship worthy of the living God. Through worship, prayer, and Bible study we seek to know God better and to be conformed to His purposes for our lives. In partnership with other Christians we wish to make His love known within the local community.

ECB relies on the voluntary work of so many people and the PCC very much appreciates their service to the church and the local community.

## Achievements and performance

### Review of the year

Our church life has been severely affected by the COVID-19 pandemic this year. This has meant that from March onwards we have not been able to meet in person for much of the year due to the various lockdowns. We had to cancel our Easter and Harvest outreach activities and have only been able to have reduced numbers of people to attend our Sunday services. We have stopped our evening services and children's groups, concentrating our efforts on intergenerational worship.

Over the year we have gathered a new children's ministry team who have been developing this all-age ministry with puppets, storytelling, and pre-recorded Bible storytelling through the Wildsmith productions. We have put in place facilities for Live streaming our weekly services on YouTube and developed our website and social media ministry. Christmas week we were able to run a Christmas ministry called 'Journey to Christmas' which gathered over 100 people over three days to explore the journey of the Magi.

### Small groups

Most of our small groups meet in people's homes or on line during the week. The number and structure of groups is kept under regular review. Newcomers to the church are encouraged to join a Small Group. During the pandemic and particularly during the lockdowns, small groups have become even more important in enabling people to stay connected and providing pastoral care and support. We have added to our existing network of small groups by setting up virtual collections trying to link everyone at ECB to a pastoral network. This is something we would like to continue post the pandemic.

### Youth and Children

Youth and Children are an incredibly important part of the life of ECB. Led by our experienced team we provide a variety of groups and activities that run most Sundays during the morning service. Under normal circumstances the groups are as follows: 0-2.5 years (creche), 2-6 years, 6-11 years and 11 upwards.

These groups have not been able to run during the pandemic, so we have all met together as a church family either face to face or online. Several of the children and young people have been actively involved in the services which has been a very positive outcome.

Our youth group, "The Grid", has met on Thursday evenings on Zoom throughout the year providing a vital resource and support for our young people.

### Music and worship

The worship team faithfully led the church in sung worship during both the morning and evening Sunday services in the first quarter. In mid-March we moved everything online and stopped our evening service. This made leading sung worship more complex, but the worship team have done an excellent job coping with this transition to online ministry. The sound and visuals team serve faithfully alongside the worship team providing excellent support. Live streaming has added another level of complexity to the sound and visuals teams work but they have also excelled in coping with this move to online ministry. Over the last year a number of new members have been trained on sound and visuals.

### Key areas of Focus

Alongside the various church ministries at Bure Park we have four key areas of focus.

### The Bridge Café

The Café continues to provide an excellent bridge between the church and local community. Under normal circumstances it is open all year round from Wednesday to Friday 8.45 -12.00 term time and 9.30 -12.30 during the holidays. Because of the pandemic the Café has had to shut several times during the year. We have carefully complied with Government guidance and often opened for takeaways rather than allowing people to sit inside.



### **Cherish**

Cherish ...*made for such a time as this*... is a six-week faith journey for teenage girls and women of all ages in which they discuss contemporary life issues such as low self-esteem, depression and eating disorders interweaved with the book of Esther and where they are also taught a new skill to prepare a basic manicure.

After the first lockdown in March we put Cherish online and ran it with four teenage girls from Bicester. This went better than we had expected and since then we have offered ongoing mentoring. We have developed the website [www.cherishministry.org.uk](http://www.cherishministry.org.uk) and have various products that we are selling to help Cherish become a sustainable project. Conversations have been held with various people interested in running Cherish in their own setting, so we will be running our first online leaders training course in early 2021.

### **Church Planting at Elmsbrook**

In December 2020 we sent out and commissioned a team led by Chris Hunt to plant a new church on the Elmsbrook Estate sometimes referred to as the 'Eco Town'. Hope Church builds upon the missional work done over the last three years in this area which includes the Elmsbrook Gardening Group (EGG) that continues to flourish and has been involved in setting up the community allotments. Hope Church has been meeting on a Sunday evening on Facebook live and in virtual small groups during the week for prayer and Bible Study.

### **Chaplaincy**

Peter and Carol Hill provide chaplaincy to Wyndham Hall Care Home, The Hummingbird Centre, HMP Grendon and Springhill, and HMP Prison Woodhill.

There is a worshipping community that meets at Wyndham Hall on a regular basis, to celebrate Holy Communion, and Carol provides one-to-one support for those wishing it. She is assisted by a team from Emmanuel who befriend the residents and interact with them in many ways. Carol has provided chaplaincy support to the Hummingbird Centre for several years, befriending the guests, sometimes providing Holy Communion in their homes, and exploring spirituality, loss of life and bereavement issues. This has been difficult during the last year.

Peter is part of a wider chaplaincy team at both Grendon & Springhill and Woodhill and is involved in prisoner drop-ins, Sunday Services, visiting all areas of the prison. He offers both support to the staff, who do a difficult job, and the prisoners who are in a difficult position (both made worse by the pandemic). Peter is in a unique position to interact with all facets of prison life, having been a Senior Prison Service Officer for 30 years.

### **Mission Partners**

ECB continues to support a church in Negombo, Sri Lanka and its leader Sriyamal Fernando. The church is on the west coast of Sri Lanka just north of Colombo. Members of ECB have visited the Church at various times in the past. Sriyamal visited ECB in 2013. As part of their Sabbatical in April 2019 Revd Ian and Erika Biscoe visited the church in Sri Lanka. During the pandemic we have established a pattern of biweekly zoom conversations.

We have established links with Marcelo and Silvana Vargas who run a Centre for Christian Mission in La Paz, Bolivia. Marcelo and his wife visited ECB in June 2018 to preach and meet our congregation. Marcelo is known personally to several members of the congregation and although a Bolivian national has lived and studied in the UK. He is involved with two organisations, CCM in La Paz which has been training graduates in holistic mission for over eighteen years and FTL which is a Latin American Theological Fraternity looking to develop the Kingdom of God in an authentic Latin American expression.

Kim and Kailen Khongsai have been mission partners through A Rocha in Southall UK since October 2018.

We also have ongoing connections with Scott and Hilary Dalton in Toronto, Canada and Ben Biscoe in Lakewood, California.



# Emmanuel Church Bicester PCC 2020

## Trustees' Annual Report & Financial Statements

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### Links with the other Churches in Bicester

ECB is part of the 'Churches in Bicester' which is a strong organisation supported by ministers and church members. The ministers of the major denominations enjoy a warm relationship and hold weekly meetings which have been on Zoom since the beginning of the pandemic. This provides mutual help and support, and furthers the ecumenical work in the town. The churches have a good working relationship, and currently work together on the following initiatives.

### Refugee Support Group

The aim of CiBRS (Churches in Bicester Refugee Support) is to show the love of God to those displaced from their homeland through conflict by raising awareness through our networks within the churches, local authorities and local community, assisting with accommodation needs and supporting locally placed refugees through befriending, practical help, advice and signposting.

### Christians Against Poverty

A team of people from various churches have been trained as CAP money coaches to deliver the CAP Money Course around Bicester. The aim is to help those who are struggling financially to gain control of their money and free them from the burden of debt.

### Bicester Food Bank

The Food Bank gives boxes of nutritionally balanced food and support to people experiencing emotional or financial crisis. The Bicester Food Bank has recently moved to a new premise in Wesley Lane, Bicester.

### Children's Holiday Club

Normally we run four holiday clubs which run for 5 days during the summer school holidays. The clubs provide teaching and activities on a Christian based theme. In person holiday clubs were not possible this year, so we produced 150 'Holiday Club at Home' packs including teaching material, craft activities and snacks which were delivered or collected by families to use in their own home. We hope to return to our normal pattern in 2021.

### Seniors Outreach

To provide care, entertainment and community among older people in Bicester and to bring the Spirit of Jesus Christ into the lives of people through relationships. We have a special emphasis to reach those who live alone. Providing Chapel Type meetings in Residential care homes (Langford View, Cherwood and others). Being an additional presence in Care Homes for their activities. As with all such activities, these have been substantially restricted in 2020 due to the pandemic.

### Electoral roll and Sunday attendance

#### Electoral roll

The overall electoral roll was 149 in October 2020, down from 163 in April 2019.

#### Sunday attendance

The average attendance on Sunday mornings in 2019 was 115 and in the evenings the average attendances were 40. From the beginning of January 2020 until 15<sup>th</sup> March 2020 the average Sunday morning attendance was 118 and, the average evening attendances were 43. The weekly average online viewing figures from 22<sup>nd</sup> March 2020 until 27<sup>th</sup> December 2020 were 238 per week.

### Plans for future periods

As well as continuing with our current activities, Emmanuel Church, Bicester is planning the following:

- a) Support the Hope Church team to grow a sustainable ministry on the Elmsbrook estate.
- b) Encourage and expand the Bicester Forest Church ministry.
- c) Develop the Bridge Café so it becomes financially self-sustaining.
- d) Continue to build the Cherish women's ministry so it becomes self-sustaining.
- e) Start a men's ministry in the café on a Tuesday evening.
- f) Appoint a Children and youth worker.

# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

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### The Financial review

Most of our income is received through tax efficient giving schemes; thus we have been able to recover an additional £26,679 from HM Revenue & Customs during the year. In 2019 the amount was £29,738. The total number of individuals who gave regularly in 2020 is 71 (2019: 73). The average gift given by these individuals not including one off gifts was £142 (2019: £139). Having a regular income is vital to enable ECB to continue supporting the vision we have for our congregation and community. We are grateful to God for his provision in a year of hardship for many in our congregation.

In 2020 we had 3 members of staff who were on furlough for substantial periods enabling us to participate in the government's furlough scheme and receive grant income of £10,653. One of our staff members also took a voluntary payment holiday from mid-March. These together with other measures taken by the church to reduce its cost base have enabled it to not eat into its general fund reserves.

Our total funds, including the capitalised cost of the building, decreased by £44,128 from £1,169,002 to £1,125,399. General funds increased from £27,280 to £40,257. The overall unrestricted (general plus designated) has increased from £60,539 to £73,661.

Restricted funds have decreased from £1,077,559 to £1,051,738 (this includes the capitalised building cost). The main movement relates to depreciation of £30,057.

### Grants and Donations

The PCC aims to devote not less than 10% of its unrestricted income to mission and outreach, shared between local, national, and international activities. As a part of this, during the year, the PCC made charitable grants of 6.4% of unrestricted donations (2019: 5.5%). In addition, the church funded outreach events in the parish and financially supported Revd Erika Biscoe with quarter stipends. Erika's ministries are mostly concerned with developing local outreach activities. In 2020, some of her stipend was met by a grant from the Diocese of Oxford, but the remainder brings the total to 12.5% of unrestricted donations (2019: 12.5%). We have also continued to assist individuals and families in hardship although in 2020 we have been able to do this through very generous gifts into a restricted fund for this purpose. Further details are shown in Note 11.

### Risk assessment

The PCC have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Maintenance, repair, or replacement of essential installations is carried out periodically so that key operational objectives of the PCC are delivered. Fire, safety and alarm checks and inspections occur on a regular basis as specified. All building and liability insurances are in place, reducing financial risk. The Diocese of Oxford recommended Safeguarding Policy has been adopted in full by the PCC.

### Reserves Policy

The PCC aims to maintain general reserves at such a level that working capital is maintained at a level equivalent to approximately six months' general fund expenditure. Current reserves are approximately 2.6 months of general expenditure in a normal year. The PCC are actively looking to increase the reserves during 2021 but are aware of the continued potential impact of Covid-19.

Approved by the PCC on the 23<sup>rd</sup> of March 2021 and signed on its behalf by



Revd Ian Biscoe  
Chairman



# Emmanuel Church Bicester PCC 2020 Trustees' Annual Report & Financial Statements

## Independent Examiner's Report to Emmanuel Church Bicester Parochial Church Council

I report on the accounts of the Parochial Church Council of the Ecclesiastical Parish of Bicester Emmanuel for the year ended 31 December 2020, which are set out on pages 11 to 22.

### Responsibilities and basis of report

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

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

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect;

- The accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Andrew Churchill Stone – FCA DChA  
Mercer Lewin  
41 Cornmarket Street  
Oxford  
OX1 3HA

23 April 2021



# Emmanuel Church Bicester PCC 2020

## Trustees' Annual Report & Financial Statements

### Financial Statements for the Year Ended 31 December 2020

#### Statement of Financial Activities

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2020	Total Funds 2019 *
<b>Income and endowments from:</b>						
Donations and Legacies	2a	154,903	-	15,948	170,851	169,277
Charitable Activities	2b	7,346	-	-	7,346	21,045
Other	2c	2,318	-	127	2,445	14,641
Investments	2d	-	145	-	145	75
<b>Total</b>		<b>164,567</b>	<b>145</b>	<b>16,075</b>	<b>180,787</b>	<b>205,038</b>
<b>Expenditure on:</b>						
Raising Funds	3a	3,405	-	-	3,405	7,821
Charitable Activities	3b	146,269	-	12,742	159,011	196,772
Other Activities	3c	1,012	-	30,058	31,070	31,349
<b>Total</b>		<b>150,686</b>	<b>-</b>	<b>42,800</b>	<b>193,486</b>	<b>235,942</b>
<b>Net Income/(Expenditure)</b>		<b>13,881</b>	<b>145</b>	<b>(26,725)</b>	<b>(12,699)</b>	<b>(30,904)</b>
<b>Transfers between Funds</b>		<b>(904)</b>	<b>-</b>	<b>904</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>						
Gains/(losses) on revaluation of fixed assets		-	-	-	-	-
Gains/(losses) on investments		-	-	-	-	-
<b>Net Movement in Funds</b>		<b>12,977</b>	<b>145</b>	<b>(25,821)</b>	<b>(12,699)</b>	<b>(30,904)</b>
<b>Reconciliation of funds:</b>						
Total Funds brought forward (1st Jan)		27,280	33,259	1,077,559	1,138,098	1,169,002
<b>Total Funds carried forward (31st Dec)</b>		<b>40,257</b>	<b>33,404</b>	<b>1,051,738</b>	<b>1,125,399</b>	<b>1,138,098</b>

\*see note 10 for full comparatives

Approved by the PCC on 23rd of March 2021 and signed on their behalf by



Revd Ian Biscoe (PCC chairman)



Karl Pardoe (Joint PCC Treasurer)

# Emmanuel Church Bicester PCC **2020**

## Trustees' Annual Report & Financial Statements

### Financial Statements for the Year Ended 31 December 2020

#### Balance Sheet

	Notes	Total 2020	Total 2019
<b>Fixed Assets</b>			
Tangible Assets	5(a)	1,031,996	1,061,719
Investments	5(b)	-	-
		<b>1,031,996</b>	<b>1,061,719</b>
<b>Current Assets</b>			
Stock		1,286	500
Debtors	6	6,239	2,992
Bank current account		89,770	76,104
Cash		186	257
<b>Liabilities due in one year</b>	7		
Creditors		(4,078)	(3,474)
Loans		-	-
<b>Net Current Assets/(Liabilities)</b>		<b>93,403</b>	<b>76,379</b>
<b>Liabilities due after one year</b>			
Creditors		-	-
Loans		-	-
			-
<b>Total Net Assets</b>		<b>1,125,399</b>	<b>1,138,098</b>
<b>Parish Funds</b>			
Unrestricted Funds			
General		40,257	27,280
Designated		33,404	33,259
		<b>73,661</b>	<b>60,539</b>
Restricted Funds		1,051,738	1,077,559
Endowment Funds		-	-
<b>Total</b>		<b>1,125,399</b>	<b>1,138,098</b>

The attached notes form part of these financial statements



## 1. Notes to the accounts

### Accounting Policies

- a. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable for charities preparing their accounts in accordance with FRS102 (effective 1 – January 2015) – (Charities SORP FRS102). Emmanuel Church PCC constitutes a public benefit entity as defined by FRS102.
- b. Stock  
Stock consists of Café and Cherish goods for resale and is valued at the lower of cost and net realisable value.
- c. Fixed assets  
Consecrated and benefice property is excluded from the accounts by s.10(2)(a) & (C) of the Charities Act 2011. Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). Assets are capitalised where the value is greater than £500 and depreciated as follows:
  - Freehold property – not depreciated
  - Plant and Machinery – 5-20 years
  - Church Equipment – 3-5 years
- d. Pensions policy  
The PCC operates a defined contribution stakeholder pension scheme which is offered to all employees.
- e. Assessment of going concern  
Having reviewed the financial position, the Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern and have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt a going concern basis in preparing the financial statements.
- f. Statement of Cash Flows  
The Charity is classified as a smaller charity and is therefore exempt from the requirement to include a Statement of Cash Flows in its financial statements. The trustees have taken advantage of this exemption in FRS 102 and SORP Update Bulletin 1 and have not presented a Statement of Cash Flows in these financial statements.
- g. The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

### Description of Funds

**Unrestricted funds** are income funds which are to be spent on the PCC's general purpose.

**Designated Funds** are part of the unrestricted funds earmarked by the PCC for a particular purpose.

**Restricted funds** comprise of two elements: -

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.



# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

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### *Incoming resources*

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants are accounted for when the PCC is legally entitled to the amounts due. Legacies are accounted for when the receipt is probable. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### *Resources expended*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Expenditure is generally recognised when it is incurred and is accounted for gross.

# Emmanuel Church Bicester PCC 2020

## Trustees' Annual Report & Financial Statements

### Note 2 Income and Endowments from:

	2	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
<b>Donations and Legacies</b>	<b>2a</b>				
<i>Voluntary Income/Receipts</i>					
Tax efficient planned giving		101,221	2,950	104,171	103,513
Other planned giving		8,238	783	9,021	6,780
Collections at services		488	-	488	6,990
All other recurring giving and voluntary receipts		1,714	-	1,714	6,696
All other non-recurring giving, inc Special Appeals		5,910	5,456	11,366	15,560
Gift Aid recovered		26,679	-	26,679	29,738
Legacies received (capital value)		-	-	-	-
Grants: recurring (paid in more than one financial year)		-	-	-	-
HMRC Furlough		10,653	-	10,653	-
Diocese of Oxford - Cherish		-	6,759	6,759	-
Grants: non-recurring		-	-	-	-
		154,903	15,948	170,851	169,277
<b>Charitable Activities</b>	<b>2b</b>				
<i>Church Activities</i>					
Statutory Fees (retained by PCC)		395	-	395	442
Church cafe & events		6,759	-	6,759	18,653
Other		192	-	192	1,950
		7,346	-	7,346	21,045
		-	-	-	-
<b>Other Trading Activities</b>	<b>2c</b>				
<i>Activities for Generating Fund</i>					
Church and room hire		2,289	-	2,289	11,846
Fairtrade and bookstall		-	-	-	99
Rental Income		-	-	-	2,680
Cherish Income		-	127	127	-
Other		29	-	29	16
		2,318	127	2,445	14,641
<b>Investments</b>	<b>2d</b>				
Bank Interest		145	-	145	75
		145	-	145	75
<b>Total</b>		<b>164,712</b>	<b>16,075</b>	<b>180,787</b>	<b>205,038</b>

# Emmanuel Church Bicester PCC **2020**

## Trustees' Annual Report & Financial Statements

### Note 3 Expenditure on:

	3	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
<b>Raising Funds</b>	<b>3a</b>				
<i>Costs of Generating Income</i>					
Church cafe & events		3,405	-	3,405	7,821
Other		-	-	-	-
		3,405	-	3,405	7,821
<b>Charitable Activities</b>	<b>3b</b>				
<i>Church Activities</i>					
Mission giving and donations	11	10,653	5,072	15,725	19,022
Diocesan Parish Share Contribution		65,328	-	65,328	63,844
Salaries/Wages	11	38,819	4,384	43,203	54,219
Clergy and Staff Expenses		6,374	12	6,386	10,233
<i>Church Expenses</i>					
Church Expenses (Mission and Evangelism)	11	903	3,191	4,094	7,503
Rent of House		-	-	-	7,000
Church running expenses		17,025	83	17,108	22,999
Church utility bills		6,567	-	6,567	11,757
Cost of trading		-	-	-	-
<i>Major Capital Expenditure</i>					
Major Repairs to the Church		-	-	-	-
Major Repairs to Church Hall		-	-	-	-
New Building Work		-	-	-	-
<i>PCC Governance Costs</i>		600	-	600	195
		<b>146,269</b>	<b>12,742</b>	<b>159,011</b>	<b>196,772</b>
<b>Other - loan interest and depreciation</b>	<b>3c</b>	1,012	30,058	31,070	31,349
		<b>1,012</b>	<b>30,058</b>	<b>31,070</b>	<b>31,349</b>
<b>Total</b>		<b>150,686</b>	<b>42,800</b>	<b>193,486</b>	<b>235,942</b>



# Emmanuel Church Bicester PCC **2020**

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2020

#### 4(a) Staff Costs

	2020	2019
Salaries and stipends	41,592	52,311
Employer pension contributions	1,611	1,908
	<b>43,203</b>	<b>54,219</b>

During the year the PCC employed 5 people on a part-time basis (2019: 5 people). Please see notes 11 and 12 for additional information. No employee's remuneration exceeded £60,000 (2019: nil). A stakeholder pension scheme is in operation and where appropriate the PCC contributes 4% of gross salary for each employee. There were no outstanding contributions owing to the pension scheme at 31 December 2020 (2019: nil).

The Church considers Rev Ian Biscoe (Chair of Trustees) along with the Standing Committee to be part of the key management personnel. Rev Ian Biscoe is paid by the Diocese of Oxford. Therefore the amount of employee benefits received by key management personnel for their services during the year £nil (2019: £nil) other than as disclosed in Note 12 Transactions with Related Parties.

#### 4(b) PCC Costs

Other than as disclosed in Note 12, there were no other transactions made in respect of PCC Members, no PCC Member received remuneration, benefit or reimbursement of travelling or other expenses relating to their role as trustees.

#### 5(a) Tangible Fixed Assets

Freehold Buildings	Plant and machinery	Church Equipment	Total
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##### At Cost or Valuation

As at 1 Jan 2020	743,004	549,439	17,785	1,310,228
Additions in the Year			1,347	1,347
Disposal in the Year				-
Revaluation (if any)				-
<b>As at 31 Dec 2020</b>	<b>743,004</b>	<b>549,439</b>	<b>19,132</b>	<b>1,311,575</b>

##### Accumulated Depreciation

As at 1 Jan 2020	-	234,795	13,714	248,509
Charge for the Year		30,058	1,012	31,070
Disposals				-
<b>As at 31 Dec 2020</b>	<b>-</b>	<b>264,853</b>	<b>14,726</b>	<b>279,579</b>

<b>Net Book Value at 1 Jan 2020</b>	<b>743,004</b>	<b>314,644</b>	<b>4,071</b>	<b>1,061,719</b>
<b>Net Book Value at 31 Dec 2020</b>	<b>743,004</b>	<b>284,586</b>	<b>4,406</b>	<b>1,031,996</b>

#### 5(b) Investments - none

# Emmanuel Church Bicester PCC 2020

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2019

#### 6 Debtors

	2020	2019
Gift aid reclaims	3,416	2,807
Furlough grant	823	-
Prepayments	579	-
Other debtors	1,421	185
	<b>6,239</b>	<b>2,992</b>

During 2019 year, a loan which was previously given to a member of ECB in 2018 (included as Other Debtors in 2018) through the hardship fund was written off with the agreement of the PCC. This is treated as a grant in this year's accounts.

#### 7 Liabilities

	2020	2019
<i>Amounts falling due in one year</i>		
Loans and overdrafts	-	-
Trade creditors	4,078	3,474
	<b>4,078</b>	<b>3,474</b>

#### *Amounts falling due after one year*

Loans and overdrafts	-	-
	<b>-</b>	<b>-</b>

At the year end, the amount due to the pension scheme was Nil (2018: Nil)

#### 8 Analysis of Net Assets - 2020

	General Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020
Fixed Assets	4,905	-	1,027,091	1,031,996
Current Assets	39,385	33,404	24,692	97,481
Liabilities: Amounts falling due within one year	(4,033)	-	(45)	(4,078)
	<b>40,257</b>	<b>33,404</b>	<b>1,051,738</b>	<b>1,125,399</b>

#### Analysis of Net Assets - 2019

	General Unrestricted Funds	Designated Funds	Restricted Funds	Total 2019
Fixed Assets	4,571	-	1,057,148	1,061,719
Current Assets	26,087	33,259	20,496	79,842
Liabilities: Amounts falling due within one year	(3,379)	-	(95)	(3,474)
	<b>27,279</b>	<b>33,259</b>	<b>1,077,549</b>	<b>1,138,086</b>



# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2020

#### 9 Funds Reconciliation

	Reserves at 1 Jan 20	Incoming Resources	Resources Expended	Transfers Between Funds	Reserves at 31 Dec 20
<b>Unrestricted Funds</b>					
General funds	27,099	152,380	135,314	(4,393)	39,772
Café	181	12,187	15,372	3,489	485
<b>Total General and cafe Funds</b>	<b>27,280</b>	<b>164,567</b>	<b>150,686</b>	<b>(904)</b>	<b>40,257</b>
<b>Designated Funds</b>					
PCC Reserve Fund	33,259	145	-	-	33,404
<b>Total Designated Funds</b>	<b>33,259</b>	<b>145</b>	<b>-</b>	<b>-</b>	<b>33,404</b>
<b>Total Unrestricted funds</b>	<b>60,539</b>	<b>164,712</b>	<b>150,686</b>	<b>(904)</b>	<b>73,661</b>
<b>Restricted Funds</b>					
Building fund	1,057,148	-	30,057	-	1,027,091
Maintenance Fund	1,250	2,950	-	-	4,200
Hope Church (formerly Elmsbrook)	1,415	783	154	-	2,044
Hardship fund	8,625	2,765	2,399	-	8,991
Healing fund	456	-	-	-	456
Kings Word Ministry Trust (formerly Kings Revival Church)	15	2,186	2,186	-	15
Cherish ministry	257	227	117	904	1,271
Cherish Oxford Diocese Grant	-	6,759	6,759	-	-
Churches in Bicester Holiday Club	1,197	-	641	-	556
New Wine	1,250	-	-	-	1,250
Other restricted funds	334	245	250	-	329
Angel Tree	77	160	237	-	-
John Williams fund	5,535	-	-	-	5,535
<b>Total Restricted Funds</b>	<b>1,077,559</b>	<b>16,075</b>	<b>42,800</b>	<b>904</b>	<b>1,051,738</b>
<b>Total Funds</b>	<b>1,138,098</b>	<b>180,787</b>	<b>193,486</b>	<b>-</b>	<b>1,125,399</b>

Café Fund – This relates to the operation of the Café and includes all income from sales and purchase of food and related salary costs.

PCC Reserve Fund – The PCC have discretion for the fund.

Building fund – This represents the net book value of the Church building, in prior years the Diocese Loan was included in this fund.

Maintenance Fund – This fund comprises funds specifically donated for future major repairs of the Church building

Hope Church (formerly Elmsbrook Outreach) – this relates to mission activities on the Elmsbrook estate

Hardship Fund is used to pay grants to individuals.

Kings Word Ministry Trust (formerly Kings Revival Church) – Restricted donations are passed onto the Kings Word Ministry Trust in Sri Lanka

# Emmanuel Church Bicester PCC | 2020

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2020

Cherish Ministry fund is to support the work of the Pioneer Minister and her work with the Cherish project.

Cherish Oxford Diocese Grant is a 2 year grant given specifically to develop and grow the Cherish ministry. It commenced in June 2020.

Church in Bicester – Holiday club. The church administers the funds for the different holiday clubs organised by Churches in Bicester

New Wine – Families going to New Wine conference held in the summer

Angel Tree – This is for the provision of presents and gifts at Mothers Day and Christmas for mums and children of the local prison. This is with in conjunction with Prison Fellowship. This fund closed during the year.

John Williams Fund – This represents funds received to encourage those in ministry training

10	SOFA Comparatives (previous year)	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2019
	<b>Income and endowments from:</b>				
	Donations and Legacies	159,246	-	10,031	169,277
	Charitable Activities	19,095	-	1,950	21,045
	Other Activities	11,961	-	2,680	14,641
	Investments	75	-	-	75
	<b>Total</b>	<b>190,377</b>	<b>-</b>	<b>14,661</b>	<b>205,038</b>
	<b>Expenditure on:</b>				
	Raising Funds	7,821	-	-	7,821
	Charitable Activities	175,084	-	21,688	196,772
	Other	1,144	-	30,205	31,349
	<b>Total</b>	<b>184,049</b>	<b>-</b>	<b>51,893</b>	<b>235,942</b>
	<b>Net Income/(Expenditure)</b>	<b>6,328</b>	<b>-</b>	<b>(37,232)</b>	<b>(30,904)</b>
	<b>Transfers between Funds</b>	<b>12,855</b>	<b>(10,000)</b>	<b>(2,855)</b>	<b>-</b>
	<b>Other recognised gains/(losses):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	Gains/(losses) on revaluation of fixed assets	-	-	-	-
	Gains/(losses) on investments	-	-	-	-
	<b>Net Movement in Funds</b>	<b>19,183</b>	<b>(10,000)</b>	<b>(40,087)</b>	<b>(30,904)</b>
	<b>Reconciliation of funds:</b>				
	Total Funds brought forward (1st Jan)	8,097	43,259	1,117,646	1,169,002
	<b>Total Funds carried forward (31st Dec)</b>	<b>27,280</b>	<b>33,259</b>	<b>1,077,559</b>	<b>1,138,098</b>



# Emmanuel Church Bicester PCC **2020**

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2020

#### 11 Mission giving, donations and outreach

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019 *
<b>Mission giving and donations</b>				
Bicester Christians Action - Food Bank	1,200	200	1,400	1,499
Christians Against Poverty	600	-	600	600
Churches in Bicester	300	-	300	360
Prison Fellowship (Angel Tree)	-	237	237	697
Children's Society	-	45	45	-
Kings Revival Church - Sri Lanka	2,608	2,186	4,794	6,245
Latin Link - ministry support in Bolivia	2,400	-	2,400	2,400
Church Mission Society	2,400	-	2,400	2,540
Lazarus Trust - Speakers gift	303	-	303	-
Frankyn Spence - Speakers gift	150	-	150	-
Rosie Feuall - Speakers gift	81	-	81	-
Scott and Hillary Dalton - Speakers gift	150	-	150	450
Care for the family	-	-	-	50
Ben Biscoe	-	-	-	500
Gill Gifford	-	-	-	416
James Kennedy - St Mary's Chipping Norton	-	-	-	150
	<b>10,192</b>	<b>2,668</b>	<b>12,860</b>	<b>15,907</b>
<b>Hardship and healing grants</b>	-	<b>2,399</b>	<b>2,399</b>	<b>2,896</b>
<b>Mission and evangelism</b>				
Church outreach events	355	-	355	1,499
Cherish Ministry	-	2,493	2,493	230
Hope Church (Elmsbrook Outreach)	-	153	153	925
Missional House	-	-	-	10,585
Holiday Clubs	-	641	641	1,561
Children's work	-	-	-	725
Youth mission support	-	-	-	109
	<b>355</b>	<b>3,287</b>	<b>3,642</b>	<b>15,634</b>
<b>Pioneer minister Salaries/Wages</b>	<b>10,039</b>	<b>4,384</b>	<b>14,423</b>	<b>13,292</b>
	<b>20,586</b>	<b>16,025</b>	<b>36,966</b>	<b>47,729</b>

\*2019 comprises £26,282 unrestricted and £21,447 restricted.

# Emmanuel Church Bicester PCC 2020

## Trustees' Annual Report & Financial Statements

### Notes to Financial Statements for Year Ended December 2020

#### 12 Transactions with Related Parties

##### Remuneration and benefits

Name of trustee or connected party	Legal authority	Salary	Employer Pension	2020 Total	Salary	Employer Pension	2019 Total
Rev Erika Biscoe (Pioneer minister and wife of Chair of Trustees)	Contract of employment	13,913	510	14,423	12,781	511	13,292
Lesley Wasley (PCC & Standing Committee Secretary and PCC member from November 2020)	Contract of employment	13,745	550	14,294	11,613	465	12,078
Cheryl Clark (PCC member from November 2020)	Contract of employment	11,362	455	11,817	947	38	985
Barbara Walton (PCC member from November 2020)	Contract of employment	1,504	-	1,504	-	-	-

##### Other transaction(s) with trustees or related parties

Name of the trustee or related party	Relationship to the charity	Description of the transaction(s)	2020	2019
Mr Stephen Jolly	Husband of a Charity Trustee	Purchasing live stream equipment for the church	1,286	120
Ben Biscoe	Son of Chair of Trustees (Rev Ian Biscoe) and Rev Erika Biscoe	Ben is involved in mission work overseas and the PCC agreed a grant	-	500
SL Technical Ltd	Charity Trustee till April 2019 Steve Lindley is a Director of this company (SL Technical Ltd)	Various maintenance and electrical works to church building	n/a	473
Mr Thomas Mitchell	Charity Trustee (until October 2020)	Thomas works at Church Mission Society – who supports Kim and Kailen Khongsai	2,400	2,540

The aggregate value of donations made to the church by Trustees who served as PCC members and their related parties during the year was £34,432 (2019: £35,333) and £2,561 (2019: £3,970) to restricted funds.