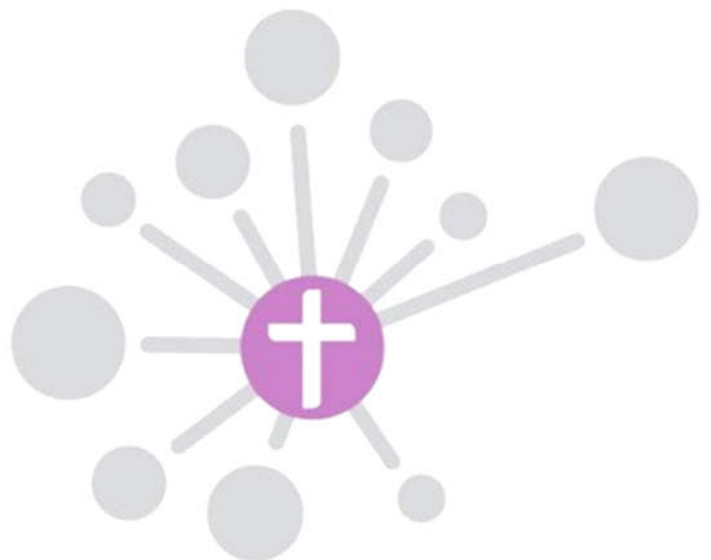

Trustees' Annual Report and Financial Statements

The Parochial Church
Council of the Ecclesiastical
Parish of Bicester
Emmanuel

Registered charity no 1146630

Year ended 31 December 2023



Emmanuel Church Bicester PCC

Trustees' Annual Report & Financial Statements

2023

Team Rector:

Revd Peter Wright
6 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 Brian Hall
Mr Adrian Stone

Emmanuel Church Bicester PCC

2023

Trustees' Annual Report & Financial Statements

The Parochial Church Council (PCC) presents its Annual Report for the year ended 31 December 2023.

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 Erika Biscoe	Pioneer Minister		Ex Officio
Revd Chris Hunt	Pioneer Minister		Ex Officio
Revd Carol Hill	Associate Minister		Co-opted
Revd Peter Hill	Associate Minister		Co-opted
Philip Wilson	Licenced Lay Minister		Ex Officio
Roger Winson	Licenced Lay Minister	3-year term	Deanery Synod

Brian Hall	From May 2023	1-year term	Church Warden
Adrian Stone	From May 2023	1-year term	Church Warden/Treasurer
Maureen McNally	From May 2023	3-year term	Deanery Synod member / Assistant Warden

Cheryl Clark, Café Manager	From Nov 23 (guest from May 23 to Nov 23)	1-year term	Co-opted
Barbara Walton, Finance Manager	From May 2022 cont'd	1-year term	Co-opted
Lesley Wasley, Schools Outreach Worker	From May 2022 cont'd	1-year term	Co-opted

Helen Rossiter, PCC secretary	From May 2023	3-year term	PCC Secretary
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Debbie Winson	From May 2021	3-year term	Elected
Rachel Jolly	From May 2021	3-year term	Elected
Debby Pardoe	From May 2022	3-year term	Elected
Tim Howard	From May 2022	3-year term	Elected
Ian Godfrey	From May 2023	3-year term	Deanery Synod
Rebekah Moore	From May 2023	3-year term	Elected
Therese Adaran	From May 2023	3-year term	Elected
Elizabeth Winson	From May 2023	3-year term	Deanery Synod
Phil Croxford	From May 2023	3-year term	Elected
Annie Croxford	From May 2023	3-year term	Elected

<i>During the year the following roles changed:</i>			
Jeremy Wildsmith	May 2023	Retired	Church Warden
Karl Pardoe	May 2023	Retired	Church Warden
Mike Watermeyer	May 2023	Retired	Trustee
Naomi Wildsmith	May 2023	Retired	Deanery Synod
Katie Jenkinson	May 2023	Retired	Elected
Phil Trout	May 2023 to Nov 2023	Retired	3-year term 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

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. At the moment, the Finance Manager is invited to the Standing Committee as there is no dedicated treasurer.

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, including our schools outreach ministry 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.

Administration and support structures

Our support team comprises one paid role of Finance Manager, and volunteers as PCC secretary, Child protection officer, social media, Buildings & Utilities Management and IT support, a part-time caretaker and a part-time cleaner. We also have a part time administrator paid for by the Deanery helping the Team Vicar further develop the Deanery Greenhouse ministry.

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. As mentioned above, the Team Vicar of Emmanuel Church continues to work with the Diocese to establish the Bicester and Islip Deanery Greenhouse. This is a missional support and networking group to encourage missional ministry across the whole Deanery. Bicester Emmanuel volunteers are also leading the Deanery Pilgrim Paths project which is developing small pilgrimage walks between the churches in the Deanery supported by walk leaflets that are being published.

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.

The vision of Emmanuel Church Bicester (ECB) is to lead people to a place where they can experience fullness of life through faith in our Lord Jesus Christ, (John 10:10) and discover healing and wholeness in the power of the Holy Spirit (1 Corinthians 12:1-11). We believe God is calling us as a church to be like streams of living water flowing out from the building into our local communities. (Ezekiel 47:1-12)

ECB relies on the voluntary work of about 90 people across its various ministries and the PCC very much appreciates their service to the church and the local community.

Achievements and performance

Review of the year

We have continued to focus our efforts on growing small and varied ministries rather than everything being based around Sunday mornings at ECB. This includes Hope Church, Space Makers for Families, the Bridge Café, Cherish, Chaplaincy and our children and youth ministries.

Some highlights from 2023 were:

- Holding a Worship conference ECB
- Celebrating an Easter Sunday baptism service
- Having a church weekend in May with a variety of events including camping at The Collett's farm.
- Hosting a Christmas Craft fayre.
- Converting our hot water supply to an electric water heating system.
- Changing our lighting systems to primarily LED lighting.

Electoral roll

The overall electoral roll was 164 at the APCM in May 2023 (162 in May 2022).

Sunday Services and attendance

The average attendance in 2023 for a Sunday morning service was 99 (In 2022 they were 87). The weekly average online viewing figures for 2023 were 81 views per week (In 2022 they were 107).

Hope Church at Elmsbrook

The church is in an interim phase where it is being led by a leadership team who came from ECB while the longer term strategic vision is being reviewed with the ECB Team Vicar maintaining supervisory capacity. Hope Church (Hope) still falls under the PCC for its wider governance. There is an average Sunday attendance of about 30 people (2022: 40). Hope Sunday services have begun to crystallise into a regular routine of meeting each Sunday in the business centre where the community are becoming aware of a church presence and visit from time to time. There are now three home groups which meet regularly every other week and on alternate weeks, Hope join together for 'equipping nights', growing together in areas such as prayer, discipleship and the prophetic.

A team from Hope also runs a cafe on Fridays together with volunteers from the local community for local residents and see around 50 people each week, including a number from the Ukrainian refugee population here in Bicester. Over the last year the church has run a number of seasonal events for the community including a Quiz night in aid of Tearfund and a processing carol service.

Forest Church

Forest Church is a gathering on the third Saturday every month sometime indoors and sometimes outdoors exploring ways of understanding and worshipping an all-powerful, all-seeing, perfect Creator God. The vision is:

- To allow people to enjoy being outdoors, seeing, hearing, smelling, and even tasting, some of the wonderful plants and animals of God's creation.
- To develop a sense of awe and wonder of God's greatness, from the galaxies to the spiral of a snail shell.
- To have time to reflect as an individual, and to have time to share with the gathering. Walking together allows conversations to develop, and a sense of community and fellowship to build.

For winter 2023/4, we are based in ECB, looking at the "I am" sayings of Jesus where He used elements from the natural world to explain that He was both man and God: Light for the world, the Bread of Life, the Gate to reconciliation with God and the Resurrection and Life. In the summer, we hope to get outside to "Discover nature and explore faith together".

Space Makers for families

Space Makers for families (a rebrand of Potato Church) is a family friendly gathering with a nutritious home cooked meal on the second Friday of every month, now in its third year. In 2023 we had a mix of people including those who are new or returning to church. The format is kept very simple to be a welcoming space where friendships can be fed. As people arrive after light refreshments, the children are invited play games or craft, with parents invited to chat about the joys and challenges of parenting. The formal part of the service begins a worship song as families are invited to the dinner table. Before the meal is served, the Schools Outreach worker leads everyone in a short time of prayer and reflection taken from Space Makers, which is both inclusive and invitational. During the meal, the families are encouraged to think about the questions written on cards on the tables. These are gentle wondering questions inspired by Space Makers. We hope to continue to provide a warm, loving welcome, physically warm space and a free hot meal for those in need and we trust God that seeds will grow as relationships grow and develop and as relationships built in the café and schools outreach work encourages new people to come.

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 interwoven with the book of Esther, and where they are also taught a new skill of performing a basic manicure. Cherish is redemption through sharing story.

Cherish continues to flourish with a further two in house courses run in 2023 in March and November with a combination of youth and women.

Cherish is now running at Waddesdon Secondary school currently with the year10 girls as part of their PHSE programme.

Cherish products continue to be popular and are becoming a helpful source of income to help run the courses. We held a very successful Christmas craft fair in November with gross sales of £700 and where we also offered free hand massages. We also still have our products for sale in a local salon where sales are steady.

Chaplaincy

Wyndham Hall Care Home:

Carol Hill provides chaplaincy to Wyndham Hall Care Home (WHCH). WHCH has a strong core of practising Christians who have welcomed the friendship and support of visits from both the Bicester clergy and members of ECB. Since reaching 70 years of age last year, Carol has been granted Permission to Officiate (PTO) and reduced her hours. Until 2024 Carol provided a Service of Holy Communion for residents on a monthly basis. On discussion with the staff, it was felt that the one-to-one prayer and pastoral care were missed and that those who had preferred a more sacramental approach had since passed on. It was agreed that Carol would attend monthly and visit those who requested it. She is also available for end-of-life care as requested. The care home would still like Carol to provide services for 'high days and holidays'. Roger Winson has established a monthly worship service, with singing. This is much enjoyed by residents. It is hoped that others may be drawn into this particular ministry since residents like meeting people and sharing life with them.

HMP Grendon and Springhill:

Peter Hill provides chaplaincy in Grendon and Springhill prisons. Since the expiry of his license on reaching age 70 and becoming a PTO, he no longer attends during the week except for Team meetings and security briefings. There is currently a vacancy for a part time Roman Catholic chaplain which management have decided not to fill, this causes extra work for the rest of the team. As there is a new free church chaplain there is only the requirement to attend one Sunday a month except to cover holidays and sickness. Last year Bishop Alan of Buckingham confirmed four men. The numbers attending the Christmas Carol Concerts was also significantly higher. The congregation at Grendon remains quite static due to the length of time men spend there, but at Springhill it fluctuates due to discharges, and day release. Please pray that the work of sharing the good news

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Trustees' Annual Report & Financial Statements

of Christ continues and make visitors to Emmanuel welcome as some of the men out for the day from Springhill have attended our morning worship.

Small groups

Most of our small groups meet in people's homes 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. Small groups are important in enabling people to stay connected and providing pastoral care and support.

Men's Ministry

The men's ministry is focused mainly on Tuesday evenings with an informal space where men can gather and talk over a coffee.

Youth ministry

This year has been another good year for youth ministry at ECB. We have had two main strands of our youth ministry this year:

- Once a month fun and social events, normally on the first Saturday of the month.
- A Sunday evening youth ministry together with young people from Zion Way Church. We completed Youth Alpha and then continued with weekly Bible study and Discipleship. The young people work together to prepare and lead a youth service where they lead all aspects of the meeting. Every meeting involves eating together.

Sunday Children's ministry

We run groups for children on a Sunday morning three out of every four weeks. This has been a huge commitment for our dedicated team of volunteers. Generally this is run as two separate age groups (0-4 years parent supervised and 5-11 years), however due to the small team the two groups have been combined for roughly 1-2 Sundays per month.

Schools outreach worker

The schools outreach worker has continued to build the relationship between ECB and Bure Park primary school as well as building relationships with Marsh Gibbon and St Edburg's schools. Space Makers and Be Space resources have been used as the primary tools for engaging children in the different schools from nursery through to year 4. All of these resources are used to help the children enter a more contemplative prayer/reflection space where they can focus on "being" rather than "doing" and develop a more nurturing environment towards themselves and each other. A Narnia themed Easter prayer space at ECB was created by the outreach worker and was supported by local Christians and clergy. This was enjoyed immensely by the children and adults who attended. It further helped strengthen the relationship with Bure Park school.

Music and worship

In 2023, the worship team has continued to adapt to the changes of 2022. Three people have been made the leads for worship (Hannah), teaching (Ian) and sound/visuals (Adrian).

We are still predominantly using iSing as trying to get regular musicians has remained a challenge. However, we are working towards developing a youth worship team and aiming to have a worship band at least once a month.

The Bridge Café

The cafe has been continuing well this past year and we have been able to build up good relationships with many of our regular customers. We have recently heard testimony from members of the church who chose Emmanuel partly due to the warm welcome received from cafe staff on their first visit. We are also seeing people from the cafe regularly attend our outreach services particularly at Christmas time. Having a welcome/pastoral person available on cafe days has also meant that we have been able to meet people where they are and offer support in times of need more easily.

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Last summer was our second one with a full iced drinks menu which has become more popular and has definitely made a positive impact with customer numbers over the summer period. We also ran our Funday Fridays again this year which was again positively received by the community. The cafe is having a positive effect for both the church and the local community. We pray that this continues in the year ahead and that God will provide volunteers as the harvest is great and the workers are few!

Mission Partners

Our Vision is to develop good links with a few carefully chosen Mission Partners. To give away to our Mission Partners, and other charities, a tithe of the money given to ECB.

Pastor Sriyamal and Doreen Fernando, Negombo, SRI LANKA.

Pastor Sriyamal has a passion for reaching people with the message of being saved through Jesus Christ. He is based in a church in the large coastal city of Negombo. They have 2 services each Sunday lead by volunteer pastors, Children's Church on Saturday evenings and Youth ministry and services in one of the local prisons where a New Year meal for 2,000 men was provided. The last half of 2023 was very rainy and in December a team replaced the roof sheeting on their church building. Ian and Erika visited Sriyamal and Doreen in April 2019, and since lockdown, they have had regular Zooms, so our links are very close. We hope that Sriyamal will be able to visit us for a sabbatical in summer 2024.

Marcelo and Silvana Vargas, La Paz, BOLIVIA.

Marcelo and Silvana had the vision to set up a Training Centre for Christian Mission in Bolivia about 30 years ago in La Paz. Students came to live on the campus for a week at a time for each module for each of the 10 modules a year. Since the start of the Covid pandemic, teaching of the mission training courses is on-line. This has meant that they can reach more students. Despite the limitations of this kind of learning, they have worked out ways to provide feedback and support each student. It is likely that they will continue on-line teaching in the future.

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 different denominations enjoy a warm relationship and hold weekly breakfast meetings. 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 Christian Action (BCA)

BCA is the charity that runs the Food Bank in Bicester gives boxes of nutritionally balanced food and support to people experiencing emotional or financial crisis. It continues to be busier than ever. This year ECB has also joined BCA and Hope into Action in running a refugee house for two Ukrainian families who otherwise be homeless to enable them to have affordable housing in the midst of the housing crisis in Bicester.

Plans for future periods

- a) Work with the Hope Church leadership team to grow a sustainable ministry on the Elmsbrook estate, exploring future patterns of ministry.

Emmanuel Church Bicester PCC 2023

Trustees' Annual Report & Financial Statements

- b) Preparing for the visit of Pastor Sriyamal Fernando in July 2024.
- c) Growing the Forest Church and Space Makers for Families ministries to reach out to people who do not engage with other patterns of ministry at ECB.
- d) Work towards a zero-carbon church with longer term plans for electric heating systems, air source heat pumps, solar panels and battery storage.

The Financial review

Most of our income is received through tax efficient giving schemes; thus we have been able to recover an £30,009 from HM Revenue & Customs in 2023 (2022: £27,861). The number of individuals who gave regularly in 2023 is 72 (2022: 69). The average gift given by these individuals not including one-off gifts was £132 (2022: £131). 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.

Our total funds, including the capitalised cost of the building, decreased by £7,403 from £1,104,355 to 1,096,952. General funds increased from £52,962 to £66,009. The overall unrestricted (general plus designated) has increased from £86,427 to £99,861.

Restricted funds have decreased from £1,017,928 to £997,091 (this includes the capitalised building cost). The main movement relates to depreciation of £26,102 (2022: £31,922).

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 grants of 5.5% of unrestricted donations (2022: 8.9%). This decrease was due to a change in the missionaries that we support and it is expected that the balance will be redressed in 2024. In 2023, we have continued assisting individuals and families in hardship but 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 three to six months' general fund expenditure. Current reserves are approximately 4.54 months of general expenditure in a normal year so fall within this banding. The PCC is also aware that with the building getting older it needs to maintain some reserves for large building repairs. Current plans are for the designated funds along with the restricted maintenance fund to be set aside for this purpose totalling £41,052.

Approved by the PCC on the 19th of March 2024 and signed on its behalf by



Revd Ian Biscoe
Chairman

Emmanuel Church Bicester PCC **2023** 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 2023, which are set out on pages 12 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
6-7 Citibase, New Barclay House
234 Botley Rd
Oxford
OX2 0HP

10 April

2024

Emmanuel Church Bicester PCC **2023**

Trustees' Annual Report & Financial Statements

Financial Statements for the Year Ended 31 December 2023

Statement of Financial Activities

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022 *
Income and endowments from:						
Donations and Legacies	2a	148,192	-	20,006	168,198	164,033
Charitable Activities	2b	26,086	-	545	26,631	21,786
Other	2c	12,037	-	1,720	13,757	6,398
Investments	2d	580	387	-	967	107
Total		186,895	387	22,271	209,553	192,324
Expenditure on:						
Raising Funds	3a	7,771	-	467	8,238	7,822
Charitable Activities	3b	165,813	-	16,803	182,616	178,624
Other Activities	3c	800	-	25,302	26,102	31,922
Total		174,384	-	42,572	216,956	218,368
Net Income/(Expenditure)		12,511	387	(20,301)	(7,403)	(26,044)
Transfers between Funds		536	-	(536)	-	-
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets		-	-	-	-	-
Gains/(losses) on investments		-	-	-	-	-
Net Movement in Funds		13,047	387	(20,837)	(7,403)	(26,044)
Reconciliation of funds:						
Total Funds brought forward (1st Jan)		52,962	33,465	1,017,928	1,104,355	1,130,399
Total Funds carried forward (31st Dec)		66,009	33,852	997,091	1,096,952	1,104,355

*see note 10 for full comparatives

Approved by the PCC on 19th of March 2024 and signed on their behalf by



Revd Ian Biscoe (PCC chairman)



Adrian Stone (Acting PCC Treasurer)

Emmanuel Church Bicester PCC **2023**

Trustees' Annual Report & Financial Statements


Financial Statements for the Year Ended 31 December 2023

Balance Sheet

	Notes	Total 2023	Total 2022
Fixed Assets			
Tangible Assets	5(a)	956,509	977,799
Investments	5(b)	-	-
		956,509	977,799
Current Assets			
Stock		1,123	1,123
Debtors	6	14,222	6,588
Bank current account		127,519	125,179
Cash		186	186
Liabilities due in one year	7		
Creditors		(2,607)	(4,020)
Deferred Income		-	(2,500)
Net Current Assets/(Liabilities)		140,443	126,556
Liabilities due after one year		-	-
Total Net Assets		1,096,952	1,104,355
Parish Funds			
Unrestricted Funds			
General		66,009	52,962
Designated		33,852	33,465
		99,861	86,427
Restricted Funds		997,091	1,017,928
Endowment Funds		-	-
Total		1,096,952	1,104,355

The attached notes form part of these financial statements

Approved by the PCC on 19th of March 2024 and signed on their behalf by



Revd Ian Biscoe (PCC chairman)



Adrian Stone (Acting PCC Treasurer)

Notes to Financial Statements for Year Ended December 2023

1. 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.

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 **2023**

Trustees' Annual Report & Financial Statements

Notes to Financial Statements for Year Ended December 2023 (continued)

2 Income and Endowments from:

Donations and Legacies

Voluntary Income/Receipts

Tax efficient planned giving

Other planned giving

Collections at services

All other non-recurring giving, inc Special Appeals

Gift Aid recovered

Legacies received (capital value)

Grants: recurring (paid in more than one financial year)

HMRC Furlough

Diocese of Oxford - Cherish

Grants: non-recurring

Charitable Activities

Church Activities

Statutory Fees (retained by PCC)

Church cafe & events

Other

Other Trading Activities

Activities for Generating Fund

Church and room hire

Cherish Income

Other

Investments

Bank Interest

Total

2	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
2a				
	87,411	8,040	95,451	95,736
	15,794	178	15,972	9,352
	1,323	55	1,378	1,564
	13,507	7,531	21,038	18,383
	26,157	3,852	30,009	27,861
	-	-	-	-
	-	-	-	-
	-	-	-	11,137
	4,000	350	4,350	-
	148,192	20,006	168,198	164,033
2b				
	531	-	531	160
	24,183	545	24,728	21,554
	1,372	-	1,372	72
	26,086	545	26,631	21,786
2c				
	12,037	-	12,037	5,130
	-	1,720	1,720	1,268
	-	-	-	0
	12,037	1,720	13,757	6,398
2d				
	967	-	967	107
	967	-	967	107
	187,282	22,271	209,553	192,324

Emmanuel Church Bicester PCC Trustees' Annual Report & Financial Statements

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Notes to Financial Statements for Year Ended December 2023 (continued)

3 Expenditure on:

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Raising Funds	3a				
<i>Costs of Generating Income</i>					
Church cafe & events		7,441	459	7,900	7,650
Other		330	8	338	172
		7,771	467	8,238	7,822
Charitable Activities	3b				
<i>Church Activities</i>					
Mission giving and donations	11	9,453	8,570	18,023	20,083
Diocesan Parish Share Contribution		58,534	-	58,534	57,386
Salaries/Wages	11	50,678	-	50,678	47,318
Clergy and Staff Expenses		5,035	-	5,035	7,059
<i>Church Expenses</i>					
Church Expenses (Mission and Evangelism)	11	2,375	3,523	5,898	12,758
		2,346	-	2,346	
Church running expenses		21,755	4,710	26,465	23,650
Church utility bills		15,009	-	15,009	9,770
Cost of trading		-	-	-	-
<i>Major Capital Expenditure</i>					
Major Repairs to the Church		-	-	-	-
<i>PCC Governance Costs</i>		630	-	630	600
		165,815	16,803	182,618	178,624
Other - loan interest and depreciation	3c				
		800	25,302	26,102	31,922
		800	25,302	26,102	31,922
Total		174,386	42,572	216,958	218,368

Emmanuel Church Bicester PCC **2023**

Trustees' Annual Report & Financial Statements

Notes to Financial Statements for Year Ended December 2023 (continued)

4(a) Staff Costs

	2023	2022
Salaries and stipends	48,975	45,818
Employer pension contributions	1,702	1,500
	50,677	47,318

During the year the PCC employed 6 people on a part-time basis (2022: 6 people). Please see notes 11 and 12 for additional information. No employee's remuneration exceeded £60,000 (2022: 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 2023 (2022: 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 (2022: £nil). See note 12 for further details.

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

At Cost or Valuation

	Freehold Buildings	Plant and machinery	Church Equipment	Total
As at 1 Jan 2023	743,004	549,439	29,690	1,322,133
Additions in the Year	-	4,812	-	4,812
Disposal in the Year	-	-	-	-
Revaluation (if any)	-	-	-	-
As at 31 Dec 2023	743,004	554,251	29,690	1,326,945

Accumulated Depreciation

As at 1 Jan 2023	-	323,772	20,562	344,334
Charge for the Year	-	23,472	2,630	26,102
Disposals	-	-	-	-
As at 31 Dec 2023	-	347,244	23,192	370,436

Net Book Value at 1 Jan 2023	743,004	225,667	9,128	977,799
Net Book Value at 31 Dec 2023	743,004	207,007	6,498	956,509

5(b) Investments - none

Notes to Financial Statements for Year Ended December 2023 (continued)

6 Debtors

	2023	2022
Gift aid reclaims	3,062	1,888
Loan Receivable	4,000	
Prepayments	115	453
Other Debtors	7,045	1,951
	14,222	4,292

7 Liabilities

Amounts falling due in one year

	2023	2022
Trade creditors	2,607	4,020
Deferred grant income	-	2,500
	2,607	6,520

Amounts falling due after one year

Loans and overdrafts	-	-
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At the year end, the amount due to the pension scheme was Nil (2021: Nil)

8 Analysis of Net Assets - 2023

	General Unrestricted Funds	Designated Funds	Restricted Funds	Total 2023
Fixed Assets	6,777	-	949,732	956,509
Current Assets	61,562	33,852	47,636	143,050
Liabilities: Amounts falling due within one year	(2,330)	-	(277)	(2,607)
	66,009	33,852	997,091	1,096,952

Analysis of Net Assets - 2022

	General Unrestricted Funds	Designated Funds	Restricted Funds	Total 2022
Fixed Assets	2,765	-	975,034	977,799
Current Assets	56,718	33,465	42,893	133,076
Liabilities: Amounts falling due within one year	(6,520)	-		(6,520)
	52,963	33,465	1,017,927	1,104,355

Emmanuel Church Bicester PCC **2023**

Trustees' Annual Report & Financial Statements

Notes to Financial Statements for Year Ended December 2023 (continued)

9 Funds Reconciliation

Unrestricted Funds

General funds

Café

Total General and Cafe Funds

Designated Funds

PCC Reserve Fund

Total Designated Funds

Total Unrestricted funds

Restricted Funds

Building Fund

Maintenance Fund

Livestreaming Fund

Hope Church

Hardship Fund

Kings Word Ministry Trust

Cherish Ministry

New Wine & Other Christian Conferences

Refugee Fund

Bicester Food Bank

John Williams Fund

Other restricted funds

Total Restricted Funds

Total Funds

	Reserves at 1 Jan 23	Incoming Resources	Resources Expended	Transfers Between Funds	Reserves at 31 Dec 23
General funds	52,351	162,712	152,748	3,083	65,398
Café	611	24,183	21,636	(2,547)	611
Total General and Cafe Funds	52,962	186,895	174,384	536	66,009
PCC Reserve Fund	33,465	387	-	-	33,852
Total Designated Funds	33,465	387	-	-	33,852
Total Unrestricted funds	86,427	187,282	174,384	536	99,861
Building Fund	968,172	-	23,191	-	944,981
Maintenance Fund	7,200	-	-	-	7,200
Livestreaming Fund	6,861	-	2,111	-	4,750
Hope Church	19,034	10,304	5,562	(410)	23,366
Hardship Fund	5,950	410	752	410	6,018
Kings Word Ministry Trust	40	6,168	6,108	-	100
Cherish Ministry	4,629	2,342	1,349	-	5,622
New Wine & Other Christian Conferences	536	-	-	(536)	-
Refugee Fund	-	1,992	1,790	-	202
Bicester Food Bank	-	400	642	394	152
John Williams Fund	4,410	-	-	-	4,410
Other restricted funds	1,096	655	1,067	(394)	290
Total Restricted Funds	1,017,928	22,271	42,572	(536)	997,091
Total Funds	1,104,355	209,553	216,956	-	1,096,952

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

PCC Reserve Fund represents funds for which the PCC have discretion on how they are used.

Building Fund represents the net book value of the church building and the bulk of its plant, fixtures and other equipment; in prior years the Diocese Loan was included in this fund.

Livestreaming Fund represents the net book value of the Livestreaming Equipment purchased during COVID 19 lockdowns.

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

Hope Church funds mission activities on the Elmsbrook estate for which funds are being donated.

Hardship Fund is used to pay grants to individuals.

Kings Word Ministry Trust is restricted donations are given to the Kings Word Ministry Trust in Sri Lanka.

Cherish Ministry fund is to the Cherish ministry.

Emmanuel Church Bicester PCC

Trustees' Annual Report & Financial Statements

2023

Notes to Financial Statements for Year Ended December 2023 (continued)

New Wine & Other Christian Conferences was used to subsidise the church's trip to Big Church Day Out in 2023.

Refugee Fund represents funds given specifically for work with refugees in the Bicester area.

Bicester Food Bank represents funds given to be used for the work of the Bicester Food Bank.

John Williams Fund represents funds received to encourage those in various types of ministry training.

Other restricted funds includes smaller restricted funds given for specific ministries of the church.

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	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022
Income and endowments from:				
Donations and Legacies	134,877	-	29,156	164,033
Charitable Activities	21,046	-	740	21,786
Other	5,130	-	1,268	6,398
Investments	64	43	-	107
Total	161,117	43	31,164	192,324
Expenditure on:				
Raising Funds	6,055	-	1,767	7,822
Charitable Activities	152,599	-	26,025	178,624
Other Activities	949	-	30,973	31,922
Total	159,603	-	58,765	218,368
Net Income/(Expenditure)	1,514	43	(27,601)	(26,044)
Transfers between Funds	(127)	-	127	-
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Gains/(losses) on investments	-	-	-	-
Net Movement in Funds	1,387	43	(27,474)	(26,044)
Reconciliation of funds:				
Total Funds brought forward (1st Jan)	51,575	33,422	1,045,402	1,130,399
Total Funds carried forward (31st Dec)	52,962	33,465	1,017,928	1,104,355

Notes to Financial Statements for Year Ended December 2023 (continued)

11 Mission giving, donations and outreach

Mission giving and donations

Bicester Christian Action - Food Bank
 Christians Against Poverty
 Kings World Ministry Trust - Sri Lanka
 Latin Link - ministry support in Bolivia
 British and Foreign Bible Society
 Joel Davids-Austin (YWAM studies)
 Church Mission Society
 Scott and Hillary Dalton - Speakers gift
 Refugee Fund
 Children's Society Collections
 Friends of CME Trust
 Be Space
 Advent Worldwide - Ben Biscoe
 Christine Larkin - Speakers gift

Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
1,320	642	1,962	1,889
660	-	660	655
2,727	6,108	8,835	6,541
2,640	-	2,640	2,640
1,000	-	1,000	-
500	-	500	-
150	-	150	2,640
162	247	409	153
-	1,789	1,789	402
-	272	272	95
-	-	-	2,231
-	-	-	250
-	-	-	150
-	-	-	350
9,159	9,058	18,217	17,996
-	752	752	1,703
416	-	416	1,869
-	1,350	1,350	7,478
-	5,562	5,562	7,249
760	-	760	530
1,176	6,912	8,088	17,126
9,767	-	9,767	12,304
20,101	16,722	36,823	48,728

*2022 comprises £23,485 unrestricted and £25,243 restricted.

Emmanuel Church Bicester PCC **2023**

Trustees' Annual Report & Financial Statements

Notes to Financial Statements for Year Ended December 2023 (continued)

12 Transactions with Related Parties

Remuneration and benefits

Name of trustee or connected party	Legal authority	Salary	Employer Pension	2023 Total	Salary	Employer Pension	2022 Total
Rev Erika Biscoe (Pioneer Minister, Wife of Chair of Trustees and Ex Officio PCC member)	Contract of employment	14,836	593	15,429	14,239	570	14,808
Lesley Wasley (PCC member from November 2020)	Contract of employment	9,391	376	9,767	8,736	349	9,085
Cheryl Clark (PCC member from November 2020)	Contract of employment	13,500	540	14,040	12,558	502	13,060
Barbara Walton (PCC member from November 2020)	Contract of employment	6,228	-	6,228	5,500	-	5,500

Other transaction(s) with trustees or related parties

Name of the trustee or related party	Relationship to the charity	Description of the transaction(s)	2023	2022
Joel Davids-Austin	Son of a Trustee	Staff member of ECB, on internship for 1 year. Hiring and line management completely independent of his father Phil Austin who resigned as a trustee in March 23.	706	2,264
Mike Watermeyer	Trustee	Mike is a website designer. He designed our new website through his own company and was given a small remuneration for his services.	-	500
Joe Biscoe	Son of Chair of Trustees (Rev Ian Biscoe) and Rev Erika Biscoe	Joe is a plumber by trade and did some work for the church relating to replacing parts on the boiler and bathroom taps. The Buildings and Utilities Team is responsible for the contract without involvement from the Revs Biscoe	1,585	-

The aggregate value of donations made to the church by Trustees who served as PCC members and their related parties during the year was £42,780 (2022: £38,132) and £0 (2022: £100) to restricted funds.

13 Agent for Hope into Action Investor Group

As part of the Hope into Action (HiA) initiative which is run together with Bicester Christian Action, Emmanuel Church Bicester holds the agency of funds held on behalf of the Trustees for the 22 investors who own the HiA house. These funds are maintained to cover any capital expenditure during the 5 year life of the project. The funds for the previous project were held by Orchard Baptist Church as the lead church and changed hands as the project leadership changed hands. These funds are managed by the Trustees on behalf of the investors. Related party transactions are already disclosed above. A balance of £20,000 was put into the fund in 2023, of this £14,873.78 was spent at the instruction of the Trustees with £47.53 of interest earned, leaving a balance of £5,173.75 in a separate bank account in ECB's name at year end. This account is not included in the accounts of ECB.