

# Chinese Gospel Church Oxford

England & Wales · Charity number 1151974

## Details

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Other names	OCSSCF, OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP, OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP LTD, Oxford Chinese Gospel Church
Status	Registered
Legal form	CIO
Registered	2013-05-10
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	82 Frenchay Road Oxford OX2 6TF
Phone	07930880838
Email	<a href="mailto:contact@ocgc.org.uk">contact@ocgc.org.uk</a>
Website	<a href="http://www.ocgc.org.uk">www.ocgc.org.uk</a>

## Activities

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**Objects:** THE CHARITY'S OBJECTS ARE TO ADVANCE THE CHRISTIAN FAITH IN ACCORDANCE WITH THE STATEMENT OF FAITH STATED HEREIN PRIMARILY BUT NOT EXCLUSIVELY AMONG PEOPLE OF CHINESE DESCENT IN OXFORDSHIRE THROUGH:1. PRAISING AND WORSHIPING GOD AND CARRYING OUT HIS WILL FOR THE CHURCH;2. PREACHING, STUDYING AND FOLLOWING THE TEACHINGS OF THE BIBLE;3. NURTURING THE SPIRITUAL LIFE OF CHRISTIANS;4. PROMOTING CHRISTIAN FELLOWSHIP;5. SPREADING THE GOSPEL OF JESUS CHRIST;6. CARING FOR THOSE IN NEED;7. SENDING MISSIONARIES AND SUPPORTING MISSION WORK; AND8. COOPERATING WITH OTHER CHRISTIAN CHURCHES AND ORGANISATIONS WHO SHARE OUR GENERAL AIMS AND BELIEFS TO CARRY OUT GOD'S WORK.

**Activities:** Advancement of the Christian faith through Sunday services, preaching and teaching, Bible study, fellowship and prayer, children and youth ministry, pastoral care and gospel mission.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Religious Activities
- **Who:** People Of A Particular Ethnic Or Racial Origin

## Geography

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- Oxfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£137,976	£120,363	-	-
2024-03-31	£114,297	£101,316	-	-
2023-03-31	£103,919	£87,136	-	-
2022-03-31	£97,905	£381,735	-	-
2021-03-31	£316,050	£80,483	-	-

## Trustees

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Name	Role	Appointed
<b>Dr Kai Wing Norman Lee</b>	Chair	2014-04-05
Jing Xiao		2018-10-14
Yao Wang		2025-07-06

**Chinese Gospel Church Oxford**

England & Wales - Charity number 1151974

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# Accounts

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# Chinese Gospel Church Oxford

Report and Accounts  
Year ended 31 March 2025

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**CHINESE GOSPEL CHURCH OXFORD  
LEGAL AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2025**

WORKING NAME	Oxford Chinese Gospel Church
ADDRESS FOR CORRESPONDENCE	82 Frenchay Road Oxford OX2 6TF
GOVERNING DOCUMENT	Constitution for a CIO Association dated 1 November 2021
CHARITY REGISTRATION NUMBER	1151974
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Dr Kai Wing Norman Lee Mrs Shan Wai Ms Jing Xiao
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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# Chinese Gospel Church Oxford

## Trustees' Annual Report

### For the year ended 31 March 2025

The Trustees present their report and the charity's financial statements for the year ended 31st March 2025.

## Summary of the charity's main activities and achievements

### Introduction

*"...until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* (Ephesians 4:13)

Our mission is to help believers grow in spiritual maturity by embracing God's truth, bearing the fruit of the Holy Spirit, and living as faithful witnesses to the transforming power of the gospel.

This ministry report has three focus areas: 1) Pursuing God's Word and growing in truth, 2) Discipleship and building life together, 3) Proclaiming the gospel through outreach.

### Pursuing God's Word and Growing in Truth

#### Sunday Worship and Sermon Series

Last year's theme, "Chosen in Love, Living in Holiness,"<sup>1</sup> guided us through the books of Genesis and 1 Corinthians. In Genesis, we traced God's plan of redemption following humanity's fall and his election of a family to become his covenant people. 1 Corinthians reminded us that accepting the gospel of Jesus Christ is just the beginning. We are called to live in holiness, not driven by the flesh or shaped by the world but transformed by the power of the gospel.

Our theme for this year, "Fearing the Holy God, Living Out the Power of the Gospel"<sup>2</sup>, has centered on Exodus and will continue on 2 Corinthians. In Exodus, we witnessed God's mighty deliverance of the Israelites from slavery in Egypt. He made a covenant with them, lived among them and calling them to serve him as a holy nation. The story reminds us that salvation is not just about being set free from sin, but living in reverent fear of God and serving him in unity.

God did not choose Israel to set them above others but to make them a blessing to all nations. After completing our series in Exodus, we turned our attention to the mission of God's chosen people, reflecting on how we, too, are called to intercede for the nations and engage thoughtfully with pressing issues such as war, abortion, euthanasia, the suppression of Christians values in society, and hope for those weighed down by poverty and debt. These are not distant and abstract topics; they shape the world we live in each day.

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<sup>1</sup> In Chinese 蒙愛立約·活出聖潔

<sup>2</sup> In Chinese 敬畏聖潔上帝·活出福音大能

## **Chinese Gospel Church Oxford**

### **Trustees' Annual Report**

### **For the year ended 31 March 2025**

In the second half of the year, we will begin our study of 2 Corinthians where Paul proclaimed a gospel rooted in the cross. To those experiencing weakness, suffering, and persecution, God brings comfort and strength. His power is not displayed through worldly success or human glory, but through vulnerability, perseverance, and hope. In his trials, Paul did not boast in himself but found strength in the grace of Christ. This is the true power of the gospel.

#### **Investing in the Next Generation**

Our church currently runs 7 ministries for children and youth, most of which take place on Sundays.

In the Mandarin congregation, all three Sunday School classes are taught in English: Preschool (ages 2–6), Primary (ages 7–11), and Youth (ages 12–17). Each class has around a dozen students. In Preschool, some younger children attend with a parent, and a few have special learning needs, so the support of both teachers and assistants is essential. Primary class is made up mostly of boys who are lively and energetic, hence traditional teaching methods often are not effective. The class is therefore more activity-based, and students have developed close friendships with one another. Youth has been following the same theme and studying the same books of the Bible as the adults. A new female teacher joined this year, which has helped strengthen relationships and encouraged classroom sharing. We also thank God for three new births in our Mandarin congregation this year. A nursery has been added where parents can join the service via livestream while looking after their young ones.

For the Cantonese congregation, we currently have two Cantonese Sunday School classes to serve the many newly arrived immigrant families from Hong Kong.

When Cantonese children's worship first began in January last year, only three children attended. Since then, weekly attendance has grown to 8–12. As we stepped out in faith, God brought new families into our church. This has not only allowed children to grow up learning God's Word, but also freed parents to participate fully in the adult service. At the same time, God has raised up new volunteers to serve in this growing ministry.

For Cantonese youth, we hosted a two-day retreat last summer to help them reflect on their identity and explore their gifts. Throughout the year, God has brought new young people into our community, including some who are not yet believers. Our Cantonese youth group now has over 20 participants. These young people treasure their close-knit friendships, supporting one another and growing together through regular Bible study. It helps them build a strong spiritual foundation to face the challenges of university and life beyond.

Despite the limited classroom time each week, we are committed to building a church culture where children grow up learning Scripture and walking in God's ways. Still, the most impactful influence is the spiritual atmosphere at home where children encounter Jesus' love and truth in daily life.

# **Chinese Gospel Church Oxford**

## **Trustees' Annual Report**

### **For the year ended 31 March 2025**

#### **Bible Study Fellowship (BSF)**

We launched a new partnership with BSF by hosting an online Bible study on the book of Revelation with more than 35 participants. Through daily personal study, weekly group discussions, and short teaching sessions, members were encouraged to stay rooted in their faith and look forward to Christ's return.

While the group was initially led by our pastoral staff, this year we have trained and added a new leader with support from BSF. The next study, "Exile and Return", has already attracted over 48 participants. We are excited to see that our partnership with BSF continues to foster a deep hunger for God's Word. Even long time believers have found that BSF helps reignite their love for Scripture and strengthens their daily walk with the Lord.

#### **Discipleship and Building Life Together**

##### **Life Together in Small Groups**

Our church currently has 11 small groups. Most meet weekly; others gather fortnightly or monthly. While the majority meet in person, a few continue online. These groups engage in a range of activities, including Bible study, prayer, life sharing and book discussions.

Each group draws people in a specific neighborhood, often meeting in members' homes or hired venues like churches or community centers. This approach reflects the incarnational nature of the gospel by bringing faith into local communities. It also makes it easier for members to invite friends and neighbors. Over the past year, several newcomers came to faith through these small groups. Such gatherings are a vital expression of God's kingdom on earth where we learn to love one another in real, practical ways. While misunderstandings and differences arise, especially among people from diverse backgrounds, through practicing forgiveness and acceptance, we grow by imitating the sacrificial love of Christ.

##### **Serving in Unity and Love**

Our church has 8 ministry departments. Among them, Worship and Hospitality have the most volunteers. The Sunday refreshments team alone has over 40 members, many of whom serve not because of their unique talents but because they are willing to offer what they have, similar to the boy with five loaves and two fish.

In between the Mandarin and Cantonese services, the church gathers to share refreshments and connect across language and culture. The combined Christmas choir also exemplifies this unity, with members from both congregations learning to worship in each others' language, humbly serving and bearing witness together.

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2025**

**Discipleship and Leadership Training**

Our Church Council began meeting online monthly not just to plan ministries but to study Scripture, share life and pray together. As leaders called to serve the church, we need to build strong relationships and walk together in Christ.

We are preparing to launch a training program for small group leaders. The aim is to equip leaders not only with biblical knowledge but also in life-sharing, building relationship and developing spiritual gifts.

Worship service leaders play a significant leadership role in our church. Each leader is personally invited to join the ministry after in-depth conversation and prayer with our pastoral staff. Before stepping into the role, they receive training in both spiritual formation and the theology of worship, along with rehearsals to help them lead the congregation in God-centered worship.

In March, we hosted a marriage retreat led by a missionary couple. They began by preaching on "Healthy Singleness, Healthy Marriage," emphasizing that strong marriages are built on healthy personal relationships with God. A total of 12 couples attended the two-day retreat which offered rich biblical teaching and space for reflection and conversation between the spouses. Many described it as transformative and expressed a desire to continue journeying with the other participants. The marriage mentors also led a special session for our youths who came with many questions on dating and marriage.

We launched a beginner guitar class with 12 participants. They learnt the basic skills of guitar playing so they may serve through music and help build up the worship life of our church community.

We ran a four-session evangelism training course, equipping members to share the gospel clearly and confidently, ready to speak of Christ whenever the opportunity arises.

**Proclaiming the Gospel through Outreach**

During the year our church hosted "Fun Days" by using traditional Chinese holidays as a bridge to welcome friends and family into the life of the church. Last year's Chinese New Year Carnival left a strong impression, as members experienced the joy of serving together. More than 260 people attended. Different groups performed on stage; even some first-time visitors commented that we were like professional entertainers! The vibrant and joyful atmosphere helped challenge and reshape outdated views of church as dull or overly traditional. Game booths brought fun for all ages, and small gifts donated by members added a special touch that made everyone feel cared for.

## **Chinese Gospel Church Oxford**

### **Trustees' Annual Report**

### **For the year ended 31 March 2025**

The Mid-Autumn Festival was another outreach opportunity. With festive food and games the event once again drew over 260 attendees. Activities like riddle guessing and ball games created a relaxed and friendly environment, opening the door for new friendships and preparing hearts for the gospel.

Our annual Christmas Evangelistic Service was the largest outreach event of the year. While public responses to the gospel may be few, especially among Chinese who are often hesitant to respond openly, it was a powerful moment to proclaim Christ and prepared the hearts of the seekers.

#### **Exploring Faith and Walking with God**

Following the Christmas Evangelistic Service, we launched a seekers class in January to introduce the gospel. More than a dozen attended regularly. Most were not believers and came with many questions. The small group setting created a safe space for exploring faith. Over the three-month journey, many began to see the gospel more clearly and reflect personally on their own spiritual path.

In addition to the seekers class, nine individuals from both congregations joined our baptism preparation class which consisted of 12 sessions covering the foundations of the Christian faith. After much prayer and thoughtful conversations, three chose to be baptized. Their decisions, often the fruit of long periods of spiritual searching, were a great encouragement to the entire church family.

#### **Global Missions: Responding to the Great Commission**

The church is much more than a building. It is the local congregation as well as the universal body of Christ. Jesus commissioned His disciples to go into all the world, and we are committed to cultivating that global kingdom mindset within our own congregation.

As in previous years, missionaries came to share their stories with us on several Sundays. Besides setting aside part of our budget for missions work, we launched some new initiatives this year. The International Mission to Jewish People (IMJP) hosted a missions learning experience participated by over 20 of our members. They took part in a Jewish heritage tour of museums in London and gained deeper insight into Jewish history and identity.

An IMPJ missionary led a Passover meal that connected with our sermon series on Exodus, allowing us to experience the gospel through its rich symbolism. We are discussing with IMJP on a three-day outreach in London, including evangelism training, street outreach, home visits and engagement with the Jewish community.

We are also making preparations to send a short-term mission team with Operation Mobilization (OM) to serve Ukrainian refugees in Poland. The trip will focus on community-building, teaching Bible stories and English, sharing music and art, and offering emotional support. Volunteers will also help distribute supplies and support logistics at a local resource center.

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2025**

**Beyond Our Walls: A Vision for Unity and Mission**

Every 3 months, pastors from various churches in Oxford, including our own, gather to pray, share, and encourage one another. We long to move beyond the traditional boundaries of a Chinese church, engaging meaningfully with society, interceding for the nations, and bringing the love of Christ into places of real need.

In John 17, on the night before His crucifixion, Jesus prayed with deep longing that His followers would be one. Unity is God's will, the work of the Holy Spirit, and a powerful witness to the world, though it is never easy.

As a trilingual church we experience both blessings and challenges. Yet we believe God has brought us together for a purpose: to grow in holiness, live faithfully, and serve as one body in Christ. So let us press on, casting off every burden and sin, fixing our eyes on Jesus, the author and perfecter of our faith, until the day we stand united, shoulder to shoulder, worshiping in the new heaven and new earth.

In planning our activities, we have applied the guidance on public benefit issued by the Charity Commission.

**Governing Instrument**

The charity, Chinese Gospel Church Oxford, also known as Oxford Chinese Gospel Church (OCGC), is a Charitable Incorporated Organisation (CIO). It was registered as a charity with the Charity Commission on 10 May 2013. OCGC is governed by a Constitution filed with the Charity Commission. Its Organisation Rules, first approved by members at the AGM on 29 August 2021, provides guidance to its operations.

The charity's principal objective is to advance the Christian Faith in accordance with the Statement of Faith stipulated in the Constitution primarily but not exclusively among people of Chinese descent in Oxfordshire through:

- praising and worshiping God and carrying out his will for the Church,
- preaching, studying and following the teachings of the Bible,
- nurturing the spiritual life of Christians,
- promoting Christian fellowship,
- spreading the gospel of Jesus Christ,
- caring for those in need,
- sending missionaries and supporting mission work and
- cooperating with other Christian churches and organisations who share our general aims and beliefs to carry out God's work.

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2025**

**Corporate Governance**

The Trustees have adopted 31 March as the end of OCGC's financial and reporting year in 2025, and for the future. An Annual General Meeting will be held on Sunday 6 July 2025.

According to the guidelines of the Charity Commission ([CC3 – The Essential Trustee](#)), the Trustees are responsible for the overall management of the Church as a charity, including but not limited to financial governance and legal compliance. While the Trustees bear the legal responsibility for the Church, spiritual leadership, ministry and pastoral care etc. are delegated to the Board of Elders in accordance with the Organisation Rules.

The Trustees, supported by the Board of Elders, Pastoral Team and the Coworkers Committee, administered the charity during the period covered by this report.

**Risk Management**

The Trustees regularly assess the risks associated with OCGC activities and annually review insurance coverage. The venue where most activities are held, namely, Oxford High School (Belbroughton Road, Oxford OX2 6XA), is insured. The residential property owned by OCGC (11 Arlington Drive, Oxford OX3 0SH) is also insured. OCGC is covered by public liability insurance as well as employer's liability insurance.

The Trustees have put in place policies and procedures to meet legal and regulatory requirements and to ensure OCGC can operate effectively under proper guiding principles. These include Safeguarding Policy and Procedures, Complaints Handling Policy, Conflict of Interest Policy, Disciplinary Procedure, Donation Acceptance Policy, Grievance Procedure, HR Procedure, Paying Staff Policy, Privacy Policy, Reserves Policy, Risk Management Policy and Volunteer Management Policy.

On Safeguarding, a 3<sup>rd</sup> party service provider, Christian Safeguarding Service, has continued to support us in the development of our Safeguarding Policy and Procedures as well as training to our Designated Safeguarding Officer, Trustees and volunteers working with our children and youth.

The Trustees have taken steps to ensure that adequate management and internal control procedures are in place to reduce the Charity's exposure to financial and operational risks.

**Financial Review**

As OCGC is a charitable incorporated organisation, it has elected to present receipts and payments accounts.

This year income has increased by £24,000 to £138,000, and expenditure has increased by £19,000 to £120,000. As a result the surplus for the year was £18,000 and the cash held by the charity increased by this amount to £120,000, all of which was unrestricted.

The charity holds its cash with two separate banks and is protected fully by the Financial Services Compensation Scheme (FSCS).

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2025**

**Reserves Policy**

The level of reserves is determined by the Trustees in order to safeguard the operations of OCGC in meeting its charitable objectives, taking into due consideration such risks posed to OCGC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and regulations.

The Trustees have determined that the charity should aim to hold free reserves (which they define to be unrestricted cash) of no less than £30,000, which equates to about 3 months' of projected unrestricted expenditure. At year-end the charity held unrestricted cash of about £120,000 and the charity is complying with its reserves policy.

**Responsibilities of Trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Approval**

This report was approved by the trustees and signed on their behalf by:

*Norman Lee*

[Norman Lee \(Jun 19, 2025 21:11 GMT+1\)](#)

**Dr Kai Wing Norman Lee**

Trustee

Date: Jun 19, 2025

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**CHINESE GOSPEL CHURCH OXFORD**

I report to the trustees on my examination of the accounts of Chinese Gospel Church Oxford ('the charity') for the year ended 31 March 2025 on pages 11 to 13 following.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

*Ajay Rajani*  
Ajay Rajani (Jun 20, 2025 09:38 GMT+1)

Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: Jun 20, 2025

**CHINESE GOSPEL CHURCH OXFORD**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	2025 £	2024 £
<b><i>Income receipts</i></b>					
<b><i>Donations and related gift aid</i></b>					
Donations		111,108	-	111,108	94,445
Gift aid received		17,162	-	17,162	14,517
Donations received for Mission Fund		-	4,158	4,158	1,280
Gift aid received for Mission Fund		-	50	50	50
<b><i>Income from other sources</i></b>					
Income from food and hospitality		1,540	-	1,540	1,735
Income from letting Fellowship House		-	-	-	2,269
Interest		3,958	-	3,958	-
<b>Total receipts</b>		<b>133,768</b>	<b>4,208</b>	<b>137,976</b>	<b>114,297</b>
<b><i>Payments</i></b>					
Payments in relation to charitable activities undertaken directly	2	112,138	-	112,138	93,754
Grants paid in support charitable activities undertaken by others	3	4,017	4,208	8,225	7,562
<b>Total payments</b>		<b>116,155</b>	<b>4,208</b>	<b>120,363</b>	<b>101,316</b>
Net of receipts / (payments) before transfers		17,613	-	17,613	12,981
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>17,613</b>	<b>-</b>	<b>17,613</b>	<b>12,981</b>
Cash funds as at last year end		102,524	-	102,524	89,543
<b>Cash funds at this year end</b>	A	<b>120,137</b>	<b>-</b>	<b>120,137</b>	<b>102,524</b>

The notes on page 13 form part of these accounts.

**CHINESE GOSPEL CHURCH OXFORD**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted funds £	Restricted funds £	2025 £	2024 £
<b>A Cash funds</b>				
Cash at bank with immediate access	41,179	-	41,179	27,524
Cash at bank on term deposit	78,958	-	78,958	75,000
	<u>120,137</u>	<u>-</u>	<u>120,137</u>	<u>102,524</u>
<b>B Other monetary assets</b>				
Gift aid due to charity	20,135	645	20,780	13,730
	<u>20,135</u>	<u>645</u>	<u>20,780</u>	<u>13,730</u>
<b>C Liabilities</b>				
Sunday venue hire	281	-	281	1,367
Fee for Independent Examination	1,230	-	1,230	1,200
Ministry expenses	770	-	770	553
Other creditors	427	-	427	330
	<u>2,708</u>	<u>-</u>	<u>2,708</u>	<u>3,450</u>
<b>D Assets retained for charity's own use</b>				
		Fund to which asset belongs	Cost £	Current value £
Fellowship House		Unrestricted	313,206	540,000
Fixtures, fittings and equipment		Unrestricted	5,570	-
			<u>318,776</u>	<u>540,000</u>

The trustees have used Zoopla to estimate the current value of Fellowship House.

**F Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*Norman Lee*

Norman Lee (Jun 19, 2025 21:11 GMT+1)

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Dr Kai Wing Norman Lee

Date: Jun 19, 2025

The notes on page 13 form part of these accounts.

**CHINESE GOSPEL CHURCH OXFORD**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Staff costs	73,187	-	73,187	57,956
Sunday venue hire	17,413	-	17,413	13,190
Fellowship House expenses	2,875	-	2,875	6,980
Ministry expenses	10,687	-	10,687	8,275
Food, hospitality and related supplies	3,341	-	3,341	3,079
Speakers honoraria	2,403	-	2,403	2,140
Examiner's fee for preparing and examining the accounts	1,200	-	1,200	1,140
Legal and professional fees	1,032	-	1,032	993
	112,138	-	112,138	93,754

**3 Grants paid to support charitable activities undertaken by others**

Grants to other charities engaged in mission				
Chinese Overseas Christian Mission	651	1,000	1,651	1,800
Faith, Truth and Hope	650	875	1,525	1,500
OMF International	650	875	1,525	1,500
Open Doors	650	875	1,525	1,500
Oxfordshire Community Churches (Safe Families)	417	583	1,000	1,000
International Mission To Jewish People	-	-	-	262
Grants to help individuals training for ministry	1,000	-	1,000	-
	4,017	4,208	8,225	7,562

**4 Movement on restricted funds**

	Opening balance £	Receipts £	Payments £	Closing balance £
Mission fund	-	4,208	(4,208)	-
	-	4,208	(4,208)	-

The **Mission** fund was created from donations received to support mission.

**Chinese Gospel Church Oxford**

England & Wales - Charity number 1151974

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# Accounts

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# Chinese Gospel Church Oxford

(formerly Oxford Chinese Students and  
Scholars Christian Fellowship)

Report and Accounts  
Year ended 31 March 2024

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**CHINESE GOSPEL CHURCH OXFORD  
LEGAL AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2024**

WORKING NAME	Oxford Chinese Gospel Church
ADDRESS FOR CORRESPONDENCE	82 Frenchay Road Oxford OX2 6TF
GOVERNING DOCUMENT	Constitution for a CIO Association dated 1 November 2021
CHARITY REGISTRATION NUMBER	1151974
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Dr Kai Wing Norman Lee Mrs Shan Wai Ms Jing Xiao
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2024**

The Trustees present their report and the charity's financial statements for the year ended 31st March 2024.

**Summary of the charity's main activities and achievements**

***Know that the Lord is God. It is He who made us, and we are His; we are His people, the sheep of His pasture.*** (Psalm 100:3)

Proclaiming God's Word has continued to be our focus. At the end of 2023, we completed the sermon series "Exile, Return, Rebuild, and Restore" based on the books of Ezra and Nehemiah, followed by Mark's Gospel. We entered 2024 with a new series, "As Beloved People of the Covenant, Let's Live Out Holiness" (translated from 蒙愛立約, 活出聖潔) – a study of Genesis and 1 Corinthians. Our 2024 theme is motivated by the challenges we face in a world where human identity has become more ambiguous than ever before and fulfilling our Gospel mission is increasingly difficult. Our plan is to study the origin and nature of sin and God's love and faithfulness shown to Abraham and his family, turning human failures into means of grace. By examining the issues faced by the Corinthian church, we aim to discover how we, too, can live out holiness in a culture whose values conflict with ours. We will also learn from Psalms and hear from local pastors on contemporary issues such as biblical sexuality, creation care, and justice. Our desire is to more firmly hold on to our identity as His people and more fervently live out the Gospel, united in bearing witness to Him in the world.

We identified Next Generation (Next-Gen) ministry as a key initiative. A wide age group is covered by this ministry – from toddlers to young adults! The objective is to help our next generation know, love, and experience Jesus firsthand. Next-Gen has seven programmes, six of which are run on Sundays. We seek to use the "heart" language of our next generation to communicate God's truth. For example, Senior Sunday School is taught in English, while Junior Sunday School and Children Worship, both launched recently, are conducted in Mandarin and Cantonese respectively. While there is an English youth group as well as a Cantonese counterpart, both come together for a joint worship service once a month. Finally, Campus Fellowship, conducted in Mandarin, is held on Saturday evenings for university students, postgraduates and young adults.

Small groups play a crucial role in our church family. Each group functions independently, customizing its activities to cater to its members' needs. These activities might include Bible study, prayer, life sharing, book study, and the Alpha course. We currently have 11 Mandarin and Cantonese groups, with most meeting weekly, others bi-weekly or monthly. Most gatherings are in-person, though a few take place online. Additionally, the majority of Cantonese congregants come together on Sunday mornings for Bible study, prayer, and fellowship.

It is a blessing to be able to hold Sunday services in a high school. A school offers modularity, i.e. additional facilities can be hired to accommodate a growing community like ours which has tripled in size over the last five years. On a typical Sunday, the school's Music Hall is used for our 10 am Mandarin service and 12 pm Cantonese service. Next-Gen ministry occupies four classrooms. The Dining Hall hosts our Cantonese Fellowship in the morning, as well as coffee/tea/snacks for the whole church between services. A "spill over" room is used for our monthly joint communion service. We also hire additional venues at various times of the week to host the larger "small" groups, which often have 20-

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
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30 or more participants! While there are advantages to owning a church building – and typically, a church our size would be looking to purchase its own building – we believe that hiring venues at strategic locations better serves our purpose at this stage as it allows us to bring ministries to people instead of the other way round. Such robustness has undoubtedly helped our outreach efforts.

Many in our church family are showing a keen desire to know God through an in-depth study of His Word. Our prayer was answered when the Lord opened a unique opportunity for us to partner with Bible Study Fellowship (BSF), an international organization focused on in-depth, disciplined Bible study. Many who have joined BSF attest to how it has helped them grow as disciples of Christ. We are excited that over 35 have signed up to study Revelation in the coming September!

We rejoice to see our church grow from 130 regular attendees to 180 year-on-year. Paradoxically, the church feels even more “together” as a family despite its larger size. We praise God for the eight who were baptized on June 2, 2024. Most of them had come to the UK as new immigrants in the aftermath of the civil unrest in Hong Kong. By God’s grace, they were invited to our church – by their neighbours or even by our church members whom they met as strangers in the street – and encountered the risen Jesus!

We thank God for motivating the hearts and minds of our members to give and serve selflessly week after week. It is by such dedicated, humble service that we may grow to become more like our Saviour.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

**Governing Instrument**

The charity, Chinese Gospel Church Oxford, also known as Oxford Chinese Gospel Church (OCGC), is a Charitable Incorporated Organisation (CIO). Prior to its conversion to a CIO on 1 November 2021, OCGC existed as a company limited by guarantee incorporated on 5 November 2012 and registered as a charity with the UK Charity Commission on 10 May 2013. OCGC is governed by a Constitution filed with the Charity Commission. Its Organisation Rules, first approved by members at the AGM on 29 August 2021, provides guidance to its operations.

The charity’s principal objective is to advance the Christian Faith in accordance with the Statement of Faith stipulated in the Constitution primarily but not exclusively among people of Chinese descent in Oxfordshire through:

- praising and worshiping God and carrying out his will for the Church,
- preaching, studying and following the teachings of the Bible,
- nurturing the spiritual life of Christians,
- promoting Christian fellowship,
- spreading the gospel of Jesus Christ,
- caring for those in need,
- sending missionaries and supporting mission work and
- cooperating with other Christian churches and organisations who share our general aims and beliefs to carry out God’s work.

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
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**Corporate Governance**

The Trustees have adopted 31 March as the end of OCGC's financial and reporting year in 2024, and for the future. An Annual General Meeting will be held on Sunday 14 July 2024.

According to the guidelines of the Charity Commission ([CC3 – The Essential Trustee](#)), the Trustees are responsible for the overall management of the Church as a charity, including but not limited to financial governance and legal compliance. While the Trustees bear the legal responsibility for the Church, spiritual leadership, ministry and pastoral care etc. are delegated to the Board of Elders in accordance with the Organisation Rules.

The Trustees, supported by the Board of Elders, Pastoral Team and the Coworkers Committee, administered the charity during the period covered by this report.

**Risk Management**

The Trustees regularly assess the risks associated with OCGC activities and annually review insurance coverage. The two venues where meetings and activities are held namely, Oxford High School (Belbroughton Road, Oxford OX2 6XA) and the Fellowship House (11 Arlington Drive, Oxford OX3 0SH) are insured. OCGC is covered by public liability insurance as well as employer's liability insurance.

The Trustees have put in place policies and procedures to meet legal and regulatory requirements and to ensure OCGC can operate effectively under proper guiding principles. These include Safeguarding Policy and Procedures, Complaints Handling Policy, Conflict of Interest Policy, Disciplinary Procedure, Donation Acceptance Policy, Grievance Procedure, HR Procedure, Paying Staff Policy, Privacy Policy, Reserves Policy, Risk Management Policy and Volunteer Management Policy.

On Safeguarding, a 3<sup>rd</sup> party service provider, Christian Safeguarding Service, has continued to support us in the development of our Safeguarding Policy and Procedures as well as training to our Designated Safeguarding Officer, Trustees and volunteers working with our children and youth.

The Trustees have taken steps to ensure that adequate management and internal control procedures are in place to reduce the Charity's exposure to financial and operational risks.

**Financial Review**

As OCGC is a charitable incorporated organisation, it has elected to present receipts and payments accounts.

This year income has increased by £10,000 to £114,000, and expenditure has increased by £14,000 to £101,000. As a result the surplus for the year was £13,000 and the cash held by the charity increased by this amount to just under £103,000, all of which was unrestricted.

**Chinese Gospel Church Oxford**  
**Trustees' Annual Report**  
**For the year ended 31 March 2024**

Given our conversion to a CIO and Barclays Bank had advised that we would need to use a new account applicable to a CIO, the Trustees opened a new account at Barclays under the name Chinese Gospel Church Oxford. While most donors have migrated to the new account, some are yet to do so. The Trustees plan to close the old account when all donors have migrated to the new account.

Following Trustees' approval, £75,000 was placed into a one-year business savings account at United Trust Bank with 5.15% interest payable at the end of the term. The amount is protected under the Financial Service Compensation Scheme (FSCS).

**Reserves Policy**

The level of reserves is determined by the Trustees in order to safeguard the operations of OCGC in meeting its charitable objectives, taking into due consideration such risks posed to OCGC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and regulations.

The Trustees have determined that the charity should aim to hold free reserves (which they define to be unrestricted cash) of no less than £30,000, which equates to about 3 months' of projected unrestricted expenditure. At year-end the charity held unrestricted cash of about £102,500 and the charity is complying with its reserves policy.

**Coronavirus Pandemic**

Throughout the year the Trustees continued to closely monitor COVID 19's impact. Since returning to physical meetings on 12 September 2021 after conducting a detailed risk assessment and putting in place mitigation measures, OCGC has continued to meet physically. However, should circumstances warrant additional precaution or even discontinuation of physical meetings, our backup plan to move back to online (Zoom) meetings can be re-activated. OCGC has complied in full with measures introduced by the Government to control the spread Coronavirus and to protect individuals.

**Responsibilities of Trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Chinese Gospel Church Oxford  
Trustees' Annual Report  
For the year ended 31 March 2024**

**Approval**

This report was approved by the trustees and signed on their behalf by:

*Kai Wing Norman Lee*

Kai Wing Norman Lee (Jun 19, 2024 13:55 GMT+1)

**Dr Kai Wing Norman Lee**

Trustee

Date: Jun 19, 2024

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**CHINESE GOSPEL CHURCH OXFORD**

I report to the trustees on my examination of the accounts of Chinese Gospel Church Oxford ('the charity') for the year ended 31 March 2024 on pages 8 to 10 following.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

  
Ajay Rajani (Jun 19, 2024 16:05 GMT+1)

Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: Jun 19, 2024

**CHINESE GOSPEL CHURCH OXFORD**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
<b><i>Income receipts</i></b>					
<b><i>Donations and related gift aid</i></b>					
Donations		94,445	-	94,445	81,825
Gift aid received		14,517	-	14,517	9,685
Donations received for Mission Fund		-	1,280	1,280	3,260
Gift aid received for Mission Fund		-	50	50	253
Gift aid received for Fellowship House (Building Fund)		-	-	-	2,660
<b><i>Income from other sources</i></b>					
Income from food and hospitality		1,735	-	1,735	3,967
Income from letting Fellowship House		2,269	-	2,269	2,269
<b>Total receipts</b>		<b>112,967</b>	<b>1,330</b>	<b>114,297</b>	<b>103,919</b>
<b><i>Payments</i></b>					
Payments in relation to charitable activities undertaken directly	2	93,754	-	93,754	81,536
Grants paid in support charitable activities undertaken by others	3	5,449	2,113	7,562	5,600
<b>Total payments</b>		<b>99,203</b>	<b>2,113</b>	<b>101,316</b>	<b>87,136</b>
Net of receipts / (payments) before transfers		13,763	(783)	12,981	16,783
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>13,763</b>	<b>(783)</b>	<b>12,981</b>	<b>16,783</b>
Cash funds as at last year end		88,761	783	89,543	72,760
<b>Cash funds at this year end</b>	A	<b>102,524</b>	<b>-</b>	<b>102,524</b>	<b>89,543</b>

The notes on page 10 form part of these accounts.

**CHINESE GOSPEL CHURCH OXFORD**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>A Cash funds</b>				
Cash at bank with immediate access	102,524	-	102,524	89,543
	<u>102,524</u>	<u>-</u>	<u>102,524</u>	<u>89,543</u>
<b>B Other monetary assets</b>				
Gift aid due to charity	13,730	-	13,730	14,546
	<u>13,730</u>	<u>-</u>	<u>13,730</u>	<u>14,546</u>
<b>C Liabilities</b>				
Sunday venue hire	1,367	-	1,367	-
Fee for Independent Examination	1,200	-	1,200	1,140
Ministry expenses	553	-	553	-
Other creditors	330	-	330	173
	<u>3,450</u>	<u>-</u>	<u>3,450</u>	<u>1,313</u>
<b>D Assets retained for charity's own use</b>				
		Fund to which asset belongs	Cost £	Current value £
Fellowship House		Unrestricted	313,206	500,000
Fixtures, fittings and equipment		Unrestricted	5,570	-
			<u>318,776</u>	<u>500,000</u>

The trustees have used the bottom of the range of values quoted by Zoopla on 6 June 2024 to estimate the current value of Fellowship House.

**F Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*Kai Wing Norman Lee*  
Kai Wing Norman Lee (Jun 19, 2024 13:55 GMT+1)

Dr Kai Wing Norman Lee

Date: Jun 19, 2024

The notes on page 10 form part of these accounts.

**CHINESE GOSPEL CHURCH OXFORD**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Staff costs	57,956	-	57,956	44,567
Sunday venue hire	13,190	-	13,190	13,684
Fellowship House expenses	6,980	-	6,980	5,414
Ministry expenses	8,275	-	8,275	7,289
Food, hospitality and related supplies	3,079	-	3,079	6,381
Speakers honoraria	2,140	-	2,140	2,090
Examiner's fee for preparing and examining the accounts	1,140	-	1,140	1,260
Legal and professional fees	993	-	993	853
	93,754	-	93,754	81,536

**3 Grants paid to support charitable activities undertaken by others**

Grants to other charities engaged in mission				
Chinese Overseas Christian Mission	1,187	613	1,800	1,600
Faith, Truth and Hope	1,500	-	1,500	-
OMF International	1,500	-	1,500	1,500
Open Doors	-	1,500	1,500	1,500
Oxfordshire Community Churches	1,000	-	1,000	-
International Mission To Jewish People	262	-	262	-
Grants to help individuals training for ministry	-	-	-	1,000
	5,449	2,113	7,562	5,600

**4 Movement on restricted funds**

	Opening balance £	Receipts £	Payments £	Closing balance £
Mission fund	783	1,330	(2,113)	-
	783	1,330	(2,113)	-

The **Mission** fund was created from donations received to support mission.

**Chinese Gospel Church Oxford**

England & Wales - Charity number 1151974

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# Accounts

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# Chinese Gospel Church Oxford

(formerly Oxford Chinese Students and  
Scholars Christian Fellowship)

Report and Accounts  
Year ended 31 March 2023

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**CHINESE GOSPEL CHURCH OXFORD  
LEGAL AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2023**

WORKING NAME	Oxford Chinese Gospel Church
ADDRESS FOR CORRESPONDENCE	11 Arlington Drive Marston Oxford OX3 0SH
GOVERNING DOCUMENT	Constitution for a CIO Association dated 1 November 2021
CHARITY REGISTRATION NUMBER	1151974
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Dr Kai Wing Norman Lee Mrs Shan Wai Ms Jing Xiao
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Page 10	Notes to the Accounts

The Trustees present their report and the charity's financial statements for the year ended 31st March 2023.

### **Summary of the charity's main activities and achievements**

29 August 2021 marked our transition from a Christian fellowship to a church. While the transition was smooth and organic, we recognise a change deep inside us. That is our identity. Forging a new identity, a new sense of self, has been a gradual process. We find ourselves contemplating the question "What kind of a church do we aspire to be?"

First, **we aspire to be a church shaped by God's Word.** As such, strengthening the pulpit has remained a top priority. In December 2022, we concluded the sermon series "We are a Gospel Church – Understanding, Experiencing, Living, and Sharing the Gospel." We commenced 2023 with a new series "Exile, Return, Rebuild and Restore" focusing on the Old Testament books of Ezra and Nehemiah in the first half of the year. Like the returnees of the Babylonian exile, many of our members have left their home and replanted themselves in new soil. As we learned how the returnees' overcame challenges in rebuilding Jerusalem's Temple, city walls and their own identity, we gained valuable insight in building God's new Temple – the church, the body of Christ, here in Oxford. However, just as in the case of the Jewish returnees, our efforts to establish a new life in a new world will not bear fruit if we fail to recognize that only Christ can restore our hearts. Before "doing," our "being" must first be transformed by the power of the cross. Therefore in the second half of 2023 we will study the Gospel of Mark as we seek to discover and rediscover who Jesus is and the incredible difference He can make in our lives.

**We aspire to be a community of the Lord's day.** Sadly, attending church on Sunday has become just one of several options vying for the attention of many Christians today. But for us, Sunday means happily going to school (!) as we head to the music hall at Oxford High School where we have our Sunday services. We are now blessed with over 130 regular attendees, equally split between Mandarin service (10am–11:30am) and Cantonese service (12pm–1:30pm). Sunday becomes the highlight of our week as we gather to meet with God through worship, prayer, scripture and Communion. We are sent forth afterwards – "go in peace to love and serve the Lord" – as we return to our everyday lives, drawing near to God and bearing witness to His truth, goodness and beauty.

With children and youth comprising one third of our church, Sunday school and youth ministry are of much relevance. The children have been learning from the Gospel Project, a Christ-centred curriculum covering the Bible in 3 years. The Mandarin/English youths finished Matthew and began Acts earlier this year. The Cantonese youths, launched about 8 months ago, studied Jesus' parables before moving on to Youth Alpha. The two youth groups would come together occasionally for games and pizza. For the first time the Mandarin/English youths led a Sunday service, inspiring the adults with their humility and unity in serving.

**We aspire to be a community united in the Lord.** Since drinks and snacks were introduced in the dining hall late last year, people have thoroughly enjoyed the time of fellowship between the two services. Once a month the two congregations hold a combined Holy Communion service followed by lunch and badminton at the school. In addition to cultivating unity in the Spirit through the sharing of Communion and an Agape meal, we also foster unity in the Word by ensuring that the same sermon is preached across both services. While we have heard of Mandarin believers in some Chinese churches feeling neglected upon the recent arrival of new immigrants from Hong Kong, our church has firmly resolved to "...make every effort to keep the unity of the Spirit through the bond of peace"

(Ephesians 4:3). We acknowledge and address language and cultural differences but refuse to be divided along political lines, for "there is one body and one Spirit...one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all" (Ephesians 4:4-6). We learn to forbear and love one another as one family.

**We aspire to be a life-sharing community.** Small groups are a vital part of our church life. Each group operates autonomously, tailoring its activities to meet the needs of its members. Activities may include bible study, sharing, prayer, book study and using the Alpha course for outreach. Presently we have a total of 12 groups, some meeting weekly and others monthly. Most are physical gatherings, with a few taking place online. Among Mandarin groups, Abingdon, Bicester, Monday Sisters, Rainbow, and Students/Young Adults have been active for several years. Additionally, 3 new Mandarin groups were formed in the past year. One of them, aptly named "Brightest Pearl," serves as a gathering for mothers to encourage and support one another. The other two cater specifically to men: one meets monthly on Zoom to study Tim Keller's "Every Good Endeavour." The other, a men's breakfast gathering, has proven to be an excellent platform for outreach. For Cantonese speakers, three new groups now meet monthly in Witney, Bicester, and Summertown. Moreover, a majority of our Cantonese congregants gather on Sunday morning to study scripture, pray and fellowship. Finally our online prayer warriors meet monthly on zoom to intercede for the world, our church and one another.

**We aspire to be a gospel-sharing community.** Over the past year, the efforts of many brothers and sisters have been fruitful. In June 2023, after completing baptism classes, 3 Mandarin and 2 Cantonese brothers and sisters were baptized. In addition, 6 newcomers from Hong Kong were invited by their friends to our Sunday service and small groups. They learnt about our faith, asked questions and keenly observed our lives. Finally they too decided to give their lives to Jesus! This has been most encouraging as they are all eager to learn and grow in the faith. We started new believers classes for them. Praise be to God!

**We aspire to be a serving community by following Jesus' example.** A well-run church requires the tireless efforts of many individuals. When we celebrated Christmas last year with a special service "Embracing the true Light", a joint choir was established with members from both Mandarin and Cantonese congregations. After practising for 2 months they led us in welcoming the birth of our Saviour through music. Reflecting on Christ's sacrificial love for us, brothers and sisters are greatly encouraged, aspiring to follow His example. They serve in various capacities within the church, each playing a vital role. We have Sunday service leaders, pianists and song leaders; a group of dedicated Sunday School and Youth teachers and helpers; coworkers looking after venue arrangement, supplies and logistics; those who lovingly prepare monthly Agape meals and weekly refreshments; small groups leaders organising and caring for their members; IT experts who set up and operate AV systems; stewards who faithfully attend to the Fellowship House; Pastoral Team members and Elders who diligently teach and nurture the flock; Deacons and coworkers handling Safeguarding, managing church finances and human resource matters, as well as those serving in other capacities who may not be listed above. May the Lord remember all these efforts. In Paul words, "Always give yourselves fully to the work of the Lord, because you know that your labour in the Lord is not in vain." (1 Corinthians 15:58b)

We bid farewell to our pastoral worker Frances who returned to her home country last November. The Lord sent us Caleb, a pastoral worker who arrived Oxford in June this year with his family from Hong Kong. All members of our Pastoral Team are fluent in both Mandarin and Cantonese which is a real blessing as pastoral resources can be shared across the congregations.

Our transition to an independent church has been a journey of growth and discovery. In 2021 when we decided to step away from denominational affiliation, we recognized that it meant forgoing the comfort of established traditions and theological guidance. We were willing to embrace uncertainties, including our unresolved stances on infant baptism and ordination. Over the past two years, unbeknownst to us, the Holy Spirit was leading us toward the answers to these unresolved issues, even though we had not consciously pursued them. The divine will has unfolded in ways that surpassed our expectations. We are humbled and grateful for the revelation and guidance received on this journey.

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### **Governing Instrument**

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The Trustees have taken steps to ensure that adequate management and internal control procedures are in place to reduce the Charity's exposure to financial and operational risks.

## **Financial Review**

As OCGC is a charitable incorporated organisation, it has elected to present receipts and payments accounts.

Overall income has increased by £6,000 to £104,000. The charity's income from its usual activities increased by £26,000 and income to help with the purchase of Fellowship House fell by £20,000 (the appeal was closed following the purchase of that property).

Overall expenditure has decreased by £295,000 to £87,000. The charity spent an extra £18,000 on its usual activities but nothing was spent on the purchase of Fellowship House, which in the previous year cost £313,000.

The overall the surplus this year was £17,000, which comprised a surplus of £14,000 on usual activities and gift aid of £3,000 received this year on previous donations for Fellowship House.

As a result the cash held by the charity has increased by £17,000 to nearly £90,000, which includes restricted cash of £1,000 held in the Mission fund.

## **Reserves Policy**

The level of reserves is determined by the Trustees in order to safeguard the operations of OCGC in meeting its charitable objectives, taking into due consideration such risks posed to OCGC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and regulations.

The Trustees have determined that the charity should aim to hold free reserves (which they define to be unrestricted cash) of no less than £24,000, which equates to about 3 months' of projected unrestricted expenditure. At year-end the charity held unrestricted cash of just under £89,000 and the charity is complying with its policy for holding reserves.

### **Coronavirus Pandemic**

Throughout the year the Trustees continued to closely monitor COVID 19's impact. Since returning to physical meetings on 12 September 2021 after conducting a detailed risk assessment and putting in place mitigation measures, OCGC has continued to meet physically. However, should circumstances warrant additional precaution or even discontinuation of physical meetings, our backup plan to move back to online (Zoom) meetings can be re-activated. OCGC has complied in full with measures introduced by the Government to control the spread Coronavirus and to protect individuals.

### **Responsibilities of Trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **Approval**

This report was approved by the trustees and signed on their behalf by:

*Kai Wing Norman Lee*

**Dr Kai Wing Norman Lee**

Trustee

Date: 19 June 2023

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF

### CHINESE GOSPEL CHURCH OXFORD

I report to the trustees on my examination of the accounts of Chinese Gospel Church Oxford ('the charity') for the year ended 31 March 2023 on pages 8 to 10 following.

#### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

*Ajay Rajani*

Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 24 July 2023

**CHINESE GOSPEL CHURCH OXFORD**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
<b>Income receipts</b>					
<u>Donations and related gift aid</u>					
Donations		81,825	-	81,825	61,912
Gift aid received		9,685	-	9,685	8,586
Donations received for Mission Fund		-	3,260	3,260	4,970
Gift aid received for Mission Fund		-	253	253	25
Donations received for Fellowship House (Building Fund)		-	-	-	14,900
Gift aid received for Fellowship House (Building Fund)		-	2,660	2,660	7,478
<u>Income from other sources</u>					
Income from food and hospitality		3,967	-	3,967	-
Income from letting Fellowship House		2,269	-	2,269	-
Interest		-	-	-	35
<b>Total receipts</b>		<u>97,746</u>	<u>6,173</u>	<u>103,919</u>	<u>97,905</u>
<b>Payments</b>					
Payments in relation to charitable activities undertaken directly	2	81,536	-	81,536	64,669
Grants paid in support charitable activities undertaken by others	3	1,000	4,600	5,600	4,100
		<u>82,536</u>	<u>4,600</u>	<u>87,136</u>	<u>68,769</u>
Purchase of Fellowship House		-	-	-	311,826
Loan repayment		-	-	-	1,140
		<u>-</u>	<u>-</u>	<u>-</u>	<u>312,966</u>
<b>Total payments</b>		<u>82,536</u>	<u>4,600</u>	<u>87,136</u>	<u>381,735</u>
Net of receipts / (payments) before transfers		15,210	1,573	16,783	(283,830)
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		15,210	1,573	16,783	(283,830)
Cash funds as at last year end		73,550	(790)	72,760	356,590
<b>Cash funds at this year end</b>	A	<u>88,760</u>	<u>783</u>	<u>89,543</u>	<u>72,760</u>

The notes on page 10 form part of these accounts.

**CHINESE GOSPEL CHURCH OXFORD**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>A Cash funds</b>				
Cash at bank with immediate access	88,760	783	89,543	72,760
	<u>88,760</u>	<u>783</u>	<u>89,543</u>	<u>72,760</u>
<b>B Other monetary assets</b>				
Gift aid due to charity	14,496	50	14,546	12,597
	<u>14,496</u>	<u>50</u>	<u>14,546</u>	<u>12,597</u>
<b>C Liabilities</b>				
Fee for Independent Examination	1,140	-	1,140	1,260
Other creditors	173	-	173	773
	<u>1,313</u>	<u>-</u>	<u>1,313</u>	<u>2,033</u>
<b>D Assets retained for charity's own use</b>				
		Fund to which asset belongs	Cost £	Current value £
Fellowship House		Unrestricted	313,206	496,000
Fixtures, fittings and equipment		Unrestricted	5,570	-
			<u>318,776</u>	<u>496,000</u>

The trustees have used the bottom of the range of values quoted by Zoopla on 23 May 2023 to estimate the current value of Fellowship House.

**F Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*Kai Wing Norman Lee*

-----  
Dr Kai Wing Norman Lee

Date: 19 June 2023

The notes on page 10 form part of these accounts.

CHINESE GOSPEL CHURCH OXFORD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Staff costs	44,567	-	44,567	47,918
Hire of premises and facilities	13,684	-	13,684	3,693
Ministry expenses	7,289	-	7,289	4,407
Food, hospitality and related supplies	6,381	-	6,381	-
Fellowship House expenses:				
Non-letting expenses	3,840	-	3,840	2,557
Letting expenses	1,573	-	1,573	-
Speakers honoraria	2,090	-	2,090	1,513
Examiner's fee for preparing and examining the accounts	1,260	-	1,260	1,620
Legal and professional fees	853	-	853	2,962
	<u>81,536</u>	<u>-</u>	<u>81,536</u>	<u>64,669</u>

3 Grants paid to support charitable activities undertaken by others

Grants to other charities engaged in mission				
Chinese Overseas Christian Mission	-	1,600	1,600	1,600
Open Doors	-	1,500	1,500	1,500
OMF International		1,500	1,500	-
Grants to help individuals training for ministry	1,000	-	1,000	1,000
	<u>1,000</u>	<u>4,600</u>	<u>5,600</u>	<u>4,100</u>

4 Movement on restricted funds

	Opening balance £	Receipts £	Payments £	Closing balance £
Mission fund	1,870	3,513	(4,600)	783
Building fund	(2,660)	2,660	-	-
	<u>(790)</u>	<u>6,173</u>	<u>(4,600)</u>	<u>783</u>

The **Mission** fund was created from donations received to support mission.

The **Building** fund was created from donations received to help purchase Fellowship House and this property was purchased in the previous year. The overdrawn balance on the fund at the beginning of the year (which was £2,660) represented gift aid due on donations to the Building fund and this gift aid was received during the year. The Building fund has now been closed and the charity does not expect to receive any further donations for this fund.

**Chinese Gospel Church Oxford**

England & Wales - Charity number 1151974

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# Accounts

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# Oxford Chinese Students and Scholars Christian Fellowship

Report and Accounts  
Year ended 31 March 2022

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**LEGAL & ADMINISTRATIVE DETAILS**

**FOR THE YEAR ENDED 31 MARCH 2022**

WORKING NAME	Oxford Chinese Gospel Church
ADDRESS FOR CORRESPONDENCE	11 Arlington Drive Marston Oxford OX3 0SH
GOVERNING DOCUMENT	Memorandum and Articles of Association for a charitable company until 1 November 2021  Constitution for a CIO Association from 1 November 2021
CHARITY REGISTRATION NUMBER	1151974
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Dr Mo Guan (resigned 29 August 2021) Dr Kai Wing Norman Lee Mrs Estella Packwood (resigned 29 August 2021) Mrs Shan Wai (appointed 29 August 2021) Ms Jing Xiao
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Pages 2-5	Trustees' Report
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Page 7	Receipts and Payments Account
Page 8	Statement of Assets & Liabilities
Pages 9-10	Notes to the Accounts

The Trustees present their report and the charity's financial statements for the year ended 31st March 2022.

### **What is OCSSCF?**

OCSSCF was formed in 2010 to spread the Gospel of Jesus Christ and advance the Christian Faith mainly, but not exclusively, among the Mandarin-speaking Chinese in Oxford and the surrounding areas.

### **Summary of the charity's main activities and achievements**

Despite the impact of COVID 19, under God's Providence OCSSCF achieved several milestones.

We successfully transitioned to a church in 2021 after operating as a Christian fellowship for over a decade. We had also envisioned to convert our legal structure to a Charity Incorporated Organisation (CIO), taking advantage of the associated reduction in administrative and accounting workload. All proposed resolutions, including the adoption of a CIO constitution and Organisation Rules for the church, as well as the appointment of Deacons and a Board of Elders were passed at our Annual General Meeting (AGM) on 29 August 2021. The conversion to CIO was subsequently approved by the Charity Commission on 1 November 2021. The Charity Commission also approved our new official name "Chinese Gospel Church Oxford" while "Oxford Chinese Gospel Church" would continue to be our working name. A resolution for a change to our official name will be proposed at our upcoming AGM on 4 September 2022 for approval by members.

We finally said goodbye to St Clement's Centre where the fellowship had met for a decade. On the day we resumed physical Sunday service after the prolonged lockdown, we realised that we had outgrown the venue. Our congregation had grown during COVID! We were particularly thankful as within a short time, Oxford High School came up in our search for an alternate venue. Moving to a school for Sunday activities has high strategic value. Not only did we resolve the space constraint, we were able to start new ministries which otherwise would not be possible. The use of the school's sports and dining facilities for our monthly "Family Fun Day" is an example.

We started a new Cantonese service in February 2022, almost a year after launching a Cantonese ministry to welcome new immigrants from Hong Kong. It was a response to meet the deep desire of the newcomers to worship God, pray and hear His Word preached in their native tongue. There are now two services on most Sundays – Mandarin (10am–11:30am) followed by Cantonese (12:00pm–1:30pm). Once a month the two congregations would join together in a combined service with Holy Communion. Afterwards, most would stay behind for Family Fun Day and enjoy fellowship over lunch, play board games or do sports like soccer, badminton and tennis. It was particularly precious to see young and old reconnecting and enjoying each other's company after the long lockdown. Family Fun Day has also been an opportunity to be introduced to new friends who would otherwise not come to church on Sunday.

At the end of 2021 we completed our Sunday sermon theme: *God is King, Magnify Him*, based on a study of I & II Samuel and Matthew. In January 2022, we started a new sermon series: *We are a Gospel Church* divided into 4 sub-themes: (i) Understanding the Gospel, (ii) Experiencing the Gospel, (iii) Living the Gospel and (iv) Sharing the Gospel. We hope and pray that the Gospel will become a central part of our lives.

During the year we started baptismal classes for 5 adults and 8 youths. Many in our congregation benefited from weekly small groups which met for bible study and fellowship, either physically or on zoom. Our prayer warriors gathered monthly to intercede for each other, for our church and the world. Our students and young adults group participated in Oxford University's Fresher's Fair and made introductions to a number of new students.

We are grateful to our team of dedicated Youth and Sunday School teachers. Through studying 1 Peter, "God's Big Picture" followed by Matthew, the faith of our youths was strengthened. Our Sunday School children learnt how Jesus is revealed throughout the Bible. It remained a priority for the teachers to meet frequently, to prepare for lessons and pray together.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

### **Governing Instrument**

OCSSCF is a Charity Incorporated Organisation (CIO). Prior to its conversion to a CIO on 1 November 2021, OCSSCF existed as a company limited by guarantee incorporated on 5 November 2012 and registered as a charity with the UK Charity Commission on 10 May 2013. OCSSCF is governed by a Constitution filed with the Charity Commission. Its Organisation Rules, first approved by members at the AGM on 29 August 2021, provide guidance to its operations.

For the year under review the charity's principal objective, as set out in the CIO's Constitution, was to advance all aspects of the Christian Faith primarily, but not exclusively, among the Mandarin speaking Chinese in Oxford and the surrounding area, in particular but not exclusively by:

- cooperating with other Christian churches and organisations who share our general aims and beliefs
- promoting Christian fellowship and pursuit of spiritual growth
- promoting the world-wide mission of Jesus Christ.

### **Corporate Governance**

The Trustees have adopted 31 March as the end of OCSSCF's financial and reporting year in 2022, and for the future. An Annual General Meeting will be held on Sunday 4 September 2022.

According to the guidelines of the Charity Commission ([CC3 – The Essential Trustee](#)), the Trustees are responsible for the overall management of the Church as a charity, including but not limited to financial governance and legal compliance. While the Trustees bear the legal responsibility for the Church, spiritual leadership, ministry and pastoral care etc. are delegated to the Board of Elders in accordance with the Organisation Rules.

The Trustees, supported by the Board of Elders, Pastoral Team and the Coworkers Committee, administered the charity during the period covered by this report.

### **Risk Management**

The Trustees regularly assess the risks associated with OCSSCF activities and annually review insurance coverage. The two venues where meetings and activities are held namely, Oxford High School (Belbroughton Road, Oxford OX2 6XA) and the Fellowship House (11 Arlington Drive, Oxford OX3 0SH) are insured. OCSSCF has also procured public liability insurance as well as employee liability insurance.

The Trustees have put in place policies and procedures to meet legal and regulatory requirements and to ensure OCSSCF can operate effectively under proper guiding principles. These include (a) Complaints Handling Policy, (b) Conflict of Interest Policy, (c) Disciplinary Procedure, (d) Donation Acceptance Policy, (e) Grievance Procedure, (f) HR Procedure, (g) Paying Staff Policy, (h) Privacy Policy, (i) Reserves Policy, (j) Safeguarding Policy and Procedures, and (k) Volunteer Management Policy.

On Safeguarding, a 3<sup>rd</sup> party service provider, Christian Safeguarding Service, has provided assistance with the development of our Safeguarding Policy and Procedures as well as training to our Designated Safeguarding Officer, Trustees and volunteers working with our children and youth and vulnerable adults.

The Trustees have taken steps to ensure that adequate management and internal control procedures are in place to reduce the Charity's exposure to financial and operational risks.

### **Financial Review**

In the previous year, the charity presented accounts prepared on the accruals basis using the Charities SORP. However, now that the charity is a charitable incorporated organisation, the charity has the option of presenting receipts and payments accounts and the charity has taken advantage of this option this year. The results reported previously have been restated so that they are presented on a receipts and payments basis; further information about the restatement is given in note 6 'Reconciliation with previously reported funds' in the accounts.

During the year unrestricted income fell to £70,517 (from £74,718 in 2021). Ignoring the payment for Fellowship House, unrestricted expenditure increased to £66,809 (from £62,854 in 2021) following the recommencement of in person meetings and activities when pandemic restrictions began to ease. In addition, unrestricted funds contributed £58,924 towards the purchase of Fellowship House. The deficit for the year on unrestricted funds was therefore £55,217 (2021: a surplus of £11,864) and unrestricted cash decreased by this amount to £73,550.

Restricted income decreased to £27,389 (from £230,241 in 2021) largely because most of the donations needed to purchase Fellowship House were received in the previous year. Restricted expenditure increased to £256,002 (from £3,238 in 2021), which included £252,902 spent on the purchase of Fellowship House. The deficit for the year on restricted funds was £228,613 (2021: a surplus of £227,003) and restricted cash fell by this amount and was in deficit by £790 at the year end. The deficit at the year-end arose because some of the gift aid due on donations to restricted funds was not received until after the year-end.

### **Reserves Policy**

The level of reserves is determined by the Trustees in order to safeguard the operations of OCSSCF in meeting its charitable objectives, taking into due consideration such risks posed to OCSSCF, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and regulations.

The Trustees have determined that the charity should aim to hold free reserves (which they define to be unrestricted cash) of no less than £19,500, which equates to about 3 months' of projected unrestricted expenditure. At year-end the charity held unrestricted cash of £73,550. The trustees would take steps to ensure that the minimum reserves policy is not breached at any time.

### **Coronavirus Pandemic**

The Trustees continued its decision to cease all physical meetings and conduct all meetings online in the beginning of the Financial Year covered under this report. OCSSCF returned to physical meeting on 12 September 2021, after a detailed risk assessment was conducted and appropriate mitigation measures were put in place. OCSSCF has complied in full with measures introduced by the Government to control the spread Coronavirus and to protect individuals.

### **Responsibilities of trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **Approval**

This report was approved by the trustees and signed on their behalf by:

*Dr Kai Wing Norman Lee*

**Dr Kai Wing Norman Lee**

Trustee

Date: 10 August 2022

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

I report to the trustees on my examination of the accounts of Oxford Chinese Students and Scholars Christian Fellowship ('the charity') for the year ended 31 March 2022 on pages 7 to 10 following.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

*Ajay Rajani*

Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 17 August 2022

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
<b>Income receipts</b>					
Donations		61,912	-	61,912	54,270
Gift aid received		8,586	-	8,586	16,809
Donations received for Mission Fund		-	4,970	4,970	1,275
Gift aid received for Mission Fund		-	25	25	88
Donations received for Fellowship House (Building Fund)		-	14,900	14,900	228,790
Gift aid received for Fellowship House (Building Fund)		-	7,478	7,478	88
Interest		19	16	35	-
		<u>70,517</u>	<u>27,389</u>	<u>97,905</u>	<u>301,319</u>
<b>Capital and similar receipts</b>					
Refund of payment		-	-	-	2,500
Loans received		-	-	-	1,140
		<u>-</u>	<u>-</u>	<u>-</u>	<u>3,640</u>
<b>Total receipts</b>		<u>70,517</u>	<u>27,389</u>	<u>97,905</u>	<u>304,959</u>
<b>Payments</b>					
Payments in relation to charitable activities undertaken directly	2	64,669	-	64,669	61,413
Grants paid in support charitable activities undertaken by others	3	1,000	3,100	4,100	3,300
		<u>65,669</u>	<u>3,100</u>	<u>68,769</u>	<u>64,713</u>
Purchase of Fellowship House		58,924	252,902	311,826	1,380
Loan repayment		1,140	-	1,140	-
		<u>60,064</u>	<u>252,902</u>	<u>312,966</u>	<u>1,380</u>
<b>Total payments</b>		<u>125,733</u>	<u>256,002</u>	<u>381,735</u>	<u>66,093</u>
Net of receipts / (payments) before transfers		(55,217)	(228,613)	(283,830)	238,867
Transfers between funds	5	-	-	-	-
<b>Net movement in funds</b>		<u>(55,217)</u>	<u>(228,613)</u>	<u>(283,830)</u>	<u>238,867</u>
Cash funds as at last year end		128,766	227,823	356,590	117,723
<b>Cash funds at this year end</b>	A	<u>73,550</u>	<u>(790)</u>	<u>72,760</u>	<u>356,590</u>

The notes on pages 9 to 10 form part of these accounts.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

Notes	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>A Cash funds</b>				
Cash at bank with immediate access	73,550	(790)	72,760	356,590
	<u>73,550</u>	<u>(790)</u>	<u>72,760</u>	<u>356,590</u>
<b>B Other monetary assets</b>				
Gift aid due to charity	9,684	2,913	12,597	16,089
	<u>9,684</u>	<u>2,913</u>	<u>12,597</u>	<u>16,089</u>
<b>C Liabilities</b>				
Loans	-	-	-	1,140
Fee for Independent Examination	1,260	-	1,260	1,500
Other creditors	773	-	773	-
	<u>2,033</u>	<u>-</u>	<u>2,033</u>	<u>2,640</u>
<b>D Assets retained for charity's own use</b>				
		Fund to which asset belongs	Cost £	Current value £
Fellowship House		Unrestricted	313,206	496,000
Fixtures, fittings and equipment		Unrestricted	5,570	-
			<u>318,776</u>	<u>496,000</u>

The trustees have used the bottom of the range of values quoted by Zoopla on 3 August 2022 to estimate the current value of Fellowship House.

**F Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*Dr Kai Wing Norman Lee*

-----  
Dr Kai Wing Norman Lee

Date: 10 August 2022

The notes on pages 9 to 10 form part of these accounts.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**1 Accounting policies**

The charity operated as a charitable company until 1 November 2021 when it converted to a charitable incorporated organisation ('CIO') with the same registered charity number. Previously, as a charitable company, the charity was obliged to present accounts prepared on an accruals basis using the Charities SORP. However, when it became a CIO, the charity had the option of presenting receipts and payments accounts and the charity has taken advantage of this option this year. In these accounts the results of the previous year have been restated so that they are presented on a receipts and payments basis. Further information about the restatement is given in note 6 below.

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Staff costs	47,918	-	47,918	43,883
Staff recruitment	-	-	-	7,605
Ministry expenses	4,407	-	4,407	1,532
Speakers honoraria	1,513	-	1,513	630
Hire of premises and facilities	3,693	-	3,693	(216)
Fellowship House expenses	2,557	-	2,557	4,171
Legal and professional fees	2,962	-	2,962	2,008
Examiner's fee for preparing and examining the accounts	1,620	-	1,620	1,800
	64,669	-	64,669	61,413

**3 Grants paid to support charitable activities undertaken by others**

Grants to other charities engaged in mission				
Chinese Overseas Christian Mission	-	1,600	1,600	1,000
Open Doors	-	1,500	1,500	1,000
Grants to help individuals training for ministry	1,000	-	1,000	-
Grants to individuals facing hardship	-	-	-	1,300
	1,000	3,100	4,100	3,300

**4 Transactions with related parties**

During the year, with the Charity Commission's prior consent, the charity purchased Fellowship House from Dr Kai Wing Norman Lee (who is a trustee) for £310,000.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**5 Movement on restricted funds**

	Opening balance £	Receipts £	Payments £	Closing balance £
Restricted funds				
Mission fund	(25)	4,995	(3,100)	1,870
Building fund	227,848	22,394	(252,902)	(2,660)
Total funds	<u>227,823</u>	<u>27,389</u>	<u>(256,002)</u>	<u>(790)</u>

The **Mission** fund was created from donations received to support mission.

The **Building** fund was created from donations received to help purchase Fellowship House and this property was purchased during the year. It was agreed that the charity would use some of its unrestricted funds to help purchase the property and £58,924 was used for this purpose. The overdrawn balance on the fund at the year end (which is £2,660) represents gift aid which was due on donations to the Building fund and this gift aid has been received since the year-end. The Building fund has now been closed and the charity does not expect to receive any further donations for this fund.

**6 Reconciliation with previously reported funds**

As explained in note 1 'Accounting Policies', in the previous year the charity prepared its accounts using the accruals basis; in the current year the charity has taken advantage of the option to prepare its accounts on a receipts and payments basis. The comparatives presented in these accounts have been re-stated using the receipts and payments basis and a reconciliation with the reserves and results reported previously follows:

*Reconciliation of reserves*

	2021 £	2020 £
Previously reported reserves, at 31 March	370,042	134,474
Adjustments arising from use of receipts and payments basis:		
Exclusion of previously included fixed assets	(3)	(3)
Exclusion of previously included debtors	(16,089)	(19,448)
Exclusion of previously included creditors	2,640	2,700
Re-stated reserves, at 31 March	<u>356,590</u>	<u>117,723</u>

*Reconciliation of results*

	2021 £
Previously reported results	235,568
Adjustments arising from use of receipts and payments basis:	
Excluded movements in debtors resulting in the recognition of more / (less) income	3,359
Excluded movements in creditors resulting in the recognition of less / (more) expenditure	(60)
Re-stated results	<u>238,867</u>

**Chinese Gospel Church Oxford**

England & Wales - Charity number 1151974

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# Accounts

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# Oxford Chinese Students and Scholars Christian Fellowship

Report and Accounts  
Year ended 31 March 2021

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP  
OPERATING WITH THE WORKING NAME: OCSSCF**

**COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>Trustees</b>	Dr Mo Guan Mr Philip Chi Wo Kwong (resigned 29 November 2021) Dr Kai Wing Norman Lee Mrs Estella Packwood Ms Jing Xiao
<b>Company Secretary</b>	Ms Jing Xiao
<b>Governing Document</b>	Memorandum and Articles of Association
<b>Company Registration Number</b>	08281115
<b>Charity Registration Number</b>	1151974
<b>Registered Office and Principal Address</b>	11 Arlington Drive Marston Oxford OX3 0SH
<b>Independent Examiner</b>	Ajay Rajani FCIE Stewardship 1 Lamb's Passage London EC1Y 8AB
<b>Bankers</b>	Barclays Bank PLC 105 London Road Oxford OX3 9AH

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The Trustees, who are the charity's Directors, for the purposes of company law, present their report and the charity's financial statements for the year ended 31st March 2021.

This report and the financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the charity's Memorandum and Articles of Association, and the Charities SORP (FRS102).

### **What is OCSSCF?**

OCSSCF was formed in 2010 to spread the Gospel of Jesus Christ and advance the Christian Faith mainly, but not exclusively, among the Mandarin-speaking Chinese in Oxford and the surrounding areas.

### **Summary of the charity's main activities and achievements**

As the Pandemic continues, we are thankful that we have been able to carry on our ministries on Zoom. Three major initiatives were started during the year:

1. Transition to Church – In January 2021 the Trustees appointed a 3-person Transition Committee to prepare for the transition of OCSSCF to a church. After half a year of hard work and extensive consultation, two documents, *Church Constitution* and *Organization Rules* were drafted. In addition to laying out leadership and ministry structure, the documents also include important provisions such as the church's beliefs and purposes, its position on marriage and gender matters, and the rights and obligations of members. A name has also been proposed – Oxford Chinese Gospel Church – reminding us to live a gospel-centred life and to spread the gospel. Resolutions on the transition of OCSSCF to a Church and appointment of Church officials will be proposed at the AGM on 29 August 2021.
2. Family Ministry – During the year, the Lord placed *family* as a vision in the hearts of our brothers and sisters. Many are saddened to see that in today's secular society marriage and family values built on Christian tradition are under attack, even in schools. This has caused much confusion in the minds of young people. The Church cannot afford to be complacent, as someone has rightly said *the church is one generation away from extinction*. We need to strengthen our young people so they can withstand a society that is increasingly hostile to their faith. So what are we doing? (i) We now have Zoom meetings – twice a month – for our parents to learn about effective parenting and pray together. (ii) Our coworkers continue to put together a weekly Family Worship PPT so the family can gather for worship, study and sharing in the sanctuary of their home. (iii) We have also revamped the program for 10-15 youths, aged 10-16. Instead of gathering on Sunday afternoons to relax over Zoom games, watch Bible Project videos and study God's truth, our youths now join the adults in the praise and worship part of the Sunday Service. After that, they will have their own sermonette and/or bible study with teachers. We also coach them for example, through debates, to see and critique the world through a Christian worldview. "But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have." (1 Peter 3:15)
3. Cantonese Ministry – Due to political changes in Hong Kong and the UK government's favourable policy for Hong Kong people to immigrate to the UK, 34,000 have arrived in just the first 3 months of 2021. It is projected that 120,000 will arrive in 2021. The Fellowship started a Cantonese group in March this year to welcome these new immigrants settling in or

around Oxford by providing emotional/spiritual support and practical help. Currently the Cantonese fellowship meets every other Sunday after service. Native Cantonese speakers can worship, study and share in their native tongue. It is also encouraging to see our Mandarin-speaking brothers and sisters providing help to the newcomers.

On average 52 adults join us for Sunday Service. At the end of 2020 we completed our Sunday sermon theme: *Jesus, Mission, Community*. We then began a new theme: *God is King, Magnify Him*, based on a study of Samuel I & II and Matthew's gospel.

We are thankful that prayer meeting participation remains in the 12-15 range as our prayer warriors gather weekly to intercede for each other, our Fellowship and the world.

Many have benefited from participation in 5 small groups which meet weekly for bible study and fellowship over Zoom. A few old faces left Oxford but thanks to technology they are still able to join us from afar. We also have newcomers, mostly families who have recently arrived in Oxford.

The Pandemic has affected everyone. While we have not been able to gather physically as we used to, yet we have found new ways to connect with, love and serve each other, for which we give thanks to God.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

### **Fellowship House**

At our AGM in November 2020, members approved the proposal to purchase the Fellowship House from one of our Trustees, subject to approval by the Charity Commission. Thanks to the generosity of many donors and the efforts of the Fund Raising Committee, the required amount of £313,206 was raised, including a gift of £150,000 from an anonymous donor and £60,000 donation from the Fellowship's unrestricted funds. After submitting a request for approval to the Charity Commission in early January, we received approval in May 2021. The transaction was completed shortly thereafter. The Fellowship House will continue to be used as residence for the pastor, for bible study and prayer. We are truly grateful to our Lord for granting us free usage of the Fellowship House since 2013, and has now enabled us to own and steward the asset for the Kingdom's work in the years to come.

### **Governing Instrument**

OCSSCF is a company limited by guarantee incorporated on 5 November 2012 and governed by its Memorandum and Articles of Association which was amended by special resolution registered at Companies House on 5 April 2013. OCSSCF was registered as a charity with the UK Charity Commission on 10 May 2013. An Operation Manual providing guidance to the running of the Fellowship was first approved by the Trustees on 14 June 2015 and has subsequently been revised from time to time.

### **Corporate Governance**

The Trustees have adopted 31 March as the end of OCSSCF's financial and reporting year in 2021, and for the future. An Annual General Meeting will be held on Sunday 29 August 2021.

The Trustees, supported by the Pastoral Team and the Coworkers Committee, administered the charity during the period covered by this report. Besides those stipulated in the Memorandum and

Articles of Association and the Operation Manual, the Trustees' responsibilities include (but are not limited to) the following:

- Develop strategy to achieve the Fellowship's mission and ensure it is being followed;
- Establish policies and monitor compliance to meet legal requirements;
- Oversee the recruitment of employees;
- Establish annual budgets and steward the Fellowship's funds; and
- Prepare annual report and accounts and work with Independent Examiner.

The Trustees held 8 meetings during the period covered by this annual report.

### **Risk Management**

The Trustees regularly assess the risks associated with OCSSCF activities and annually review insurance coverage (office, fire and general safety). The two venues where meetings and activities were ordinarily held prior to the COVID lockdown, namely, St Clements Centre (Cross Street, Oxford OX4 1DA) and the Fellowship House (11 Arlington Drive, Oxford OX3 0SH) are insured. OCSSCF has also procured public liability insurance as well as employee liability insurance.

The Trustees have put in place policies and procedures to meet legal and regulatory requirements and to ensure the Fellowship can operate effectively under proper guiding principles. These include (a) Complaints Handling Policy, (b) Conflict of Interest Policy, (c) Disciplinary Procedure, (d) Donation Acceptance Policy, (e) Grievance Procedure, (f) HR Procedure, (g) Paying Staff Policy, (h) Privacy Policy, (i) Reserves Policy, (j) Safeguarding Policy, and (k) Volunteer Management Policy.

The Trustees have taken steps to ensure that adequate management and internal control procedures are in place to reduce the Charity's exposure to financial and operational risks.

### **Financial Review**

During the year unrestricted income fell to £62,891 (from £72,006 in 2020). Unrestricted expenditure (which excludes a charge for rent for the donated use of Fellowship House) fell to £61,654 (from £66,191 in 2020) primarily due to savings in rent as meetings were moved to Zoom. Therefore the surplus for the year on unrestricted funds was £1,237 (2020: £5,815) and the charity's unrestricted net assets increased by this amount to £134,716. Unrestricted net assets included cash of £128,767.

Restricted income increased to £253,159 (from £20,095 in 2020) primarily due to donations to the Building Fund. Restricted expenditure was almost unchanged at £18,829 (2020: £19,100). The surplus for the year on restricted funds was £234,330 (2020: £995) and restricted net assets increased by this amount to £235,326. Restricted net assets included cash of £227,823.

### **Reserves Policy**

The level of reserves is determined by the Trustees in order to safeguard the operations of OCSSCF in meeting its charitable objectives, taking into due consideration such risks posed to OCSSCF, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and regulations.

The Trustees have determined that the charity should aim to hold free reserves (which they define to be unrestricted cash) of no less than £18,000, which equates to about 3 months' of projected unrestricted expenditure. At year-end the charity held unrestricted cash of £128,767, of which £60,000 was earmarked for transfer to the Building Fund prior to the closing of the property transaction (approved at the AGM held on 29 November 2020). The trustees would take steps to ensure that the minimum reserves policy is not breached at any time.

### **Coronavirus Pandemic**

The Trustees made a decision to cease all physical meetings. All meetings in the period covered by this report were held on Zoom. OCSSCF has complied in full with measures introduced by the Government to control the spread Coronavirus and to protect individuals.

### **Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the charitable company's directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Approval**

This report, which has been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, was approved by the trustees and signed on their behalf by:

**Dr Kai Wing Norman Lee**

Director and Trustee

Date: 6 August 2021

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**  
**('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021 on pages 7 to 14 following, which have been prepared on the basis of the accounting policies set out on pages 9 to 10.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Ajay Rajani FCIE  
Fellow of the Association of Charity Independent Examiners  
Stewardship  
1 Lamb's Passage  
London  
EC1Y 8AB

Date: 12 August 2021

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and legacies	3	62,891	253,159	316,050	92,101
<b>Total income and endowments</b>		<u>62,891</u>	<u>253,159</u>	<u>316,050</u>	<u>92,101</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	4	61,654	18,829	80,483	85,291
<b>Total expenditure</b>		<u>61,654</u>	<u>18,829</u>	<u>80,483</u>	<u>85,291</u>
<b>Net income/(expenditure)</b>		<u>1,237</u>	<u>234,330</u>	<u>235,567</u>	<u>6,810</u>
<b>Transfers between funds</b>	11	-	-	-	-
<b>Net movement in funds</b>		<u>1,237</u>	<u>234,330</u>	<u>235,567</u>	<u>6,810</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		133,479	995	134,474	127,664
<b>Total funds carried forward</b>	11	<u>134,716</u>	<u>235,326</u>	<u>370,042</u>	<u>134,474</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The statement of financial activities also complies with the requirements for an income and expenditure account required by the Companies Act 2006.

The notes on page 9 to 14 form part of these accounts.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**BALANCE SHEET**

**AS AT 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>FIXED ASSETS</b>					
Tangible assets	6	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>
<b>CURRENT ASSETS</b>					
Debtors	7	8,586	7,503	16,089	19,448
Cash at bank and in hand	8	<u>128,767</u>	<u>227,823</u>	<u>356,590</u>	<u>117,723</u>
		137,353	235,326	372,679	137,171
<b>CREDITORS: Amounts falling due within one year</b>	9	(2,640)	-	(2,640)	(2,700)
<b>Net current assets / (liabilities)</b>		<u>134,713</u>	<u>235,326</u>	<u>370,039</u>	<u>134,471</u>
<b>TOTAL NET ASSETS</b>		<u>134,716</u>	<u>235,326</u>	<u>370,042</u>	<u>134,474</u>
<b>FUND BALANCES</b>	11				
Unrestricted Funds		134,716	-	134,716	133,479
Restricted Funds		<u>-</u>	<u>235,326</u>	<u>235,326</u>	<u>995</u>
		<u>134,716</u>	<u>235,326</u>	<u>370,042</u>	<u>134,474</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006 however, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an independent examiner and their report has been included in these financial statements.

The directors (who are the charitable company's trustees for the purposes of charity law) acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors and were signed on its behalf by:

-----  
Dr Kai Wing Norman Lee  
Director and trustee

6 August 2021  
-----  
Date

Company number: 08281115

Charity number: 1151974

The notes on page 9 to 14 form part of these accounts.

# OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Statutory Information

The charity is a charitable company limited by guarantee and is incorporated in the United Kingdom. The company's registered number and registered office address can be found on the Company Information page.

### 2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention.

These financial statements have been prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102"), with the Companies Act 2006 and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out below.

#### a) Going concern

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements. In making this assessment, the trustees have considered how COVID-19 might affect projections.

#### b) Income

Income including investment income is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part, income is generally recognised when it is received. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) Donated facilities, services and goods. Facilities, services and goods donated to the charity are recognised as income when receivable at their value to the charity. When donated goods, services and facilities are distributed or consumed, an expense in respect of those items is included in the Statement of Financial Activities.

The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

#### c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

#### d) Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

e) Tangible fixed assets

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £500 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Fixtures, fittings and equipment	Over 5 years
----------------------------------	--------------

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity operates defined contribution pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

g) Taxation

The company is a registered charity; it has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive).

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

The trustees do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

**3 Donations and legacies**

	2021	2020
	£	£
Donations of cash and similar	284,335	67,372
Donations in kind	15,591	15,600
Income tax recoverable	16,124	9,129
	316,050	92,101

Donations in kind represents a property made available rent free for use by the charity.

**4 Charitable expenditure**

	2021	2020
	£	£
Staff costs	43,883	39,894
Staff recruitment	7,605	-
Ministry expenses	2,161	12,037
Hire of premises and facilities		
Donated premises	15,591	15,600
Other premises	(216)	5,448
Fellowship House expenses	4,171	6,039
Fellowship House purchase	1,380	-
Grants payable (see below)	3,300	3,500
Equipment	-	72
Legal and professional fees	1,108	900
Governance costs:		
Independent examiner's fee for preparing and examining the accounts	1,500	1,800
	80,483	85,291

The fee payable to the independent examiner for preparing and examining the accounts was £1,500 (2020: £1,800); in addition the charity paid £676 (2020: £nil) to Stewardship for payroll bureau and consultancy services.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**4 Charitable expenditure continued**

The grants payable in the year comprised:

	2021 £	2020 £
Grants to other charities engaged in mission		
Chinese Overseas Christian Mission	1,000	-
Open Doors	1,000	-
Grants to individuals facing hardship	1,300	-
Grants to individuals for ministry training	-	3,500
	3,300	3,500

**5 Staff and cost of key management personnel**

The average monthly number of employees during the year was 1.8 (2020: 1.6). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

No trustees received employment benefits in either the current or preceding year. Except for the trustees, there were no other individuals that the charity considers to be key management.

**6 Tangible fixed assets**

	Fixtures, fittings and equipment £	Total 2021 £
<b>Cost</b>		
At 1 April 2020	5,570	5,570
Additions	-	-
At 31 March 2021	5,570	5,570
<b>Accumulated depreciation</b>		
At 1 April 2020	5,567	5,567
Charge for the year	-	-
At 31 March 2021	5,567	5,567
<b>Net book value</b>		
At 31 March 2021	3	3
At 31 March 2020	3	3

**7 Debtors**

	2021 £	2020 £
Gift aid tax recoverable	16,089	16,948
Other debtors	-	2,500
	16,089	19,448

**8 Cash at Bank and in Hand**

	2021 £	2020 £
Cash at bank with immediate access	356,590	117,723

**9 Creditors: liabilities falling due within one year**

	2021 £	2020 £
Other creditors and accruals	2,640	2,700

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**10 Pension commitments**

During the year employer's pension contributions totalling £962 (2020: £703) were payable to defined contribution personal pension schemes. No pension contributions were owing at the balance sheet date (2020: £nil).

**11 Funds**

During the year the movements in the charity's funds were as follows:

	Opening balance 2021 £	Incoming resources 2021 £	Outgoing resources 2021 £	Transfers in the year 2021 £	Closing balance 2021 £
<i>Restricted funds</i>					
Donated premises		15,591	(15,591)	-	-
Mission fund	558	1,300	(1,858)	-	-
Building fund	438	236,268	(1,380)	-	235,326
	<u>995</u>	<u>253,159</u>	<u>(18,829)</u>	<u>-</u>	<u>235,326</u>
<i>Unrestricted Funds</i>	133,479	62,891	(61,654)	-	134,716
Aggregate of funds	<u>134,474</u>	<u>316,050</u>	<u>(80,483)</u>	<u>-</u>	<u>370,042</u>

**Analysis of net assets by fund**

The assets and liabilities of the various funds were as follows:

	Unrestricted funds £	Restricted funds £	2021 £
Tangible fixed assets	3	-	3
Debtors	8,586	7,503	16,089
Cash at bank and in hand	128,767	227,823	356,590
Creditors falling due within one year	(2,640)	-	(2,640)
	<u>134,716</u>	<u>235,326</u>	<u>370,042</u>

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Closing balance 2020 £
<i>Restricted Funds</i>					
Donated premises	-	15,600	(15,600)	-	-
Ministry training and support fund	-	3,500	(3,500)	-	-
Mission fund	-	558	-	-	558
Building fund	-	438	-	-	438
	<u>-</u>	<u>20,095</u>	<u>(19,100)</u>	<u>-</u>	<u>995</u>
<i>Unrestricted Funds</i>	127,664	72,006	(66,191)	-	133,479
Aggregate of funds	<u>127,664</u>	<u>92,101</u>	<u>(85,291)</u>	<u>-</u>	<u>134,474</u>

**Analysis of net assets by fund**

In the previous year, the assets and liabilities of the various funds were as follows:

	Unrestricted funds £	Restricted funds £	2020 £
Tangible fixed assets	3	-	3
Debtors	19,273	175	19,448
Cash at bank and in hand	116,903	820	117,723
Creditors falling due within one year	(2,700)	-	(2,700)
	<u>133,479</u>	<u>995</u>	<u>134,474</u>

**Restricted funds**

The **Donated premises** fund represents property that has been made available for use by the charity.

The **Ministry training and support** fund was created from donations received to help pay for theological training and support for ministry workers.

The **Mission** fund was created from donations received to help support other evangelistic ministries.

The **Building** fund was created from donations received to help fund the purchase or development of property.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**12 Transactions with related parties**

During the year the charity:

- a) received donations totalling £199,860 (2020: £10,040) from related parties (which includes trustees, any other members of key management and anyone closely connected to them).
- b) was granted the use of a property by Mr Kai Wing Norman Lee (who is a trustee) rent free from April 2020 to June 2020 (inclusive) and thereafter a monthly rent of £1 was charged at the recommendation of the charity's lawyers (who were advising the trustees on an application for a sponsorship license). The value of this donation to the charity is considered to be £15,591 (2020: £15,600). By the year end the charity had received £1,140 (2020: £nil) from Mr Lee for property repairs that the charity then undertook for him shortly after the year-end.
- c) a relative of a trustee was paid £140 as an honorarium for giving sermons on Sundays.

Except for the reimbursement of expenses incurred when acting as agent for the charity, no expenses were paid to (or for) the trustees.

Except as disclosed in note 5 'Staff and cost key management personnel', there have been no other transactions with related parties during the year.

**13 Events since the year end**

Since the year end the charity has completed the purchase of a property for £310,000. Most of the purchase price was paid from cash held in the restricted building fund with the general fund making up the shortfall.

**14 Members**

Each member of the company commits to contribute £1 if the charity is wound up and the charity's liabilities exceed its assets.

**OXFORD CHINESE STUDENTS AND SCHOLARS CHRISTIAN FELLOWSHIP**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES**

**FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>							
Donations and legacies	3	62,891	253,159	316,050	72,006	20,095	92,101
<b>Total income and endowments</b>		<u>62,891</u>	<u>253,159</u>	<u>316,050</u>	<u>72,006</u>	<u>20,095</u>	<u>92,101</u>
<b>EXPENDITURE ON:</b>							
Charitable activities:	4	61,654	18,829	80,483	66,191	19,100	85,291
<b>Total Expenditure</b>		<u>61,654</u>	<u>18,829</u>	<u>80,483</u>	<u>66,191</u>	<u>19,100</u>	<u>85,291</u>
<b>Net income/(expenditure)</b>		<u>1,237</u>	<u>234,330</u>	<u>235,567</u>	<u>5,815</u>	<u>995</u>	<u>6,810</u>
<b>Transfers between funds</b>	11	-	-	-	-	-	-
<b>Net movement in funds</b>		<u>1,237</u>	<u>234,330</u>	<u>235,567</u>	<u>5,815</u>	<u>995</u>	<u>6,810</u>
<b>Reconciliation of funds:</b>							
Total funds brought forward		133,479	995	134,474	127,664	-	127,664
<b>Total funds carried forward</b>	11	<u><u>134,716</u></u>	<u><u>235,326</u></u>	<u><u>370,042</u></u>	<u><u>133,479</u></u>	<u><u>995</u></u>	<u><u>134,474</u></u>