

**St Michael at the North Gate with  
St Martin and All Saints**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2019**

**Charity Number: 1148900**

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**ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

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## **CHARITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2019**

### **PAROCHIAL CHURCH COUNCIL 2019-2020**

Revd Anthony Buckley (Vicar)  
Mr Pat Beavis (re-elected as Lay Vice-Chairman April 2019)  
Miss Prudence Dailey (ex officio)  
Mr Bob Earl (Churchwarden) (ex officio)  
Mrs Penelope Warner (Churchwarden)  
Mr Robert Bruce  
Mrs Pat Earl  
Mr Matthew Lebus  
Mr Martin Palmer  
Dr Michael Pickering  
Mrs Outi Pickering

#### **In Attendance:**

Miss Myriam Frenkel (Church Administrator)  
Mr David Frostick (re-elected as PCC Secretary April 2019)  
Miss Joanna Pavelin (Finance Manager) (re-appointed as Treasurer April 2019)

### **STANDING AND FINANCE COMMITTEE**

Revd Anthony Buckley (Vicar)  
Mr Pat Beavis (re-elected as Lay Vice-Chairman April 2019)  
Mr Bob Earl (Churchwarden)  
Mrs Penelope Warner (Churchwarden)  
Mr Robert Bruce  
Miss Prudence Dailey

#### **In Attendance:**

Miss Myriam Frenkel (Church Administrator)  
Mr David Frostick (re-elected as PCC Secretary April 2019)  
Miss Joanna Pavelin (Finance Manager) (re-appointed as Treasurer April 2019)

### **DEANERY SYNOD MEMBER**

Miss Prudence Dailey (General Synod) (ex officio)

### **ADDRESS**

The Parish Church of St Michael at the North Gate  
Cornmarket Street  
Oxford, OX1 3EY

### **CHARITY NUMBER**

1148900

### **INDEPENDENT EXAMINER**

Lee Baker FCA  
Wenn Townsend Chartered Accountants  
Oxford  
OX1 3LE

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2019**

### **AIMS AND ORGANISATION**

Vision: St Michael at the North Gate, in the centre of Oxford, is a Christian community with a civic calling and a city-centre opportunity, with Christian hospitality at its heart.

As a parish Church of the Church of England, St. Michael's holds regular acts of public worship, provides space for private reflection and prayer, offers opportunities for spiritual growth and seeks to serve the whole community.

As Oxford's City Church, St Michael's holds civic services and relates regularly to the City Council – its elected members, its staff and its programmes. The Vicar is appointed by the City Council as the City Rector, and attends Council meetings.

St Michael's location in the city centre gives the Church the opportunity to welcome and serve all who work in the city or come as visitors.

The Parochial Church Council (PCC) is made up of regular members of the worshipping community, with the purpose of working with the Clergy in their leadership of the whole mission of St Michael's in the parish by:

- offering welcoming and meaningful opportunities for public worship;
- building the Christian community both within St Michael's and in partnership with other city centre Churches;
- creating engaging means for connecting with contemporary culture and sharing the gospel of Jesus Christ;
- witnessing to the kingdom of God in commitment to social justice.

The Revd Anthony Buckley became Vicar on 9<sup>th</sup> January 2019. During 2019 he was greatly assisted by Robert Bruce LL.M, The Revd Georgie Simpson, The Revd Mary Gurr and three Ordinands on placement.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Parochial Church Council is a corporate body established by the Church of England, and operates under the Parochial Church Council Powers Measure. PCCs are required to register with the Charity Commission.

Regular worshippers at the Church are encouraged to register on the Electoral Roll. Roll members are eligible to stand for election to the PCC at the Annual Parochial Church Meeting. The procedures for the election and appointment of PCC members are set out in Church Representation Rules. There are six elected positions, and the Churchwardens, Clergy and members of the Deanery and General Synods are members ex officio.

The PCC meets six to eight times per year. The PCC appoints the Treasurer and for 2019 has appointed a lay Chairman for the conduct of meetings. The PCC appoints a Standing Committee to prepare the Council's business, to oversee the financial affairs and to exercise executive responsibility as necessary between PCC meetings.

## **ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

The PCC receives reports from the Treasurer, from the Deanery Synod representatives, from Churches Together in Central Oxford and from the Electoral Roll Officer. The PCC forms such sub-groups as enable the effective conduct of business. At its meetings it regularly considers Health and Safety matters and Safeguarding issues.

### **OBJECTIVES AND ACTIVITIES**

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

St. Michael's serves the public benefit by providing access and activities which are open to all, giving opportunities for spiritual growth and cultural enjoyment, and by providing facilities (either at very reasonable rates or at no cost) for groups which serve those with particular needs.

The PCC's commitment to the whole mission of St Michael's is shown by:

- providing open and accessible services of worship and teaching, on Sundays and during the week, for as many people as possible to explore the Christian faith and to become part of the worshipping community of St. Michael's;
- opening the Church every day for public access for personal quiet and prayer, and for the enjoyment of the historical heritage;
- holding regular cultural activities in the Church, both those run by St Michael's and by hiring the Church to others;
- making available the parish rooms for hire or free use to groups serving the needs of the community at large;
- supporting the Vicar and Churchwardens in the running of the parish and the continued participation in ecumenical activity through Churches Together in Central Oxford, the Quartet of City-Centre churches, and other groupings;
- managing the finances and maintaining the buildings to serve the overall mission;
- employing staff to support the public role of St Michael's.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Public Worship**

On Sundays, the 8:00am Holy Communion service and the 10:30am service have been maintained, with full involvement of the professional choir, resourced by the PCC. The number of people attending services on Sunday mornings, outside Civic or Festival services averages about 50. Some Sunday services are arranged as Civic occasions with Civic leaders attending. Services of Holy Communion are held at 1pm on Wednesdays and Fridays, Compline on Wednesdays at 5:30pm. Overall, on average, another 20 attend these services.

A Children's Church operates weekly in cooperation with St. Mary Magdalen Church, with up to 12 children attending. At the beginning of the 10:30am Sunday service we welcome Children's Church and pray for them. Special services are held for Children at Christian festivals.

The Clergy visit those unable to attend worship at the Church through reasons of ill health or frailty, offering to take the Holy Communion to their homes.

## **ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

Seasonal services of worship take place, for example services for Holy Week and Easter. Lent courses were run weekly during Lent and these groups were well supported. From September these discussion groups/Bible Studies became a permanent feature, following roughly the pattern of academic terms. There was a full Christmas worship programme, finishing with handing out of Christingles at Candlemas. There are other special services for Christian festivals, including the Ascension Day service which incorporates the “Beating of the Bounds,” events which regularly draw in people from beyond the St Michael’s community, and which generate public interest.

The professional Choir, usually eight voices, has continued to develop under the enthusiastic and skilled directorship of Tom Hammond-Davies. Charles Maxtone-Smith continues to be the organist. The Choir leads the congregation in sung services

### **The Open City Church**

The Tower Shop is open most days of the year from 10:30am to 5:00pm. This provides an access point for visitors to the Church, and is the entry point for visits to the Saxon Tower (at a modest charge). In 2019 the number of tower visitors was approximately 9,400 adults and 1,200 children. Various charities benefit from a share of the income received from the sale of Christmas cards.

St Michael’s participated in Oxford’s Open Door weekend in September, when over 500 people benefitted from free entry to the Tower on the Saturday. In the Christmas Light Night evening festival at the end of November, the Tower was again open, with free admission until 8pm in the evening, allowing the visitors to watch the Christmas Light Night procession and see the city lights.

Care is taken with the lay-out of the Church interior with displays and literature, to welcome visitors. The Prayer Corner is used many times per day. Prayers which are written by visitors in the book next to the font, are read out in our weekday services.

The series of lunchtime concerts - “Music on Mondays” – continues to be strong and was held regularly on Mondays in 2019, with free entry and a retiring collection for a charity nominated by the performers, with musicians giving their services free. Usual attendance is around 80 – 100 people. In 2019, £10,685 was raised for charities.

In addition, the Church is used for concerts by various groups, and for rehearsal by the City Singers (over 100 people) weekly and other artists occasionally. The PCC has continued the arrangement with Taylors Pianos for the placement in the Church of one of their fine Yamaha pianos for use in the concerts.

### **Multi-use premises**

The Parish Room and adjoining spaces are used regularly by: the Oxford Centre for Spiritual Growth; Tayler Counselling; Samaritans, Alcoholics Anonymous (5 groups per week); FELLOW English Classes (3 sessions per week); Citizens Advice; Cruse; Osteoporosis support group; Bach to Baby; Cyclo; and City Singers. It is also used once a month for Deanery Chapter, and has been the venue for the OWNS Steering Committee and Trustees’ meetings. Between 120 and 200 people each week benefit from these activities.

Between the beginning of January and the end of March the Parish Room was used every Monday and Wednesday night by the OWNS charity to provide 10 beds for homeless people. The venture was made possible because of the willingness of volunteers, some of whom were from St Michael at the North Gate.

## **ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

As well as regular hirers of the parish rooms, there are also ad-hoc and occasional bookings for use of the rooms. Charges are modest, and discretion is used to give discounted access to certain charitable activities.

### **The role of the Vicar**

The role of the Vicar is to lead in the planning, preparation and delivery of the worship, teaching and pastoral activities of the Church. The Vicar also engages with the Standing Committee and PCC in supporting and giving oversight to the life of the church.

The Vicar gives a lead in the outward looking mission of the Church in this city centre parish and as City Rector with the City Council.

In October our current vicar, Anthony, was appointed the Area Dean of Oxford.

### **Churches Together**

St. Michael's is part of the Quartet of Churches, comprising Wesley Memorial Methodist Church, St. Columba's United Reformed Church, New Road Baptist Church and St Michael's. Joint acts of worship are held as are a number of activities addressing social issues.

In the same way, the Vicar attends meetings of Churches Together in Central Oxford. St. Michael's participates regularly in ecumenical activities generated in CTCO, such as the examples given here:

The Gatehouse drop-in centre for the homeless, housed in the Parish Room of St Giles' Church, was started from the ecumenical commitment of the Churches; St. Michael's supports the Gatehouse with finance and voluntary help. CTCO appoints the Chaplain for the Homeless, the Revd. Mary Gurr and monthly prayer meetings for the homeless are held in different Churches, sometimes attended by our vicar.

### **Finance and Properties**

The PCC has continued to manage the financial affairs of St. Michael's, as fully reported in the accounts.

St. Michael's Church benefits, to a significant extent, from the financial support of the St. Michael's and All Saints Charities. The Vicar, Churchwardens and congregation members nominated by the PCC serve as Trustees of the Charities, which also makes a large number of grants to local charities serving the whole community.

Fair Trade at St Michael's continues to rent the basement room and AMT continues to trade from the courtyard area at the base of the Tower.

### **Staff**

The PCC continued to employ the part-time Director of Music, Tom Hammond Davies. Myriam Frenkel was appointed as Church Administrator when April Hall moved on in Spring 2019, Joanna Pavelin continued as Finance Manager and Rachael Peace continued as Church Caretaker.

Simon Ballard and Nadia Bereza continue to be employed as part-time shop assistants. Tina Burnett moved to a new post closer to home and was replaced by Terrie Jenkins in the summer of 2019.



## **ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

The PCC continued the self-employed contract with Rachel Constable. Rachel organizes the programme for the Music on Monday concerts including finding and liaising with musicians.

There were also a number of volunteers who helped in the offices, Tower shop and church.

### **Message from the vicar**

St Michael at the North Gate continues to be a place of welcome, learning and prayer. Many thanks to all who do so much to underpin and strengthen our ministry to tourists, visitors, the city, the needy and one another. We are a very active church (different things happen here every day) but seek to hold this as a quiet space where people can always come simply to rest, ponder and pray.

Spiritual growth is more important than numerical growth, but it has been encouraging to see more people finding their way to our services and events, and we pray that this will continue. The creation of subgroups, covering many areas of church life, towards the end of 2019 has begun to see a flourishing of contributions and new ideas, and we will continue to build on this in 2020.

“Unless the Lord builds the house, the builders labour in vain. Unless the Lord watches over the city, the guards stand watch in vain.” Psalm 127:1,2

## REVIEW OF THE YEAR - FINANCE

### Overview

At first glance it would appear income has dropped, however the reduction is only in the restricted funds income, particularly the St Michael's charities maintenance fund which matches expenditure, (last year it was unusually high because of the quinquennial repairs spend.)

This year there was a surplus of £23,618. This is mostly due to a reduction in unrestricted fund expenditure and also an increase in donations and church and parish rooms hire.

### MoM

Music on Monday concerts continued this year with £10,684.97 being raised, split between 40 different charities averaging £232 raised per concert.

A charity of the year was also decided by the PCC – Mission Aviation Fellowship, which will benefit from fund raising activities during the year. These will take place during 2020.

### Income

- This year St Michael's charities support decreased to meet the spending requirements; these were a lot lower for maintenance as the quinquennial work was completed in the previous year (2018)
- The largest percentage increase (58%) is in *Lettings of church and parish rooms which meet objectives* in 2019 the hiring rates were slightly increased but the main difference is in the fact that we have had more regular hirers such as CAB and FELLOW (who have been with us for a number of years but started paying for their use of the room, supported by the Oxford Hub.)
- Collections and Donations had a substantial increase of 26% to just over £27,000
- The wedding and funeral fees income was very low in 2019.
- Printing income was the same as the previous year.
- There was an anonymous donation of £3,000 to establish a new restricted *Spiritual Resources fund*. This is to enable the vicar to give small gifts, such as books, to individuals to encourage their Christian faith and prayer life.
- There were no bequests this year.

### Expenditure

- In 2019 Barclays changed our current accounts to business from community accounts and started charging us fees for the first time. This was because we were over their turnover limit for free accounts.
- The vicar did not claim any expenses in 2019, the vicarage was redecorated prior to his moving in at a cost of £2,220. This was paid for by a grant from the diocese of £1,500. the other £720 was paid for by the vicar.
- The Management and Administration costs were similar to the previous year with slight increases in most categories, there were no accountancy costs this year thanks to the help of Michael Collier.
- Parish share – there was a small increase in Parish share which had been agreed by the PCC.

### Tower Shop

The Tower Shop made a profit again in 2019 of £6,257, this was around half of the previous year's surplus. The card sales were down in this period (£1,453 in 2019 as opposed to £5167) because it was decided to try to sell all the remaining stock of local charity Christmas cards so we could start again in 2020 with fresh cards and consider different charities.

Towards the end of 2019 it was agreed to give a pay rise to the shop staff once they have worked for a year. So far there are two members of staff on the new rate.

**Reserves Policy**

The trustees have reviewed the financial needs of the charity and consider that they should aim to have sufficient unrestricted funds available to ensure that should there be a short term loss of income there would be sufficient funds available to meet operating costs for six months. At 31 December 2019, the charity's unrestricted reserves totalled £145,164

- Total funds of the charity at 31 December 2019 was £151,521, with £6,357 of this relating to restricted funds.
- *Cash at bank and in hand and deposits with CCLA Investment Management Ltd at 31 December 2019 was £125,163, which is an increase from £90,261 held at 31 December 2018.*

*Joanna Pavelin*  
*Treasurer*

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MICHAEL AT THE NORTH GATE CHURCH PCC**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> December 2019 which are set out on pages 13 to 31.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

.....  
**Lee Baker FCA**  
**Wenn Townsend**  
**Chartered Accountants**  
**Oxford**

.....**2020**

# STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31 DECEMBER 2019

		2019			2018		
	Notes	£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
<b>INCOME</b>							
Donations and legacies		31,987	125,224	157,211	28,654	143,435	172,089
Investment income (Rental income)		36,980	-	36,980	36,980	-	36,980
Income from charitable activities		10,417	-	10,417	8,176	-	8,176
Income from other trading activities		53,094	-	53,094	55,248	-	55,248
Other incoming resources		2,579	-	2,579	7,281	-	7,281
Total incoming resources	4	<b>135,057</b>	<b>125,224</b>	<b>260,281</b>	<b>136,339</b>	<b>143,435</b>	<b>279,774</b>
<b>EXPENDITURE</b>							
<b>Expenditure on charitable activities:</b>							
Directly related to Council's objects	5	49,587	49,922	99,509	52,596	74,392	126,988
Management and administration	6	20,281	75,566	95,847	26,267	69,795	96,062
<b>Costs of raising funds:</b>							
Expenditure related to trading	7	41,307	-	41,307	38,725	-	38,725
Write back re rental over accrual		-	-	-	6,875	-	6,875
Total expenditure		111,175	125,488	236,663	124,463	144,187	268,650
<b>NET INCOME/ (EXPENDITURE)</b>		<b>23,882</b>	<b>(264)</b>	<b>23,618</b>	<b>11,876</b>	<b>(752)</b>	<b>11,124</b>
Transfer between funds	13	(3,000)	3,000	-	(1,849)	1,849	-
<b>NET MOVEMENT IN FUNDS</b>		20,882	2,736	23,618	10,027	1,097	11,124
Total funds brought forward	13	124,282	3,621	127,903	114,255	2,524	116,779
<b>Total funds carried forward</b>	13	<b>145,164</b>	<b>6,357</b>	<b>151,521</b>	<b>124,282</b>	<b>3,621</b>	<b>127,903</b>

## BALANCE SHEET

### FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	10/14	15,188	18,583
<b>CURRENT ASSETS</b>	14		
Stock	15	5,349	7,933
Debtors	11	19,452	28,285
Current account		22,074	8,052
Cash in hand		246	235
Tower account		19,481	8,801
Charities deposit account No.1		45,196	27,977
Charities deposit account No.2 (Tower Shop)		38,166	45,196
		<b>149,964</b>	<b>126,479</b>
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year	12	13,631	17,159
<b>NET CURRENT ASSETS</b>		136,333	109,320
<b>NET ASSETS</b>		<b>151,521</b>	<b>127,903</b>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted funds		6,357	3,621
Unrestricted funds		145,164	124,282
<b>TOTAL CHARITY FUNDS</b>	13	<b>151,521</b>	<b>127,903</b>

Approved by the Parochial Church Council on:

Date:.....  
and signed on its behalf by the following:

Name: Prudence Dailey, Warden

Name: Robert Earl, Warden

Signature: .....

Signature: .....

Committee member

Committee member

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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### 1 GENERAL INFORMATION

St Michael at the Northgate with St Martin and All Saints is a registered charity and is a public benefit entity. Its principal office is:

St Michael at the North Gate  
Cornmarket Street  
Oxford  
OX1 3EY

Tel: 01865 240940

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

### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of preparation of financial statements

These accounts have been prepared in accordance with Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 Section 1A smaller entities, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102) and the Church Accounting Regulations 2006, together with applicable standards and charity law.

#### Going concern

There are no material uncertainties about the charity's ability as a going concern.

#### Incoming Resources

Incoming resources represent income receivable from those sources listed in Note 4.

Voluntary income including donations and gifts are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from charitable activities and other trading activities is recognised as earned.

Investment income is recognised on a receivable basis.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued....)

#### **Tangible fixed assets**

Fixed assets are carried at cost less accumulated depreciation and accumulated impairment losses.

Depreciation has been provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives.

Computer equipment	Straight line basis at 25% per annum
Fixtures and fittings	Straight line basis at 10% per annum

On disposal, the difference between the net disposal proceeds and the carrying amount of the item sold is recognised in the statement of financial activities and included in management and administrative expenses.

#### **Financial instruments**

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets are measured at cost and are assessed at the end of each reporting period for objective evidence of impairment. Where objective evidence of impairment is found, an impairment loss is recognised in the statement of financial activities.

The impairment loss for financial assets measured at cost is measured as the difference between an asset's carrying amount and the best estimate, which is an approximation, of the amount that the company would receive for the asset were it to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the balance sheet when there is an enforceable right to set off the recognised amount and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Impairment of non-financial assets**

At each reporting date non-financial assets not carried at fair value, like goodwill and plant, property and equipment, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount of any asset or group of related assets (which is the higher of value in use and fair value less cost to sell) is estimated and compared with its carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in the statement of financial activities.

Stocks are also assessed for impairment at each reporting date. The carrying amount of each item of stock, or group of similar items, is compared with its selling price less cost to complete and sell. If an item of stock, or group of similar items, is impaired its carrying amount is reduced to selling price less cost to complete and sell, and an impairment loss is recognised immediately in the statement of financial activities.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued...)

If an impairment loss is subsequently reversed, the carrying amount of the asset, or group of related assets, is increased to the revised estimate of its recoverable amount, but not to exceed the amount that would have been determined had no impairment loss been recognised for the asset, or group of related assets, in prior periods. A reversal of an impairment loss is recognised immediately in the statement of financial activities.

#### **Debtors**

Short term debtors are measured at transaction price, less any impairment.

#### **Creditors**

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and subsequently at amortised cost.

#### **Stock**

Stock has been valued at the lower of cost and estimated selling price less cost to complete and sell, after making due allowance for obsolete and slow-moving items. Cost comprises the cost of goods purchased valued on a standard cost basis.

The carrying amount of stock sold is recognised as an expense in the period in which the related income is recognised.

#### **Resources expended**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure.

Resources are expended in the furtherance of the charity's objectives.

Any allocation of resources expended between the activities of the charity have been apportioned on a direct basis.

#### **Value Added Tax**

As the charity is not registered for Value Added Tax, all costs are VAT inclusive.

#### **Pensions**

St Michael at the Northgate Church participates in the Pension Builder Scheme (PB Classic) section of CWPF for lay staff. The scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued...)

#### Pensions (continued...)

##### Pension Builder Scheme

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

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

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

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable (2019: £10,325, 2018: £8,997).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

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

The legal structure of the scheme is such that if another employer fails, St Michael at the North Gate could become responsible for paying a share of that employer's pension liabilities.

### 3 NATURE OF THE FUNDS

The unrestricted funds of the charity are applied in promoting its general aims.

Designated funds comprise unrestricted funds that have been set aside at the discretion of the Trustees for particular purposes.

The restricted funds of the charity are funds received from donors for specific purposes and they are applied according to the donors' wishes.

St Michael's Charities give restricted grants to meet agreed maintenance, staff, music and running costs.



## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 4 INCOME (continued...)

	2019			2018
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Total	Total
<b>Total income and receipt of endowment brought down</b>	132,478	125,224	257,702	272,493
<b>Other incoming resources</b>				
Bank and savings account interest received	508	-	508	255
Insurance claims	-	-	-	1,756
Grants received	2,071	-	2,071	5,270
	2,579	-	2,579	7,281
<b>Total incoming resources</b>	<b>135,057</b>	<b>125,224</b>	<b>260,281</b>	<b>279,774</b>

#### 5 EXPENDITURE DIRECTLY RELATED TO THE OBJECTS OF THE COUNCIL

	2019			2018
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Total	Total
Giving and mission	337	918	1,255	813
Parish share	39,600	-	39,600	38,095
Vicarage/ Vicar	2,220	-	2,220	1,236
Director of Music	-	10,643	10,643	10,206
Other music expenditure	-	22,797	22,797	20,450
Service contracts and organ tuning/maintenance	-	3,635	3,635	3,113
Maintenance, minor repairs and cleaning	1,655	11,929	13,584	43,815
Element of VAT grant owed to charities	571	-	571	4,986
Church service costs	5,204	-	5,204	4,274
<b>Total (Statement of Financial Activities)</b>	<b>49,587</b>	<b>49,922</b>	<b>99,509</b>	<b>126,988</b>

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 6 MANAGEMENT AND ADMINISTRATION

	2019			2018
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Total	Total
Church staff costs	100	60,893	60,993	60,911
Caretaker flat expenses	2,463	-	2,463	2,844
Insurance	-	5,852	5,852	5,581
Church running costs	2,905	6,790	9,695	8,634
IT, computers & telecoms	6,171	2,031	8,202	7,724
Printer	2,644	-	2,644	2,283
Bank charges	474	-	474	-
Church PR costs	50	-	50	427
Professional fees	150	-	150	-
Accountancy	-	-	-	3,612
Independent examination of accounts	930	-	930	900
Depreciation	4,394	-	4,394	3,146
Total (Statement of Financial Activities)	20,281	75,566	95,847	96,062

#### 7 EXPENDITURE RELATED TO TRADING

	2019			2018
	£	£	£	£
	Unrestricted Funds	Restricted Funds	Total	Total
Tower shop stock purchases	9,725	-	9,725	7,237
Card purchases	894	-	894	2,414
Tower shop staff costs	28,080	-	28,080	26,371
Credit card machine charges	752	-	752	609
Cleaning & other running costs	905	-	905	820
Bank charges	377	-	377	-
Tower advertising	574	-	574	795
Termination of employment costs	-	-	-	479
Total (Statement of Financial Activities)	41,307	-	41,307	38,725

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 8 STAFF COSTS

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
Wages, salaries and employee costs including employers' national insurance	91,754	91,334
Pension costs	10,325	8,997
	<u><b>102,079</b></u>	<u><b>100,331</b></u>

The average number of employees was 7 (2018 - 7).

No employee earned more than £60,000 during the year

During the year, the vicar made no claims for reimbursements for expenses (2018 - £149 to clergy cover during the interregnum)

Improvements to the vicarage were made in 2019 at a cost of £2,220, this was paid for by a grant of £1,500 received from the diocese and £720 contribution from the vicar.

Expenses of £1,030 (2018 - £869) were reimbursed to other members of the parochial church council

#### 9 REMUNERATION PAID TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
No remuneration was paid to members of the parochial church council.	<u>-</u>	<u>-</u>

There were no other related party transactions with the parochial church council during the year.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 10 TANGIBLE FIXED ASSETS

	Computer equipment £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 January 2019	11,819	24,382	36,201
Additions	998	-	998
Disposals	-	-	-
At 31 December 2019	<u>12,817</u>	<u>24,382</u>	<u>37,199</u>
<b>Accumulated depreciation</b>			
At 1 January 2019	5,150	12,468	17,618
Charge for year	1,955	2,438	4,393
Disposals	-	-	-
At 31 December 2019	<u>7,105</u>	<u>14,906</u>	<u>22,011</u>
<b>Net book value</b>			
At 1 January 2019	6,669	11,914	18,583
At 31 December 2019	<u>5,712</u>	<u>9,476</u>	<u>15,188</u>

#### 11 DEBTORS

	2019 £	2018 £
Tax reclaimable (Gift Aid)	5,573	4,893
Other debtors	11,311	20,354
Prepayments and accrued income	2,568	3,038
	<u>19,452</u>	<u>28,285</u>

#### 12 CREDITORS: Amounts falling due within one year

	£	£
Accruals and deferred income	6,775	8,758
Other taxation and social security	-	2,440
Other creditors	6,856	5,961
	<u>13,631</u>	<u>17,159</u>

# ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS

## 13 MOVEMENT IN FUNDS 2019

	As at 1 January 2019 £	Incoming resources (incl gains) £	Outgoing resources £	Transfers £	As at 31 December 2019 £
<b>Unrestricted funds</b>					
General fund	124,282	135,057	(111,175)	(3,000)	145,164
<b>Restricted funds</b>					
StMCh Maintenance	-	21,416	(21,416)	-	-
StMCh Music	-	33,440	(33,440)	-	-
StMCh Running costs	-	8,821	(8,821)	-	-
StMCh Staff	-	60,893	(60,893)	-	-
	-	124,570	(124,570)	-	-
OWNS	1,568	654	(420)	-	1,802
Welfare	2,053	-	(154)	-	1,899
Spiritual Resources	-	-	(344)	3,000	2,656
<b>Restricted funds</b>	3,621	125,224	(125,488)	3,000	6,357
<b>Total funds</b>	127,903	260,281	(236,663)	-	151,521

## MOVEMENT IN FUNDS 2018

	As at 1 January 2018 £	Incoming resources (incl gains) £	Outgoing resources £	Transfers £	As at 31 December 2018 £
<b>Unrestricted funds</b>					
General fund	114,255	136,339	(124,463)	(1,849)	124,282
<b>Restricted funds</b>					
StMCh Maintenance	(244)	46,804	(48,804)	2,244	-
StMCh Music	(794)	30,656	(30,641)	779	-
StMCh Running costs	(1,191)	5,995	(5,995)	1,191	-
StMCh Staff	2,365	58,219	(58,219)	(2,365)	-
	136	141,674	(143,659)	1,849	-
OWNS	180	1,761	(373)	-	1,568
Welfare	2,208	-	(155)	-	2,053
<b>Restricted funds</b>	2,524	143,435	(144,187)	1,849	3,621
<b>Total funds</b>	116,779	279,774	(268,650)	-	127,903

### Note:

The general fund is comprised of all assets and liabilities other than those held in restricted funds. The four StMCh restricted funds are funds given by St Michaels charities for agreed expenditure relating to maintenance, music, staff, heating and lighting costs.

OWNS – Oxford Winter Night Shelter is a fund set up to support the OWNS shelter at SMNG.

Welfare – This fund is for welfare purposes of individuals who the vicar identifies as being in need.

Spiritual Resources – This is a new fund in 2019 for the purposes of paying for small items such as books, given by the vicar to individuals to help them develop their Christian faith.



## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 14 ANALYSIS OF NET ASSETS BETWEEN FUNDS 2019

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	15,188	-	15,188
Current assets	132,432	17,532	149,964
Current liabilities	(2,456)	(11,175)	(13,631)
	<u>145,164</u>	<u>6,357</u>	<u>151,521</u>

#### ANALYSIS OF NET ASSETS BETWEEN FUNDS 2018

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	18,583	-	18,583
Current assets	114,141	14,740	128,881
Current liabilities	(8,442)	(11,119)	(19,561)
	<u>124,282</u>	<u>3,621</u>	<u>127,903</u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### 15 TOWER SHOP STOCK

The charge within the accounts is stated after adjusting for year-end stock values

	2019			2018
	Tower Shop stock	Christmas Cards	Total	Total
	£	£	£	£
Opening stock valuation	6,885	1,048	7,933	8,231
Purchased during the year	8,035	-	8,035	9,353
	14,920	1,048	15,968	17,584
Closing stock valuation	(5,195)	(154)	(5,349)	(7,933)
Cost of goods sold during the year	9,725	894	10,619	9,651

The cost of goods sold during the year can be further analysed as follows:

Tower shop stock	Note 7	9,725	7,237
Christmas and Easter cards	Note 7	894	2,414
		10,619	9,651

### 16 AGENCY COLLECTIONS

During the year, the charity collected funds totaling £13,951 (2018 - £14,688) and paid funds totaling £13,288 (2018 - £14,991) in respect of agency collections. At 31 December 2019, the charity owed £843 (2018 - £975) in respect of agency collections.

**ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

**INCOME AND EXPENDITURE ACCOUNT (EXCLUDING TOWER SHOP)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

<b>INCOME</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Income from St. Michael's Charities:		
For church expenses	6,790	5,995
For church staff	60,893	58,219
For computer services	2,031	4,005
For music	33,440	30,656
Insurance reimbursed	5,852	5,581
Repairs & renewals and organ servicing	15,564	41,223
	<u>124,570</u>	<u>145,679</u>
Collections and donations	26,413	19,756
Gift Aid on collections and donations	5,574	4,893
OWNS donations	654	1,761
	<u>32,641</u>	<u>26,410</u>
Rental income from Ship Street letting	27,500	27,500
Rental income from basement letting to Fairtrade shop	9,480	9,480
	<u>36,980</u>	<u>36,980</u>
Lettings of Church and Parish Rooms	8,925	5,666
Fees from weddings and funerals	386	1,288
Administrative and printing services for others	316	312
Music on Monday concert teas	790	910
	<u>10,417</u>	<u>8,176</u>
Lettings of Church and Parish rooms for fundraising	5,530	4,261
	<u>5,530</u>	<u>4,261</u>
Bank and savings accounts interest received	508	255
Insurance claims	-	1,756
Grants received	2,071	5,270
	<u>2,579</u>	<u>7,281</u>
<b>TOTAL INCOME CARRIED DOWN</b>	<b><u>212,717</u></b>	<b><u>228,787</u></b>

# INCOME AND EXPENDITURE ACCOUNT (EXCLUDING TOWER SHOP) FOR THE YEAR ENDED 31 DECEMBER 2019

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>TOTAL INCOME BROUGHT DOWN</b>	212,717	228,787
<b>LESS EXPENDITURE</b>	(195,356)	(223,050)
<b>SURPLUS / (DEFICIT) OF INCOME OVER EXPENDITURE</b>	17,361	5,737
<b>SURPLUS BROUGHT FORWARD</b>	42,373	36,636
<b>SURPLUS CARRIED FORWARD</b>	59,734	42,373
<b>EXPENDITURE</b>		
Giving and mission	1,255	813
Parish Share	39,600	38,095
Vicar/Vicarage	2,220	1,236
Church staff costs	60,993	60,911
Caretaker flat expenses	2,463	2,844
Insurance	5,852	5,581
Church running costs	9,695	8,634
IT, computers & telecoms	8,202	7,724
Printer	2,644	2,283
Bank charges	474	-
Director of Music	10,643	10,206
Other music costs	22,797	20,450
Service contracts and organ maintenance	3,635	3,113
Maintenance, minor repairs and cleaning	13,584	43,815
Element of VAT grant owed to charities	571	4,986
Church PR costs	50	427
Professional fees	150	-
Church service costs	5,204	4,274
Accountancy	-	3,612
Independent examination of accounts	930	900
Depreciation	4,394	3,146
<b>TOTAL EXPENDITURE</b>	<b>195,356</b>	<b>223,050</b>

ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS

**TOWER SHOP INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>2019</b>		<b>2018</b>	
	£	£	£	£
<b>INCOME</b>				
Admissions		29,673		28,496
<b>Other sources:</b>				
Tower Shop stock sales	16,261		16,743	
Card sales	1,453		5,167	
Tower donations	166		353	
Commission on sale of bus tickets	11		228	
		17,891		22,491
<b>Total income</b>		<b>47,564</b>		<b>50,987</b>
<b>EXPENDITURE</b>				
Tower shop staff costs	28,080		26,371	
Tower shop stock cost of sales	9,725		7,237	
Card cost of sales	894		2,414	
Professional fees	-		479	
Credit card charges	752		609	
Running costs	905		820	
Bank charges	377		-	
Advertising	574		795	
<b>Total expenditure</b>		<b>41,307</b>		<b>38,725</b>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		6,257		12,262
<b>SURPLUS BROUGHT FORWARD</b>		95,676		83,414
<b>SURPLUS CARRIED FORWARD</b>		<b>101,933</b>		<b>95,676</b>

**ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

**SUMMARY OF DEBTORS AND CREDITORS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>DEBTORS</b>		
Tax reclaimable (Gift Aid)	5,573	4,893
Parish room hire	-	65
Fair Trade shop electricity	110	88
Amounts owed by St Michael Charities	10,630	13,911
VAT relief due on repair costs LPOW	571	5,270
AMT - painting railings	-	1,020
	<b>16,884</b>	<b>25,247</b>
<b>PREPAYMENTS</b>		
MGI - air conditioning	153	-
Executive Alarms	78	146
DGM Electrical	241	-
FG Alden	475	474
Ecclesiastical insurance	1,502	1,421
Oxford Food Company	-	525
Sage software licence	119	118
Ridgeway Telecoms maintenance	-	354
	<b>2,568</b>	<b>3,038</b>
<b>DEBTORS AND PREPAYMENTS</b>	<b>19,452</b>	<b>28,285</b>

**ST MICHAEL AT THE NORTH GATE WITH ST MARTIN AND ALL SAINTS**

**SUMMARY OF DEBTORS AND CREDITORS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>CREDITORS AND ACCRUALS</b>		
Christmas cards' charities	343	796
City Sight-seeing Bus Company	-	77
Childrens Society	-	102
OWNS	500	-
Ridgeway telecoms equipment	-	1,684
Puretech Solutions	120	-
Telephone rental & calls	95	97
Wenn Townsend (Independent Examination of accounts)	930	900
Ricoh photocopier costs	384	326
H M Revenue and Customs	-	2,440
Pensions	1,238	1,159
Music	3,008	3,041
Bank charges	-	84
Element of VAT grant due back to St. Michaels Charities	571	4,986
Rae Constable	496	-
DGM Electrical	249	-
Mobile phone charges	57	-
Credit card	88	15
Heat and light	1,504	1,452
Organ tuning	486	-
Eden Ecommerce	85	-
Ducker & Young Scaffolding	899	-
N.Lee & Sons roof repairs	2,578	-
<b>TOTAL CREDITORS AND ACCRUALS</b>	<b>13,631</b>	<b>17,159</b>