

The University Church of St Mary the Virgin

Charity number: 1130491

**Unaudited Accounts
for the year ended
31st December 2017**

Wenn Townsend
Chartered Accountants
Oxford

The University Church of St Mary the Virgin

Annual Report for the year ended 31st December 2017

Membership

During the year the following served as members of The University Church:

Vicar: The Revd Dr W Lamb (Chair) – from 2nd May 2017

Assistant Priest: The Revd James Crockford – from 1st September 2017

Associate Priests: The Revd C Bannister-Parker
The Revd A Ramsey

Ex officio members/Trustees: J Greenland - Churchwarden
Dr S Mortimer - Churchwarden
F Leach - Deanery Synod, Diocesan Synod or General Synod
J Worsley - Deanery Synod, Diocesan Synod or General Synod
J Reece - Deanery Synod, Diocesan Synod or General Synod

Elected members/Trustees: E Adams V Mort
C Gasson (Treasurer) D Barr (Deputy Churchwarden)
N Hardyman I Hewitt
L Jarvis (safeguarding officer) M Lean
E Williams (Secretary) M Roper
R Sandford-Smith M Chaundy

Bankers: CAF Cash Limited National Westminster Bank plc
West Malling 121 High Street
Kent Oxford
ME19 4TA OX1 4DD

Examiner: Wenn Townsend
30 St Giles
Oxford
OX1 3LE

Address: The University Church of St Mary the Virgin
High Street
Oxford
OX1 4BJ

Registered charity number: 1130491

The University Church of St Mary the Virgin
Annual Report
for the year ended 31st December 2017 (continued)

The members of the church present their annual report and the financial statements for the year ended 31st December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

Structure, governance and management

The church is regulated by the Church of England and is now a registered charity (no. 1130491) with the Charity Commissioners under the requirements of the Charities Act 2006. It operates under the guidance of the vicar, the church wardens and the parochial church council. It has the responsibility of promoting the whole mission of the church, pastoral, evangelistic, social and ecumenical. Along with The de Brome Trust, it also has maintenance responsibilities for the Church of St Mary the Virgin.

The PCC has been formed under the Parochial Church Council Rules (Powers) Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. New PCC members are given induction training by the churchwardens. The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings subject to keeping the PCC informed as necessary.

Objectives and activities for the public benefit

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

The electoral roll now numbers 119.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Achievements and performance

There have been a number of personnel changes in the course of the year. At the beginning of the year, the church remained in interregnum with the Revd Charlotte Bannister-Parker as Acting Priest-in-Charge, ably assisted by Claire Browes, the Ministerial Assistant. The Revd Dr William Lamb, the new incumbent, was instituted, inducted and installed by the Bishop of Oxford and the Archdeacon of Oxford on Tuesday 2nd May 2017. The Revd Charlotte Bannister-Parker stood down as Acting Priest-in-Charge and continued as an Associate Priest and as a part-time Director of Outreach at St Mary's. The Revd James Crockford was appointed as a full-time Assistant Priest from 1st September 2017.

Claire Browes left St Mary's to commence training at Ripon College, Cuddesdon, in August 2017. Esther Brazil was appointed as Ministerial Assistant to succeed Claire and began in September 2017. The purpose of this role is to contribute to the ministry and mission of St Mary's, by taking responsibility for key aspects of congregational life and the Church's outreach. At the same time, we appointed Dr Mariama Ifode-Blease as a part-time Community Engagement and Outreach Officer. This role involves contributing to the ministry and mission of St Mary's, by taking responsibility for key aspects of the Church's outreach and engagement with the local community.

The PCC extended the contract of the Heritage Education Officer until November 2017. In the course of the year, Penny Boxall continued to run a number of successful lecture series, including 'On Liberalism', 'Architecture and the Medieval Mind', and '1517' marking the 500th anniversary of the Reformation. A commitment to education and learning remains a significant part of our public benefit and we hosted a number of educational visits from schools in the course of the year. St Mary's also hosted a performance of the Oxford Mystery Plays, engaging a number of community organisations in the production.

The University Church of St Mary the Virgin
Annual Report
for the year ended 31st December 2017 (continued)

Achievements and performance (continued)

The congregation continues to remain lively and committed, often with visitors from across the world. The usual Sunday attendance is 147. Over 350 people attended on Easter Day, and over 2,000 people attended services during Advent and Christmas.

In September 2017, the Parochial Church Council reviewed our plans for the future on an Away Day. We discussed the development of worship, congregational life, and community engagement. At the December meeting, the PCC approved a Strategic Plan. This document sets out our aims and plans for the next three years. We have articulated our ministry and mission as follows:

The University Church of St Mary the Virgin is a vibrant, welcoming and inclusive church within the Church of England. Standing in the centre of Oxford, St Mary's is the spiritual heart of the oldest university in Britain. With dignified liturgy and beautiful music, we strive to be a community of faithful Christian witness and intelligent debate, unafraid to engage with the modern world.

The PCC continues to employ a Maintenance Officer, Kevin Harris. In the course of the year, we carried out a major overhaul of the underfloor heating system. We also carried out some significant repairs and overdue maintenance to the property owned by the PCC on Stratford Street. Following advice from our insurers, we renewed the Smart Water treatment of all lead roofs and installed a roof alarm system. We were very grateful to the Oxfordshire Historic Churches Trust for their generous grant towards the cost of this system. We continue to seek grant aid for all maintenance of our historic building wherever possible.

Financial review

During the year, the University Church received income of £356,159 (2016: £587,198). The regular income of the church arises from the use of church buildings and donations. Expenditure during the year totalled £426,680 (2016: £339,435) resulting in a deficit of £70,521 (2016: surplus of £247,763). The general fund showed an accumulated surplus of £167,236 (2016: surplus of £125,597).

At 31st December 2017, there were free reserves of £20,417 (unrestricted general funds excluding fixed assets) (2016: deficit of £15,230).

Approved by the trustees on 16th April 2018 and signed on their behalf by :

.....
The Revd Dr W Lamb

University Church of St Mary the Virgin

Independent Examiner's Report to the Trustees of The University Church of St Mary the Virgin

I report to the charity trustees on my examination of the accounts of the University Church of St Mary the Virgin for the year ended 31st December 2017 which are set out on pages 5 to 15.

Respective responsibilities of trustees and examiner and basis of report

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

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.

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:

- accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- the accounts do not accord with those records; or
- 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.

G L Cole BA FCA
Partner
Wenn Townsend
Chartered Accountants
Oxford

16th April 2018

The University Church of St Mary the Virgin

**Statement of Financial Activities
for the year ended 31st December 2017**

	Note	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Totals 2017 £	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Totals 2016 £
Income:									
Church development		-	-	-	-	-	-	377	377
Donations and legacies	2	273,463	10,000	-	283,463	198,900	10,000	317,124	526,024
Charitable activities	3	72,326	-	-	72,326	49,044	11,436	-	60,480
Interest received	4	363	-	7	370	295	-	22	317
Total income		346,152	10,000	7	356,159	248,239	21,436	317,523	587,198
Expenditure:									
Church activities	5	342,775	43,325	40,287	426,387	266,466	27,450	40,976	334,892
Other: Church development		-	-	293	293	-	-	4,543	4,543
Total expenditure		342,775	43,325	40,580	426,680	266,466	27,450	45,519	339,435
Net income/(expenditure)		3,377	(33,325)	(40,573)	(70,521)	(18,227)	(6,014)	272,004	247,763
Transferred between funds	12/13	38,262	(41,675)	3,413	-	65,249	(66,999)	1,750	-
Net movement in funds		41,639	(75,000)	(37,160)	(70,521)	47,022	(73,013)	273,754	247,763
Reconciliation of funds:									
Total funds brought forward at 1st January 2017		125,597	75,000	522,370	722,967	78,575	148,013	248,616	475,204
Total funds carried forward at 31st December 2017		167,236	-	485,210	652,446	125,597	75,000	522,370	722,967

The notes on pages 8 to 15 form an integral part of these accounts.

The University Church of St Mary the Virgin

**Balance Sheet
At 31st December 2017**

	Note	2017	2016
		£	£
Fixed assets			
Tangible assets	8	484,829	487,527
Current assets			
Debtors	9	174,230	183,702
Cash at bank and in hand	10	126,840	127,478
		<u>301,070</u>	<u>311,180</u>
Creditors: amounts falling due within one year	11	<u>(133,453)</u>	<u>(75,740)</u>
Net current assets		167,617	235,440
Net assets		<u>652,446</u>	<u>722,967</u>
Funds			
Restricted	12	485,210	522,370
Unrestricted - general		167,236	125,597
- designated	13	-	75,000
Total funds		<u>652,446</u>	<u>722,967</u>

These accounts were approved by the trustees at a meeting held on 16th April 2018 and signed on their behalf by:

C Gasson

The notes on pages 8 to 15 form an integral part of these accounts.

The University Church of St Mary the Virgin

**Statement of Cash Flows
for the year ended 31st December 2017**

	2017	2016
	£	£
Net cash generated by operating activities (note 16)	9,909	238,052
Cash flows from investing activities:		
Interest received	370	317
Additions to fixed assets	(10,917)	(407,878)
	<hr/>	<hr/>
Net cash used by investing activities	(10,547)	(407,561)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(638)	(169,509)
	<hr/>	<hr/>
Cash and cash equivalents brought forward	127,478	296,987
	<hr/>	<hr/>
Cash and cash equivalents carried forward	<u>126,840</u>	<u>127,478</u>

The University Church of St Mary the Virgin

Notes to the accounts for the year ended 31st December 2017

1 Accounting policies

a) Basis of preparation

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts 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) issued on 16th July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body nor those which are informal gatherings of church members.

The Charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the members in furtherance of the general objectives of the church and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the church for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

c) Income recognition

Donations and legacies

Collections are recognised when received by or on behalf of The University Church. Planned giving receivable under covenant is recognised only when received. Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised. Grants and legacies to The University Church are accounted for as soon as The University Church is notified of its legal entitlement and the amount due.

Charitable activities

Rental income from the letting of The University Church property is recognised when the rental is due.

Investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

No amounts are included in the financial statements for services donated by volunteers.

The University Church of St Mary the Virgin

Notes to the accounts (continued) for the year ended 31st December 2017

1. Accounting policies (continued)

d) Expenditure recognition

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

Governance costs are those incurred in connection with administration of the Church as a legal entity and are not connected with generating income or charitable expenditure.

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

The Church is not registered for VAT and, as such, irrecoverable VAT is included within the expense in which it was incurred.

e) Fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and benefited property is excluded from the accounts by Section 10(2) of the Charities Act 2011. No value is placed on moveable church furnishings held by the churchwardens on special trust for The University Church and which require a faculty for disposal since The University Church considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA.

Freehold buildings (Stratford Street & Mary Price Close)

This is included in the accounts at cost. The members consider that the property is maintained so that any depreciation would be immaterial and is therefore not required.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 5 – 10 years.

f) Current assets

Amounts owing to The University Church at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

2 Donations

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2017 £	Total 2016 £
Stewardship and planned giving	24,750	-	-	24,750	25,245
Income tax recoverable on covenants and gift aid	7,067	-	-	7,067	10,033
Collections - services	20,339	-	-	20,339	17,220
- boxes	23,894	-	-	23,894	19,762
Donations	11,431	-	-	11,431	322,695
Contribution from the de Brome Trust	185,982	-	-	185,982	118,085
Recurring grant (from University)	-	10,000	-	10,000	10,000
Oriel contribution for Chancel insurance	-	-	-	-	2,300
Chaplains fund monies	-	-	-	-	684
	273,463	10,000	-	283,463	526,024

The University Church of St Mary the Virgin

**Notes to the accounts (continued)
for the year ended 31st December 2017**

3 Income from charitable activities

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2017 £	Total 2016 £
Old Library receipts	12,123	-	-	12,123	15,778
Weddings and funerals	11,238	-	-	11,238	7,093
Use of church buildings	48,965	-	-	48,965	26,173
Stratford Street rental income	-	-	-	-	11,436
	<u>72,326</u>	<u>-</u>	<u>-</u>	<u>72,326</u>	<u>60,480</u>

4 Income from investments

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2017 £	Total 2016 £
Bank and building society interest receivable	363	-	7	370	317

5 Church activities

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2017 £	Total 2016 £
Parish share	102,374	-	-	102,374	68,926
Curate's stipend	23,608	-	-	23,608	49,159
Stratford Street costs	-	15,662	-	15,662	2,492
Publishing and printing	12,084	-	-	12,084	7,152
Clergy expenses and salary	5,505	-	-	5,505	10,283
Reverend leaving costs	-	-	-	-	12,278
Altar, flowers, cleaning & refreshments	10,887	-	-	10,887	13,354
Staff training, entertaining and clothing	4,448	-	-	4,448	-
Staff advertising and recruitment	7,744	-	-	7,744	-
Music costs (including organist's wages)	-	27,663	3,000	30,663	24,958
Wages	104,103	-	23,031	127,134	98,492
Maintenance and repairs	49,971	-	-	49,971	16,915
Heating and lighting	1,676	-	-	1,676	1,670
Insurance	-	-	3,413	3,413	4,050
Telephone	857	-	-	857	1,213
Sundry expenses	8,775	-	-	8,775	7,349
Depreciation	5,455	-	8,160	13,615	11,432
Governance costs (note 7)	3,493	-	-	3,493	3,028
Donations	1,795	-	2,683	4,478	2,141
	<u>342,775</u>	<u>43,325</u>	<u>40,287</u>	<u>426,387</u>	<u>334,892</u>

The University Church of St Mary the Virgin

**Notes to the accounts (continued)
for the year ended 31st December 2017**

6 Wages and salaries

The wages and salaries costs comprise:-

	2017 £	2016 £
Wages	121,776	95,705
Social security costs	5,358	2,787
	<u>127,134</u>	<u>98,492</u>
The average number of employees (full time equivalent) during the year was:-	<u>6</u>	<u>4</u>

No employee during the above years earned more than £60,000.

No trustees received remuneration or reimbursement of expenses in the current or preceding year.

7 Governance costs

	2017 £	2016 £
Examiner/Auditor fees - year end work	2,885	2,380
- other work	608	648
	<u>3,493</u>	<u>3,028</u>

8 Tangible fixed assets

	Freehold buildings £	Fixtures & fittings £	Piano £	Total £
Cost				
At 1st January 2017	442,462	26,898	81,595	550,955
Additions	-	10,917	-	10,917
At 31st December 2017	<u>442,462</u>	<u>37,815</u>	<u>81,595</u>	<u>561,872</u>
Depreciation				
At 1st January 2017	-	18,003	45,425	63,428
Charge in year	-	5,455	8,160	13,615
At 31st December 2017	<u>-</u>	<u>23,458</u>	<u>53,585</u>	<u>77,043</u>
Net book value				
At 31st December 2017	<u>442,462</u>	<u>14,357</u>	<u>28,010</u>	<u>484,829</u>
At 31st December 2016	<u>442,462</u>	<u>8,895</u>	<u>36,170</u>	<u>487,527</u>

The freehold buildings comprise the house located at Stratford Street, and the property purchased from the Mary Price Fund to house a church worker.

The University Church of St Mary the Virgin

**Notes to the accounts (continued)
for the year ended 31st December 2017**

9	Debtors	2017 £	2016 £
	University grant	10,000	10,000
	Oriel College insurance contribution	-	2,300
	Owed by The De Brome Trust	162,820	117,876
	Income tax recoverable	-	1,906
	Prepayments and accrued income	-	16,253
	Other debtors	1,410	35,367
		<u>174,230</u>	<u>183,702</u>
10	Cash at bank and in hand	2017 £	2016 £
	CAF cash	68,722	71,953
	Nat West	21,350	12,731
	Savings accounts	36,118	39,157
	Petty cash	30	102
	CAF development	620	3,535
		<u>126,840</u>	<u>127,478</u>
11	Creditors: Amounts falling due within one year	2017 £	2016 £
	Owed to St Mary's (PCC) Ltd	113,761	53,624
	Other creditors	16,807	19,368
	Accruals	2,885	2,748
		<u>133,453</u>	<u>75,740</u>

The University Church of St Mary the Virgin

Notes to the accounts (continued) for the year ended 31st December 2017

12 Restricted funds

	Music fund £	Development fund £	Butler fund £	Chancel fund £	Syrian fund £	Chaplains fund £	Mary Price fund £	Total fund £
Balance at 1st January 2017	59,656	136,325	13,706	-	1,999	684	310,000	522,370
Interest received	-	-	7	-	-	-	-	7
Expenditure	(11,160)	(23,324)	-	(3,413)	(1,999)	(684)	-	(40,580)
Transferred from general funds	-	-	-	3,413	-	-	-	3,413
Balance at 31st December 2017	48,496	113,001	13,713	-	-	-	310,000	485,210

The Butler fund comprises monies to be applied for ministry to students, assistance of students and the Sunday School, and is represented by cash held in savings accounts.

The Development fund comprises monies received as grant funding and other donations to be used for the major development project at the Church.

The Music fund comprises monies received in 2011 to 2013 for the purchase and ongoing maintenance of a new piano for the church. £28,010 of the fund is represented by the book value of the piano, with the balance held as cash for future maintenance costs.

The Mary Price fund comprises of monies received towards the purchase of a new property to house a Church worker. The property is held in the accounts at cost at £403,769. The restricted fund of £310,000 along with unrestricted funds of £93,769 is represented by the cost of the building.

The University Church of St Mary the Virgin

**Notes to the accounts (continued)
for the year ended 31st December 2017**

13 Designated funds

Stratford Street	£
Balance at 1st January 2017	20,000
Expenditure on Stratford Street property	(15,662)
Transfer to general funds	(4,338)
	<hr/>
Balance at 31st December 2017	-
	<hr/> <hr/>

These funds are to pay for repairs to the property at Stratford Street.

Other designated funds

	Balance at 1/1/2017	Income in year	Expenditure in year	Transferred (to)/from General	Balance at 31/12/2017
	£	£	£	£	£
Quinquennial survey work	10,000	-	-	(10,000)	-
Vestry refitting	30,000	-	-	(30,000)	-
Clergy house works	15,000	-	-	(15,000)	-
Music costs	-	10,000	(27,663)	17,663	-
	<hr/>				
	55,000	10,000	(27,663)	(37,337)	-
	<hr/> <hr/>				

14 Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Fund balances at 31st December 2017 were represented by:-				
Tangible fixed assets	146,819	-	338,010	484,829
Current assets	153,870	-	147,200	301,070
Current liabilities	(133,453)	-	-	(133,453)
	<hr/>			
Total net assets	167,236	-	485,210	652,446
	<hr/> <hr/>			

The University Church of St Mary the Virgin

**Notes to the accounts (continued)
for the year ended 31st December 2017**

15 Transactions with connected parties

During the year, The De Brome Trust made donations towards the following expenses, in accordance with its objects, which would otherwise have been borne by the church :-

	£
Parish share	102,374
Share of Curate's salary/stipend	23,608
Repairs	30,000
Wages and salaries	30,000
	<u>185,982</u>

16 Reconciliation of net movement in funds to net cash flow from operating activities

	2017 £	2016 £
Net movement in funds	(70,521)	247,763
Add back depreciation charge	13,615	11,432
Deduct interest income shown in investing activities	(370)	(317)
Decrease in debtors	9,472	53,980
(Decrease)/increase in creditors	<u>57,713</u>	<u>(74,806)</u>
Net cash generated by operating activities	<u>9,909</u>	<u>238,052</u>

**Income and Expenditure Account
for the year ended 31st December 2017**

This page does not form part of the statutory accounts.