



# Annual Report And Financial Statements for The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley

Registered Charity 117652

---

*For the year end 31<sup>st</sup> December 2018*



## **Incumbent**

The Revd Clare Sykes, B.A. (Hons)  
Osney Rectory, 81 West Way, Botley, Oxford, OX2 9JY

## **Bank**

Barclays Bank plc, West Way, Botley, Oxford, OX2 9JY

## **Independent Examination**

Peter J Stevenson, Chartered Accountant, 8 Harbord Road,  
Oxford, OX2 8LJ

# Background

## Legal Information

---

The Parochial Church Council (PCC) of the Ecclesiastical Parish of North Hinksey with Botley is a charity, registered in England, number 1175652. The PCC is governed by the Parochial Church Councils (Powers) Measure 1956 and by the Church Representation Rules (as contained in Schedule 3 of the Synodical Government Measure 1969).

## Aims and Objectives

---

The members of the PCC, who are its trustees in law, together with the clergy, form an executive committee to promote the whole mission of the church in its parish: pastoral, social and ecumenical activities.

## Structure, Governance and Management

---

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. Additional trustees may be appointed by the Annual PCC Meeting.

In planning activities for the year the PCC considers the Commission's guidance on public benefit and, in particular, the specific guidance regarding charities and the advancement of religion.

The PCC sets the budget each year and is responsible for decisions on all matters of general concern and importance to the parish, including expenditure. Routine financial matters are delegated to the Buildings, Finance and Giving group, which makes reports and recommendations to the PCC. *Please see the Financial Report for the year ended 31 December 2018.*

Compliance with the Diocesan Safeguarding Policy is led by Paul Cockburn who has attended the Diocesan Church Safeguarding Officer Training course and is the qualified safeguarding officer. Safeguarding procedures are reviewed on an annual basis.

The charity works in partnership with the parish of Oxford St. Frideswide with Binsey and together they form the Osney Benefice. The Parish of North Hinksey with Botley has two worship centres: The Church of St. Lawrence, North Hinksey and the Church of St. Peter and St. Paul, Botley.

This report covers the calendar year ending 31<sup>st</sup> December 2018.

## **Members of the PCC**

---

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. The PCC met six times during 2018.

### **Ex-Officio members**

Churchwardens are elected annually. Deanery Synod representatives are elected for a three year term.

### **Clergy**

The Revd. Clare Sykes, Rector, Chairperson	n/a
The Revd. Prof. Martin Henig	n/a
The Revd. Jo Moffett-Levy	n/a
The Revd. Shei Crowther (up to Sept 2018)	n/a
The Revd. Kate Seagrave	n/a

### **Churchwardens**

Joy Brown, Churchwarden  
Vacancy

### **Officers of the PCC**

John Clements, Hon. Treasurer	n/a
Dudley Hoddinott, Hon. Secretary	n/a

## **Deanery Synod members**

Bob Johnston (1)

from April 2017

Dianne Cockburn (2)

from April 2017

Deanery Synod rep (3)

vacant

## **Elected members**

Under the Church Representation rules a parish with an electoral roll of between 51 and 100 persons can elect 9 members to the PCC. All members have to be re-elected each year:

Doreen Barker

Roger Dalrymple

Paul Cockburn

Anne Davies

Janet Farrow

Dudley Hoddinott

(PCC Secretary)

Michael Shearan

Karin Dawe

## **Sidespeople**

Richard Brown

Dudley Hoddinott

Muriel Halliday

Dianne Cockburn

John Bye

Douglas Wilks

Jacky Hicks

John Chorlton

Susan Chorlton

Janet Wright (who sadly passed away during 2018)

## Electoral Roll

---

The number of people on the Electoral Roll for the Parish of North Hinksey with Botley on 16 March 2019 was 59. This is a new Electoral Roll, not a revision of the previous roll, which last year stood at 75.

It seems likely that a number of persons, who regularly worship in the parish and were previously included, missed the deadline for submitting their completed application forms. There is still time for them to be added to the 2019 roll. Also, since the 2018 revision, one person on the Electoral Roll has died, and at least six people are known to have moved away from the parish.

This year, for the first time, those on the existing Electoral Roll who had provided email addresses for correspondence, were invited to complete and return their forms to the Benefice Office by email. Twelve forms were returned in this way.

### **Stephen Kinsey, Electoral Roll Officer**

## Church Attendance

---

### **Usual Sunday Attendance in 2018**

St Lawrence	13 adults	0 children
St. Peter & St. Paul	39 adults	1 children

### **Easter 2018 Communicants and attendance**

St Lawrence	19	21
St. Peter & St. Paul	51	58

### **Christmas 2018 Communicants and attendance**

St. Lawrence	56	70
St. Peter & St. Paul	30	179 (includes Christingle Service)

## Occasional Offices

---

Baptisms	2
Weddings	2
Funerals	23

# Achievements and Performance

## Rector's Report

---

Church initiatives come and go, strap-lines and mission statements are produced – contexts constantly shift and have to be adapted to, but the role of the Church in the community remains the same. We are here as a community of God's people to:

- Worship God
- To be a lively witness to our community
- To make a difference in the world as we serve it and draw others into the fellowship of Jesus

The two churches of our parish have continued to do this during 2018 and some of the significant events of our year include:

### **Worship**

Usual Sunday Attendance figures are up on last year for both churches, and we have welcomed a number of new people into both congregations in the last year. The worship pattern in both churches is now well established and works well. We are grateful to our musicians Sylvia Dudbridge, John Hardaker and Hilary Nixon who play for our services. During the year Andrew Ivett stepped down from occasional playing at St. Peter and St. Paul.

### **Messy Church**

Our main monthly provision for children is Messy Church, which is an opportunity for children, families and adults to take part in Church in a fun, creative and open way. We had an average attendance of 11 adults and 9 children in 2018. Attendance is drawn from people who just come in off the street because they have seen the banner; regular attenders from our own congregations and families who normally worship in other local churches. Messy Church would not happen without church members who form a great team.

## **The Church Family**

We continue to be grateful to everyone who contributes to the life of the church in this parish. They are too many to list, but without your help, prayers and encouragement, we would not be able to function. In particular we thank John Clements our licensed preacher; Philip Budd, John Chorlton and Phillip Nixon who take occasional services. We also thank Joy Brown our churchwarden.

In September we waved off the Revd Shei Crowther, Assistant Curate as she took up her first post of responsibility as Associate Priest in the benefice of Wolvercote and Wytham.

We were sad to say goodbye to church members past and present who died: Dr. Flora Baber, Maureen Mills and Janet Wright.

We were delighted to celebrate with Dudley and June Hoddinott as they got married in September.

## **The Benefice Office**

Our thanks go to Miss Gwenllian Davies who staffs our benefice office Monday, Wednesday and Friday mornings between 9.30am and 2.30pm. Work continues to improve the statutory and routine administrative functions of the benefice to ensure they work effectively. This year the office has supported some major pieces of work: Ensuring that the benefice is compliant with the new General Data Protection Regulations that came into force in May; Preparing guest lists, writing material and publicity for the 60<sup>th</sup> Anniversary Weekend events; working with the Churchwarden to review and put in place procedures for church and hall security, and maintenance; co-ordinating the take-up of safeguarding training across the benefice. Gwen also takes responsibility for the production of our weekly publications and our on-line presence.

Our thanks also go to Doreen Barker who faithfully does the benefice printing on Friday mornings and supports the production

of the many leaflets and booklets produced for visitors and worshippers across the benefice.

### **The Fund Raising and Social Group**

Once again, we had a range of successful fundraising and social events during the year and our grateful thanks go to Judith Bowden, Ann Day and the many who made them happen. We enjoyed:

- The Burns Night Supper in January
- Quiz Night in March
- Hot Cross buns and coffee in March
- A Royal Tea in May
- A Big Breakfast for Christian Aid in May
- Trip to Coventry Cathedral
- A trip to Cuttleslowe Park and miniature railway in August
- Food Fayre in the church and grounds of St. Peter and St. Paul in September
- Harvest Supper in September

As a result of all their hard work these events raised a significant £4,500 which contributed towards essential maintenance at both churches.

After many years of hard work and organising, Judith and her team have decided to hang up their aprons and we extend to them all our sincere thanks for the funds they have generated to maintain our church life and the fun they have generated that has been enjoyed by us as well as many community members.

### **The wider community**

In the wider community, the main news has been the commencement of the West Way Place development in August. The build is expected to take 3.5 years. The church has been active in contributing to the debates around this development and hosting meetings in St. Peter and St. Paul.



The wider community was sad to hear of the death of Eleanor Bolton, also fondly known as The Botley Bag Lady. Eleanor had lived among us in Botley for at least the past 25 years and died in June. We were proud to host a memorial service for her at St. Peter & St. Paul in November.

### **60<sup>th</sup> Anniversary Service**

In October St. Peter and St. Paul celebrate the 60<sup>th</sup> anniversary of its consecration with an anniversary Eucharist led by Bishop Steven and a celebration of six decades of weddings in the church.

### **Finance**

We thank John Clements our Parish Treasurer. The role of the Treasurer is now a large responsibility involving a lot of work and we are grateful that John continues to offer his professional expertise in this role.

This year we were able to offer an additional amount of parish share to the diocese out of the end of year surplus and within the deanery our benefice was also the largest contributor of occasional office fees to diocesan finances.

Revd Clare Sykes

### **Safeguarding**

---

We run the following Church activities for children:

- Messy Church
- Weekly service in St. Lawrence for North Hinksey School.

These activities involving children in the Parish are led by our clergy who have all been DBS checked. All children attending are accompanied by at least one of their parents for the duration of the activity. There is also the **BeSpace** prayer activity which takes place in North Hinksey School under their jurisdiction.

In April 2018 the Hiring Agreement for all Church Hall users was amended and all users asked to sign the agreement. For groups who use the Hall for activities with children or vulnerable adults it included a new Safeguarding Declaration to be signed. These groups were also required to produce a copy of their own Safeguarding Policy, and a list of the names of those in the group who work with children or vulnerable adults, together with details of their Disclosure and Barring Service (DBS) checks. Details of these DBS checks, in terms of the names, policy numbers and date of the check are kept in the safe at St. Peter & Paul.

The Church of England has formulated a new training policy regarding Safeguarding which all churches must follow. This involves church members going on specific Safeguarding courses depending on their role in the church. A number of church members have completed their training already, and a few need to complete the more advanced courses.

We have taken note of the House of Bishops' guidance in relation to safeguarding. Safeguarding is an important activity in this day and age which involves every church member being alert to any behaviour which is not acceptable or suspicious, particularly towards children or vulnerable adults.

### **Paul Cockburn**

## **St Lawrence and St. Peter and St. Paul Fabric & churchyard Report**

---

This report is presented by the Churchwarden and covers work and acquisitions at both churches.

### **Activities during 2018**

#### **June**

- Work specified in quinquennial report carried out.

- Tree work carried out at S Lawrence and ivy removed from walls.

## **August**

- New trapdoor fitted in choir vestry at Ss Peter & Paul.

## **September**

- Fire Extinguishers inspected at both churches.
- Replaced flushing mechanism, ladies toilet, Ss Peter & Paul.

## **October**

- Security system installed at Ss Peter & Paul: panic bar, new locks, key safes.
- Organ tuning at both churches completed.
- Health and Safety and Fire Risk Assessments updated at both churches.

## **November**

- Lead from roof above marmalade window at Ss Peter & Paul fell – repaired.

## **December**

- All windows at both churches cleaned inside and out.
- LED light bulbs fitted at St Lawrence
- Replacement heater fitted in office at Ss Peter & Paul.

## **Activities during 2019**

### **January**

St Lawrence:

- Gas boiler serviced.
- New microphone fitted.

Ss Peter & Paul:

- Lectern microphone stolen and replaced.
- New lock fitted to north door following vandalism.

## **February**

- Leak following gas boiler service repaired at St Lawrence.
- Garden at Ss Peter & Paul – bushes pruned back to allow more light.
- Area below yew trees cleared.

## **March**

The fabric of the church is good.

## **Joy Brown, Churchwarden**

### **St. Peter and St Paul Church Hall**

---

The hall has again had a busy year in terms of bookings, and has again been able to contribute significantly to parish funds. The hall had income of about £19,600 in the year and after expenses this contributed over £16,600 to the church for 2018.

In terms of bookings, there are regular weekday and weekend bookings as well as one-off bookings for parties. Regular bookings are now at a reasonable level and on an upwards trajectory with room for growth.

Oversight of the hall is provided by the Buildings, Finance and Giving subcommittee of the PCC. As the hall is now about 30 years old, it is going through a period of ongoing material upgrading so that it can remain a competitive venue and a good source of income for the parish. Other halls in the area are being redeveloped, as part of the wider Botley redevelopment.

This year we were again successful in obtaining grant funding from the Vale of White Horse District Council, which has met half of the cost of various works including improvements to the kitchen, heating and heater guards.

We have some plans for longer-term projects, including new front doors and the hall floor, together with further redecoration and

roof repairs. There are also have plans to advertise the hall more effectively and to develop a comprehensive management plan.

Thank you especially to John and Judith Bowden, and to Joy and Richard Brown for all their help over the years in improving and maintaining the hall, to Alison Barnett who has moved on after many years as our cleaner and to Angelique Bailey who replaced her in October.

## **Michael Shearan**

### **Deanery Synod business**

---

One of the most interesting aspects of Deanery Synod is that each meeting is held in a different church. We started in June 2018 at St John the Baptist Church Hall in Kidlington. This is an imposing church hall built in 1959 with church facilities at one end and an imposing locally-made tapestry at the other.

The main business of the first June meeting in Kidlington was a report on the April visit to the Holy Land by representatives from Oxford and Cowley Deaneries. This covered the Biblical sites, the effects of the geo-political problems on the two communities and the peace and reconciliation initiatives.

The second meeting, a joint one with Cowley Deanery, was held in September at St Clement's Church (built 1827) and had the overall theme of 'Generous Giving'. The Oxford Deanery comes second highest in the country on the generosity table. However, churches today face challenges in asking people to give more. It was suggested that various forms of technology, such as contactless donation machines and technological offertory plates, could be more widely used as cash becomes increasingly less available. This was followed by a presentation on the benefits of the updated Parish Giving Scheme.

The third meeting, in November, was held in St Philip and St James' Church, Woodstock Road (built 1862). This is now the home of the Oxford Centre for Mission Studies (where Brenda Hoddinott used to work). Paul Bendor-Samuel told us that the centre serves over a hundred students from more than forty countries. These Christian scholars follow a research-based MPhil/PhD programme. Their research topics include 'Models for training grassroots Chinese pastors' and 'Biblical approaches to masculinity and violence in the D.R. Congo'. The second half of the programme was on the work of the Prayer Book Society by Prudence Dailey.

The fourth meeting was held in 'The Pennyfarthing' next to St Ebbe's Church. This building was formerly a dancing club but has been transformed into a centre for church families. The presentation by Rev. Jennifer Brown was based on her research into the relationship between science and religion. After short group discussions it was suggested that each church could ask science-orientated members of their congregation to get involved in a church service.

The next meeting of the Deanery Synod will be held at St Peter and St Paul's Church.

### **Dianne Cockburn**

### **North Hinksey Schools Trust**

---

North Hinksey School Trust holds in trust the proceeds of the sale of the North Hinksey School House for the educational benefit of the current children of the school. No disbursements were made in 2017. Trustees are The Rector, Dudley Hoddinott (Governing Board appointee) and Janet Farrow, (PCC appointee).

### **Revd Clare Sykes**

## **North Hinksey Church of England Primary School**

---

The parish continues to have a close relationship with North Hinksey Primary School. Clergy conduct school worship at St. Lawrence every Wednesday morning and we host school worship for major festivals for the whole school at St. Peter & St. Paul. The school became an Academy in October 2017 within the Oxford Diocesan Schools Trust. This has proved to be a very successful move with the ODSST providing excellent support for the school. The Rector is an ex-officio Foundation Governor on the Local Governing Body. Foundation Governors have a primary focus in ensuring the school remains true to the Christian ethos and values that underpin its work with children and their families. The school has 209 pupils on roll and continues to be a happy and thriving community under the able leadership of Mrs Amy Pearce.

### **Rev Clare Sykes**

## **The Friends of St. Lawrence**

---

The Friends had two fund raising events this year, Cream Teas and Evensong in June and The St. Lawrence Christmas Fayre in December where funds were also raised for the two primary schools in the parish. Thanks to everyone who worked hard to make these events successful.

### **Revd Clare Sykes**

## **St. Lawrence Bell Tower**

---

Over the year we have gained three inexperienced ringers while we have lost one of our best ringers. The net effect is that it is a little easier to find ringers for services but much more difficult to maintain and improve the standard of our ringing. With the help of our regular Sunday visitors we have been able to ring at virtually

all of the Sunday services and for all weddings at which we were asked to ring.

In the last report we mentioned that White's of Appleton (our professional bell-hangers) had been unable to undertake the regular maintenance. We are pleased to report that the work has now been done and White's have reported that the bells and fittings are in satisfactory condition. The churchwarden holds a copy of the report.

## **Ray Rook, Tower Captain**

### **Church Flowers**

---

Flowers in church add an extra something not only to services, but to people visiting and using the church at other times. What always makes the time spent buying, conditioning and arranging the flowers worthwhile, is the appreciation given by congregation and visitors alike. The Flower Team always try to keep costs down by using flowers from a supermarket, or our own and friends' gardens. This winter we have been fortunate in that the cold weather after Christmas meant that the flowers lasted twice as long as they normally would.

Joy Brown has decided, understandably, to retire from Church Flower Arranging and I would like to thank her for all her wonderful arrangements over the years, particularly on the window-ledges at Christmas and Easter.

I would also like to thank the Flower Team for all that they do, their wonderful creations and commitment to making the church beautiful: Anne Davies, Jayne King, Liz Manson, Dawn McNulty, Muriel Halliday (*at festival times*).

We are now in Lent and looking forward to Easter when we fill the church with the colour of Spring. A wonderful time. If you have always wanted to help with the flowers, now is a good time to start. So, please contact me and I can try and answer any questions you might have.

## **Dianne Cockburn, Flower Team Co-ordinator**



## **Financial Report year ended 31 December 2018**

---

The attached accounts are presented in the recommended standard format for charities (the Charities Act 2011) and the Statement of Recommended Practice for Charities 2015. The Statements of Financial Activities and of Assets and Liabilities show a full picture of the PCC's financial activities, which are further explained in the detailed notes and in the report below.

### **Financial governance**

Oversight of the parish's finances is exercised by the PCC, which is a corporate body operating under the Parochial Church Council Powers Measure of the Church of England. The PCC is also a registered charity and is regulated by the Charity Commission. The PCC sets the budget for each year and receives detailed financial reports and forecasts at its meetings. Routine financial matters are delegated to the Buildings, Finance and Giving group, which usually meets bi-monthly, and makes recommendations to the PCC.

### **Basis of preparation**

The accounts are prepared on a receipts and payments basis, as allowed for PCCs with an income under £250,000. This takes account of all monies received and paid, but not of any amounts owed or owing at the year-end.

### **Overview of the accounts**

Page 1 shows income and expenditure for the year across all the PCC's accounts; unrestricted, designated and restricted. Total income across all accounts for the year was £102,000, and expenditure was £109,000, creating a net cash outflow, or deficit, of £7,000. The deficit arose by using funds previously put aside for building refurbishment, and the day-to-day operation of the church and hall was in surplus.

Page 2 shows the assets of the PCC which are cash (£57,000) and the Curtis Fund investment (£55,000). Of these sums, £27,000 forms the unrestricted reserve on which the PCC can

call in emergency; the remainder being restricted to a greater or lesser degree.

Page 3 sets out the accounting policies adopted by the PCC in formulating the accounts. These are standard charity policies.

Page 4 and 5 set out more detail of the income and expenditure summarised on Page 1.

Pages 6, 7 and 8 set out more detail of the investment, designated and restricted funds, including the income and expenditure that has passed through each fund during the year.

Page 9 has a table showing how the assets are divided between the funds (this is required by the accounting standards to which we have to report), and also a list of payments made to members of the PCC, or their relatives, for services to the PCC. This too is required by law.

Page 10 is a copy of the equivalent data on Page 1 from the previous year's accounts (2017) so that they can be compared in more detail.

## **1. Unrestricted Funds (the General Fund)**

### **(a) Out-turn**

The accounts show a surplus of receipts over payments of £8,349 (compared to £9,634 in 2017) of which £8,000 has been transferred to the designated Fabric Fund, leaving £349 to be added to the General Fund unrestricted reserve carried forward into 2019.

The PCC felt able to make this transfer and keep the General Reserve at its current level without significant increase as it currently exceeds the recommended level of three months' expenditure (on unrestricted expenditure of £72,000, the recommended level would be c£18,000 against the current level of £26,000).

The surplus was an improvement over expectations earlier in the year and arose from a number of changes in both income and expenditure as noted below.

(b) Income (note 2 to the accounts)

Total unrestricted income amounted to £80,100, similar to 2017. Of this, £43,000 was given by members of the congregation; £26,500 regularly under Gift Aid which attracted a further £7,700 refunded by HMRC, and £3,300 in one-off donations.

Income from fund-raising activities amounted to £6,700 (£10,400 in 2017), of which £5,700 was unrestricted. The third successful Food Fayre increased its contribution to PCC funds but there were fewer other events during the year.

Hall lettings continued to increase, this year by £1,000 to nearly £20,000. We have invested in improving the facilities and hope that this will create further income.

Other sources such as rents and fees remained at much the same level as the previous year. Income collected for other charities appears in the note on restricted funds below.

(c) Expenditure (note 3 to the accounts)

Expenditure from unrestricted funds was also similar to last year at £72,000. Our largest cost as always is the parish share, which funds clergy stipends and diocesan and national church costs. This did not increase over the year but still represented 60% of the costs met from unrestricted funds.

Routine costs of the two churches and the services held within them amounted to £16,700 compared to £15,500 in 2017. Energy costs were reduced but insurance costs were significantly higher due to the previous year's figure being artificially low as noted at the time. The costs of the benefice office paid by this parish also increased (from £4,400 to £5,700) due to increased demands on the office, requiring an increase in hours worked. Other costs under this heading remained broadly similar.

Fund-raising costs were reduced as there were fewer events held during the year.

**2. Designated Funds** (note 5(a) to the accounts)  
*(designated funds are funds set aside by the PCC for specific purposes)*

The accounts include two designated funds; the Fabric Fund and the Benefice Account.

The Fabric Fund contains money set aside by the PCC from its General Fund (see above) for repairs to both churches which cannot be met from the existing restricted funds. At the start of the year, the Fund held £9,000 transferred in 2017. During the year, the projects listed in note 3 (page 5) were paid for from the Fund and at the end of the year it was £1,400 overdrawn. The transfer of £8,000 this year means that the balance of £6,600 is carried forward into 2019 to meet necessary maintenance projects.

The Benefice Account holds income and expenditure relating to administration and projects which span the whole benefice. Net costs are shared 67% to North Hinksey PCC and 33% to St Frideswide PCC. Total expenditure of £11,800 was charged of which, after some costs were paid by the Rector for the administrator's time, our share came to £6,500 charged to the General Fund for clergy expenses, printing service booklets and pew sheets, the salary of the administrator and general office running costs.

**3. Restricted Funds** (note 5(b) to the accounts)

The total of restricted funds decreased during the year by £4,500 due to expenditure on projects, primarily the new boiler and option appraisal at St Lawrence. Restricted funds also paid for that part of the hall refurbishment which was grant-funded.

The restricted fund with most activity is that through which we account for monies given to us to be passed on to others, which includes the diocesan share of church fees and collections for other charities. The former totalled nearly £5,500 and the latter £3,100, which included Christian Aid (£1,351), Oxford Winter Night Shelter (£343), and Sobell

House (£238). North Hinksey Primary and Botley Primary Schools both received £100 from the Food Fayre takings. A further £522 was raised for the Children's Society at Christmas but not paid over until 2019.

#### **4. Endowment Fund** (see note 4 and 5(c) to the accounts)

The Curtis bequest was given for the benefit of St Lawrence. As explained in the detailed note, it consists of two parts; the capital which is invested and the accumulated income which may be spent. During the year the capital decreased in value by £547 to £35,948 and accumulated income increased by £1,210 to £19,635. This is available to spend on the re-ordering project at St Lawrence.

### **Looking into the future**

The PCC has set a budget for 2019 which is essentially break-even. The disbanding of the group which ran our social and fund-raising events, and the cessation of the church magazine are significant changes but increased hall rentals should offset any reduction in income. As always, there remains much uncertainty as well as the ever-increasing burden of building maintenance and regulatory change. The PCC believes that its finances are currently healthy but will continue to require careful stewardship if we are to remain an active and lively faith community.

**John Clements, Treasurer**

## **The Examiners Report and Statement of Financial Activities follow**

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

	<b>Note</b>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
<b>Incoming resources</b>							
Voluntary income	2 (a)	43,063	0	9,292	0	52,355	51,448
Activities for generating funds	(b)	5,669	0	1,083	0	6,751	10,428
Income from investments	(c)	211	0	26	1,210	1,447	1,318
Church activities	(d)	23,418	0	4,403	0	27,821	23,688
Other incoming resources	(e)	7,775	4,061	1,624	0	13,460	10,219
<b>Total incoming resources</b>		<b>80,135</b>	<b>4,061</b>	<b>16,428</b>	<b>1,210</b>	<b>101,834</b>	<b>97,101</b>
<b>Resources expended</b>							
Church activities	3 (a)	70,309	6,497	9,210	0	86,016	74,382
Fund-raising costs	(b)	1,477	0	800	0	2,277	4,065
Major works	(c)	0	9,431	10,988	0	20,419	6,254
<b>Total resources expended</b>		<b>71,786</b>	<b>15,928</b>	<b>20,998</b>	<b>0</b>	<b>108,712</b>	<b>84,701</b>
<b>Net incoming resources before other recognised gains and losses</b>		<b>8,349</b>	<b>-11,868</b>	<b>-4,570</b>	<b>1,210</b>	<b>-6,879</b>	<b>12,399</b>
Gains/-losses on investment assets: on revaluation	4	0	0	0	-547	-547	3,022
<b>Net movement in funds</b>		<b>8,349</b>	<b>-11,868</b>	<b>-4,570</b>	<b>662</b>	<b>-7,426</b>	<b>15,420</b>
Transfers between funds		-8,000	8,000	0	0	0	0
Balances brought forward 1 January		26,458	11,354	27,045	54,919	119,776	104,356
<b>Balances carried forward 31 December</b>		<b>26,807</b>	<b>7,486</b>	<b>22,475</b>	<b>55,581</b>	<b>112,350</b>	<b>119,776</b>

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

The notes on pages 2 to 9 form part of this account

**Parochial Church Council of North Hinksey with Botley**

**Statement of Assets & Liabilities as at 31 December 2018**

		<b>2018</b>	<b>2017</b>
	Notes		
Fixed Assets			
Investments	4	55,582	54,919
Current assets			
Short term deposits		40,567	40,404
Cash at bank and in hand		16,201	24,452
		<u>56,768</u>	<u>64,856</u>
Liabilities			
Creditors - amounts falling due within one year		0	0
Net current assets		<u>56,768</u>	<u>64,856</u>
Total assets less current liabilities		112,350	119,776
Creditors - amounts falling due after one year		0	0
Total net assets		<u>112,350</u>	<u>119,776</u>
Parish funds			
Unrestricted		26,807	26,458
Designated	5 (a)	7,486	11,354
Restricted	5 (b)	22,475	27,045
Endowment	5 (c)	55,581	54,919
		<u>112,350</u>	<u>119,776</u>

**Note:**

The Statement of Assets and Liabilities is prepared on a receipts and payments basis and therefore does not take account of amounts owing to or by the PCC at the date of the Statement. Significant amounts at 31 December 2018 not shown included:

HMRC gift aid	£2,460	owed to PCC
Hall letting income	£1,500	owed to PCC
Electricity arrears	£2,500	owed by PCC

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**

*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

**Notes to the financial statements**

**For the year ended 31 December 2018**

**1 Accounting policies**

- (a) The financial statements have been prepared on a receipts and payments basis in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005. The financial statements have been prepared under the historic cost convention, except for the valuation of investment assets which are shown at market value.
- (b) Endowment funds are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used in accordance with the purpose for which the endowment was established.
- (c) Restricted funds represent income, donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given and any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.
- (d) Fixed assets over £500 are capitalised and written down over an appropriate life time:



**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

<b>2 Incoming resources</b>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
(a) Voluntary income						
Planned giving						
Gift aid donations	26,480				26,480	27,101
Tax recoverable	7,742				7,742	8,183
Other	2,143				2,143	1,084
Collections	2,352				2,352	1,995
Coffee, wall safes, miscellaneous	1,058				1,058	991
Grants	0		5,257		5,257	0
Donations, appeals, etc	3,289		4,035		7,324	12,093
	43,063	0	9,292	0	52,355	51,448
(b) Activities for generating funds						
Fund-raising events	5,669		1,083		6,751	10,428
	5,669	0	1,083	0	6,751	10,428
(c) Income from investments	211		26	1,210	1,447	1,318
(d) Income from church activities						
Church hall lettings	19,786				19,786	18,972
Magazine	312				312	437
Fees	3,320		4,403		7,723	4,280
	23,418	0	4,403	0	27,821	23,688
(e) Other income						
Contributions towards cost of benefice office		4,061			4,061	2,232
Rental income	7,775				7,775	7,522
Miscellaneous			1,624		1,624	465
	7,775	4,061	1,624	0	13,460	10,219
<b>Total incoming resources</b>	<b>80,135</b>	<b>4,061</b>	<b>16,428</b>	<b>1,210</b>	<b>101,834</b>	<b>97,101</b>

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

<b>3 Resources expended</b>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
(a) Church activities						
Charitable giving	50		3,116		3,166	3,594
Ministry	43,318				43,318	43,119
diocesan parish share						
other ministry costs	1,238	1,758			2,996	3,854
Church running and maintenance						
Heat & light	5,162				5,162	6,481
Insurance	3,721				3,721	1,228
Cleaning and minor works	2,972	1,173	236		4,381	3,136
Cost of services	1,089		5,858		6,947	1,851
Organist & choir	3,757				3,757	3,525
Postage, telephone, misc	0				0	25
	16,701				23,967	16,246
Church hall running costs	3,045				3,045	2,782
Magazine costs	227				227	392
Administration, miscellaneous	5,729	3,567			9,296	4,395
	70,309	6,497	9,210	0	86,016	74,382
(b) Fund-raising costs	1,477	0	800	0	2,277	4,065
(c) Major works						
<i>St Peter &amp; Paul</i>						
Refurbishment of hall heating and toilets		5,981	4,628		10,609	
Survey & repairs to electrical systems		2,262	614		2,876	
Asbestos survey		1,188			1,188	
Roof repair			1,300		1,300	
New lighting in Chapel					0	4,470
<i>St Lawrence</i>						
New boiler			3,177		3,177	
Option appraisal and survey			1,014		1,014	1,707
Small repairs			255		255	77
	0	9,431	10,988	0	20,419	6,254
<b>Total resources expended</b>	<b>71,786</b>	<b>15,928</b>	<b>20,998</b>	<b>0</b>	<b>108,712</b>	<b>84,701</b>

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

**4 Fixed assets**

	<b>2018</b>	<b>2017</b>
Investments		
Market value of investments at 1 January 2018	36,495	33,472
Accumulated interest account	18,425	17,241
	<u>54,919</u>	<u>50,713</u>
Revaluation surplus/-loss	-547	3,022
Income received and retained	1,210	1,184
Market value 31 December 2018	<u>55,582</u>	<u>54,919</u>

**5 Funds**

(a) The designated funds held during the year have comprised the following:

	<b>2018</b>	<b>2017</b>
Fabric Fund		
Balance at 1 January 2018	9,204	204
Transfer from unrestricted funds	8,000	9,000
Expenditure on projects	-15,232	0
Costs transferred to restricted account	4,628	0
Balance at 31 December 2018	<u>6,601</u>	<u>9,204</u>

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

Benefice Fund	2018	2017
Balance at 1 January 2018	2,150	2,427
Received from St Frideswide PCC	2,327	2,232
Paid by incumbent for PA services	1,733	465
	<hr/> 4,061	<hr/> 2,697
Expenditure	-11,811	-7,540
Less proportion met by North Hinksey PCC from unrestricted funds	6,486	4,565
	<hr/>	<hr/>
Balance at 31 December 2018	885	2,150

The benefice fund exists to meet common costs for the benefice. At the end of each year, costs are divided 33% to St Frideswide PCC and 67% to North Hinksey PCC.

Total designated funds		
Balance at 1 January 2018	11,354	2,631
Income	4,061	2,697
Transfers from other funds	8,000	9,000
Expenditure net of transfers	-15,928	-2,975
Total designated funds	<hr/> 7,486	<hr/> 11,354

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

(b) The restricted funds held during the year have comprised the following:

Funds movements:	Balance 1 January £	Incoming Resources £	Resources Expended £	Balance 31 December £
Ruby Baker bequest	1,458	0	1,458	0
St Lawrence bells	302	15	236	81
St Lawrence organ	150	0	0	150
St Lawrence restoration fund	2,421	761	1,974	1,209
Friends of St Lawrence	6,402	450	1,014	5,839
Rental reserve account	12,848	26	0	12,875
Ss Peter & Paul restoration fund	1,463	4,628	6,542	-451
Doris Field Trust	50	750	800	0
Hope ffennel Trust	62	0	33	29
Monies collected for others	1,887	9,798	8,941	2,744
	<u>27,045</u>	<u>16,428</u>	<u>20,998</u>	<u>22,475</u>
Less inter-fund transfers		0	0	
Totals per receipts & payments account		<u>16,428</u>	<u>20,998</u>	

(c) Endowment Fund

The endowment fund is the Curtis Bequest, which requires income to be spent on the decoration and maintenance of the fabric of St Lawrence. The investments are held by the Oxford Diocesan Board of Finance and invested in the CBF Church of England Investment Funds

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

**6 Analysis of Net Assets by fund**

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2018	Total 2017
Investment fixed assets	0	0	0	55,581	55,581	54,919
Current assets	26,807	7,486	22,475	0	56,769	64,857
Current liabilities	0	0	0	0	0	0
	<u>26,807</u>	<u>7,486</u>	<u>22,475</u>	<u>55,581</u>	<u>112,350</u>	<u>119,776</u>

**7 Related Party Transactions**

Related party transactions are monies received from, or payments made to, individuals who are also members of the PCC, or are related to them. These are not re-imbursable expenses such as travel but instances where the individual has provided goods or services to the PCC. Accounting standards now require that these are disclosed within the accounts.

<i><b>Name of individual</b></i>	<i><b>Amount paid</b></i>	<i><b>Purpose of payment</b></i>
A Barnett	£2,362	Cleaning services for church and hall
A Bowden	£4,780	Building services
J Brown	£30	Acting as vergers at weddings and/or funerals
R Brown	£60	Acting as vergers at weddings and/or funerals
P Cockburn	£30	Acting as vergers at weddings and/or funerals
	<u>£7,202</u>	

**The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley**  
*Registered charity 1175652*

**Statement of Financial Activities**

**For the year ending 31 December 2018**

8

**Comparative figures for 2017**

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2017</b>
<b>Receipts</b>					
Voluntary income	42,845	0	8,603	0	51,448
Activities for generating funds	8,866	0	1,562	0	10,428
Income from investments	132	0	1	1,184	1,317
Church activities	21,265	0	2,423	0	23,688
Other incoming resources	7,522	2,697	0	0	10,219
<b>Total receipts</b>	<b>80,629</b>	<b>2,697</b>	<b>12,589</b>	<b>1,184</b>	<b>97,101</b>
<b>Payments</b>					
Church activities	67,130	2,975	4,277	0	74,382
Fund-raising costs	3,865	0	200	0	4,065
Major works	0	0	6,254	0	6,254
<b>Total payments</b>	<b>70,995</b>	<b>2,975</b>	<b>10,731</b>	<b>0</b>	<b>84,701</b>
<b>Net surplus/-deficit before other recognised gains and losses</b>	<b>9,634</b>	<b>-278</b>	<b>1,858</b>	<b>1,184</b>	<b>12,399</b>
Gains/-losses on investment assets: on revaluation	0	0	0	3,022	3,022
<b>Net movement in funds</b>	<b>9,634</b>	<b>-278</b>	<b>1,858</b>	<b>4,206</b>	<b>15,420</b>
Transfers between funds	-9,000	9,000	0	0	0
Balances brought forward 1 January	25,824	2,632	25,187	50,713	104,356
<b>Balances carried forward 31 December</b>	<b>26,458</b>	<b>11,354</b>	<b>27,045</b>	<b>54,919</b>	<b>119,776</b>

## **Independent Examiner's Report to the PCC of the Ecclesiastical Parish of North Hinksey with Botley (Registered Charity No. 1175652)**

This report on the financial statements of the PCC for the year ended 31 December 2018, which are set out on pages 1 to 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

### **Respective Responsibilities of the PCC and Examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145 (5) (b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanation from you as members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter J. Stevenson  
Chartered Accountant

8 Harbord Road  
Oxford OX2 8LJ

Date: 1<sup>st</sup> March 2019