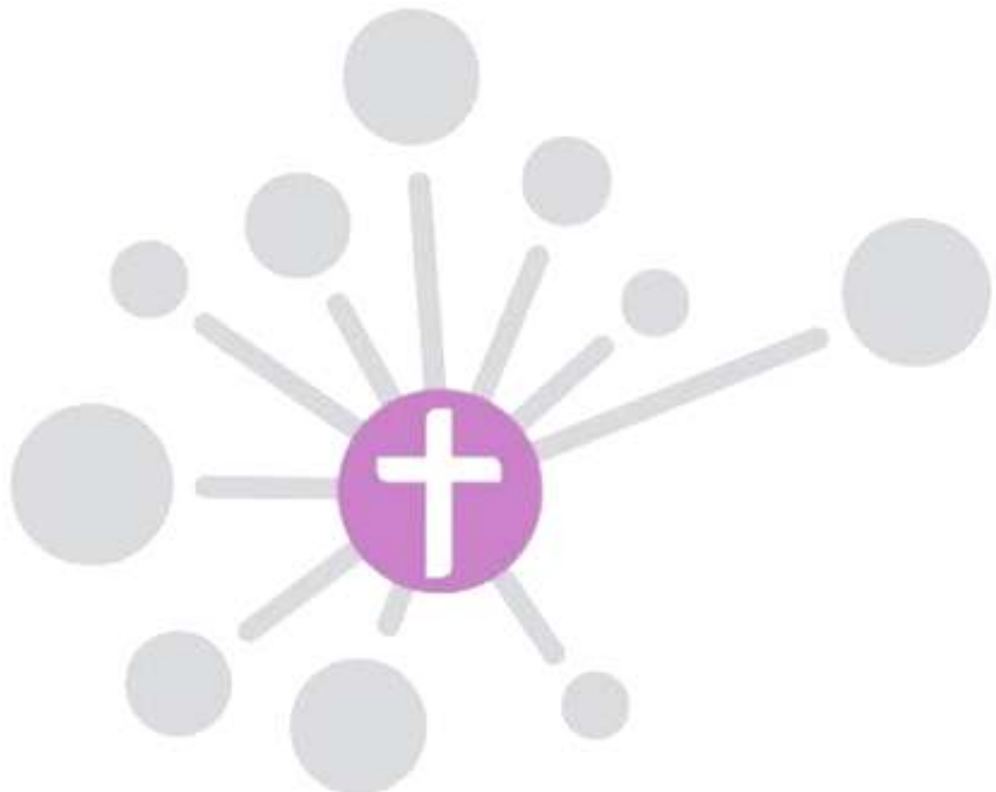

Trustees' Annual Report and Financial Statements

Emmanuel Church Bicester
Parochial Church Council

Year ended 31 December 2010

EMMANUEL



Emmanuel Church Bicester PCC 2010 Trustees' Annual Report & Financial Statements



Team Rector:
Revd Canon Theresa Scott
The Rectory, Tinkers Lane
Bicester

Team Vicar:
Revd Chris Boyce
4 Orpine Close
Bicester

Bank:
The Co-operative Bank
Skelmersdale
Greater Manchester

Independent examiner:
Mr T Clubb ACA
202 Silbury Boulevard
Central Milton Keynes

Treasurer:
Mr P Stoddart CTA
3 Hawksmead
Bicester

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

The Parochial Church Council (PCC) presents its Annual Report for the year ended 31 December 2010.

Reference and administrative information

The PCC is an excepted charity.

The address of the church office is 4 Orpine Close, Bicester OX26 3ZJ

The trustees, members of the PCC, at the time of this report, were as follows:

Trustee	Appointed	Term	Basis of appointment
The Revd Chris Boyce			Ex officio
Andrew Collett, Churchwarden		1 year term	Ex officio
Roger Winson, Churchwarden	(from May 2010)	1 year term	Ex officio
	(from April 2010)	3 year term	Deanery Synod representative
Peter Stoddart, Treasurer	(from April 2010)	3 year term	Elected
James Dunne, Secretary	(from April 2008)	3 year term	Elected
Carol Hill	(from April 2010)	3 year term	Elected
Peter Hill	(from April 2009)	3 year term	Elected
Chris Shields	(from April 2010)	3 year term	Elected
Karen Stoddart	(from April 2008)	3 year term	Deanery Synod representative
Michael Clarkson (resigned April 2010)	(from April 2009)	3 year term	Elected
Emma Hayton	(from April 2009)	3 year term	Elected
During the year the following resigned by rotation			
Stan Martin, Churchwarden			Ex officio
Peter Stoddart			Elected
Tony Shields			Elected
Carol Hill			Elected

Structure, governance and management

The PCC is a corporate body. Its governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules.

PCC members are recruited in a number of ways. The clergy, churchwardens and the treasurer are members by virtue of their office. Deanery Synod representatives are elected by the annual parochial church meeting (APCM) and hold office for three years. Other members of the PCC are elected annually at the APCM or co-opted.

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 fully as necessary.

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer.

Members of the PCC are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the PCC and which enable them to ascertain the financial position of the PCC and which enable them to ensure that the financial statements comply with the Charities Act 1993 and the Statement of Recommended Practice 'Accounting by Charities' 2005.

The PCC are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is also required to ensure that the financial statements are examined by an independent examiner or auditor prior to presentation to the Annual Parochial Church Meeting.

In preparing the financial statements, the PCC are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will remain in operation.

In addition to the PCC there are the following committees:

Standing Committee

This committee consists of the Team Vicar, the two churchwardens, PCC secretary and the treasurer. They have power to transact the business of the PCC between PCC meetings, reporting to the full PCC as appropriate.

Building, Provision & Vision Committee

This committee currently comprises the Team Minister, the churchwardens, the treasurer, Lyn Boyce, Rachel and Stephen Jolly, and Katie Jenkinson. During the year Helen Davies, Michael Clarkson and Rosie Richardson stood down and Tim Stratton moved overseas – their help was very much appreciated. The purpose of the committee is to project manage the new building and to consider methods of raising funds.

Deanery

Emmanuel Church Bicester (ECB) is a conventional district within the Bicester Team, part of the Bicester & Islip Deanery, in the Diocese of Oxford.

Objectives and activities

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

The main activities of the PCC are:

- the provision of regular public worship that is open to all.
- the provision of pastoral work including the visiting of the sick, the elderly and the bereaved.
- the teaching of the Christian faith through sermons, home groups, children's meetings and links with the local school.
- the promotion of the Christian faith through various events organised by the PCC.

- the support of other charities involved in Christian outreach and development.

As a church family and as individuals, ECB aims to offer worship worthy of the living God. Through worship, prayer and bible study we seek to know God better and to be conformed to His purposes for our lives. In partnership with other Christians we wish to make His love known within the local community.

Cell groups and outreach

Our cell groups are small groups which meet in people's homes during the week. Although each group has its own character, we aim to worship together; learn how to translate biblical teaching into real life change; share in each others joys and struggles and to reach out with love in our work places, neighbourhoods and families. The Home Cells meet in the daytime and evening and we are always looking to start new groups to try to meet the needs of all our members.

ECB relies on the voluntary work of so many people and the PCC very much appreciate their service to the church and the local community.

Achievements and performance

Church building project

Donations given for the building project are held in both a designated and a restricted fund. Our expenditure on building fees and the foundations contract has been met out of the restricted fund. The total building fund at 31 December 2010 was £414,782 (restricted fund £176,676 and designated fund £238,106).

Moving ECB towards becoming a Parish

ECB continues to work with both St Edburg's and the Diocese of Oxford to create a parish for ECB within the Bicester Team. ECB continues to work with other churches in the Team to share the gospel and meet the spiritual needs of the residents of Bicester whilst maintaining a distinct evangelical identity. We hope that parish status will be achieved by late 2011.

Christians Against Poverty

As a church we continue to support the national charity Christians Against Poverty (CAP). The CAP money coaches have run one CAP Money course during the year but have also helped a number of individuals and families with budgeting, debt reduction and practical financial management.

Alpha/Outreach

We continue to run the Alpha course as one of our main means of evangelism. Alpha attendees are encouraged to join the existing ECB Cell Groups to continue with their Christian development. During 2010 one Alpha group was held with ten people attending. During the year several churches contributed to "Love Bicester", a town wide week of mission with events ranging from small supper parties to large evening events and catering for all ages.

Youth and Children

Youth and Children are a very important part of the life of ECB. Led by our experienced team we provide a variety of groups and activities.

Girls and Boys Cells – both cells were discontinued during the year mainly due to members going away to study. Young people are encouraged to get involved in activities organised by other churches for this age group as well as remaining involved in the older Sunday club group.

Sunday Club - runs every Sunday during the morning service (except All Age Services) catering for children aged 3-15. There are three distinct groups with leaders who provide a mixed programme of games, drama, craft and activities based around the bible and age appropriate.

Crèche - is held for ages 3 and under during the service every Sunday (except All Age Services). It offers a relaxed environment with a bible story, song, prayer and lots of play.

Music and worship

The worship team have led the church in worship both during regular Sunday services and other events often working with other churches at joint events such as the Love Bicester mission. ECB has explored alternative styles of worship including a praise service, monthly contemplative evening worship, café church and TWIST (a Messy Church style afternoon for families).

The Bicester Food Bank

The Food Bank continues to support people in our community who are experiencing hardship. This ministry is shared by many churches in the Bicester area under the charity Bicester Christian Action. The majority of gifts are made in kind but monetary donations are also made to help cover the running costs of project. ECB continues to support The Bicester Food Bank through regular donations of food and money as well as volunteers from within the congregation.

Marriage course

Andrew and Jeanette Collett continue to run the Holy Trinity Brompton sponsored course for ECB. Course attendees during the year have included couples with no church affiliation as well as members of ECB.

Fairtrade

ECB continues to be committed to being a Fairtrade Church which involves using and promoting Fairtrade products as much as possible. Both Traidcraft and Created (formally Tearcraft) goods are available at regular events. ECB members are involved in the Bicester Fairtrade group which successfully helped Bicester become the 500th Fairtrade town in 2010.

Sri Lanka

ECB continues to support a church of around 30 people, in Negombo, Sri Lanka and its leader, Sriyamal Fernando. The church is on the west coast of Sri Lanka just north of Colombo. Members of ECB have visited informally and we are hoping that a group will travel to Sri Lanka in summer 2011 to strengthen links between the two churches.

Healing on the Streets (HOTS)

The HOTS team comprising members from several churches including ECB have been offering a Christian healing ministry on the main shopping street in Bicester every Saturday.

Electoral roll and Sunday attendance

Electoral roll

The overall electoral roll increased during the year from 95 to 101 . Twenty people joined the electoral roll and fourteen either left the church or moved from the area.

Sunday attendance

The average attendance on Sundays was 65 adults and 21 children. Sunday services follow a pattern of Informal Worship with Sunday Club for the children except for the first Sunday of the month when everyone stays in church together for an All Age service. The All Age team stepped down during the year to concentrate on developing Sunday club . Holy Communion is celebrated on the last Sunday of each month.

Financial review

The majority of our income is received through tax efficient giving schemes; as a result we have been able to recover an additional £53,408 from HM Revenue & Customs during the year. During the year the majority of our congregation gave to ECB through regular planned giving (standing order, envelope scheme, payroll giving etc). Having a regular income is vital to enable ECB to continue supporting the vision we have for our congregation and community.

Our total funds increased from £203,438 to £433,202. The majority of this increase is as a result of donations towards our building project. General funds show a decrease for the year of £4,936 to £18,421. Designated funds have increased by £128,407 to £238,106. Restricted funds have increased by £70,382 to £176,676.

The decrease in interest rates on savings returns has had an impact on the investment income in 2010. However, we will continue to maintain our deposits in short term guaranteed fixed rate bonds as we need easy access to funds to finance the building project.

Grants

The PCC aims to give to other organisations involved in mission in the UK and overseas or involved in humanitarian relief and development work at least 10% of its unrestricted income each year. During the year the PCC made charitable grants of 9.16% of unrestricted income compared with 9.3% in 2008.

Risk assessment

During the year the PCC has reviewed all the risks faced by the charity and has put in place measures aimed at managing those risks.

Reserves Policy

The PCC aims to maintain general reserves at such a level that working capital is maintained at a level equivalent to approximately two months general fund expenditure.

Approved by the PCC and signed on its behalf by

The Revd C Boyce
Chairman
28 March 2011

Independent Examiner's Report to Emmanuel Church Bicester Parochial Church Council

I report on the accounts of the charity for the year ended 31 December 2010, which are set out on pages 9 to 17.

Respective responsibilities of the PCC and examiner

The charity's trustees, the PCC, are responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of an independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the charity's trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Thomas Clubb - ACA
Chartered Accountant
202 Silbury Boulevard
Milton Keynes
MK9 1LW

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

Financial statements for the year ended 31 December 2010

Statement of financial activities for the year ended 31 December 2010

2009		Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
	Incoming resources					
213,681	Voluntary income	3	69,441	128,205	115,914	313,560
1,560	Activities for generating funds	3	2,174	-	-	2,174
2,261	Investment income	3	104	201	80	386
217,500	Total incoming resources		71,719	128,407	115,994	316,120
	Resources expended					
1,236	Cost of generating voluntary income	4	2,240	-	-	2,240
216,489	Charitable activities	4	66,164	-	4,301	70,465
175	Governance costs	4	175	-	-	175
7,234	Support costs	4	1,506	-	5,400	6,905
14,649	Grants made	4	6,570	-	-	6,570
239,782	Total resources expended		76,655	-	9,700	86,355
(22,282)	Net incoming/(outgoing) resources before transfers		(4,936)	128,407	106,294	229,764
-	Gross transfers between funds		-	-	-	-
(22,282)	Net incoming/(outgoing) resources before other recognised gains/(losses)		(4,936)	128,407	106,294	229,764
-	Other recognised gains/(losses)		-	-	-	-
(22,282)	Net movement in funds		(4,936)	128,407	106,294	229,764
225,720	Total funds brought forward		23,357	109,699	70,382	203,438
203,438	Total funds carried forward		18,421	238,106	176,676	433,202

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

Balance sheet as at 31 December 2010

2009		Notes	Unrestricted funds	Designated funds	Restricted funds	Total
£			£	£	£	£
Fixed assets						
1,441	Tangible assets	9	863	-	-	863
-	Investments	10	-	-	-	-
1,441	Total fixed assets		863	-	-	863
Current assets						
17,157	Debtors	11	5,569	-	1,970	7,540
186,665	Cash in hand and at bank		14,083	238,106	174,705	426,894
203,822	Total current assets		19,652	238,106	176,676	434,433
1,825	Creditors: amounts falling due within one year	12	2,095	-	-	2,095
201,997	Net current assets		17,557	238,106	176,676	432,339
203,438	Net assets		18,421	238,106	176,676	433,202
Funds of the church						
Unrestricted funds						
23,357	General fund	15	18,421	-	-	18,421
109,699	Designated fund	14	-	238,106	-	238,106
133,056			18,421	238,106	-	256,527
70,382	Restricted funds	13	-	-	176,676	176,676
203,438	Total funds of the church		18,421	238,106	176,676	433,202

Approved by the Parochial Church Council on 28 March 2011 and signed on its behalf by

The Revd C Boyce
Chairman

Mr A Collett
Churchwarden

Notes to the accounts

Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 1993, applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005) (SORP 2005).

The accounts are drawn up under the historical cost convention as modified by the inclusion of investment assets at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. These accounts do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Accounting policies

Funds

Unrestricted funds are general funds available for the general objectives of the church.

Designated funds are unrestricted funds that have been set aside by the PCC for particular purposes.

Restricted funds can only be used for the purposes for which they have been given, within the objectives of the PCC. The cost of raising and administering such funds are charged against those specific funds. The aim and use of each fund is explained later in the Notes.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the church becomes legally entitled to the income and when the amount can be quantified with reasonable certainty.

Collections are recognised when received by or on behalf of the PCC. Planned giving is recognised only when received. Grants and legacies are recognised as soon as the PCC becomes aware of its legal entitlement and the amount due is quantifiable with reasonable certainty.

Income tax recoverable on gift aid donations is accounted for when the gift is received, not when the tax refund is received.

When incoming resources have related expenditure (as with fundraising income) the incoming resources and the related resources expended are accounted for gross in the SOFA.

Gifts in kind are accounted for at a reasonable estimate of their value to the PCC or the amount actually realised. Gifts in kind for use by the PCC are included in the SOFA as incoming resources when receivable.

Dividends and interest are accounted for when receivable and includes any recoverable tax.

Resources expended

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for goods or services.

All costs have been directly attributed to the various categories within the SOFA.

Any general support costs have been allocated across activity cost categories on a basis consistent with the use of resources based on an allocation of actual costs.

As the PCC is not VAT registered, VAT cannot be reclaimed and all expenditure is shown inclusive of VAT.

Governance costs include the cost of the preparation of the annual accounts, the cost of PCC meetings and the legal cost of advice on governance or constitutional matters.

Grants and charitable giving are accounted for when paid over or when awarded, if the award creates a binding obligation on the PCC, provided that there are no conditions to be met relating to the grant which remain in the control of the PCC.

Parish Share is accounted for when paid except that any Parish Share unpaid at the end of the financial year is provided for in the accounts as a constructive obligation, although not a liability, and is included in the balance sheet as a liability.

Fixed assets

All capital expenditure in excess of £100, for a single item or a group of similar items, is capitalised.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost evenly over the expected useful economic life of assets as follows: Furniture, fittings and equipment - 5 years.

Both realised and unrealised gains are shown under 'other recognised gains/(losses)' section of the SOFA.

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

3 Analysis of incoming resources

2009		Unrestricted	Designated	Restricted	Total funds
£		£	£	£	£
Incoming resources from generated funds					
Voluntary income					
Recurring income:					
53,013	Tax - efficient planned giving (excl. tax)	48,947	-	-	48,947
3,407	Collections of loose cash at services	3,598	-	-	3,598
365	Other planned giving (bankers order and payroll)	-	-	-	-
5,831	Other individual donations	1,340	-	-	1,340
14,966	Tax recovered	14,103	-	-	14,103
77,582		67,988	-	-	67,988
Non-recurring income:					
167	Bicester Food Bank	-	-	70	70
118,560	Building Fund	-	100,000	103,193	203,193
321	CAP donations	-	-	790	790
1,300	Kings Revival Church	-	-	761	761
71	Other appeals	171	-	-	171
1,523	Other	1,282	-	-	1,282
13,973	Tax recovered - Building Fund	-	28,205	10,851	39,057
-	Tax recovered - CAP Funds	-	-	-	-
183	Tax recovered - Kings Revival Church	-	-	248	248
136,099		1,453	128,205	115,914	245,572
213,680	Total voluntary income	69,441	128,205	115,914	313,560
Activities for generating funds					
1,534	Fairtrade stall	2,085	-	-	2,085
26	Bookstall	89	-	-	89
1,560		2,174	-	-	2,174
Investment income					
2,260	Bank interest	104	201	80	386
1	Bank interest - Food Bank	-	-	-	-
2,261		104	201	80	386

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

4 Analysis of resources expended

2009		Unrestricted	Designated	Restricted	Total funds
£		£	£	£	£
Fundraising costs					
1,236	Fairtrade stock	2,240	-	-	2,240
1,236		2,240	-	-	2,240
Charitable activities					
23	Alpha	93			93
79	Bank charges	57			57
150,431	Building project	-		4,301	4,301
475	Christians against poverty	62			62
1,207	Children's Work	685			685
1,588	Church running costs	2,343			2,343
1,310	Depreciation	746			746
300	Bicester Fun Day	300			300
2,416	Healing on the Streets	-			-
128	Insurance	224			224
2,684	JPCC contribution (stationery & clergy expenses)	3,742			3,742
401	Music and worship costs	144			144
43,511	Parish Share	45,787			45,787
2,636	Premises costs	2,315			2,315
100	Spring Harvest	-			-
9,200	Youth Work	9,666			9,666
216,489		66,164	-	4,301	70,465
Governance costs					
175	Audit fee	175	-	-	175

5 Support costs

		Unrestricted	Designated	Restricted	Total funds
£		£	£	£	£
-	Data protection	35	-	-	35
10	Employment manual	10	-	-	10
(646)	Equipment costs	50	-	-	50
233	PAYE & NI	-	-	16	16
187	Software	65	-	-	65
688	Printing & stationery	-	-	-	-
6,762	Wages	1,346	-	5,384	6,729
7,234		1,506	-	5,400	6,905

Emmanuel Church Bicester PCC **2010**

Trustees' Annual Report & Financial Statements

6 Trustee remuneration and expenses

No members of the PCC received any remuneration for their work on the PCC. The vicar, who is an ex officio member does receive a stipend but is not remunerated for his service on the PCC. No PCC members claimed expenses although they would be entitled to claim travel costs for attending meetings.

7 Audit fee - none

8 Grants made

Grants were made to the following institutions and individuals:

2009	Unrestricted	Designated	Restricted	Total funds
£	£	£	£	£
Home missions				
8,522	300	-	-	300
-	350	-	-	350
10	20	-	-	20
300	300	-	-	300
300	375	-	-	375
700	547	-	-	547
100	-	-	-	-
100	-	-	-	-
75	-	-	-	-
-	35	-	-	35
-	120	-	-	120
-	(1,000)	-	-	(1,000)
Church overseas				
4,030	2,653	-	-	2,653
Humanitarian relief				
12	-	-	-	-
500	-	-	-	-
-	1,250	-	-	1,250
Individuals				
-	250	-	-	250
-	1,370	-	-	1,370
14,649	6,570	-	-	6,570

9 Tangible fixed assets

	Freehold land & buildings	Fixtures fittings & equipment	Motor vehicles	Total
	£	£	£	£
Cost or valuation				
At 1 January 2010	-	2,441	-	2,441
Additions	-	168	-	168
At 31 December 2010	<u>-</u>	<u>2,609</u>	<u>-</u>	<u>2,609</u>
Depreciation				
At 1 January 2010	-	1,000	-	1,000
Charge for year	-	746	-	746
At 31 December 2010	<u>-</u>	<u>1,746</u>	<u>-</u>	<u>1,746</u>
Net book value				
At 1 January 2010	<u>-</u>	<u>1,441</u>	<u>-</u>	<u>1,441</u>
At 31 December 2010	<u>-</u>	<u>863</u>	<u>-</u>	<u>863</u>

10 Investment assets - none

11 Debtors and prepayments

	Amounts falling due within one year	
	2010	2009
	£	£
Accrued income - tax refund due	4,290	9,807
Prepayment - Insurance	95	91
Prepayment - Degree fees	-	1,403
Christians Against Poverty - discretionary grants	3,154	3,516
	<u>7,540</u>	<u>14,818</u>
	Amounts falling due after one year	
	2010	2009
	£	£
Prepayment - Degree fees	<u>-</u>	<u>2,339</u>

Short-term repayable grants were made to a number of individuals during the year. The grants are to be repaid in accordance with terms agreed between the recipient and the PCC. One of the grants has been written-off during the year.

12 Creditors and accruals

	Amounts falling due within one year	
	2010 £	2009 £
PAYE	102	5
Accruals - School hall hire	-	720
Accruals - Oxford Chinese Church	-	1,000
Accruals - Parish share	1,623	-
Accruals - donations	370	100
	2,095	1,825

No amounts were due in more than one year.

13 Fund movements

	Fund balances brought forward £	Incoming resources £	Resources expended £	Fund balances carried forward £
Building fund - restricted	70,382	115,994	(9,700)	176,676
Building fund - designated	109,699	128,407	-	238,106
General Fund - unrestricted	23,357	71,719	(76,655)	18,421
Total fund balances	203,438	316,120	(86,355)	433,202

14 Related party transactions - none