

**St. Michael's Begbroke Parochial Church Council**

**ANNUAL REPORT AND  
STATEMENT OF FINANCIAL ACTIVITIES  
AND BALANCE SHEET YEAR ENDING 31 DECEMBER 2023**

|                 |                                                                                             |
|-----------------|---------------------------------------------------------------------------------------------|
| <b>TRUSTEES</b> | The Revd Oliver Petter<br>Neill Brodey<br>Caroline Waugh<br>Caroline Turnbull<br>Rosa Cadd  |
| <b>BANKERS</b>  | Barclays Bank PLC<br>Coventry Building Society                                              |
| <b>ADDRESS</b>  | St Michael's Church<br>17 Begbroke Lane<br>Begbroke<br>Kidlington<br>Oxfordshire<br>OX5 1RN |

**Administrative information**

St Michael's Church is part of the Benefice of Yarnton, Begbroke and Shipton-on-Cherwell; within the Woodstock Deanery of the Diocese of Oxford.

The address for correspondence is: The Vicarage, St Bartholomews Church, Church Lane, Yarnton, Oxfordshire OX5 1PY

The website of the benefice is <https://www.ybsbenefice.org.uk>.

The PCC members are also trustees of the charity. PCC members who served during the year to 31 December 2023 were:

|                                        |                                                                           |
|----------------------------------------|---------------------------------------------------------------------------|
| Vicar                                  | The Revd Oliver Petter (Chairman)                                         |
| Wardens                                | Neill Brodey<br>Caroline Waugh                                            |
| Lay members                            | Caroline Turnbull<br>Rosa Cadd                                            |
| Secretary                              | Neill Brodey                                                              |
| Ex-officio member of PCC:<br>Treasurer | Jennifer Holmes (until October 2023)<br>William Black (from October 2023) |

**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.

**Location and History**

The building of St Michael's church is a small, peaceful and spiritual space that exists for all those of all genders, race and beliefs who are seeking peace and reflection through the week as well as offering joy and celebration on Sundays.

The congregation of St Michael's are also small, but they work to bring God's kingdom closer in our parish.

As part of the Yarnton, Begbroke, Shipton-on-Cherwell benefice, it shares a rector, Revd Oliver Petter, with St Bartholomew's, Yarnton and St Michael's Begbroke. **Services are held on the 2<sup>nd</sup> and**

**4<sup>th</sup> Sundays of the month.** We welcome everyone into our church and our community, regardless of whether you are a regular worshipper, or a local, or are just passing by.

## **REVIEW OF 2023**

### **Aims and purposes**

St. Michael's Begbroke PCC has the responsibility of cooperating with the incumbent, the Reverend Oliver Petter, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Overview**

**To be supplied by Oliver**

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Cross. The PCC maintains an overview of worship throughout the parish. We provide the only physical Christian presence in our parishes and welcome all denominations to join our worship. Our tradition is simple, traditional worship, although we are open to change.

Our services and worship put faith into practice through prayer and scripture, music and sacrament. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; developing knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In 2018 the PCC had expressed a commitment to the Diocesan Vision, of which four points had great resonance. This commitment has continued to guide the Benefice as a foundational point of reflection:

- To make a bigger difference in the world and serve the poor.
- To share our faith with adults, children and young people and grow the church in every place; rural, urban and suburban.
- To serve every school in our community.
- To put the discipleship of all at the heart of our common life and set God's people free.

To facilitate this work it is important that we maintain the fabric of Holy Cross.

### **Financial review**

The overall surplus this year of £24,207 compares to a deficit in FY 2022 of £1,734. However, this must be viewed in the light of several factors.

- If we analyse the accounts to split off what might be called the "baseline" income and expenditure (that is the regular giving on the income side, and the parish share, electricity, insurance, clergy and organ on the expenditure side) from the "one-off" donations or occasional giving, it shows a small surplus of £844 compared to a deficit in FY 2022 of £3,379. This surplus in FY 2023 mainly results from having kept the Parish Share (lower than proposed at the 2023 Deanery level) at £8,000 rather than the £11,888 in FY 2022. This shows how critical the Parish Share is to making a surplus or deficit on a given year.
- Leaving aside the baseline results, the main feature of the remaining receipts and expenditure is the completion of major building works on the tower (see Note 5 to the accounts). This more than "emptied" the McCann fund which was set up many years ago to maintain the fabric, the remainder of the cost coming from the general fund.
- It might have proved difficult to meet the costs of the building work without the very generous legacy from the estate of the late Margaret Elsie Jackson of £44,002 (see note 2 to the

accounts). The terms of the legacy were not restricted, but the PCC has expressed its intention to “designate” a portion of this into a re-established “McCann fund” earmarked for future major fabric maintenance.

- Given the grade II\* listed status of the building has allowed us to apply for a VAT refund of £6,358 under the Listed Places of Worship scheme. This will appear as income in FY 2024.

## TRUSTEES’ RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- and prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Report of the Parochial Church Council and financial statements were approved and authorised for issue by the PCC and signed on their behalf by:

..... Trustee

**23 April 2024**

.....Date

## St. Michael's Church, Begbroke

### **Independent Examiner's Report to the members/trustees of St. Michael's Church, Begbroke, Parochial Church Council.**

I report on the accounts for the year ended 31st December 2023 which are set out on pages 1 to 3.

#### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

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

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records

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.



Andrew Donaldson ACA  
17 Lake Walk  
Adderbury  
Banbury  
Oxon.  
OX17 3PF

23 April 2024

**St. Michael's Begbroke Parochial Church Council**

**Income and Expenditure Account for the year ended 31 December 2023**

|                             |   | <b>General<br/>Fund<br/>£</b> | <b>McCann<br/>Fund<br/>£</b> | <b>Lilies<br/>Fund<br/>£</b> | <b>Total<br/>Funds<br/>£</b> | <b>Full year<br/>2022<br/>Total<br/>£</b> |
|-----------------------------|---|-------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------------|
| <b>RECEIPTS</b>             |   |                               |                              |                              |                              |                                           |
| Planned giving              |   | 10,395                        |                              |                              | 10,395                       | 9,716                                     |
| Collections                 | 1 | 450                           |                              |                              | 450                          | 494                                       |
| Other donations             |   | 1,340                         |                              |                              | 1,340                        | 140                                       |
| Gift aid                    |   | 2,455                         |                              |                              | 2,455                        | 2,874                                     |
| Funeral fees                |   | 1,784                         |                              |                              | 1,784                        | 2,103                                     |
| Wedding fees                |   | 54                            |                              |                              | 54                           | 0                                         |
| Monuments and memorials     |   | 0                             |                              |                              | 0                            | 401                                       |
| Interest received           |   | 0                             | 434                          |                              | 434                          | 217                                       |
| Fundraising                 |   | 0                             |                              |                              | 0                            | 239                                       |
| Grants                      |   | 0                             |                              |                              | 0                            | 250                                       |
| Legacies                    | 2 | 44,002                        |                              |                              | 44,002                       | 0                                         |
| Sundry receipts             | 3 | 184                           |                              |                              | 184                          | 0                                         |
| <b>TOTAL RECEIPTS</b>       |   | <b>60,664</b>                 | <b>434</b>                   | <b>0</b>                     | <b>61,098</b>                | <b>16,434</b>                             |
| <b>PAYMENTS</b>             |   |                               |                              |                              |                              |                                           |
| Parish Share                | 4 | 8,000                         |                              |                              | 8,000                        | 11,888                                    |
| Communications              |   | 374                           |                              |                              | 374                          | 295                                       |
| Lighting & Heating          |   | 492                           |                              |                              | 492                          | 380                                       |
| Water                       |   | 164                           |                              |                              | 164                          | 235                                       |
| Insurance                   |   | 1,311                         |                              |                              | 1,311                        | 1,235                                     |
| Fabric                      | 5 | 3,131                         | 20,924                       |                              | 24,055                       | 900                                       |
| Worship                     |   | 230                           |                              |                              | 230                          | 0                                         |
| Organ upkeep                |   | 93                            |                              |                              | 93                           | 75                                        |
| Organist fees               |   | 1,365                         |                              |                              | 1,365                        | 1,580                                     |
| Vicar expenses              |   | 188                           |                              |                              | 188                          | 363                                       |
| Fees and subscriptions      | 6 | 220                           |                              |                              | 220                          | 772                                       |
| Stationery and photocopying |   | 19                            |                              |                              | 19                           | 0                                         |
| Outreach                    | 7 | 379                           |                              |                              | 379                          | 160                                       |
| Sundry expenses             |   | 1                             |                              |                              | 1                            | 285                                       |
| <b>TOTAL PAYMENTS</b>       |   | <b>15,967</b>                 | <b>20,924</b>                | <b>0</b>                     | <b>36,891</b>                | <b>18,168</b>                             |
| <b>SURPLUS/(DEFICIT)</b>    |   | <b>44,697</b>                 | <b>(20,490)</b>              | <b>0</b>                     | <b>24,207</b>                | <b>(1,734)</b>                            |

# St. Michael's Begbroke Parochial Church Council

## Balance Sheet at 31 December 2023

|                                 | General Fund<br>£ | McCann Fund<br>£ | Lilies Fund<br>£ | Total Funds<br>£ | Full year 2022<br>Total<br>£ |
|---------------------------------|-------------------|------------------|------------------|------------------|------------------------------|
| <b>ASSETS</b>                   |                   |                  |                  |                  |                              |
| Cash in hand                    | 0                 |                  |                  | 0                | 0                            |
| Barclays Bank                   | 24,195            |                  |                  | 24,195           | 423                          |
| Coventry McCann account         | 20,925            | 0                |                  | 20,925           | 20,490                       |
| Coverntry Easter Lilies account | 0                 |                  | 280              | 280              | 280                          |
|                                 | <b>45,120</b>     | <b>0</b>         | <b>280</b>       | <b>45,400</b>    | <b>21,193</b>                |
| <b>RESERVES</b>                 |                   |                  |                  |                  |                              |
| General fund                    | 45,120            |                  |                  | 45,120           | 423                          |
| McCann Appeal Fund              |                   | 0                |                  | 0                | 20,490                       |
| Easter Lilies Fund              |                   |                  | 280              | 280              | 280                          |
|                                 | <b>45,120</b>     | <b>0</b>         | <b>280</b>       | <b>45,400</b>    | <b>21,193</b>                |

## STATEMENT OF MOVEMENT OF FUNDS

|                        | General Fund<br>£ | McCann Fund<br>£ | Lilies Fund<br>£ | Total Funds<br>£ |
|------------------------|-------------------|------------------|------------------|------------------|
| Income                 | 60,664            | 434              | 0                | 61,098           |
| Expenditure            | (15,967)          | (20,924)         | 0                | (36,691)         |
| Surplus/(Deficit)      | 44,697            | (20,490)         | 0                | 24,207           |
| Brought forward        | 423               | 20,490           | 280              | 21,193           |
| <b>Carried Forward</b> | <b>45,120</b>     | <b>0</b>         | <b>280</b>       | <b>45,400</b>    |
| <b>RESERVES</b>        |                   |                  |                  |                  |
| General fund           | 45,120            |                  |                  | 45,120           |
| McCann Appeal Fund     |                   | 0                |                  | 0                |
| Easter Lilies Fund     |                   |                  | 280              | 280              |
| <b>Total</b>           | <b>45,120</b>     | <b>0</b>         | <b>280</b>       | <b>45,400</b>    |

The financial statements were approved and authorised for issue by the PCC on 23 April 2024 and signed on their behalf by:

.....  
The Revd Oliver Petter

## NOTES TO THE ACCOUNTS

|                       | 2023   £   | 2022   £   |
|-----------------------|------------|------------|
| <b>1) Collections</b> |            |            |
| Weekly                | 323        | 55         |
| SumUp                 | 47         | 63         |
| Doorbox               | 80         | 376        |
|                       | <u>450</u> | <u>494</u> |

### 2) Legacies

|                                                                                                                                                                                               |               |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|
| From the Estate of Margaret Elsie Jackson which is unrestricted                                                                                                                               | <u>44,002</u> | <u>0</u> |
| <i>The PCC plans to designate part of this for future building work, which will be named as the McCann fund, the restricted version of which was spent out in FY 2023 - see note 5 below.</i> |               |          |

### 3) Sundry Receipts

|                                      |            |            |
|--------------------------------------|------------|------------|
| Verger's fee                         | 50         | 0          |
| ODBF fees held to be paid in FY 2024 | 134        | 557        |
|                                      | <u>184</u> | <u>557</u> |

### 4) Parish Share

|                                                                                                                                                                                                                      |              |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|
| In January 2024 a further payment of £4,963 was added to the £8,000 already paid in FY 2023.                                                                                                                         | <u>8,000</u> | <u>11,888</u> |
| <i>This was due to delays in the the bank's changing our mandates. The Diocese will record our FY 2023 share as £12,963 although our own Receipts and Payment accounts will show the January payment in FY 2024.</i> |              |               |

### 5) Fabric

|                                                                                                                                                                                                                                                                                                                                                                                                                         |               |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|
| Repairs to external stonework on Tower                                                                                                                                                                                                                                                                                                                                                                                  | <u>24,055</u> | <u>900</u> |
| <i>Includes repointing and replacement of weathered stonework. Replacement of leadwork as required. Refurbishment of external iron pattress bars. Replacement of slipped roof tiles, resetting and repointing of coping stones. Payment for a further architects' fee of £1,350 was paid in FY 2024. NOTE: an application has been made under the Listed Places of Worship scheme for £6,358 falling within FY 2024</i> |               |            |

### 6) Fees and Subscriptions

|                                            |            |            |
|--------------------------------------------|------------|------------|
| Woodstock Deanery Church Inspection Scheme | 170        | 165        |
| Oxford Historic Churches Trust             | 50         | 50         |
|                                            | <u>220</u> | <u>215</u> |

### 7) Outreach

|                                                      |            |            |
|------------------------------------------------------|------------|------------|
| Rental of village hall and catering for:             | <u>397</u> | <u>285</u> |
| Alpha course, drop-in sessions and discussion groups |            |            |

### 8) Basis of preparation

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

### 9) Funds

The church has three funds: a general, unrestricted fund which can be used for any purpose that the PCC so approves; and the McCann Fund, which must only be used for "repairs, maintenance and improvement of the church building and upkeep of its grounds", and the Easter Lilies Fund, which is to be used for the provision of lilies for the Easter services".