

REGISTERED CHARITY NUMBER: 1111585

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016**  
**FOR**  
**EMMANUEL CHURCH OXFORD**

Hewitt Warin Ltd  
Harlow Enterprise Hub  
Edinburgh Way  
Harlow  
Essex  
CM20 2NQ

**EMMANUEL CHURCH OXFORD**

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**for the Year Ended 31 March 2016**

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## **EMMANUEL CHURCH OXFORD**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2016**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1111585

##### **Principal address**

Second Floor  
1-4 The Plain  
Oxford  
Oxfordshire  
OX4 1AS

##### **Trustees**

D Coak		- resigned 31.12.15
G Shepherd		
T Wilde	Chair	
R Grayson		
S Whitla		
M Partridge		- appointed 17.6.15

##### **Elders**

M Partridge  
N Chatrath  
D May

##### **Website**

[www.emmanueloxford.org](http://www.emmanueloxford.org)

##### **Independent examiner**

Hewitt Warin Ltd  
Harlow Enterprise Hub  
Edinburgh Way  
Harlow  
Essex  
CM20 2NQ

## EMMANUEL CHURCH OXFORD

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2016

#### **SENIOR LEADER'S OVERVIEW**

Over the past 12 months Emmanuel Church has continued to pursue its vision to bring spiritual, social and cultural renewal to Oxford. This has been expressed in a number of ways, each being motivated by our desire to express the love of God to our city in meaningful ways.

Our commitment to making a positive impact on Oxford has been seen in the deepening partnerships with other like-minded charities. We have enjoyed working with CRY, CAP, Asylum Welcome and Refugee Resource. It has also been expressed through our regular teaching as part of our Sunday morning services, as well as forming part of the teaching content within our Connect Groups.

The staff team has changed during the year with Chris Le Marquand and Jonny Bingham moving on. We are delighted that Joel Grates joined the staff as the administrator, bringing with him a broad set of skills and experiences, helping him lead on a number of diverse projects.

Looking back, the year was a good one and we have much to celebrate and be grateful for. There seems to be a genuine excitement at the new direction we have taken. More people are now involved in practical ways, each expressing the shared desire to make a real difference in Oxford. It has also been impressive to see so many people engaging in new ways with their work communities, seeking to express God's love day-to-day.

In summary, the church is vibrant and healthy with many people engaged and growing. Please can I take this opportunity to thank all our supporters, volunteers, staff and leaders.

Thank you!

Matt Partridge

#### **VISION AND PRINCIPAL ACTIVITIES**

The main objectives of Emmanuel Church Oxford are the advancement of the Christian religion in accordance with its statement of beliefs and the relief of any charitable need as the Trustees shall determine.

As an outworking of these objectives, Emmanuel Church Oxford is working for the spiritual, social and cultural renewal of Oxford. As a church, we love Oxford and the creativity, beauty and diversity that can be found there. We think everything good points to the Creator who made it, and so we want to celebrate and support what's good about Oxford when we see it. And where things could be better we want to serve and support those who are working to improve them.

The church's strategy for working for the spiritual, social and cultural renewal of Oxford, and fulfilling its charitable objectives, focuses on the activities undertaken through its various ministry areas, taking into account the following overarching principles:

- **Spiritual renewal** - we want to help those seeking faith to learn about and meet their Creator through Jesus Christ. We want to provide a great environment for people to connect with God. And we think that the best way to do that is with others, which is why the church gathers together on Sunday mornings and scatters throughout the city in Connect Groups during the week.
- **Social renewal** – we believe that the church should make Oxford a better place to live, and so we support projects and people who are trying to make life here better for everyone – particularly the poor. As a church we're involved with serving refugees, helping people gain employment and contributing to the local foodbank and we are always looking for more ways to serve.
- **Cultural renewal** – we encourage people to use their gifts and passions in a way that brings our city to life – whether in the arts, medicine, education, academia, business or anywhere else. As a church we want to see Oxford flourish, and we want to play our part in that by connecting faith with everyday life.

## EMMANUEL CHURCH OXFORD

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2016

We are also passionate about working in partnership with other churches and organisations with Oxford and the UK. The groups we work with include:

- **Newfrontiers** – we are part of Newfrontiers, a family of around 1,000 churches in over 80 different nations: [www.newfrontierstogether.org](http://www.newfrontierstogether.org)
- **Catalyst** – within Newfrontiers we are part of Catalyst, a network of churches aiming to make disciples in the nations of the world: [www.catalystnetwork.org](http://www.catalystnetwork.org)
- **Evangelical Alliance** – we are members of the Evangelical Alliance, the umbrella body representing the UK's two million evangelical Christians: [www.eauk.org](http://www.eauk.org)
- **Love Oxford** – we are closely involved with Love Oxford, an annual gathering of churches in the centre of Oxford to worship God and pray for our city: [www.loveoxford.org](http://www.loveoxford.org)
- **Care and Relief for the Young (CRY)** - we are closely involved with CRY, a charity which aims to rescue and restore children and young people broken by poverty, oppression, exclusion and abuse. Our main involvement is in relation to CRY's partnership with a project helping refugees in Greece, and we as a church have made a financial gift, and sent a team, to help with the project during 2015/16: [www.cry.org.uk](http://www.cry.org.uk)
- **Asylum Welcome** – we are working with Asylum Welcome, a charity supporting refugees and asylum seekers in Oxford, to meet the needs of those who have fled persecution and danger in their own countries and sought refuge in Oxford: [www.asylum-welcome.org](http://www.asylum-welcome.org)
- **Refugee Resource** – we are closely involved with Refugee Resource, a charity working to relieve distress, improve well-being and facilitate the integration of refugees and asylum seekers in Oxfordshire by providing psychological, social and practical support: [www.refugeeresource.org](http://www.refugeeresource.org)

#### **Trustees, Staff and Volunteers, and Governance**

##### *Trustees*

The current Trustees set out below held office during the year ended 31 March 2016, unless otherwise indicated:

<b>Thomas Wilde</b>	Tom is a partner in a national law firm and is currently Chair of the Trustees.
<b>Geraldine Shepherd</b>	Geraldine has worked in the field of Human Resources Management in the NHS for over 25 years, and has been part of the church since its beginning in 2005.
<b>Robert Grayson</b>	Robert was a pastor in London for many years before moving to Oxford in 2012.
<b>Sarah Whitla</b>	Sarah is a Chartered Accountant and busy Mum of three.
<b>Matthew Partridge</b>	Matt heads up the eldership and staff teams and brings both strategic and visionary leadership. Matt was appointed as a Trustee on 17 June 2015.

David Coak retired as a Trustee on 31 December 2015. David had been a trustee since the very beginning of Emmanuel Church Oxford and we would like to thank him for his hard work and faithful service as a Trustee as well as his contribution to the growth of the church over that period.

The power of appointment or removal of trustees rests with the Trustees and new trustees are selected from the church family. They are well known to the existing Trustees and have demonstrated a high level of commitment and dedication to the vision of the church by the way in which they model and live out the vision and values of the church. Prior to being appointed, any new trustees will meet with the Chair of Trustees and the Lead Elder in order to understand their responsibilities and the framework within which the church operates.

The Trustees meet bi-monthly, with the Trustees and Elders meeting together in the other months of the year. The Trustees retain responsibility for the overall strategic decisions of the charitable trust, and are responsible for approving budgets and monitoring on-going financial performance against those budgets. The Elders and those staff and volunteers overseeing different ministry areas within the church make day-to-day decisions on expenditure and activities.

## **EMMANUEL CHURCH OXFORD**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2016**

Emmanuel Church Oxford is led by its Elders who provide the spiritual leadership of the church, including responsibility for maintaining the understanding of the Christian faith in accordance with the church's statement of beliefs and providing pastoral care of the church. The Elders are responsible for the day-to-day management of the church's various activities under the oversight of the Trustees. For the year ending 31 March 2016 the Elders were Matt Partridge, Dave May and Nick Chatrath.

During the year ended 31 March 2016, a wider leadership team was appointed which takes responsibility for various projects and programmes within the church. Further details of this team can be found on the church's website: [www.emmanueloxford.org/about/team](http://www.emmanueloxford.org/about/team). During the year, this leadership team together with the Elders spent two days together, discussing and praying about the church's vision and future direction.

#### ***Staff and Volunteers***

The church has a small staff team which as at 31 March 2016 comprised the following people:

- Matthew Partridge** Matt heads up the eldership and staff teams and brings both strategic and visionary leadership.
- David May** Dave is an elder and also leads the Connect Groups initiative.
- Joel Grates** Joel manages the office and administration. Joel joined the staff team in October 2015 having previously worked for a large utility company.
- Simone Thomas** Simone leads the work amongst students.
- Jenny Warwick** Jenny is our book-keeper and finance administrator. Jenny joined the staff team in March 2016.

During the year ended 31 March 2016, Chris Le Marquand left the staff team and relocated to London and Jonny Bingham also left to pursue a career in teaching. The Trustees would like to thank Chris and Jonny for their hard work for the church during their employment. Simone Thomas will be leaving employment with the church on 30 June 2016 to pursue a career as a counsellor and again the Trustees would like to thank Simone for her contribution to the growth of the church. We are currently recruiting for a new Student Pastor to replace Simone. Emmanuel Church Oxford is committed to equality in recruiting, training and career development.

The work of Emmanuel Church Oxford relies on the commitment and hard work of its Elders, employed staff and a large number of volunteers. Whilst we have an excellent staff team, we could not achieve what we do without the large amount of time and energy invested by our volunteers.

#### ***Governance – Internal Controls and Risk Management***

The Trustees have overall responsibility for the Emmanuel Church Oxford system of controls. Such a system can only provide reasonable and not absolute assurance against errors or frauds.

Emmanuel Church Oxford operates a budgeting system with an annual budget approved by the Trustees and any significant deviation from that budget is subject to specific approval by the Trustees. A financial reporting system compares actual income and expenditure with budgeted income and expenditure and the Trustees review management accounts on a monthly basis.

The Trustees are satisfied that systems are in place to monitor, manage and mitigate the church's exposure to major risks. They consider that maintaining the church's reserves at a minimum of three months' expenditure as recommended by the Charity Commission and reviewing internal controls and risks will provide the church with adequate resources in the event of adverse conditions. They also recognise that the nature of some of the church's work requires acceptance and management of some risks in order to achieve the charitable objectives of the church.

The Trustees regularly review any significant risks facing the church and this review will continue in the coming year.

All major insurable risks are subject to normal churches' and employers' insurance. Any contracts entered into on behalf of the church are reviewed before execution in order to ensure that they do not significantly impact the church's ability to fulfil its objectives.

## **EMMANUEL CHURCH OXFORD**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2016**

During the year ended 31 March 2016 the Trustees have been progressing the setting up of a Charitable Incorporated Organisation (CIO) which will replace the charitable trust under which the church currently operates. The CIO has now been incorporated and registered with the Charity Commission under charity number 1164734.

A CIO is a relatively new form of structure available for charities to operate under which was not available when Emmanuel Church Oxford was first set up, and is the one recommended for use where a charity has employees. The Trustees have taken the appropriate legal and financial advice in relation to the CIO from its lawyers and accountants.

Whilst it had been hoped to complete the transfer to the CIO during the year ended 31 March 2016, delays with opening a new bank account meant that this was not possible. However it is anticipated that this will occur in the coming months and further information will be given to the church family at the appropriate time.

#### **REVIEW OF THE YEAR'S ACTIVITIES**

**Sunday Services** Our Sunday services provide an environment in which people can grow spiritually. We aim to present a rounded teaching programme in keeping with the church's vision. We began our year with a series called 'Christlike – life with Jesus at the centre', followed by a series on 'Pentecost – life in the Spirit' before looking at 1 John through a series called 'Living in the love of God'. Our major Autumn series looked at the Gospel of Luke, with a short series entitled 'Tis the season to be jolly' in the run-up to Christmas. 2016 started with an in-depth look at the book of Nehemiah followed by a series on Grace. As well as our standard format of service comprising worship, notices and teaching, we held a number of baby dedications and adult baptisms throughout the year and heard from a number of our church family on particular topics, for example the junior doctors' dispute. Our Sunday services are open to everyone and a signing service is provided for those who are hard of hearing.

**Children and Youth** We want to make sure that Sundays are beneficial for everyone, not just adults. Children and young people are a crucial part of the life of the church. On a Sunday morning we provide a fully-staffed crèche (Jellybeans), a pre-school children's group (Bubbles), a group for primary school aged children (Kidzone), and a Youth Group. We are committed to nurturing and safeguarding our children and young people. All of our children and youth workers are required to undergo a Disclosure and Barring Service Check and we have a comprehensive safeguarding policy which can be found at:  
[www.emmanueloxford.org/assets/documents/Safeguarding-Policy.pdf](http://www.emmanueloxford.org/assets/documents/Safeguarding-Policy.pdf)

**Connect Groups** As at 31 March 2016, we had five Connect Groups each gathered around a common cause, be that a people, a place or a passion. Connect Groups are the primary way that we help people explore and deepen their faith and make a positive difference in their communities, and are open to everyone. We are encouraged by the growing momentum which these groups have.

**Prayer and Worship** Prayer and worship has been described as the engine room of church life and is an essential part of our faith and our church. We have continued to hold whole church monthly prayer meetings to pray for our church, our nation and the world. We have also continued with monthly men's and women's prayer meetings.

We also have a thriving Prayer Ministry which was relaunched at the start of 2016. We have three prayer ministry teams who alternate on Sunday mornings to pray for people at our Sunday services who want support for any issue whether physical, mental, emotional or spiritual. These prayer teams plus other members of the church also gather on a Sunday morning before our Sunday service to pray. Again these prayer meetings are open to everyone and anyone is able to receive prayer at the end of a Sunday service.

In addition, we continue to benefit from a number of worship teams who provide high quality music on a Sunday morning and lead the church in our sung worship to God.

Also, we have gathered for worship evenings once a term which are opportunities for an extended time of sung worship, as well as for those gathered to share what they feel God is saying. Whilst the worship team is run on an audition basis and only open to those who are Christians and committed members of the church, all of our prayer meetings and worship evenings are open to everyone.

## EMMANUEL CHURCH OXFORD

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2016

#### **Social Action**

We have continued to develop our social action, particularly in the following areas:

**Debt help** – we continue to partner with five other churches in Oxford and Christians Against Poverty via the Oxford Churches Debt Centre to help people in Oxford out of debt. Staff from the debt centre and volunteers from our church visit people who are struggling with debt to offer practical support. This service is open to everyone.

**Foodbank** – we continue to contribute to the Oxford Community Emergency Foodbank as one of the partner churches. Donations are collected from the church family once a term.

**Job Club** – we continue to run our project in Barton to help people into work. Again this is open to everyone. Sessions are held weekly and focus on practical skills such as help with CVs, job searches, interview preparation and career planning.

**Jellytots** – we have relaunched Jellytots, our weekly term-time parent and toddler group. This has seen a large number of parents and babies/toddlers attend, most of whom are not connected with the church, and has been a great way for parents to get to know other parents in East Oxford.

**Refugee Football** – we continue to partner with Refugee Resource to run weekly football sessions for asylum seekers. Oxford has a substantial refugee population and the football sessions are designed to help build friendships between those who have only recently arrived in Oxford and those who have been here longer.

**Cowley Carnival** – we continue to support the Cowley Carnival by cancelling our Sunday morning service on that Sunday and supplying a large number of volunteers to help steward the Carnival.

#### **Students**

We have a number of students who play an active role in a number of areas in the life of the church. We want to provide the best possible environment for students to make the most of their time in Oxford and help them to explore faith, build community and enjoy Oxford. In September 2015 we launched two Connect Groups for students, these are the primary way that we hope to help students grow during their time at Emmanuel. As in previous years we had a weekend away for all our students in February which was a great success, helping build a greater sense of community amongst the students.

#### **Marriage**

We have continued to run the Marriage Course which is an opportunity for people to explore their relationship in a relaxed, informal environment over eight weeks. Although the course is based on Christian principles, many people without a Christian faith or church background have found the course rewarding.

We have also continued to run marriage preparation sessions for engaged couples throughout the year, in which those couples can discuss their relationship with a more experienced married couple in the church.

#### **Alpha**

We continue to see Alpha as a great way of helping people who are interested in exploring the Christian faith. Starting in October 2015, we ran an 8 week course in a local restaurant that went very well. We plan to run more courses in the coming year.

## **EMMANUEL CHURCH OXFORD**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2016**

**Serving** We continue to have a number of different serving teams which are a great way for people to get to know others in the church and to use their gifts and passions that God has given them. Our serving teams include:

**Setup** – the set up team helps to get our venue ready for our Sunday services;

**Welcome** – the welcome team makes sure everyone feels welcome and comfortable on a Sunday morning, and helps with communion and the offering;

**Audio** – the audio team runs the PA system, working with the worship team to make sure everyone can hear what’s happening during our Sunday services;

**Visuals** – the visuals team is responsible for displaying the song lyrics and other visuals during our Sunday services, setting up the projector and running the software;

**Catering** – the catering team does a fantastic job of making sure that everyone is catered for to a high standard at a number of our events;

**Connect Group Leadership** – this team is responsible for leading our Connect Groups and does an excellent job in making sure that the groups achieve their aims;

**Specialist refugee teams** – these teams are involved in serving refugees who have sought refuge in Oxford, particularly in relation to the national relocation programme for Syrian families and serving young men from Ethiopia and Eritrea. This has been achieved through the provision of housing supplies as well as a weekly football initiative.

**Giving** We took up a special offering over four Sundays towards the end of 2015. As we did last year, we gave away the first £30,000 raised to three causes with which we feel closely connected as a church – via CRY to a project helping refugees in Greece; to build up a seed fund to help refugees who arrive in Oxford; and to a church plant in another European city. In addition, the church gives away a significant portion of its income to other charitable causes.

## **POLICIES AND PROCEDURES**

### **Statement of Trustees’ Responsibilities**

The Trustees are responsible for preparing the financial statements in accordance with applicable law and UK Generally Accepted Accounting Practice.

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 have:

- Selected suitable accounting policies and applied them consistently;
- Made judgments and estimates that are reasonable and prudent;
- Prepared the financial statements on a going concern basis;
- Stated whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements.

The Trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the charity. In addition, they are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- The charity is operating efficiently and effectively;
- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained and financial information used within the charity or for publication is reliable;
- The charity complies with relevant laws and regulations.

The Trustees have reviewed the adequacy of the charity’s current internal controls and are pleased to report that the charity’s internal financial controls, in particular, conform to guidelines issued by the Charity Commission.

**EMMANUEL CHURCH OXFORD**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 March 2016**

**Public Benefit**

The church has been described as ‘the largest co-operative society on earth that exists exclusively for the benefit of non-members’. This fits well with our public benefit policy and, when planning activities for the year and the services available to the local community, the Trustees ensure that they have due regard to the public benefit guidance published by the Charity Commission. The Trustees affirm their commitment to ‘public benefit’ and continue to see how this can be developed.

The vast majority of the church’s meetings and events are open to the public and are publicised on our website and/or by email. Individuals in the church are encouraged to invite friends and family as it is a key aim of Emmanuel Church Oxford to attract new people into its various activities so that they can participate in and benefit from all that the church has to offer.

The great majority of the church’s events and activities do not have a charge associated with them. When a charge has to be made, every effort is made (e.g. by using subsidies) to ensure that the cost does not exclude those from whom the activity would be especially beneficial.

**Reserves Policy**

The Trustees have a reserves policy and consider it prudent to maintain sufficient reserves, not invested in tangible assets but kept unrestricted, to enable the payment of normal running costs. This is set at three months’ costs. The Trustees deemed it prudent during the year to again increase the amount of reserves as costs continued to rise. The church’s finances are split over three bank accounts.

**Independent Examiners**

The charity appointed Jeffrey Warin BSc ACA of Hewitt Warin Ltd Chartered Accountants (formerly of Connor Warin Ltd) as Independent Examiner on 22 October 2005. This appointment has continued throughout this financial year.

**Serious Incidents**

The Trustees are pleased to confirm that there were no serious incidents during the year.

Sep 17, 2016

Approved by order of the board of trustees on ..... and signed on its behalf by:

*Thomas Wilde*  
Thomas Wilde (Sep 17, 2016)

.....  
T Wilde - Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
EMMANUEL CHURCH OXFORD**

I report on the accounts for the year ended 31 March 2016 set out on pages ten to eighteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

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

**Basis of the 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 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 statements 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

  
Jeffrey Warin (Sep 20, 2016)

Jeffrey Warin B.Sc, F.C.A.  
Hewitt Warin Ltd  
Harlow Enterprise Hub  
Edinburgh Way  
Harlow  
Essex  
CM20 2NQ

Sep 20, 2016  
Date: .....

**EMMANUEL CHURCH OXFORD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2016**

	Notes	Unrestricted funds £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	307,509	33,722	341,231	372,753
<b>Charitable activities</b>					
Church	4	7,540	220	7,760	6,351
Investment income	3	851	-	851	1,056
Other income		<u>246</u>	<u>-</u>	<u>246</u>	<u>180</u>
<b>Total</b>		316,146	33,942	350,088	380,340
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Church		<u>300,183</u>	<u>50,210</u>	<u>350,393</u>	<u>396,077</u>
<b>NET INCOME/(EXPENDITURE)</b>		15,963	(16,268)	(305)	(15,737)
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>101,154</u>	<u>30,868</u>	<u>132,022</u>	<u>147,759</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>117,117</u></u>	<u><u>14,600</u></u>	<u><u>131,717</u></u>	<u><u>132,022</u></u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

**EMMANUEL CHURCH OXFORD**

**BALANCE SHEET**

**At 31 March 2016**

	Notes	Unrestricted funds £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	6,171	505	6,676	6,728
<b>CURRENT ASSETS</b>					
Debtors	9	8,550	48	8,598	19,112
Cash at bank and in hand		<u>127,040</u>	<u>14,047</u>	<u>141,087</u>	<u>121,971</u>
		135,590	14,095	149,685	141,083
<b>CREDITORS</b>					
Amounts falling due within one year	10	(24,644)	-	(24,644)	(15,789)
<b>NET CURRENT ASSETS</b>		<u>110,946</u>	<u>14,095</u>	<u>125,041</u>	<u>125,294</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>117,117</u>	<u>14,600</u>	<u>131,717</u>	<u>132,022</u>
<b>NET ASSETS</b>		<u><u>117,117</u></u>	<u><u>14,600</u></u>	<u><u>131,717</u></u>	<u><u>132,022</u></u>
<b>FUNDS</b>	11				
Unrestricted funds				117,117	101,154
Restricted funds				<u>14,600</u>	<u>30,868</u>
<b>TOTAL FUNDS</b>				<u><u>131,717</u></u>	<u><u>132,022</u></u>

Sep 17, 2016

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

Thomas Wilde  
Thomas Wilde (Sep 17, 2016)

.....  
T Wilde –Chair

**EMMANUEL CHURCH OXFORD**

**CASH FLOW STATEMENT**  
**for the Year Ended 31 March 2016**

	Notes	31.3.16 £	31.3.15 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>20,692</u>	<u>16,061</u>
<b>Net cash provided by (used in) operating activities</b>		<u>20,692</u>	<u>16,061</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(3,072)	(2,919)
Sale of tangible fixed assets		645	848
Interest received		<u>851</u>	<u>1,056</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(1,576)</u>	<u>(1,015)</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		19,116	15,046
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>121,971</u>	<u>106,925</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>141,087</u></u>	<u><u>121,971</u></u>

The notes form part of these financial statements

**EMMANUEL CHURCH OXFORD**

**NOTES TO THE CASH FLOW STATEMENT**  
**for the Year Ended 31 March 2016**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31.3.16	31.3.15
	£	£
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	(305)	(15,737)
<b>Adjustments for:</b>		
Depreciation charges	2,725	2,303
Profit on disposal of fixed assets	(246)	(180)
Interest received	(851)	(1,056)
Decrease in debtors	10,514	26,410
Increase in creditors	<u>8,855</u>	<u>4,321</u>
<b>Net cash provided by (used in) operating activities</b>	<u>20,692</u>	<u>16,061</u>

## **EMMANUEL CHURCH OXFORD**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2016**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements and assessment of going concern**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

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

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Audio Visual	- 15% on reducing balance
Computer equipment	- 25% on cost

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Debtors**

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

##### **Cash at bank and in hand**

Cash at bank and in hand includes cash, current bank accounts and deposit bank accounts with no withdrawal limitations.

##### **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**EMMANUEL CHURCH OXFORD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2016**

**2. DONATIONS AND LEGACIES**

	31.3.16	31.3.15
	£	£
Gifts and donations	273,631	302,538
Gift aid	60,842	62,884
Grants	6,183	6,231
Speaking income	<u>575</u>	<u>1,100</u>
	<u>341,231</u>	<u>372,753</u>

Grants received, included in the above, are as follows:

	31.3.16	31.3.15
	£	£
Oxfordshire County Council	-	2,000
Charity of Thomas Dawson	-	2,000
Pennel Trust	350	400
Oxford Diocese	2,000	-
24/7 Prayer	500	-
Other grants	<u>3,333</u>	<u>1,831</u>
	<u>6,183</u>	<u>6,231</u>

**3. INVESTMENT INCOME**

	31.3.16	31.3.15
	£	£
Deposit account interest	<u>851</u>	<u>1,056</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	31.3.16	31.3.15
	£	£
Events and ancillary trading	<u>7,760</u>	<u>6,351</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

The charity consider its key management to comprise the Trustees and Elders. During the year the Trustees and Key Management received remuneration totalling £100,890 (2015: £99,332).

**Trustees' expenses**

During the year the Trustees and Key Management made expense claims totalling £21,546 (2015: £22,948) which were incurred directly on behalf of the Charity.

**EMMANUEL CHURCH OXFORD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2016**

**6. STAFF COSTS**

	31.3.16	31.3.15
	£	£
Wages and salaries	130,443	137,372
Social security costs	11,073	11,559
Other pension costs	6,131	5,526
	<u>147,647</u>	<u>154,457</u>

The average monthly number of employees during the year was as follows:

31.3.16	31.3.15
<u>4</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	308,531	64,222	372,753
<b>Charitable activities</b>			
Church	6,351	-	6,351
Investment income	1,056	-	1,056
Other income	<u>180</u>	<u>-</u>	<u>180</u>
<b>Total</b>	316,118	64,222	380,340
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Church	<u>343,673</u>	<u>52,404</u>	<u>396,077</u>
<b>Total</b>	343,673	52,404	396,077
<b>NET INCOME/(EXPENDITURE)</b>	(27,555)	11,818	(15,737)
<b>Transfers between funds</b>	<u>(8,601)</u>	<u>8,601</u>	<u>-</u>
<b>Net movement in funds</b>	(36,156)	20,419	(15,737)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>137,310</u>	<u>10,449</u>	<u>147,759</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>101,154</u>	<u>30,868</u>	<u>132,022</u>

**EMMANUEL CHURCH OXFORD****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2016****8. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Audio Visual £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2015	434	7,564	7,318	15,316
Additions	-	416	2,656	3,072
Disposals	-	-	(1,722)	(1,722)
At 31 March 2016	<u>434</u>	<u>7,980</u>	<u>8,252</u>	<u>16,666</u>
<b>DEPRECIATION</b>				
At 1 April 2015	120	3,808	4,660	8,588
Charge for year	47	740	1,938	2,725
Eliminated on disposal	-	-	(1,323)	(1,323)
At 31 March 2016	<u>167</u>	<u>4,548</u>	<u>5,275</u>	<u>9,990</u>
<b>NET BOOK VALUE</b>				
At 31 March 2016	<u>267</u>	<u>3,432</u>	<u>2,977</u>	<u>6,676</u>
At 31 March 2015	<u>314</u>	<u>3,756</u>	<u>2,658</u>	<u>6,728</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16 £	31.3.15 £
Other debtors	<u>8,598</u>	<u>19,112</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16 £	31.3.15 £
Taxation and social security	3,488	4,398
Other creditors	<u>21,156</u>	<u>11,391</u>
	<u>24,644</u>	<u>15,789</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
<b>Unrestricted funds</b>				
General fund	101,154	16,664	(10,000)	107,818
Designated - Refugee Support	-	(701)	10,000	9,299
	101,154	15,963	-	117,117
<b>Restricted funds</b>				
Restricted fund	30,868	(16,268)	-	14,600
	<u>132,022</u>	<u>(305)</u>	<u>-</u>	<u>131,717</u>

**EMMANUEL CHURCH OXFORD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2016**

**11. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	316,146	(299,482)	16,664
Designated - Refugee Support	<u>-</u>	<u>(701)</u>	<u>(701)</u>
	316,146	(300,183)	15,963
<b>Restricted funds</b>			
Restricted fund	<u>33,942</u>	<u>(50,210)</u>	<u>(16,268)</u>
<b>TOTAL FUNDS</b>	<u><u>350,088</u></u>	<u><u>(350,393)</u></u>	<u><u>(305)</u></u>

**12. RELATED PARTY DISCLOSURES**

During the year the following payments were made to the Related Parties of the Trustees and Key Management in regards to expenses claim for costs incurred on the Charities behalf:

The spouse of a Trustee claimed £922 (2015 £1,703)

The spouse of a Trustee claimed £46 (2015: Nil)

The spouse of a member of Key Management claimed £56 (2015 Nil)

During the year a payment of £200 was made to Artesian Transformational Leadership which is a Related Party of a member of Key Management. The transaction was at normal commercial rates and at arms length value.

**EMMANUEL CHURCH OXFORD**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2016**

	31.3.16 £	31.3.15 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts and donations	273,631	302,538
Gift aid	60,842	62,884
Grants	6,183	6,231
Speaking income	<u>575</u>	<u>1,100</u>
	341,231	372,753
<b>Investment income</b>		
Deposit account interest	851	1,056
<b>Charitable activities</b>		
Events and ancillary trading	7,760	6,351
<b>Other income</b>		
Gain on sale of tangible fixed assets	<u>246</u>	<u>180</u>
<b>Total incoming resources</b>	350,088	380,340
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	130,443	137,372
Social security	11,073	11,559
Pensions	6,131	5,526
Premises expenses	33,325	37,452
Administration and publicity	13,857	5,190
Catalyst tithes	18,000	22,800
Evangelism and Alpha	9,163	4,840
Mission	56,169	67,065
Students	9,486	10,202
Youth /children's expenses	1,786	479
Equipping and training	3,876	18,170
Gift Day	20,000	30,000
Pastoral, discipleship and hospitality	12,966	11,543
Community Action	5,128	10,551
Itinerant & catalyst festival	6,182	8,805
Plant and machinery	47	55
Depreciation of audit visual	739	663
Depreciation of computer equip	<u>1,938</u>	<u>1,585</u>
	340,309	383,857
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	8,022	11,059
Legal Fees	<u>2,062</u>	<u>1,161</u>
	<u>10,084</u>	<u>12,220</u>
<b>Total resources expended</b>	350,393	396,077

This page does not form part of the statutory financial statements

**EMMANUEL CHURCH OXFORD**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2016**

	31.3.16 £	31.3.15 £
	_____	_____
<b>Net expenditure</b>	<b><u><u>(305)</u></u></b>	<b><u><u>(15,737)</u></u></b>

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