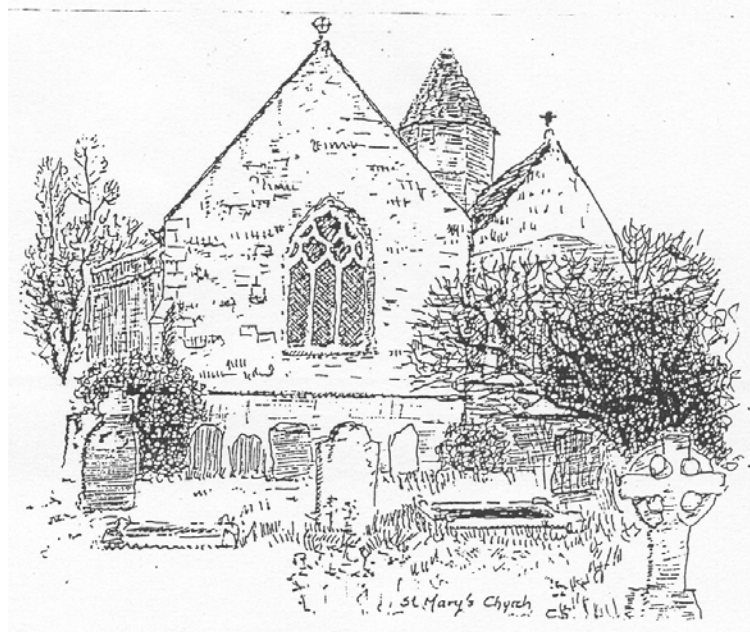


St Mary's Church, Cogges

Annual Report and Financial Statements of the Parochial Church Council for the year ended 31 December 2012



Cogges Parochial Church Council

registered with the Charity Commission as
"The Parochial Church Council of the Ecclesiastical Parish of St Mary Cogges"
with charity number 1129824

Parish Church:

St. Mary's Church, Cogges
in the Deanery of Witney, Archdeaconry and Diocese of Oxford

Address:

Cogges Parish Office
Cogges Church Centre, Church Lane
Witney, Oxon. OX28 3LA
☎ 01993 779613
Email: *office@coggesparish.com*
Web site: *coggesparish.com*

Incumbent (from 18 January 2013):

The Revd Simon T Kirby
Cogges Priory, Church Lane,
Witney, Oxon. OX28 3LA

Bankers:

CAF Bank Ltd
Kingshill, West Malling,
Kent. ME19 4TA

HSBC Ltd
24 Market Square,
Witney, Oxon. OX8 7BG

Independent examiner:

A J Carter & Co
22b High Street
Witney, Oxon. OX28 6RB

This is the form of annual report and financial statements required by the *Charities Act 2011* and the *Church Accounting Regulations 2006* together with the *Statement of Recommended Practice 2005* published by the Charity Commission. It covers the PCC's financial year, January to December 2012.

COGGES PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2012

Background

Cogges PCC has the responsibility of co-operating with the vicar, the Rev Simon Kirby, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the parish church, St Mary's, for the Cogges Church Centre and for the Old School House. The PCC is registered as the charity 'The Parochial Church Council of the Ecclesiastical Parish of St Mary Cogges' with charity number 1129824.

Membership

Members of the PCC are either *ex-officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the *Church Representation Rules*. During 2012, the following served as members of the PCC:

Members ex-officio

Rev Andrew Sweeney (*Incumbent & Chairman*)¹, Rev Andrew Pritchard-Keens (*Curate*)², Rev Miriam Keen (*Associate Minister*), Mrs Heather McCulloch and Mr Richard Osman (*Churchwardens*); Rev Nick Pike³ and Mr Richard Young (*Licensed Lay Ministers*); Mrs Barbara Eaton and Mr Nathaniel Miles (*Representatives on the Deanery Synod*).

Elected members

Mrs Jane Harper⁴, Mr Malcolm Harper (*PCC Secretary*), Mr Stuart Harrison⁴, Mr Keith Harwood (*PCC Treasurer*), Miss Elizabeth Knowles, Mrs Ali Laithwaite, Mr Harvey Leach (*PCC Vice Chairman*), Mrs Barbara March, Mrs Libby Osborne¹, Mrs Jennifer Osman, Mrs Mel Sayles⁴, Dr Stephen Smith, Mr Gordon Spankie¹, Mr David Staines^{4†}, Mr Martin Thomas and Mrs Hilary Warner.

¹Until Jan 2012; ²Until July 2012; ³Ordained June 2012, ⁴From APCM (Feb 2012); [†]Co-opted.

Church attendance

There were 199 people on the Church Electoral Roll at the 2012 APCM, including 88 who were not resident in the parish. The previous Roll contained 192 names. The average Sunday attendance at St Mary's Church was 20 at the early communion services, 240 at a joint benefice service, 172 at baptism and dedication services and 135 at other main morning services, 88 at the confirmation service, 30 at the quarterly healing services and 6 at other evening services. These figures exclude festival services and may include some people attending more than one service. Attendance at festival services was 46 at the Good Friday meditation service, 196 at the Easter Sunday family communion, 35 at an evening Advent service, 140 at the Christingle service, 188 at the Nativity service, 216 at the crib service, 178 at the carol service, 99 at the first communion of Christmas and 140 at the Christmas Day family service.

Committees

The **Standing Committee** is required to exist by the *Church Representation Rules*. It consisted of the vicar and curate, the churchwardens, the PCC vice chairman, the PCC secretary, the PCC treasurer and two elected members: Miss Knowles and Mrs Warner. The Standing Committee has power to transact the business of the PCC between its meetings, subject to any directions given by Council. Its main activity is to set the agenda for PCC meetings, and to ensure any necessary preparation for the meetings is made.

The **Church Centre Management Committee** was set up by the PCC to oversee the management of the Cogges Church Centre.

COGGES PCC: ANNUAL REPORT FOR 2012

The **Finance Committee** was set up by the PCC to assist the Treasurer to prepare recommendations to the PCC on matters such as financial policies, fund raising and budgets.

The **Hubs Steering Group** was set up by the PCC to co-ordinate the work of the twelve Ministry Hubs.

Review of the year

There were six normal meetings of the PCC during the year and six meetings of the Standing Committee. There were also 2 PCC meetings because of the interregnum, one of which was jointly with the PCCs of South Leigh and North Leigh, and a PCC prayer meeting about the future of the Old School House. The average attendance by elected members at the PCC meetings was 78%.

The activities planned by the PCC complied with the Charity Commission's guidance on public benefit, and were in general open to (and often were intended for) residents of the parish and the wider area.

Interregnum

After Rev Andrew Sweeney's final Sunday as Vicar on 22nd January 2012, an important item for the PCC to consider was the "parish profile" — a description of the life of St Mary's Church, Cogges, and a profile and personal specification of an ideal new incumbent. This was merged with similar documents from the other two parishes (South Leigh and North Leigh) to produce the document which accompanied advertisements for the post. Throughout the year, the Church Wardens (as parish representatives in the appointment) kept the PCC informed about the process, and we were delighted to hear in November that Rev Simon Kirby would be appointed as incumbent of the three parishes.

The PCC was pleased to hear that our Curate, Rev Andrew Pritchard-Keens, was to be appointed as Vicar of Beckley, Forest Hill with Shotover, Horton-cum-Studley and Stanton St John, but were sorry that he and Fenella were leaving in July.

With the loss of two licensed ministers, the PCC was very grateful to Rev Miri Keen and to our retired clergy for their work and support in leading services and in other ways, and to the Church Wardens for the way they fulfilled their role as those responsible for the parish throughout the interregnum.

Ministry Hubs

The twelve Ministry Hubs (Administration & communications support, Children, Discipleship, Global & local mission, Outreach & evangelism, Pastoral, Practical support, Prayer support, Social activities & special events, Welcome, Worship, Youth) have continued their work throughout the year, with reports to many of the PCC meetings through the Hubs Steering Group.

Outreach and activities

Reports on aspects of outreach have been received at all the meetings of the PCC, with a number of activities: *Alpha*, the *Marriage, Marriage Preparation* and *Parenting* courses, an inter-church *summer holiday club* on an Olympic theme, *More Than Gold*, *summer church opening*, participation in the *Ride & Stride*, the traditional *Children's parties* on 31st October, a *Thanksgiving and memorial service* and various seasonal services and activities. The church took part in the *Churches Jubilee Festival* in May.

Other outreach activities have continued during the year, including the monthly meetings of the *Cogges Seniors Group* and the *Time Travellers* groups, the weekly *Toddler group* and a related daytime toddler friendly home group, and the monthly or fortnightly *Pastorate* meetings. The Youth Club in Madley Park Hall has continued. Cogges church members are involved in Besom, Fairtrade and Christian Aid.

Prayer support has continued throughout the year through home groups and prayer triplets and with prayer meetings most weeks for Blake School (which also covers JAM club young people) and for Wood Green School). The Church's activities and members' needs are faithfully remembered in prayer at the Thursday morning prayer group throughout the year. The monthly *Gathering* for prayer and worship has met on Wednesday evening and Thursday morning most months, and the church is now open for prayer on weekdays from 7:30am to 8:30am whenever possible.

COGGES PCC: ANNUAL REPORT FOR 2012

Finance

The PCC is responsible for all parish finance, and its management and control, and has appointed a treasurer to supervise this area. The PCC considers preliminary statements of income and expenditure three times a year, as well as approving the annual accounts for presentation at the Annual Parochial Church Meeting.

The financial statements for 2012 show a 17% increase in voluntary unrestricted income. The PCC approved a budget for the Church Centre proposed by the management committee.

The other main financial item considered by the PCC was the distribution of grants to charities and other causes working in mission and relief at home and overseas. The PCC has an agreed policy to give away at least a tithe of its general fund income (in addition to any earmarked donations). The PCC agreed to a distribution of the tithe for 2012, with £2,500 allocated to overseas mission, £2,300 for overseas relief, £6,750 for home mission (including £3,600 to Adventure Plus) and £3,450 for home relief and funding. The PCC is funding a medical student in Burundi and provided some support for members of the church working for Mission Direct, FORM (Sheffield) and Canvas (Birmingham). The total of earmarked donations in 2012 was £6,337 including receipts for the medical student in Burundi.

The PCC approved a revision to the local service fees and to the rents for hiring the Church Centre, and renewed the letting agreement with the Cogges Under Fives Association (Cogges Pre-School).

Reordering loans of £49,500 were repaid in 2012. The PCC had been reserving funds over the past 5 years in order to meet this commitment.

In 2012 the PCC has been able to meet its commitment to pay the Parish Share. The full amount of Parish Share (£63,420) is shown in the accounts.

Reserves policy: It is the policy of this church to hold in reserves the equivalent of two months' general running costs and an additional one month's salary costs. It is also our policy to hold an amount for building works arising from the quinquennial inspection. This policy will be reviewed in twelve months' time when the situation is clearer.

Internal financial controls: The PCC reviewed the procedures for cheques and internet banking and was satisfied that they provided sufficient controls.

Property

The PCC agreed which of the works arising from the quinquennial inspection should have highest priority; the budget estimate for these is about £40,000 and the work should be completed in 2013. Some work has been done on churchyard trees arising from an arboricultural inspection. The PCC has agreed to apply to the Ministry of Justice for a churchyard closure order to discontinue burials (with some exceptions for burials in family graves).

The PCC has had several discussions on the future of the Old School House, which is currently rented from the Blake Educational Trust. The PCC has agreed that it wishes to retain a long term interest in the House and hopes to purchase the building. The Trust has agreed in principle to lease the House to the PCC until March 2015, with an increase in rent to £600pm and the PCC being responsible for insurance and repairs. The PCC is beginning to investigate sources of funding to enable the building to be purchased and renovated. The Diocese has transferred ownership of the garden behind the Church Centre and House to the PCC.

Other property matters discussed included replacement of the church projection screen, use of Madley Park Hall, improving the condition of the entrance to the car park on the old playground, a policy on the use of the church building by non members, and the need for repairs in the Church Centre kitchen.

Other activities

Mrs Claire Washbrook was appointed as Child Protection representative and produced an annual report; approval had been given for two "off site" children's activities.

The PCC appointed Mrs Ali Laithwaite as a foundation governor of the Blake School.

COGGES PCC: ANNUAL REPORT FOR 2012

The PCC discussed a proposed revised constitution of Churches Together in Witney and District and received regular reports on meetings of Churches Together and of the Deanery Synod. The Vicar (in January), the Curate (until July) and the Youth Pastor were able to report to each PCC meeting on matters of interest or concern. An opportunity for a regular report from the foundation governors of the Blake School has been introduced.

The PCC reviewed a proposed planning application from Cogges Manor Farm for play equipment to be installed in the moat area near the churchyard.

Related Trusts and Charities

Charities in the names of Henry White, William Wright, Simon Holford, Sarah Scott Pruce, and Edward Nourse were originally grouped together as the Cogges Ecclesiastical Charities, now in process of being wound up, and as the Cogges Non-Ecclesiastical Charities, now reformed as the Cogges Welfare Trust and no longer administered by the Church.

The Blake Educational Trust owns the House at Cogges Church Centre for which it currently receives a rent of £7,200pa and also the car park by the entrance to the church. It also owns the site of the Blake School. The Trustees are the Incumbent, a Churchwarden, 2 members appointed by the PCC and 3 independent members appointed by the Trust.

10th February 2013

on behalf of the PCC

COGGES PAROCHIAL CHURCH COUNCIL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, 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 continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

..... (PCC Chairman) 10th February 2013

COGGES PAROCHIAL CHURCH COUNCIL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of St Mary's Church, Cogges, for the year ended 31st December 2012, which are set out on pages 9 to 19.

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

M D A Gyde FCA DChA
A J Carter & Co
Chartered Accountants

22b High Street
Witney
Oxon
OX28 6RB

.....
..... 2013

COGGES PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Prior year total funds £
Incoming resources					
Incoming resources from donors	140,546	29,516	—	170,063	143,404
Other voluntary incoming resources	222	1,112	—	1,334	524
Activities in furtherance of the council's objects	11,245	—	—	11,245	10,477
Income from investments	34	883	—	917	971
Other incoming resources	—	—	—	—	147
Total incoming resources	152,048	31,511	—	183,559	155,525
Resources used					
Grants	14,751	6,598	—	21,350	18,550
Activities relating to the work of the Church	93,995	25,921	—	119,917	116,178
Church management and administration	25,105	1,536	—	26,641	23,437
Re-Ordering Expenditure	—	2,536	—	2,536	—
Total resources used	133,853	36,592	—	170,445	158,166
Net incoming / outgoing resources before transfer	18,195	(5,080)	—	13,114	(2,641)
Transfers					
Gross transfers between funds - in	112,918	81,518	587	195,024	—
Gross transfers between funds - out	(161,690)	(32,747)	(586)	(195,024)	—
Net incoming / outgoing before other gains / losses	(30,576)	43,690	0	13,114	(2,641)
Other recognised gains / losses					
Gains / losses on investment assets	—	—	2,083	2,083	(1,262)
Net movement in funds	(30,576)	43,690	2,083	15,197	(3,903)
Reconciliation of funds					
Total funds brought forward	54,504	56,929	17,543	128,977	132,880
Total funds carried forward	23,927	100,619	19,627	144,174	128,977
Represented by					
Unrestricted					
General fund	18,518	—	—	18,518	3
Designated					
Church Centre fund	—	—	—	—	100
Church building fund	322	—	—	322	321
House Purchase	242	—	—	242	—
Re-Ordering Fund	—	—	—	—	49,114
Vicars Discretionary	4,844	—	—	4,844	4,965
Restricted					
Chancel repair fund	—	6,641	—	6,641	5,898
Church Centre fund	—	83,456	—	83,456	85,861
Church building fund	—	785	—	785	850
Church equipment	—	8	—	8	25
Curates Rent	—	84	—	84	84
Discovery Days	—	3,758	—	3,758	5,272
Evangelism fund	—	238	—	238	238
Funding for Pascal	—	(146)	—	(146)	—
Funding for Scheilla	—	—	—	—	27
House Purchase	—	1,220	—	1,220	—
Re-Ordering Fund	—	—	—	—	(54,932)
Social Action Fund	—	—	—	—	793
Vicars Discretionary	—	862	—	862	1,320
Youth Pastor	—	3,711	—	3,711	11,490
Endowment					
Chancel repair fund	—	—	19,627	19,627	17,543
	23,927	100,619	19,627	144,174	128,977

COGGES PAROCHIAL CHURCH COUNCIL

BALANCE SHEET

	As at 31/12/2012 £	As at 31/12/2011 £
Fixed assets		
<i>Tangible assets</i>	84,350	87,109
Investments	19,627	17,543
	<hr/>	<hr/>
	103,977	104,653
	<hr/>	<hr/>
Current assets		
<i>Debtors</i>	14,235	22,534
<i>Cash at bank and in hand</i>	31,108	65,812
	<hr/>	<hr/>
	45,343	88,346
	<hr/>	<hr/>
Liabilities		
<i>Creditors: Amounts falling due in one year</i>	5,146	64,022
	<hr/>	<hr/>
Net current assets less current liabilities	40,197	24,324
	<hr/>	<hr/>
Total assets less current liabilities	144,174	128,977
	<hr/>	<hr/>
Total net assets less liabilities	144,174	128,977
	<hr/>	<hr/>
Represented by		
Unrestricted		
<i>Unrestricted - General fund</i>	18,518	3
Designated		
<i>Designated - Re-Ordering Fund</i>	—	49,114
<i>Designated - House Purchase</i>	242	—
<i>Designated - Church building fund</i>	322	321
<i>Designated - Church Centre fund</i>	—	100
<i>Designated - Vicars Discretionary</i>	4,844	4,965
Restricted		
<i>Restricted - Discovery Days</i>	3,758	5,272
<i>Restricted - Vicars Discretionary</i>	862	1,320
<i>Restricted - Social Action Fund</i>	—	793
<i>Restricted - Re-Ordering Fund</i>	—	(54,932)
<i>Restricted - Funding for Pascal</i>	(146)	—
<i>Restricted - Curates Rent</i>	84	84
<i>Restricted - Funding for Scheilla</i>	—	27
<i>Restricted - House Purchase</i>	1,220	—
<i>Restricted - Youth Pastor</i>	3,711	11,490
<i>Restricted - Church building fund</i>	785	850
<i>Restricted - Church Centre fund</i>	83,456	85,861
<i>Restricted - Church equipment</i>	8	25
<i>Restricted - Chancel repair fund</i>	6,641	5,898
<i>Restricted - Evangelism fund</i>	238	238
Endowment		
<i>Endowment - Chancel repair fund</i>	19,627	17,543
	<hr/>	<hr/>
Funds of the church	144,174	128,977
	<hr/>	<hr/>

Approved by the Parochial Church Council on 10th February 2013 and signed on its behalf by:

.....
(PCC Chairman)

.....
(PCC member)

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of informal gatherings of Church members.

Incoming Resources

Voluntary Income

Offerings are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Other Incoming Resources

Rental income from the letting of church premises is recognised when the rental is due.

Investment Income

Dividends and interest are accounted for when receivable.

Tax recoverable on such income is recognised in the same accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investments at 31st December.

Resources Used

Grants

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation to the PCC.

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2012 (continued)

ACCOUNTING POLICIES (continued)

Church Expenditure

The parish share is accounted for when payable. Any parish share unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed Assets

Consecrated Land and Buildings and Movable Church Furnishings

Consecrated and beneficed property is excluded from the accounts by section 10 of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvements, is written off as expenditure in the Statement of Financial Activity and separately disclosed.

Freehold Land and Buildings

Land and buildings are valued at cost and depreciated on a straight line basis over 50 years.

Office Fixtures and Equipment

Fixtures and equipment used within the church premises are depreciated on a straight line basis over 5 years. Individual items or equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investment

Investments are valued at market value at 31st December.

Current Assets

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

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

2 ANALYSIS OF INCOME AND EXPENDITURE

Receipts

	Unrestricted	Designated	Restricted	Total Endowment	This year	Last year
Receipts from donors						
0101005 - Gift Aid - Bank	68,795	—	—	—	68,795	64,288
0101010 - Gift Aid - Envelopes	3,986	—	—	—	3,986	4,142
0101015 - Pascal Gift Aid	—	—	265	—	265	550
0101017 - Scheilla Gift Aid	—	—	3,530	—	3,530	2,685
0101030 - Youth Pastor Gift Aided	—	—	8,550	—	8,550	10,110
0103A05 - Charity Credits	2,490	—	—	—	2,490	4,240
0202A30 - Youth Pastor regular NGA	—	—	3,195	—	3,195	2,750
0203A00 - Other planned giving	2,320	—	—	—	2,320	2,217
0203A10 - NGA envelopes & B/O	3,607	—	—	—	3,607	3,565
0204015 - Curates Rent South Leigh	441	—	—	—	441	756
0304000 - Loose plate Collections	11,732	—	—	—	11,732	10,009
0405B00 - Wall Boxes	91	—	101	—	193	259
0501020 - VDF Gift Aid	—	—	272	—	272	572
0501030 - Re-Ordering Gift Aid	—	—	6,428	—	6,428	340
0501040 - House Purchase GA	—	—	968	—	968	—
0501045 - Church Building GA	—	—	129	—	129	—
0504005 - Re-Ordering Non Gift Aid	—	—	357	—	357	1,699
0504010 - Other Offerings	665	—	100	—	765	133
0504020 - VDF Non Gift Aid	—	—	—	—	—	100
0504030 - Youth Pastor One Off NGA	—	—	10	—	10	—
0504040 - House Purchase NGA	—	—	242	—	242	—
0504045 - Church Building NGA	—	—	105	—	105	—
0504B30 - Youth Pastor One Off GA	—	—	200	—	200	—
0504B32 - Scheilla Non Gift Aid	—	—	403	—	403	35
0505B05 - One-off Gift Aid gifts	22,628	—	—	—	22,628	10,126
0602000 - General Tax Recovered	23,374	—	—	—	23,374	20,580
0602015 - Pascal Tax Recovered	171	—	(171)	—	—	139
0602017 - Scheilla Tax Recovered	—	—	833	—	833	774
0602018 - YP Tax Recovered	—	—	2,148	—	2,148	3,100
0602020 - VDF Tax Recovered	—	—	68	—	68	143
0602030 - Re-Ordering Tax Recovered	—	—	1,747	—	1,747	86
0602040 - House Purchase GA Recovered	—	242	9	—	251	—
0602045 - Church Building GA Recovered	—	—	22	—	22	—
Receipts from donors Totals	140,304	242	29,516	—	170,063	143,404
Other voluntary receipts						
0503B00 - Donations appeals etc.	222	—	78	—	300	—
0801A00 - Recurring grants	—	—	1,034	—	1,034	197
08A1000 - One off Grants	—	—	—	—	—	327
Other voluntary receipts Totals	222	—	1,112	—	1,334	524

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

Receipts (continued)

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Activities in furtherance of the council's objects						
1102005 - Service Fee PPC received	1,857	—	—	—	1,857	1,727
1202A00 - Ch hall lettings	9,387	—	—	—	9,387	8,749
Activities in furtherance of the council's objects Totals	11,245	—	—	—	11,245	10,477
Income from investments						
1001000 - Dividends	—	—	838	—	838	830
1001001 - Bank interest	33	1	44	—	78	140
Income from investments Totals	33	1	883	—	917	971
Other receipts						
1302010 - Other Income	—	—	—	—	—	147
Other receipts Totals	—	—	—	—	—	147
Receipts Grand totals	151,804	243	31,511	—	183,559	155,525

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

Payments

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Grants						
1801000 - Grants - o/s mission	2,400	—	—	—	2,400	3,100
1802000 - Grants - o/s relief & dev	3,148	—	5,420	—	8,568	6,338
1803000 - Grants - home mission	4,063	2,940	340	—	7,343	4,740
1804000 - Grants - home relief	2,200	—	838	—	3,038	4,372
Grants Totals	11,811	2,940	6,598	—	21,350	18,550

Activities relating to the work of the Church

1901010 - Parish share	63,420	—	—	—	63,420	52,053
2004000 - Assistant staff costs	—	—	18,943	—	18,943	20,267
2102000 - Vicar travel costs	232	—	—	—	232	947
2102001 - Vicar telephone	353	—	—	—	353	657
2102002 - Vicar other exps	252	—	—	—	252	661
2102003 - Vicar Training Courses	—	—	—	—	—	476
2102005 - Visiting speakers	250	—	—	—	250	313
2102010 - U Anagor travel expenses	—	—	1,044	—	1,044	1,015
2102011 - U Anagor telephone	—	—	385	—	385	420
2102012 - U Anagor other expenses	—	—	543	—	543	712
2102013 - U Anagor training	—	—	191	—	191	1,264
2102021 - Curate telephone	650	—	—	—	650	732
2102022 - Curate other expenses	51	—	—	—	51	—
2103000 - Clergy housing	3,150	—	—	—	3,150	5,400
2217000 - Parish training and mission	—	—	—	—	—	297
2217001 - Education	—	—	307	—	307	—
2217010 - Regular Outreach	11	—	—	—	11	341
2217012 - Outreach - Special events	1,319	—	630	—	1,949	1,243
2217015 - Outreach Childrens work	671	—	257	—	928	1,099
2217020 - YP Outreach and Events	—	—	1,111	—	1,111	2,198
2217025 - Pastoral Care/Prayer	54	—	—	—	54	97
2217040 - Marriage Course	(54)	—	—	—	(54)	102
2217060 - Discovery Days Jigsaw	—	—	—	—	—	(46)
2217064 - Discovery Days Events	—	—	—	—	—	46
2300040 - Admin - subs & licences	1,103	—	—	—	1,103	947
2300050 - Depreciation	353	—	2,405	—	2,758	2,758
2305020 - Church - Insurance	3,184	—	—	—	3,184	2,946
2306000 - Church minor repairs	271	—	154	—	426	275
2306020 - Sound Vision Equip minor	(206)	—	(50)	—	(257)	624
2307000 - Church Services	369	—	—	—	369	1,379
2308000 - Upkeep of churchyard	229	—	—	—	229	89
2317016 - JAM Club	—	—	—	—	—	251
2317017 - CYFA	35	—	—	—	35	186
2317018 - Junior Church	739	—	—	—	739	1,027
2317022 - Small Groups	96	—	—	—	96	33
2317023 - Home Groups	122	—	—	—	122	174
2317030 - Other Expenditure	—	—	—	—	—	282
2405005 - Church Oil	3,629	—	—	—	3,629	4,218
2405010 - Church Electricity	562	—	—	—	562	499
2509000 - Bookstall expenses	—	—	—	—	—	661

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

ANALYSIS OF INCOME AND EXPENDITURE (continued)

Payments (continued)

Activities relating to the work of the Church (continued)

2510010 - Church Centre electricity	871	—	—	—	871	769
2510011 - Church Centre Oil	4,085	—	—	—	4,085	1,585
2510012 - Church Centre Water	479	—	—	—	479	444
2510015 - Church Centre insurance	2,123	—	—	—	2,123	2,095
2510020 - Church Centre Rep & Equip	1,734	—	—	—	1,734	2,406
2510025 - Church Centre caretaking	2,310	100	—	—	2,410	2,456
2511000 - Other PCC property rep	112	—	—	—	112	97
2617020 - Activities PCC Expenses	1,336	—	—	—	1,336	(338)

Activities relating to the work of the church Totals	93,895	100	25,921	—	119,917	116,178
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Church management and administration

2000001 - Admin - salary & expenses	15,068	—	—	—	15,068	14,669
2500010 - Office rent	3,600	—	—	—	3,600	2,100
2500015 - Office Electricity	243	—	—	—	243	403
2500020 - Admin phone post int	744	—	—	—	744	471
2500025 - Bank Charges	5	—	—	—	5	—
2500030 - Admin office supp & equip	1,307	—	—	—	1,307	1,844
2500035 - Photocopying	1,290	—	—	—	1,290	1,274
2600045 - Professional Fees	2,846	—	1,536	—	4,382	2,675

Church management and administration Totals	25,105	—	1,536	—	26,641	23,437
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Re-Ordering Expenditure

2706002 - Church Re-Ordering	—	—	2,536	—	2,536	—
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Re-Ordering Expenditure Totals	—	—	2,536	—	2,536	—
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Payments Grand totals	130,813	3,040	36,592	—	170,445	158,166
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COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

3 STAFF COSTS

	2012	2011
Assistant Staff Costs	18,943	20,267
Administration Wages & Salaries	<u>15,068</u>	<u>14,669</u>
Wages and salaries	<u>£34,011</u>	<u>£34,936</u>

During the year the PCC employed an administrator and an administrative assistant, and a Youth Pastor, none of whom earned £40,000 per annum or more. The clergy were reimbursed for travelling expenses of £232 and £1,306 for other expenses. Apart from the above, no other member received any reimbursement of expenses or remuneration. As is typical of the average PCC substantial amounts of voluntary help have been received in all areas of its activities. No attempt has been made to place a value on these contributions in these accounts.

4 FIXED ASSETS FOR USE BY THE PCC

<i>4(a) Tangible Fixed Assets</i>	Freehold land and buildings £	Equipment £	Total £
GROSS BOOK VALUE			
At 1 st January 2012 & 31 st December 2012	<u>120,243</u>	<u>4,568</u>	<u>124,811</u>
DEPRECIATION			
At 1 st January 2012	34,549	3,153	37,702
Charge for the year	<u>2,405</u>	<u>353</u>	<u>2,758</u>
At 31 st December 2012	<u>36,954</u>	<u>3,506</u>	<u>40,460</u>
NET BOOK VALUE			
At 31 st December 2012	<u>£83,289</u>	<u>£1,062</u>	<u>£84,351</u>
At 31 st December 2011	<u>£85,694</u>	<u>£1,415</u>	<u>£87,109</u>

The freehold land and buildings are valued at cost and comprise the Church Centre located at Church Lane, Witney. This cost is being written off over 50 years.

Equipment consists of heating in the House at Cogges Church Centre (already written off), and one ride-on mower being written off over 5 years.

<i>4(b) Investment Assets</i>	2012 £	2011 £
CBF Church of England Investment Fund: 1729 (2011: 1729) shares	<u>£19,627</u>	<u>£17,543</u>

The historical cost of the shares at 31st December 2012 was £1,463 (2011: £1,463).

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

5 ANALYSIS OF NET ASSETS BY FUND TYPE

	General £	Designated £	Restricted £	Endowment £	This year £	Last year £
Fixed assets						
6000015 : Ride on Mower 2011	1,061	—	—	—	1,061	1,415
6000100 : Church Centre building	—	—	83,289	—	83,289	85,694
6000500 : CofE Investment Fund shares	—	—	—	19,627	19,627	17,543
Totals	1,061	—	83,289	19,627	103,977	104,653
Current assets						
A1501 : Current Account	4,882	1,641	(432)	—	6,091	3,391
A1503 : Service Fees Account	2,370	—	(551)	—	1,819	1,955
A1504 : Discovery Days account	—	—	3,758	—	3,758	5,496
A1505 : Deposit Account	—	3,767	9,321	—	13,088	41,781
A1506 : Youth Pastor Deposit Account	—	—	5,784	—	5,784	12,607
A1507 : Vicars Discretionary Account	—	—	516	—	516	166
A1515 : HSBC Current Account	—	—	—	—	—	265
A1550 : Cash in hand	48	—	—	—	48	148
Z05 : Accounts Receivable	13,210	—	1,024	—	14,235	22,534
Totals	20,512	5,408	19,421	—	45,343	88,346
Liabilities						
6699 : Agency collections	—	—	2,091	—	2,091	1,553
A1603 : Re-Ordering Loans	—	—	—	—	—	29,500
A1605 : Re-Ordering Loan CHAIRS	—	—	—	—	—	20,000
Z04 : Accounts Payable	3,055	—	—	—	3,055	12,969
Totals	3,055	—	2,091	—	5,146	64,022
Grand Totals	18,518	5,408	100,619	19,627	144,174	128,977

6 FUND DETAILS

The endowment fund comprises the St Mary's Cogges – Chancel Repair Fund. This is a permanent endowment which requires income to be spent on the upkeep, repair and insurance of the Chancel of St Mary's Church, Cogges and if there is sufficient money remaining this may be used for the upkeep and repair of the fabric of the remainder of the Church. It is primarily represented by Investment Assets as per note 4(b). All but the Investment Assets, which are held as Perpetual Capital, was spent on the repair of the Chancel Roof during 2003 but dividends and interest of £838 have been received during the year.

COGGES PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2012 (continued)

7 DEBTORS

	2012	2011
	£	£
Gift Aid recoverable	6,361	17,844
Prepayments	4,928	2,309
Other debtors	<u>2,946</u>	<u>2,381</u>
	<u>£14,235</u>	<u>£22,534</u>

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Grants	0	7,760
Agency Collections	2,091	1,553
Re-Ordering Loans	0	49,500
Other creditors	<u>3,055</u>	<u>5,209</u>
	<u>£5,146</u>	<u>£64,022</u>

9 CHARITABLE COMMITMENTS

The PCC is committed to support:

- 1) A medical student in Burundi for £4,820 in 2013
- 2) Adventure*Plus* (Fairglade Trust) for £3,600 in 2013.