

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

Charity number 203428

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended

31 MARCH 2016

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

ACCOUNTS

YEAR ENDED 31 MARCH 2016

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For the year ended 31 MARCH 2016

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REFERENCE AND ADMINISTRATIVE INFORMATION

Principal address: Diocesan Church House, North Hinksey Lane, Oxford, OX2 0NB

Frequency of meetings: The Council usually meets three times a year.

Bankers: National Westminster Bank plc, 2nd Floor, Argyll House
246 Regent Street, London W1B 3PB

Central Board of Finance of the Church of England,
80 Cheapside, London, EC2V 6DZ

Solicitors: Winckworth Sherwood, 16 Beaumont Street, Oxford, OX1 2LZ

Independent Examiner: A Churchill Stone, Mercer Lewin Limited, Chartered Accountants, 41
Cornmarket Street, Oxford, OX1 3HA

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2016

The trustees present their report and the unaudited accounts of the charity for the year ended 31 March 2016.

TRUSTEES

All trustees have served throughout the whole year except for those who were appointed or resigned during the year. The trustees at the date of this report were as shown below:

The Right Revd Colin Fletcher, Acting Bishop of Oxford (President)	Ex Officio
The Revd Tim Edge (Chairperson)	Appointed by the Bishop of Oxford
Mrs Alison Garside (Vice Chairperson)	Co-opted, resigned 9 th February 2016.
Mrs Teresa Carter	Representative of Oxford Diocesan Board of Finance
The Revd Heather Carter	Nominated by the Archdeacon of Oxford
Mr Christopher Emery	Elected by Diocesan Synod, then nominated by the Archdeacon of Buckingham 29 th September 2015.
The Revd Diana Glover	Nominated by the Archdeacon of Buckingham retired on 28 th September 2015.
Mrs Anna Knaggs	Co-opted
Mrs Margaret Oatway	Nominated by the Archdeacon of Berkshire

At the date of this report there were vacancies for:

- one Archdeacon or Area Bishop to be appointed by the Bishop of Oxford,
- two elected representatives of the Oxford Diocesan Synod,
- one appointed representative of Oxford Diocesan Board of Finance, and
- one representative nominated by the Archdeacon of Dorchester.

The Chairperson is responsible for the day to day management of the charity.

The trustees of Oxford Diocesan Council for the Deaf and Hard of Hearing (the Charity) are also trustees of Aylesbury and District Fund for the Deaf, which is also a registered charity (no. 236523).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charity status

Oxford Diocesan Council for the Deaf and Hard of Hearing adopted its new name and a new constitution in April 2008. It was previously known as the Oxford Diocesan Council for the Deaf and, prior to that, had been known as the Oxford Diocesan Council for the Deaf and Dumb. The charity was formed on 3 July 1950 and is registered with the Charity Commission (no. 203428).

Decision-making structure

The trustees, meeting as the Council, are responsible for the strategic management of the Charity, the management of its funds, the preparation and management of the budget and advising and reporting on all of the Charity's operational activities.

When there is more detailed work than is appropriate for the full Council, the work is referred to an Executive Committee consisting of the Chairperson, Vice Chairperson and another member of the Council. The Executive Committee usually provides advice to the full Council or, occasionally when specifically empowered, makes decisions on behalf of the Council and reports back accordingly.

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

PLANS FOR THE FUTURE

The trustees intend to continue the Charity's current activities.

The trustees will continue to regularly monitor the outgoings in relation to income and the level of reserves.

APPOINTMENT OF INDEPENDENT EXAMINER

A resolution to reappoint Mr A Churchill Stone as independent examiner will be proposed at the Annual General Meeting.

On behalf of the trustees

A handwritten signature in black ink, appearing to read 'T. Edge', with a long horizontal flourish extending to the right.

The Revd Tim Edge
Chairperson

16 December 2016

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

YEAR ENDED 31 MARCH 2016

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 6 to 12.

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 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 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 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 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.



A Churchill Stone FCA DChA
Independent examiner

41 Cornmarket Street
Oxford
OX1 3HA

16 Dec 16

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME AND ENDOWMENTS					
Donations and legacies	2	42,694	–	42,694	37,950
Investment income	3	8,168	10,643	18,811	18,135
TOTAL INCOME		50,862	10,643	61,505	56,085
EXPENDITURE					
Expenditure on charitable activities	4/5	(51,788)	(6,677)	(58,465)	(61,137)
TOTAL EXPENDITURE		(51,788)	(6,677)	(58,465)	(61,137)
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES					
	6	(926)	3,966	3,040	(5,052)
OTHER RECOGNISED GAINS AND LOSSES					
Gains on investment assets		17,137	1,866	19,003	28,163
NET MOVEMENT IN FUNDS		16,211	5,832	22,043	23,111
RECONCILIATION OF FUNDS					
Total funds brought forward		263,654	247,864	511,518	488,408
TOTAL FUNDS CARRIED FORWARD		279,865	253,696	533,561	511,519

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 12 form part of these accounts.

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

BALANCE SHEET

31 MARCH 2016

	Note	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		–		302
Investments	9		479,933		460,929
			<u>479,933</u>		<u>461,231</u>
CURRENT ASSETS					
Debtors	10	401		6,878	
Cash at bank		58,780		51,145	
		<u>59,181</u>		<u>58,023</u>	
CREDITORS: Amounts falling due within one year	11	<u>(5,552)</u>		<u>(7,735)</u>	
NET CURRENT ASSETS			<u>53,629</u>		<u>50,288</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>533,562</u>		<u>511,519</u>
NET ASSETS			<u>533,562</u>		<u>511,519</u>
FUNDS OF THE CHARITY					
Restricted income funds	12		253,696		247,865
Unrestricted income funds	13		279,866		263,654
TOTAL CHARITY FUNDS			<u>533,562</u>		<u>511,519</u>

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved and signed by the member of the committee and authorised for issue on 16 December 2016



Rev'd Tim Edge
Chairperson

The notes on pages 8 to 12 form part of these accounts.

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	Four years
Software	-	Three years

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Donations				
Donations	2,029	2,029	1,213	1,213
Intangible income - Chaplain for the Deaf	29,965	29,965	28,237	28,237
Grants receivable				
Grants receivable	10,700	10,700	8,500	8,500
	<u>42,694</u>	<u>42,694</u>	<u>37,950</u>	<u>37,950</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Bank interest receivable	47	206	253
Investment income	8,121	10,437	18,558
	<u>8,168</u>	<u>10,643</u>	<u>18,811</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Bank interest receivable	-	-	-
Investment income	11,470	6,665	18,135
	<u>11,470</u>	<u>6,665</u>	<u>18,135</u>

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Support for Deaf Church	49,017	6,677	55,694
Support costs	2,771	–	2,771
	<u>51,788</u>	<u>6,677</u>	<u>58,465</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Support for Deaf Church	41,441	4,962	46,403
Support costs	11,763	2,971	14,734
	<u>53,204</u>	<u>7,933</u>	<u>61,137</u>

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Grant funding activities £	Total Funds 2016 £	Total Funds 2015 £
Support for Deaf Church	55,093	600	55,693	58,435
Governance costs	–	–	2,771	2,702
	<u>55,093</u>	<u>600</u>	<u>58,464</u>	<u>61,137</u>

6. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2016 £	2015 £
Staff pension contributions	6,572	2,546
Depreciation	302	–

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016 £	2015 £
Wages and salaries	12,190	19,394
Social security costs	1,072	476
Other pension costs	2,025	2,546
	<u>15,287</u>	<u>22,416</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2016 No.	2015 No.
Number of other staff	2	2

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

7. STAFF COSTS AND EMOLUMENTS *(continued)*

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

8. TANGIBLE FIXED ASSETS

	Software £	Equipment £	Total £
COST			
At 1 April 2015 and 31 March 2016	<u>3,197</u>	<u>685</u>	<u>3,882</u>
DEPRECIATION			
At 1 April 2015 and 31 March 2016	<u>3,197</u>	<u>685</u>	<u>3,882</u>
NET BOOK VALUE			
At 31 March 2016	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2015	<u>-</u>	<u>-</u>	<u>-</u>

9. INVESTMENTS

Movement in market value

	2016 £	2015 £
Market value at 1 April 2015	460,929	444,767
Disposals at opening book value	-	(11,653)
Net gains on revaluations in the year ended 31 March 2016	<u>19,004</u>	<u>27,815</u>
Market value at 31 March 2016	<u>479,933</u>	<u>460,929</u>
Historical cost at 31 March 2016	<u>269,698</u>	<u>269,698</u>

Analysis of investments at 31 March 2016 between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Other investments				
Other UK Investments	<u>271,265</u>	<u>208,668</u>	<u>479,933</u>	<u>460,929</u>

10. DEBTORS

	2016 £	2015 £
Prepayments and accrued income	<u>401</u>	<u>6,878</u>

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

11. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Other creditors - desc in a/cs	—	6,665
Accruals and deferred income	5,552	1,070
	<u>5,552</u>	<u>7,735</u>

12. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Gains and losses £	Balance at 31 Mar 2016 £
Bucks Legacy Fund	241,466	10,609	(6,678)	1,866	247,263
Oxford Chapel Fund	1,280	7	—	—	1,287
Oxfordshire Video Appeal Fund	1,018	13	—	—	1,031
Inner Wheel Visual Aids	1,392	—	—	—	1,392
Aylesbury Chapel Fund	2,708	15	—	—	2,723
	<u>247,864</u>	<u>10,644</u>	<u>(6,678)</u>	<u>1,866</u>	<u>253,696</u>

Restricted funds may only be used for the purpose for which they were given.

Buckinghamshire Legacy Fund - This fund originated with a £20,000 legacy from the late EJ Horwood in 1981/82 and is to be used for the benefit of deaf people in Buckinghamshire and for the Council's work in Buckinghamshire.

Oxford Chapel Fund - This fund arose from a number of donations received for the purchase of furnishings and other support for the Oxford Deaf Church.

Oxfordshire Video Appeal Fund - This fund arose from donations received for the purchase of video equipment in Oxfordshire.

Inner Wheel Visual Aids Fund - This fund represents funds given for the purchase of visual aids equipment in Buckinghamshire.

Aylesbury Chapel Fund - The Fund arose from a number of donations for the purchase of furnishings and other support for the Aylesbury Deaf Church.

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Gains and losses £	Balance at 31 Mar 2016 £
General Funds	<u>263,654</u>	<u>50,862</u>	<u>(51,787)</u>	<u>17,137</u>	<u>279,866</u>

OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Investments £	Net current assets/ (liabilities) £	Total £
Restricted Income Funds:			
Bucks Legacy Fund	208,668	38,595	247,263
Oxford Chapel Fund	-	1,287	1,287
Oxfordshire Video Appeal Fund	-	1,031	1,031
Inner Wheel Visual Aids	-	1,392	1,392
Aylesbury Chapel Fund	-	2,723	2,723
	<u>208,668</u>	<u>45,028</u>	<u>253,696</u>
Unrestricted Income Funds	<u>271,265</u>	<u>8,601</u>	<u>279,866</u>
Total Funds	<u>479,933</u>	<u>53,629</u>	<u>533,562</u>