

**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 2019**

## OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

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### REFERENCE AND ADMINISTRATIVE INFORMATION

<b>Principal address:</b>	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
<b>Frequency of meetings:</b>	The Council usually meets three times a year.
<b>Bankers:</b>	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
<b>Solicitors:</b>	Winckworth Sherwood, 2 Chawley Park, Cumnor Hill, Oxford, OX2 9GG
<b>Independent Examiner:</b>	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 2018/19

The Trustees present their annual report together with the financial statements for the year ended 31 March 2019.

### 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 Steven Croft,  
Bishop of Oxford (President)  
The Revd Tim Edge (Chairperson)  
Mrs Teresa Carter

Ex Officio

Appointed by the Bishop of Oxford.  
Representative of Oxford Diocesan Board of Finance (ODBF), stepped down from ODBF to be co-opted 5<sup>th</sup> February 2019.

The Revd Heather Carter  
Mr Christopher Emery  
The Revd Joan Hicks  
Mrs Anna Knaggs  
Mrs Diana Donohoe  
Mr Ken Dyson

Nominated by the Archdeacon of Oxford.  
Nominated by the Archdeacon of Buckingham.  
Co-opted.  
Co-opted (Resigned 5<sup>th</sup> February 2019)  
Co-opted from 25<sup>th</sup> September 2018.  
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,
- two appointed representative of Oxford Diocesan Board of Finance or equivalent, 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 2018/19 (continued) STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

### Appointment of trustees

Trustees are appointed in a number of different ways as follows.

*Ex officio:* The following post holders are ex officio trustees by virtue of their position:  
The Bishop of Oxford, an Archdeacon or Area Bishop appointed by the Bishop of Oxford, the Chairperson, the Treasurer (if honorary) and the Secretary (if honorary).

*Elected:* Two trustees are elected as representatives of the Oxford Diocesan Synod.

*Nominated:* One trustee is nominated by each of the four archdeaconries within the Diocese of Oxford.

*Appointed:* The Chair is appointed by the Bishop of Oxford.  
Two trustees are appointed to represent the Oxford Diocesan Board of Finance or equivalent, but only if the Charity remains an 'assisted organisation'.

*Co-opted:* Up to three trustees may be co-opted.

There is currently no Honorary Treasurer or Honorary Secretary.

### Trustees' remuneration and expenses

No trustees receive any remuneration from the Charity. The Chairperson is reimbursed for expenses incurred on behalf of the Charity and all trustees are entitled to claim for the cost of attending meetings.

### Related parties

#### *Aylesbury and District Fund for the Deaf*

The trustees of the Charity are also trustees of Aylesbury and District Fund for the Deaf, which is a separate charity that is administered by the Charity.

#### *Oxford Diocesan Board of Finance*

The Charity is an assisted organisation of the Oxford Diocesan Board of Finance from which it normally receives an annual grant. The Chaplain for the Deaf is employed by Oxford Diocesan Board of Finance.

### Risk management

The trustees have reviewed the Charity's activities and plans to identify significant risks to which the Charity is exposed. Systems have been established to manage those risks.

## OBJECTIVES AND ACTIVITIES

### Aims and objectives

The Charity's purpose is to promote the spiritual, social and general wellbeing of people who are deaf and hard of hearing in the Diocese of Oxford and to support the work of the Chaplains for the Deaf in ministry among the Deaf Church and congregations in the Diocese of Oxford.

## **OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING**

### **TRUSTEES' ANNUAL REPORT 2018/19 (continued)** **OBJECTIVES AND ACTIVITIES (continued)**

#### **Achievements and performance**

During the year the Charity has continued with its strong mission focus. It has continued to develop its strategy in response to the Diocesan challenge to review the Charity's vision and priorities.

The chaplains and lay ministers have maintained a regular pattern of worship in the Deaf Church and the use of modern technology continues to be used and developed to enhance deaf church worship at the major festivals.

A new half-time Lead Chaplain (the post being shared 50:50 as the Diocesan Disability Adviser) was appointed on 18<sup>th</sup> March 2019, but as she is paid directly by the Diocese of Oxford, neither her pay nor related expenses are shown on these accounts.

#### **Investment performance**

Funds invested in M&G Charifund Investment Funds generated a yield, based on average value over the year, of 4.4% (2017/18: 4.3%). Funds held in the CBF Investment Fund generated a yield, based on average value over the year, of 3.8% (2017/18: 4.0%). The M&G Charifund Investment Funds increased in value by 0.8% during the year (2017/18: increased by 2.1%); the CBF Investment Funds increased in value by 8.6% during the year (2017/18: increased by 2.3%).

### **FINANCIAL REVIEW**

#### **Summary of result for the year**

Incoming resources were lower than in 2017/18; resources expended were 17.0% lower than in 2013/14. The overall result was an excess of resources expended over incoming resources (a deficit) of £5,052 in the year before adjustment for investment valuation gains. There was an overall operating deficit on restricted funds but, due to a gain on the revaluation of investments - restricted funds increased by £16,627 during the year. There was also a deficit of £3,784 on unrestricted funds but, after a gain in the value of investments, general funds increased by £6,484.

#### **Investment policy**

The trustees' investment objective is to obtain a steady income stream, sustainable in real terms over time, whilst maintaining the real capital value of the funds with some prospect for growth in the longer term.

#### **Reserves policy**

The level of reserves is considered appropriate as they are sufficient to allow the trustees to manage difficult financial setbacks and the income from the invested reserves provides a significant part of the Charity's total income stream.

#### **Donations**

The Charity receives donations from some parishes and from individual donors. Those donations make a useful contribution to the cost of transport, training, interpreting and other amenities that are made available to people who are deaf or hard of hearing and to the deaf clubs.

## **OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING**

### **TRUSTEES' ANNUAL REPORT 2018/19 (continued)**

#### **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. P. Edge', with a long horizontal flourish extending to the right.

The Revd Tim Edge  
Chairperson

24 September 2019

## 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

#### **Independent examiner's report to the trustees of Oxford Diocesan Council for the Deaf and Hard of Hearing**

I report to the charity trustees on my examination of the accounts of the Oxford Diocesan Council for the Deaf and Hard of Hearing (the Trust) for the year ended 31 March 2019.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA  
Mercer Lewin Ltd  
Chartered Accountants  
41 Cornmarket St  
OXFORD  
OX1 3HA

Date: 29 Oct 19 .....

# OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted fund	Restricted funds	Total	2019 funds	Total	2018 funds
	Notes	£	£		£		£
<b>INCOME AND ENDOWMENTS FROM</b>							
Donations and legacies		8,681	-		8,681		9,248
Investment income	2	<u>13,958</u>	<u>8,335</u>		<u>22,293</u>		<u>21,141</u>
<b>Total</b>		<b>22,639</b>	<b>8,335</b>		<b>30,974</b>		<b>30,389</b>
<b>EXPENDITURE ON</b>							
<b>Charitable activities</b>							
Support for the Deaf Church		<u>22,579</u>	<u>8,773</u>		<u>31,352</u>		<u>25,046</u>
<b>Total</b>		<b>22,579</b>	<b>8,773</b>		<b>31,352</b>		<b>25,046</b>
Net gains/(losses) on investments		<u>2,051</u>	<u>17,282</u>		<u>19,333</u>		<u>(5,596)</u>
<b>NET INCOME/(EXPENDITURE)</b>		<b>2,111</b>	<b>16,844</b>		<b>18,955</b>		<b>(253)</b>
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward		<u>270,160</u>	<u>273,852</u>		<u>544,012</u>		<u>544,265</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>272,271</u></b>	<b><u>290,696</u></b>		<b><u>562,967</u></b>		<b><u>544,012</u></b>



# OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

## BALANCE SHEET AT 31 MARCH 2019

	Not es	Unrestricted fund £	Restricted funds £	Total 2019 funds £	Total 2018 funds £
<b>FIXED ASSETS</b>					
Investments	7	258,526	243,796	502,322	482,988
<b>CURRENT ASSETS</b>					
Debtors	8	555	(3)	552	639
Cash at bank		<u>18,309</u>	<u>49,154</u>	<u>67,463</u>	<u>64,818</u>
		18,864	49,151	68,015	65,457
<b>CREDITORS</b>					
Amounts falling due within one year	9	(5,119)	(2,251)	(7,370)	(4,433)
<b>NET CURRENT ASSETS</b>		<u>13,745</u>	<u>46,900</u>	<u>60,645</u>	<u>61,024</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>272,271</u>	<u>290,696</u>	<u>562,967</u>	<u>544,012</u>
<b>NET ASSETS</b>		<u>272,271</u>	<u>290,696</u>	<u>562,967</u>	<u>544,012</u>
<b>FUNDS</b>	10				
Unrestricted funds				272,271	270,160
Restricted funds				<u>290,696</u>	<u>273,852</u>
<b>TOTAL FUNDS</b>				<u>562,967</u>	<u>544,012</u>

The financial statements were approved by the Board of Trustees on 24 September 2019 and were signed on its behalf by:



Rev'd T Edge  
Trustee

# OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

### 1. ACCOUNTING POLICIES

#### BASIS OF PREPARING THE FINANCIAL STATEMENTS

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 with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

#### 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.

#### TAXATION

The charity is exempt from tax on its charitable activities.

#### 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.

### 2. INVESTMENT INCOME

	2019 £	2018 £
Other fixed asset investment income	22,012	20,979
Deposit account interest	<u>281</u>	<u>162</u>
	<u>22,293</u>	<u>21,141</u>

# OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019

### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019.

#### TRUSTEES' EXPENSES

	2019	2018
	£	£
Trustees' expenses	<u>743</u>	<u>1,124</u>

### 4. STAFF COSTS

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

	2019	2018
Chaplains	1	1
Support staff	<u>1</u>	<u>1</u>
	<u>2</u>	<u>2</u>

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

### 5. TANGIBLE FIXED ASSETS

	Computer equipment £
<b>COST</b>	
At 1 April 2018 and 31 March 2019	<u>4,733</u>
<b>DEPRECIATION</b>	
At 1 April 2018 and 31 March 2019	<u>4,733</u>
<b>NET BOOK VALUE</b>	
At 31 March 2019	<u>-</u>

### 6. FIXED ASSET INVESTMENTS

	Unlisted investments £
<b>MARKET VALUE</b>	
At 1 April 2018	482,988
Revaluations	<u>19,334</u>
At 31 March 2019	<u>502,322</u>
<b>NET BOOK VALUE</b>	
At 31 March 2019	<u>502,322</u>

There were no investment assets outside the UK.

# OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019

### 7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other debtors	<u>552</u>	<u>639</u>

### 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other creditors	<u>7,370</u>	<u>4,433</u>

### 9. MOVEMENT IN FUNDS

	At 1/4/18	Net movement in funds	At 31/3/19
	£	£	£
<b>Unrestricted funds</b>			
General fund	270,185	2,111	272,296
<b>Restricted funds</b>			
Bucks Legacy Fund	267,356	16,804	284,160
Oxford Chapel Fund	1,296	8	1,304
Oxfordshire Video Appeal Fund	1,041	15	1,056
Inner Wheel Visual Aids	1,392	-	1,392
Aylesbury Chapel Fund	<u>2,742</u>	<u>17</u>	<u>2,759</u>
	273,827	16,844	290,671
<b>TOTAL FUNDS</b>	<u>544,012</u>	<u>18,955</u>	<u>562,967</u>

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

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	22,639	(22,579)	2,051	2,111
<b>Restricted funds</b>				
Bucks Legacy Fund	8,295	(8,773)	17,282	16,804
Oxford Chapel Fund	8	-	-	8
Oxfordshire Video Appeal Fund	15	-	-	15
Aylesbury Chapel Fund	<u>17</u>	<u>-</u>	<u>-</u>	<u>17</u>
	8,335	(8,773)	17,282	16,844
<b>TOTAL FUNDS</b>	<u>30,974</u>	<u>(31,352)</u>	<u>19,333</u>	<u>18,955</u>

## **OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING**

### **OXFORD DIOCESAN COUNCIL FOR THE DEAF AND HARD OF HEARING**

#### **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019**

##### **9. MOVEMENT IN FUNDS - continued**

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.

##### **10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.

