



## **Diocesan Trustees (Oxford) Limited**

### **Directors' Report and Financial Statements**

For the year ended 31 December 2018

Company Registration No. 867729 (England and Wales)

Charity Registration No. 253575

Registered & Principal Office:

Church House Oxford

Langford Locks

Kidlington

Oxford      OX5 1GF

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**GLOSSARY**

CBF	Central Board of Finance of the Church of England
CCLA	CCLA Investment Managers Limited
COIF	Charities Official Investment Fund
CSUST	Church Schools Uniform Statutory Trust
DT(O)L	Diocesan Trustees (Oxford) Limited
LA	Local Authority
ODBE	Oxford Diocesan Board of Education
ODBF	Oxford Diocesan Board of Finance
ODBST	Oxford Diocesan Bucks Schools Trust
PCC	Parochial Church Council
SOFA	Statement of Financial Activities
SORP	Statement of Recommended Practice

**DEFINITIONS**

Diocesan Authority	Under the Parochial Church Council (Powers) Measure 1956 and the Incumbent and Churchwardens (Trusts) Measure 1964, this is a body appointed to act as trustee of diocesan trust property. When acting as Diocesan Authority, DT(O)L must give prior consent to the charity trustees' resolved transaction.
Managing Trustee	A managing trustee is a charity trustee responsible for controlling the management and administration of a charity.
Custodian Trustee	A custodian trustee is a body that holds the legal title to a charity's property or investments. A custodian trustee has no management role but must act on the instruction of the charity's trustees.
Sole Trustee	A sole trustee is one which undertakes alone the role of a charity trustee as well as that of custodian trustee

## **DIRECTORS' ANNUAL REPORT 2018**

The directors, who are also trustees for the purposes of charity law, present their annual report, together with the audited financial statements, for the year ended 31 December 2018.

### **OBJECTIVES AND ACTIVITIES**

The Charity exists to promote the work of the Church of England in the Diocese of Oxford for the advancement of the Christian religion and to that end to accept and administer property of any kind to be held in trust as appropriate.

The Charity aims to provide the following services in support of the Church of England in the Diocese of Oxford by fulfilling the roles of:

- Diocesan Authority and Custodian Trustee
- Sole Trustee of certain charitable trust funds

#### **Diocesan Authority and Custodian Trustee**

As Diocesan Authority, the Charity administers trusts set up after the date of incorporation and administers trusts on behalf of ODBF, in accordance with the Parochial Church Councils (Powers) Measure 1956 or the Incumbents and Churchwardens (Trusts) Measure 1964. As Custodian Trustee, the Charity holds the investments of permanent or expendable endowments. In acting as Diocesan Authority or Custodian Trustee, the Charity assists the managing trustees in the administration of trusts, including the implementation of investment instructions, production of the annual statement of funds, provision of advice in conjunction with the Diocesan Registrar and the safe keeping of legal documents and title deeds. A financial summary of each trust fund, prepared on a receipts and payments basis, is issued to the managing trustees by the Trusts Administrator at Church House Oxford. The Charity is also the Diocesan Authority or Custodian Trustee for parish and ecclesiastical/educational trusts within the Diocese whose assets are land and buildings.

As Diocesan Authority or Custodian Trustee, the Charity oversaw the investments of 669 trusts (2017: 686) with a total value of £53.3 million at the end of 2018 (2017: £54.5 million). A total of £0.3 million of additional capital was accepted during 2018 (2017: £0.2 million). Neither the capital nor the income relating to these trusts are included in the Charity's financial statements. It is the responsibility of managing trustees to include their financial and property assets and income in the annual accounts of their Parochial Church Council (PCC) or other charitable trusts.

#### **Sole Trustee**

The Charity is the Sole Trustee of all the trusts that are included in the financial statements. The principal trust is the Church Schools Uniform Statutory Trust (CSUST). This fund arises from the disposal proceeds or rent of closed schools and school houses in the Diocese and is administered by the Charity in consultation with ODBE under the terms of trust set out in notes 11 and 12 of the financial statements.

## **OBJECTIVES AND ACTIVITIES (cont'd)**

CSUST supports the work of ODBE, which exists to fulfil the statutory duties of the Diocese of Oxford for the education of children in the Diocese in accordance with the Diocesan Boards of Education Measure 1991 (as amended), by:

- making a contribution towards ODBE's running costs incurred in offering pastoral and professional support to Church of England school staff and their pupils; and
- making grants and loans to support Church of England schools in the Diocese to help governing bodies fund their portion of repairs and improvements to school buildings.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Diocesan Authority and Custodian Trustee**

The Charity has successfully performed its role as Diocesan Authority or Custodian Trustee during 2018 and has contributed to the public benefit delivered through the ecclesiastical parishes within the Diocese by assisting PCCs and other local church trustees, who act as the managing trustees, in the administration of trusts, including the implementation of investment instructions, production of the annual statement of funds, provision of advice in conjunction with the Diocesan Registrar and the safe keeping of legal documents and title deeds. Parishes generally contribute to the public benefit by:

- Providing places of worship, including services for worship which are open to all, weddings and funerals, and assisting with the upkeep of churchyards;
- Raising awareness of the Christian faith, including the provision of Christian teaching, the promotion of prayer and the provision of support for schools;
- Mission and outreach work, including hospital visiting, the encouragement of, and support for, pastoral work; and
- Providing Christian communication including sermons, talks and public meetings.

### **Sole Trustee and Managing Trustee**

The Charity has successfully performed its role as the sole trustee of CSUST during 2018. It has contributed to the public benefit delivered through the Church of England schools, with some 58,000 pupils across the Diocese, by contributing to the cost of providing educational services and support to schools in accordance with the Diocesan Boards of Education Measure 1991. Therefore, it has helped to promote:

- Education in the Diocese consistent with the faith and practice of the Church of England;
- Religious education and worship in schools; and
- The open admissions policy of the Diocese of Oxford.

## **FUTURE PLANS**

The directors intend to continue to perform the core roles of Diocesan Authority and Sole Trustee as explained above with no significant changes to the Charity's strategy or activities planned for the foreseeable future.

## FINANCIAL REVIEW

### Overall result

The net income before investment losses for the year was £120K (2017 net income before investment gains £218K) with an overall net decrease in funds for which the Charity acts as trustee of £94K (2017: net increase £816K), after taking account of £214K unrealised losses on investments (2017: £598K gains).

### Investment performance

The total value of funds, based on balance sheet totals, for which the Charity acts as managing trustee decreased to £8,921K at 31 December 2018 from £9,015K at 31 December 2017. Of these funds £8,695K (2017: £8,787K) were funds of CSUST consisting of Endowment Funds of £6,998K (2017: £7,088K) and Accumulated Income Funds of £1,697K (2017: £1,699K). (See note 14 to the financial statements).

During the year the CBF Investment Funds decreased in value, by 1.5% (2017: increased by 9.0%) and Charifund units decreased by 13.3% (2017: increased by 6.99%). These two investment holdings comprised 81.3% of the total investments as at 31 December 2018 (2017: 86.7%).

The capital values of investments decreased during 2018, a year in which the FTSE 100 index decreased by 12.5% (2017: increased by 7.6%). The directors continue to take advice on how best to balance capital risk against maintaining income in the medium to long term.

### Investment policy

The Charity has the power to make any investments, which the directors deem fit, and which further the Charity's aims.

The principles governing investment are generally driven by a need to be cautious to risk, balanced by a requirement to maximise long-term total returns. Risk is reduced by investment in shares and bond funds through investment vehicles such as investment companies, common investment funds and unit trusts. The investment policy aims to maintain a total return of both income and capital that meets both current needs and longer-term capital needs over a 5 to 10 year timescale.

Investments are in funds that, in the majority, have a policy of acting in a socially responsible manner and which have ethical policies that are, as far as possible, in line with the Charity's policies and objectives.

### Reserves policy

Due to the nature of the Charity's activities, its net assets represent either endowment or restricted funds. As the Charity acts principally as a trustee with no general funds of its own, and as ODBF bears the cost of administration as detailed in note 16 to the financial statements, no free reserves need to be maintained to sustain the Charity.

### Grant making policy

The Charity makes grant payments as Managing Trustee in accordance with the terms of each trust, as appropriate.

## **FINANCIAL REVIEW (cont'd.)**

### **Risk management**

The directors confirm that the major risks to which the Charity is exposed have been reviewed and systems have been established to manage those risks. The risk management strategy comprises an annual review of risks which the Charity may face, the establishment of systems and procedures to manage identified risks and the implementation of the procedures designed to minimise any potential impact on the Charity should those risks materialise.

The principal risks are that investment income may fall and that investments may lose their value and thereby render the various trusts unable to meet their charitable objectives. Whilst the risks inherent in investment markets remain, the directors mitigate the risk by the implementation of the investment policy described earlier in this report and the regular review of investment performance by the Trustees Investment Committee (TIC).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

Diocesan Trustees (Oxford) Limited (the Charity) is a Trust Corporation incorporated in England and Wales on 30 December 1965 as a charitable company limited by guarantee (Company Number 867729), which is governed by its Memorandum and Articles of Association and is a registered charity (Charity Number 253575). In the event of the charitable company being wound up, each member has guaranteed to contribute a maximum of £1. The Charity is not liable to Corporation Tax on its gains and income as the gains and income are applied for charitable purposes.

### **Board and Committee structure**

The directors, who are also the trustees for the purposes of charity legislation, usually meet four times a year. During 2018 four meetings were held. In addition, the Trustees' Investment Committee (TIC) is responsible for considering matters relating to the Church Schools Uniform Statutory Trust (CSUST) investments and for making recommendations to the directors. The committee comprises the chairman and up to five other directors, including one representative of ODBE. The committee meets as necessary. The committee met twice during the year.

### **Appointment of directors**

The directors comprise up to:

- 2 Ex Officio Members
- 11 Members nominated by Diocesan Synod (3 from each Archdeaconry to represent the Archdeaconries of Dorchester, Berkshire and Buckinghamshire, of whom at least 2 shall be lay, and 2 to represent the Archdeaconry of Oxford, of whom at least 1 shall be lay)
- 1 Member nominated by the Oxford Diocesan Board of Education (ODBE)

**STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd.)**

Up to 3 additional members may be co-opted. Two further persons may be co-opted from time to time by the directors. Directors normally serve for a three year term linked to Synodical elections.

Directors receive induction training when first appointed and ongoing training as appropriate.

**Directors' responsibilities**

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the net income and expenditure of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in 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 United Kingdom and Republic of Ireland (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to 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 company will continue in business.

The directors are responsible for keeping adequate records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Where the Charity acts as the Sole Trustee, the directors are responsible for keeping proper accounting records of monies that disclose fairly and reasonably the financial position of those funds. Where the Charity acts as Diocesan Authority or Custodian Trustee, the accounting records are under the control of the managing trustees of each relevant trust.

**Key management personnel**

The overall responsibility for the company rests with the directors who regard themselves as the key management personnel. No director received any remuneration from the company (2017: none).

**STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd.)****Related parties**

The directors consider the following to be related parties:

- Oxford Diocesan Board of Finance (ODBF), a company with charitable status. The Charity administers trusts on behalf of ODBF.
- Oxford Diocesan Board of Education (ODBE), a company with charitable status.

Transactions with related parties are disclosed in note 16 to the financial statements.

**Public benefit**

The directors have complied with section 4 of the 2011 Charities Act having due regard to guidance published by the Charity Commission. The manner in which the charitable company provides public benefit is articulated in the achievements section of this report.

**Funds held as the Diocesan Authority or as Custodian Trustee**

The directors recommend that the managing trustees of trust funds should review periodically the investments held for trusts taking professional investment advice, as appropriate. Cash and investments are held separately for each trust.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The following were the directors at the date of this report. All have served throughout the year except where indicated otherwise:

Director	Basis of appointment
Mr J C H Anelay (from 19/11/2018)	Archdeaconry of Oxford
Mr G S Anderson*	ODBE nominated
The Revd A T Bond (from 19/11/2018)	Archdeaconry of Berkshire
Mr B Crawford (from 13/05/2019)	Archdeaconry of Dorchester
The Right Revd Dr S J Croft	Ex Officio, The Bishop of Oxford
Mr S D Downer (from 19/11/2018)	Archdeaconry of Berkshire
His Honour R C Elly* (Chairman)	Archdeaconry of Berkshire
Mr D P Lillycrop (from 28/9/2018)	Archdeaconry of Buckingham
Mr M B Powell	Archdeaconry of Dorchester
The Revd J P St John Nicolle (from 28/9/2018)	Archdeaconry of Dorchester
The Revd J H Tattersall	Ex Officio - ODBF Chairman
Mr E L S Weiss	Archdeaconry of Buckingham

HH R C Elly became the Chairman from 13/11/2018 and thus is a member of TIC



**REFERENCE AND ADMINISTRATIVE DETAILS (Cont'd.)**

Directors whose term of office came to an end during the year or by the date of this report:

The Revd P H Boughton (deceased 31/1/2018)	Archdeaconry of Dorchester
The Revd Canon Dr S M Jones (5/7/2018)	Archdeaconry of Oxford
Mr M R Hardman* (28/9/2018)	Archdeaconry of Buckingham
Mr T W P Bridges* (Chairman) (13/11/2018)	Archdeaconry of Oxford
The Ven G C Elsmore (13/11/2018)	Ex Officio, The Archdeacon of Buckingham
The Ven J K French (13/11/2018)	Ex Officio, The Archdeacon of Dorchester
The Ven M C Gorick (13/11/2018)	Ex Officio, The Archdeacon of Oxford
The Ven O J Graham (13/11/2018)	Ex Officio, The Archdeacon of Berkshire

Secretary: Canon R A Pearce, who is responsible for the day-to-day management of the Charity.

\*Member of the Trustees' Investment Committee (TIC).

Registered Office	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Bankers	National Westminster Bank plc, 32 Cornmarket Street, Oxford OX1 3EZ
Auditors	Buzzacott LLP, 130 Wood Street, London, EC2V 6DL
Solicitors	Winckworth Sherwood LLP, 2 Chawley Park, Cumnor Hill, Oxford OX2 9GG
Investment advisers	CCLA Investment Management Limited Senator House, 85 Queen Victoria Street, London, EC4V 4ET
Insurers	Ecclesiastical Insurance Office plc, Beaufort House, Brunswick Road, Gloucester GL1 1JZ

**BASIS OF PREPARATION**

This report has been prepared in accordance with applicable United Kingdom Accounting Standards, the Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice effective from accounting periods commencing on or after 1 January 2015.

**STATEMENT OF DISCLOSURE TO AUDITOR**

As far as each director is aware, there is no relevant audit information of which the Charity's auditor is unaware.

Each director has taken all the steps he/she ought to have taken as a director in order to make himself/herself aware of any relevant information and to establish that the Charity's auditor is aware of that information.

By order of the directors:

His Honour R C Elly  
Chairman

13 May 2019

**INDEPENDENT AUDITOR'S REPORT to the Members of Diocesan Trustees (Oxford) Limited****Opinion**

We have audited the financial statements of Diocesan Trustees (Oxford) Limited (the 'charitable company') for the year ended 31 December 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements including the principal accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**INDEPENDENT AUDITOR'S REPORT (cont'd.)****Other information**

The directors are responsible for the other information. The other information comprises the information included in the Directors' Report and Financial Statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

**Responsibilities of directors**

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**INDEPENDENT AUDITOR'S REPORT (cont'd.)**

In preparing the financial statements, the directors are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Amanda Francis (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) for the Year Ended 31 December 2018**

	Note	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total 2018 £'000	Total 2017 £'000
<b>Income and Endowments from:</b>						
Donations	2	107	-	-	107	100
Investments	3	-	380	-	380	367
Other sources	4	-	123	157	280	214
<b>Total</b>		<u>107</u>	<u>503</u>	<u>157</u>	<u>767</u>	<u>681</u>
<b>Expenditure on Charitable Activities:</b>						
Grants	5a	-	(414)	(102)	(516)	(349)
Other	5b	(107)	(24)	-	(131)	(114)
<b>Total</b>		<u>(107)</u>	<u>(438)</u>	<u>(102)</u>	<u>(647)</u>	<u>(463)</u>
<b>Net income before investment (losses)/gains</b>			65	55	120	218
(Losses)/gains on investments	6	-	(66)	(148)	(214)	598
<b>Net income/(expenditure) and net movement in funds</b>		<u>-</u>	<u>(1)</u>	<u>(93)</u>	<u>(94)</u>	<u>816</u>
Reconciliation of funds:						
Total funds brought forward		-	1,792	7,223	9,015	8,199
<b>Total funds carried forward</b>		<u>-</u>	<u>1,791</u>	<u>7,130</u>	<u>8,921</u>	<u>9,015</u>

The Statement of Financial Activities (SOFA) include all gains and losses recognised in the year. All income and expenditure derives from continuing activities. The prior year comparative SOFA for 2017 is shown in Note 20 on page 28. The notes on pages 15-28 form part of these financial statements.

**BALANCE SHEET as at 31 December 2018**

**Company No. 867729 (England and Wales)**

	Note	2018 £'000	2017 £'000
<b>FIXED ASSETS</b>			
Investments	6	<u>8,142</u>	<u>7,887</u>
<b>CURRENT ASSETS</b>			
Debtors due after more than one year	7	150	149
Debtors due within one year	8	162	162
Cash at bank		<u>887</u>	<u>1,138</u>
Total Current Assets		1,199	1,449
<b>Creditors: Amounts falling due within one year</b>	9	<u>(369)</u>	<u>(236)</u>
<b>Net Current Assets</b>		<u>830</u>	<u>1,213</u>
<b>Total Assets Less Current Liabilities</b>		8,972	9,100
<b>Creditors: Amounts falling due after more than one year</b>	10	<u>(51)</u>	<u>(85)</u>
<b>NET ASSETS</b>		<u><u>8,921</u></u>	<u><u>9,015</u></u>
<b>FUNDS</b>			
Permanent Endowment Funds	11	78	80
Expendable Endowment Funds	12	<u>7,052</u>	<u>7,143</u>
		7,130	7,223
Restricted Funds	13	<u>1,791</u>	<u>1,792</u>
		<u><u>8,921</u></u>	<u><u>9,015</u></u>

The notes on pages 15 to 28 form part of these financial statements.

Included in the above are unrealised valuation gains amounting to £3,744K (2017: gains £3,959K). See notes 11 to 13 to the financial statements.

The financial statements were approved and authorised for issue by the directors on 13 May 2019 and signed on their behalf by

His Honour R C Elly  
Chairman

G S Anderson JP  
Director

**STATEMENT OF CASH FLOWS for the year ended 31 December 2018**

	2018		2017	
	£'000	£'000	£'000	£'000
<b>Net cash outflow from operating activities</b>		(162)		(273)
<b>Cash flows from investing activities</b>				
Dividends and interest received from investments	380		367	
Proceeds from the disposal of investments	-		1	
Purchase of investments	(469)		(35)	
<b>Net cash (used in)/ provided by investing activities</b>		(89)		333
<b>Change in cash and cash equivalents in the reporting period</b>		(251)		60
Cash and cash equivalents at 1 January		1,138		1,078
Cash and cash equivalents at 31 December		887		1,138
<b>Reconciliation of net movements in funds to net cash flow from operating activities</b>				
<b>Net movement in funds</b>		(94)		816
<b>Adjustments for:</b>				
Losses/(gains) on investments		214		(598)
Dividends and interest receivable from investments		(380)		(367)
(Increase)/decrease in debtors (ex loans)		(1)		73
Increase/(decrease) in creditors (ex loans)		99		(197)
<b>Net cash used in operating activities</b>		(162)		(273)
<b>Analysis of cash and cash equivalents</b>				
Cash at bank		887		1,138

## NOTES TO THE FINANCIAL STATEMENTS

### 1. Principal Accounting policies

Diocesan Trustees (Oxford) Ltd (DT(O)L) is a company limited by guarantee (No.867729 (England and Wales)) and a registered charity (No. 253575) governed by its Memorandum and Articles of Association, incorporated in England. Its registered office is Church House Oxford, Langford Locks, Kidlington, Oxon OX5 1GF.

#### **Basis of accounting**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

#### **Basis of preparation**

These financial statements have been prepared for the year to 31 December 2018 with comparative information provided for the year to 31 December 2017.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest thousand.

#### **Critical accounting estimates and areas of judgement**

Preparation of the financial statements requires the directors and management to make significant judgements and estimates. The items in the financial statements where these judgements and estimates have been made include:

- The valuation of the administrative and other services provided by ODBF as a gift in kind.
- The value of the costs to be reimbursed in respect of property maintenance at the Cowley St John closed school site.
- The amount of expenditure recoverable from the sale of closed school sites included within these financial statements as debtors.



**NOTES TO THE FINANCIAL STATEMENTS****1. Principal Accounting Policies (cont'd.)****Going concern**

The directors have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The directors have made this assessment with respect to a period of one year from the date of approval of these financial statements. The directors have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The directors are of the opinion that the Charity will have sufficient resources to meet its liabilities as they fall due. This is because the Charity has sufficient monetary assets, including short term cash balances, which could be readily realised to meet liabilities should there be an unexpected curtailment of income.

**Income**

Income is recognised in the period in which the Charity is entitled to receipt, the amount can be measured reliably and it is probable that the funds will be received.

Income comprises donations, income from listed and property investments and income relating to closed school sites.

Donations comprise gifts in kind which represent the actual cost of administering the Charity incurred by ODBF. Such gifts in kind are also shown as charitable expenditure.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Rent receivable is recognised on an accruals basis determined under the relevant licences to occupy and leases.

Income from the sale of closed school sites (see below) is recognised upon receipt of funds after the sale of the site is completed.

**Closed school premises**

The land and buildings of a number of closed church schools are vested in CSUST. The future of these sites is uncertain as to use and retention. Where such sites are eventually sold, the proceeds may need to be apportioned between CSUST and a Local Authority and/or other parties. As such assets have no meaningful value during this period of uncertainty, they are not valued for the purpose of these financial statements.

Rental income from closed school premises is recognised in these accounts when receivable (see above).

**Expenditure**

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT.

**NOTES TO THE FINANCIAL STATEMENTS****1. Principal Accounting Policies (cont'd.)**

Expenditure comprises expenditure on the Charity's primary charitable purposes as described in the directors' report including the payments of grants. The expenditure includes both costs that can be allocated directly to such activities and those indirect costs necessary to support them.

Grants payable are included in the statement of financial activities when approved and when committed. Commitment will usually arise when the intended recipient has either received the funds or been informed of the decision to make the donation.

**Investments**

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market mid-price.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

**Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Apart from fixed asset investments held at fair value, these are recognised initially at transaction value and subsequently measured as described below.

**Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

The amounts recoverable from the sale proceeds of closed schools (see note 8) represent professional fees and other costs incurred in respect of those school land and buildings and are recoverable from the disposal proceeds once sold.

It should be noted that there is no certainty about when these sums will be received, but it is deemed appropriate to include the full amounts as debtors in order to preserve the right to recovery should the opportunity arise. If and when any such items become clearly irrecoverable, they are written off as expenditure (see critical estimates and areas of judgement above).

**Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**NOTES TO THE FINANCIAL STATEMENTS****1. Principal Accounting Policies (cont'd.)****Creditors and provisions**

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the Charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

The unrestricted funds comprise those monies which may be used towards meeting the charitable objectives of the Charity and may be applied at the discretion of the directors.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

The endowment funds comprise assets which normally must be held as capital (permanent) but, where permitted, may be applied towards meeting certain charitable aims (expendable). The income therefrom is used either in accordance with the donors' wishes, if stipulated, or for general purposes.

**Custodian funds**

Funds held by the Charity on behalf of various trusts and over which the Charity has no power to make management decisions are classified as custodian funds and are not included in the financial statements. Instead, a description of the funds held is disclosed in the directors' report.

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**2. Income from Donations**

	2018	2017
	£'000	£'000
Gifts in kind in respect of the administrative services and governance donated by ODBF	<u>107</u>	<u>100</u>

In both the above years, income from donations related to unrestricted funds.

**3. Income from Investments**

	2018	2017
	£'000	£'000
Dividends receivable	285	276
Interest receivable	6	6
Rents receivable	<u>89</u>	<u>85</u>
	<u>380</u>	<u>367</u>

In both the above years, income from investments related to restricted funds.

**4. Income from Other Sources**

	2018	2017
	£'000	£'000
Surplus on disposal of Harpsden closed school site	249	97
Reimbursement of property maintenance costs re Cowley St John closed school site	<u>31</u>	<u>117</u>
	<u>280</u>	<u>214</u>

Of the surplus on disposal of Harpsden closed school site £92K relates to restricted funds (2017: £33K). £31K of the reimbursement of property maintenance costs re. Cowley St. John closed school site relates to restricted funds (2017: £117K). The balance of the income in both cases relates to endowment funds.

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**5. Expenditure on Charitable Activities**

**a) Grants**

	2018	2017
	£'000	£'000
Grants to ODBE	396	345
Grants to Oxford Diocesan Bucks Schools Trust	100	-
Grants of £5,000 or less	20	4
Total grants payable	<u>516</u>	<u>349</u>

**b) Other**

	2018	2017
	£'000	£'000
Administration provided by ODBF	91	88
Governance costs borne by ODBF	16	12
Total Unrestricted Funds	<u>107</u>	<u>100</u>
Property Maintenance	1	(5)
Administration of Funds and Grants	23	19
Total Restricted Funds	<u>24</u>	<u>14</u>
Total Other Charitable Expenditure	<u>131</u>	<u>114</u>

Governance costs are borne by ODBF and form part of the costs recognised in these financial statements and part of the related gift in kind (note 2). Governance costs represent staff costs in relation to governance (including directors' expenses), committee costs, audit fees and legal costs.

The audit fees were £6K (2017: £5K). Directors comprise the key management of the charity but received no remuneration in either year. Two directors received reimbursement of travel expenses totalling £0.3K during the year (2017: £0.3K).

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**6. Investments**

	Restricted Funds £000	Endowment Funds £000	2018 Total £000	2017 Total £000
Market value at 1 January	815	7,072	7,887	7,255
Additions at cost	469	-	469	35
Disposals at opening value	-	-	-	(1)
Net (losses)/gains in year	(66)	(148)	(214)	598
Market value at 31 December	1,218	6,924	8,142	7,887
Historical cost of investments	1,155	3,231	4,386	3,917

	Total £'000	Holding %
Analysis of investments at 31 December 2018:		
CBF – Investment Fund shares	5,786	71.1
CBF – Global Equity Fund Income shares	562	6.9
CBF – Property Fund shares	213	2.6
M&G Charifund units	834	10.2
COIF Ethical Accumulation shares	469	5.8
Charities Property Fund	278	3.4
	<u>8,142</u>	<u>100</u>

All of the invested funds are held within the UK.

**7. Debtors due after more than one year**

	2018 £'000	2017 £'000
Loans advance to ODBE (see below)	100	100
Amounts recoverable from proceeds of closed schools	20	20
Other loans	24	23
Interest receivable	6	6
	<u>150</u>	<u>149</u>

The loan to ODBE was advanced to assist with cash flow and is interest-free with no fixed repayment date.

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)****8. Debtors due within one year**

	2018	2017
	£'000	£'000
Interest receivable	24	24
Amounts recoverable from proceeds of closed schools	138	138
	<u>162</u>	<u>162</u>

**9. Creditors: amounts falling due within one year**

	2018	2017
	£'000	£'000
Remedial works due	190	190
Amounts due to Local Authorities	96	-
Rent received in advance	41	41
Other	42	5
	<u>369</u>	<u>236</u>

The creditor for remedial works due refers to the former Cowley St John School where the tenant is responsible for ensuring that certain remedial work is completed. Once the work has been completed, funds held by CSUST and received from Oxfordshire County Council will be reimbursed to the tenant.

**10. Creditors: amounts falling due after more than one year**

	2018	2017
	£'000	£'000
Amounts due to Local Authorities	51	85
	<u>51</u>	<u>85</u>

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**11. Permanent Endowment Funds**

	Balance at 1 January 2018 £000	Investment Losses £000	Balance at 31 December 2018 £000
Bishop of Oxford's Discretionary Fund	20	(1)	19
Caversfield – F. Sharpe Bequest	3	-	3
Streatley – Judd Bequest	3	-	3
Woolhampton – James Blyth Charity Trust	42	(1)	41
Woolhampton – Misses Blyth-Currie Trust	12	-	12
	<u>80</u>	<u>(2)</u>	<u>78</u>

Included in the balance at 31 December 2018 is £67K (2017: £69K) of unrealised investment gains.

- Bishop of Oxford's Discretionary Fund**  
This fund was raised by the Bishop of Oxford by a deed dated 4 December 1924. With the permission of the Charity Commissioners, the Charity became trustee of the fund in 1973. This trust has perpetual capital, which is invested in the Central Board of Finance Investment Fund. The income is to be applied by the Bishop of Oxford for the relief of poorer members of the clergy of the Diocese of Oxford in cases of emergency arising from illness or other misfortune.
- Caversfield - F.Sharpe Bequest**  
This fund arose from a bequest of £200 in 1976 from the estate of the late F. Sharpe. This trust has perpetual capital, which is invested in the Central Board of Finance Investment Fund. The income is to be used for the upkeep and maintenance of the bells of Caversfield Parish Church.
- Streatley – Judd Bequest**  
This fund arose from a bequest of £3,500 in 2007 from the estate of G.W. Judd. This trust has perpetual capital, which is invested in M & G Charifund units. The income is to be applied by Streatley PCC towards maintenance of the fabric of the building of St Mary's Church Streatley.
- Woolhampton – James Blyth Charity Trust**  
This fund started with a donation of £1,000 in 1973 from Ethel Laretta Blyth-Currie and Mabel Joyce Blyth-Currie. There was a further donation of £500 in 1976 and subsequently £2,400 of income was capitalised. This trust has perpetual capital, which is invested in the Central Board of Finance Investment Fund. The income is for the maintenance of the fabric of Woolhampton CE School. If the fabric of the said school ceases to be the responsibility of the trustees or governors thereof, the income shall be used for the advancement of religious education in the parish of Woolhampton.
- Woolhampton - Misses Blyth-Currie Trust**  
This fund started with a donation of £2,000 in 1983 from Ethel Laretta Blyth-Currie and Mabel Joyce Blyth-Currie. This trust has perpetual capital, which is invested in the Central Board of Finance Investment Fund. The income is paid to the Governors of Woolhampton Primary School. If the school closes, the money shall be used for the advancement of religious education in the parish of Woolhampton.



**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**12. Expendable Endowment Funds**

	Balance at 1 January 2018 £000	Income £000	Expenditure £000	Investment Losses £000	Balance at 31 December 2018 £000
CSUST	7,088	157	(102)	(145)	6,998
Bartlett Memorial Fund	55	-	-	(1)	54
	<u>7,143</u>	<u>157</u>	<u>(102)</u>	<u>(146)</u>	<u>7,052</u>

Included in the balance at 31 December 2018 is £3,614K (2017: £3,760K) of unrealised investment gains.

- Church Schools Uniform Statutory Trust (CSUST)

This fund's capital arises from the sale proceeds of closed schools and school houses within the Diocese. In addition to these funds, the land and buildings of five closed church schools or school houses are vested in CSUST. The future of these sites is uncertain as to use and retention. Even where these are to be eventually sold, the proceeds are usually apportioned between CSUST and the relevant Local Authority and/or other parties. Therefore it is inappropriate to place any particular value on these sites for balance sheet purposes.

The funds shown do not include sale proceeds of schools and school houses where these are held by solicitors pending an order and/or determination.

Both the capital and income may be used for defraying costs incurred in connection with sales of closed schools and for the purchase of a site, building, improving or maintaining Church of England schools and school houses in the Diocese. The income may also be used for advice, guidance and resources regarding the management and education provided, carrying out inspections in connection with such a school and the employment of staff in connection with the administration of the Trusts.

This fund is administered by the company in consultation with ODBE. A summary of all CSUST funds is provided in note 14 below.

- The Bartlett Memorial Fund

This fund was raised in 1929 as a memorial to the late Revd W.J.G. Bartlett, formerly Diocesan Missioner. Both the capital and income may be used for the provision of a Diocesan Retreat House. Income may also be used to help parishes in any special evangelistic effort or to assist individuals with the cost of going on retreat.

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**13. Restricted Funds**

	Balance at 1 January 2018 £000	Income £000	Expenditure £000	Investment Losses £000	Balance at 31 December 2018 £000
CSUST	1,699	496	(433)	(65)	1,697
Bartlett Memorial Fund	57	4	(5)	(1)	55
Bishop of Oxford's Discretionary Fund	9	1	-	-	10
Caversfield – F. Sharpe Bequest	4	-	-	-	4
Woolhampton – James Blyth Charity Trust	17	2	-	-	19
Woolhampton - Misses Blyth -Currie Trust	4	-	-	-	4
Tackley CE School	2	-	-	-	2
	<u>1,792</u>	<u>503</u>	<u>(438)</u>	<u>(66)</u>	<u>1,791</u>

Included in the balance for income funds at 31 December 2018 is £63K (2017: £129K) of unrealised investment gains. The majority of these funds represents unexpended income arising from the endowment funds described in Notes 11 and 12 above.

- Tackley C.E. School

This fund comprises rent received from Tackley pre-school and interest thereon. The income is to be used for the benefit of the school.

**14. CSUST Funds Summary**

	Balance at 1 January 2018 £000	Income £000	Expenditure £000	Investment Losses £000	Balance at 31 December 2018 £000
Endowment (Note 12)	7,088	157	(102)	(145)	6,998
Restricted (Note 13)	<u>1,699</u>	<u>496</u>	<u>(433)</u>	<u>(65)</u>	<u>1,697</u>
Total	<u>8,787</u>	<u>653</u>	<u>(535)</u>	<u>(210)</u>	<u>8,695</u>

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**15. Analysis of Net Assets Between Funds**

	Investments	Cash	Debtors	Creditors	Total 2018	Total 2017
	£000	£000	£000	£000	£000	£000
<b>Permanent Endowment Funds:</b>						
Bishop of Oxford's Discretionary Fund	19	-	-	-	19	20
Caversfield – F. Sharpe Bequest	3	-	-	-	3	3
Streatley – Judd Bequest	3	-	-	-	3	3
Woolhampton – James Blyth Trust	41	-	-	-	41	42
Woolhampton – Misses Blyth-Currie Trust	12	-	-	-	12	12
	<u>78</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>78</u>	<u>80</u>
<b>Expendable Endowment Funds:</b>						
CSUST	6,791	119	138	(50)	6,998	7,088
Bartlett Memorial Fund	54	-	-	-	54	55
	<u>6,845</u>	<u>119</u>	<u>138</u>	<u>(50)</u>	<u>7,052</u>	<u>7,143</u>
<b>Total Endowment Funds</b>	<u>6,923</u>	<u>119</u>	<u>138</u>	<u>(50)</u>	<u>7,130</u>	<u>7,223</u>
<b>Restricted Income Funds:</b>						
CSUST	1,154	739	174	(370)	1,697	1,699
Bartlett Memorial Fund	39	16	-	-	55	57
Bishop of Oxford's Discretionary Fund	7	3	-	-	10	9
Caversfield – F. Sharpe Bequest	-	4	-	-	4	4
Woolhampton – James Blyth Trust	15	4	-	-	19	17
Woolhampton – Misses Blyth-Currie Trust	4	-	-	-	4	4
Tackley CE School	-	2	-	-	2	2
	<u>1,219</u>	<u>768</u>	<u>174</u>	<u>(370)</u>	<u>1,791</u>	<u>1,792</u>
<b>Total Funds</b>	<u>8,142</u>	<u>887</u>	<u>312</u>	<u>(420)</u>	<u>8,921</u>	<u>9,015</u>

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)****16. Related party transactions**

Administration is carried out by ODBF free of charge. The receipt of this service is classified by the SORP as a gift in kind valued at £107K (2017: £100K) (see Note 2). The cost is included in charitable activities (Note 5b). Included in these administrative costs are staff costs of £60K (2017: £58K). There are some investment management costs that are incurred by ODBF but they are not material and have not been separately analysed in the Statement of Financial Activities.

At the year-end there was a balance of £4K due to ODBF (2017: £6K).

Grants totalling £396K were made to ODBE in the year (2017: £345K) and £100K to ODBST (2017: £nil) to support the work of these charities. (see Note 5a). A balance of £33K grant (2017: £nil) was due at the year end.

The relationship between the Charity, ODBF and ODBE is as set out within the directors' report.

The amount receivable from ODBE is a loan as set out in Note 7. The loan is interest-free and provides funds to ODBE to finance its cash flow for premises work.

**17. Custodian funds**

In addition to the Trusts detailed above, the Charity acts as Diocesan Authority or Custodian Trustee on behalf of trusts. These trusts each have their individual objects and are related to the Charity in that they are all connected with the Church of England. These trusts are administered separately from those for which the Charity acts as Managing Trustee and are not included in these financial statements.

**18. Staff**

The Charity has no employees and therefore has no employment, national insurance or pension obligations.

**19. Members liability**

The Charity is constituted as a company limited by guarantee. In the event that the company is wound up, company members are required to contribute an amount not exceeding £1.

**NOTES TO THE FINANCIAL STATEMENTS (cont'd.)**

**20. Prior Year Comparatives**

**Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 31 December 2017**

	Note	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	Total 2017 £000
<b>Income and Endowments from:</b>					
Donations	2	100	-	-	100
Investments	3	-	367	-	367
Other Sources	4	-	150	64	214
<b>Total</b>		<b>100</b>	<b>517</b>	<b>64</b>	<b>681</b>
<b>Expenditure on Charitable Activities:</b>					
Grants	5a	-	(262)	(87)	(349)
Other	5b	(100)	(14)	-	(114)
<b>Total</b>		<b>(100)</b>	<b>(276)</b>	<b>(87)</b>	<b>(463)</b>
<b>Net Income/(Expenditure) before Investment Gains</b>		<b>-</b>	<b>241</b>	<b>(23)</b>	<b>218</b>
Gains on investments	6	-	41	557	598
<b>Net Income and Net Movement in Funds</b>		<b>-</b>	<b>282</b>	<b>534</b>	<b>816</b>
Reconciliation of Funds:					
Total Funds brought forward		-	1,510	6,689	8,199
<b>Total Funds carried forward</b>		<b>-</b>	<b>1,792</b>	<b>7,223</b>	<b>9,015</b>

The Statement of Financial Activities (SOFA) include all gains and losses recognised in the year. All income and expenditure derives from continuing activities. The notes on pages 15-28 support the above figures.

At 31 December 2017, the above funds were represented by the following net assets :-

	Investments £'000	Cash £'000	Debtors £'000	Liabilities £'000	Total £'000
Permanent endowment funds	80	-	-	-	80
Expendable endowment funds	6,991	64	138	(50)	7,143
Restricted income funds	816	1,074	173	(271)	1,792
<b>Total</b>	<b>7,887</b>	<b>1,138</b>	<b>311</b>	<b>(321)</b>	<b>9,015</b>