

St Michael's and All Saints' Charities
Relief Branch
(The Church Houses Relief in Need Charity)

Accounts
for the year ended
31st December 2014

Wenn Townsend
Chartered Accountants
Oxford

**St Michael's and All Saints' Charities
Relief Branch
(The Church Houses Relief in Need Charity)**

Charity Number	261304
Ex-officio Trustees	
Vicar of St Michael at the North Gate	Very Rev R Wilkes
The Wardens of St Michael at the North Gate	P Dailey R Earl
The Rector of Lincoln College	Prof H Woudhuysen
The Principal of Jesus College	Lord Krebs
Nominative Trustees	P Beavis (Resigned 1st July 2014) R Loseby (Reappointed 6th September 2014) M Lear (Reappointed 14th March 2014) S Shibli S Stubbings The Venerable Martin Gorick P Warner (appointed 3rd June 2015)
Clerk to the Trustees	R F Sheppard
Assistant to the Clerk	Joanna Steele (From 1st January 2014)
Address	St Michael's Church Centre Cornmarket Oxford
Auditors	Wenn Townsend 30 St Giles' Oxford
Solicitors	Darbys Solicitors LLP Midland House West Way Botley Oxford OX2 0PH
Bankers	Barclays Bank plc PO Box 858 Wytham Court 11 West Way Botley Oxford
Investment Managers	WH Ireland Limited 24 Martin Lane London
Chartered Surveyors	Cluttons Seacourt Tower West Way Oxford

**St Michael's and All Saints' Charities
Relief Branch
(The Church Houses Relief in Need Charity)**

**Trustees' Report
for the year ended 31st December 2014**

Reference and Administrative Information

Please refer to page 1.

Structure, Governance and Management

The Church Houses Relief in Need Charity is regulated by the Scheme sealed 7th May 1980. The body of Trustees consists of five ex-officio trustees and six trustees nominated by the Parochial Church Council of St Michael at the North Gate with St Martin and All Saints, Oxford. The Scheme provides that appointed trustees may be, but need not be, a member of the appointing body. A salaried clerk and an assistant clerk are employed. The trustees are referred to as the Feoffees.

On appointment a new Feoffee meets the Chairman of the Feoffees, the Incumbent of the Parish of St. Michael at the Northgate and the Clerk to the Feoffees and is sent the following documents:

Feoffees' Handbook
Scheme sealed 18th February 1991
Scheme sealed 7th May 1980
Minutes of the previous four meetings
The last audited accounts of the charities
A statement of the experience and expertise of other Feoffees

A new Feoffee is required to complete the following:

A Register of skills
A Register of Feoffees' interests
A Declaration

(These Registers and Declaration are also completed by each Feoffee annually.)

The Clerk shows new Feoffees the properties owned by the Feoffees in central Oxford and they are briefed on the accounts.

The Trustees of The Church Houses Relief in Need Charity are also Trustees of The St Michael's and All Saints' Charity and all meetings are joint meetings.

Full meetings of the Feoffees are held quarterly and additional meetings are called as and when required. Major decisions are taken at these meetings thus ensuring that the Feoffees exercise full and effective control of the decision making process. Four such meetings were held in 2014.

The Trustees have examined the principal areas of the Charity's operation and considered the major risks in these areas. The Trustees consider the Charity's systems to be such that these risks are mitigated to an acceptable level.

The present trustees are shown on page 1.

During the course of the year Mr Peter Mirfield deputised for Lord Krebs.

Objectives and Activities

Income of the Charity is applied to relieve, either generally or individually, persons resident in the city of Oxford who are in conditions of need, hardship or distress. Grants may be made to institutions or organisations which provide services or facilities for such people.

**St Michael's and All Saints' Charities
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**Trustees' Report (continued)
for the year ended 31st December 2014**

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

As the aim of the Charity is to relieve persons resident in the city of Oxford who are in conditions of need, hardship or distress, the Charity considers grant proposals at each trustee meeting which propose to meet this objective, without any pre-selection, to enable the full and diverse experience of the Feoffees to be available to decide on which grants can be made. The Feoffees look for a clearly stated purpose and outcome and evidence of good management for achieving the aims. The Feoffees do not make grants where the purpose should be fulfilled from public expenditure (from either local or central government). This allows the Feoffees to serve the public benefit by helping smaller local charities that cannot afford large fundraising activity and may have few options for raising the sums needed to achieve their purposes. National charities are also considered if they are able to ring-fence the grant to help those in the city of Oxford. There are no other restrictions made and so any group that satisfies the aims of the charity can apply. The full list of groups helped in this way during 2014 is given in Note 5 to the accounts and include Clic Sargent for Children with Cancer, Family Links, Cutteslowe Community Association, Leys CDI and Restore.

Achievements and Performance

The income of the Charity derives from rent of a leasehold property in the centre of Oxford and an investment portfolio managed by WH Ireland Limited. In 2014 there were no grants from The St Michael's and All Saints' Charity.

In the course of the year 16 grants to charitable organisations totalling £81,962 (2013: £44,700) were approved.

Financial Review

The income of the Charity is used in furtherance of the Charity's stated objectives. At 31st December 2014, the Charity's free reserves were £48,761. Free reserves are those unrestricted funds not invested in tangible fixed assets or investments used by the charity or shared with restricted funds, designated for specific purposes or otherwise committed. The Charity maintains reserves in order to fulfil the aims described in its Public Benefit Statement above, taking into account the support that it would expect to receive from the Church Branch in the event of a significant loss of income.

Total outgoing resources for the year exceeded incoming resources by £17,111 (2013: incoming resources exceeded outgoing resources by £22,914).

The Permanent Endowment fund which is shown in the Accounts at market value increased in value by £62,828 in the year (2013: increase of £278,243).

The investment portfolio, comprising holdings in internationally diversified equities and fixed interest UK Government Securities is professionally managed.

In view of its prime location, its long term prospects, and its competitive yield in terms of rental income the Feoffees have resolved to retain their 50% interest in their property in the High Street Oxford. Their remaining investments are managed by an Investment Manager whose primary aim is to achieve long term capital appreciation in excess of inflation combined with security of investments, and the best possible income commensurate with the overriding aim of capital appreciation.

The investments (excluding property) held by the Charity increased in value by £64,529 (2013: £102,772).

Plans for the future

In 2014 the Feoffees expended £81,962 (2013: £44,700) on Relief Branch grants. The Feoffees will continue to take a pro-active approach to seeking out potential recipients. They will also continue to ensure, as far as possible, that grants made are used for the stated purpose and recipients are requested to confirm this in writing when acknowledging receipt of the grant payment. Many of the recipients provide progress reports. The Clerk and Assistant Clerk will continue to make visits to as many recipients as possible and report back to the Feoffees.

With the assistance of its professional advisers the Feoffees are intent on obtaining the maximum returns on its properties and investments and will continue to meet with its advisers on an annual basis. The Feoffees are mindful of the increasing financial pressures to which many of the charities they support are subject and they aim to increase their capacity to award grants.

**St Michael's and All Saints' Charities
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**Trustees' Report (continued)
for the year ended 31st December 2014**

Trustees' responsibilities statement

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

The law applicable to charities in England & Wales/Northern Ireland 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 judgements 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 operation.

The trustees are responsible for keeping 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 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Clerk to the Trustees

**St Michael's and All Saints' Charities
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**Independent Auditors' Report to the Trustees of St Michael's and All Saints' Charities
Relief Branch**

We have audited the financial statements of St Michael's and All Saints' Charities Relief Branch for the year ended 31st December 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 4, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

give a true and fair view of the state of the charity's affairs as at 31st December 2014, and of its incoming resources and application of resources, for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;

have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or

sufficient accounting records have not been kept; or

the financial statements are not in agreement with the accounting records and returns; or

we have not received all the information and explanations we require for our audit.

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Mrs Deborah Pluck BA FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditors
30 St Giles
Oxford OX1 3LE

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**St Michael's and All Saints' Charities
Relief Branch
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**Statement of Financial Activities
for the year ended 31st December 2014**

	Unrestricted Fund	Permanent Endowment Fund	Total 2014	Total 2013
Incoming resources				
Rents	62,751	-	62,751	55,000
Investment income	9,790	-	9,790	14,566
Total incoming resources	<u>£ 72,541</u>	<u>£ -</u>	<u>£ 72,541</u>	<u>£ 69,566</u>
Resources expended				
Investment management expenses	-	(6,343)	(6,343)	(3,532)
Property management expenses	(1,347)	-	(1,347)	(2,820)
Charitable grants (note 5)	(81,962)	-	(81,962)	(40,300)
Total resources expended	<u>£ (83,309)</u>	<u>£ (6,343)</u>	<u>£ (89,652)</u>	<u>£ (46,652)</u>
Net (outgoing)/ incoming resources	(10,768)	(6,343)	(17,111)	22,914
Other recognised gains and losses				
Unrealised gain on revaluation of properties	-	-	-	177,000
Realised gains on sale of investments	-	20,487	20,487	21,673
Unrealised gains on investments	691	48,684	49,375	84,631
Net movement of resources in year	(10,077)	62,828	52,751	306,218
Funds at 1st January 2014	58,838	1,664,293	1,723,131	1,416,913
Funds at 31st December 2014	<u>£ 48,761</u>	<u>£1,727,121</u>	<u>£1,775,882</u>	<u>£1,723,131</u>

**St Michael's and All Saints' Charities
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**Balance Sheet
31st December 2014**

	Note			2013
Fixed assets				
Leasehold properties	2	962,500		962,500
Investments	3	780,703		716,174
		1,743,203		1,678,674
Current assets				
Cash at bank		33,418	33,021	
Charities deposit fund		965	965	
Held by investment manager		218	218	
Other debtors		-	3,814	
Amounts due from Church Branch		-	6,439	
		34,601	44,457	
Current liabilities				
Amounts due to Church Branch		(1,922)	-	
Net current assets		32,679		44,457
Net assets		£1,775,882		£1,723,131
Financed by:				
Unrestricted funds	4	48,761		58,838
Permanent endowment funds	4	1,727,121		1,664,293
Total funds		£1,775,882		£1,723,131

S Stubbings)

) Trustees

Very Rev R Wilkes)

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**St Michael's and All Saints' Charities
Relief Branch
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**Notes to the Accounts
for the year ended 31st December 2014**

1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the accounts of St Michael's and All Saints' Charities.

Accounting basis

The accounts have been prepared in accordance with:

The Statement of Recommended Practice (Accounting by Charities) and the Financial Reporting Standard for Smaller Entities (effective April 2008),
The Charities Act 2011,
The historical cost convention as modified by the revaluation of fixed assets.

Fixed assets

The leasehold property is held as an investment and is included at valuation. The property is not depreciated in accordance with Statement of Standard Accounting Practice No. 19.

Investments

Investments are included in the accounts at market value. Realised gains/(losses) are those arising between the sale of an investment and its value at the beginning of the year. Unrealised gains/(losses) are those arising where the investment is still held but the value has changed.

Fund accounting

i) Unrestricted funds

Unrestricted funds are available for the general purposes of the Trust.

ii) Restricted funds

Restricted funds are funds which have been raised for, and their use restricted to, a specific purpose, or donations subject to donor-imposed conditions. No such funds are identified.

iii) Permanent endowment funds

A permanent endowment fund must be held permanently. The income from it is unrestricted.

Investment income

Investment income is accounted for on an accruals basis.

Grants payable

Grants are accounted for when approved by the trustees.

Rental income

Rental income is recognised by the period the rent covers.

2 Leasehold properties at valuation

	2014	2013
136 High Street	£ 1,925,000	£1,925,000
Divisible between:		
Relief Branch	962,500	962,500
Church Branch	962,500	962,500
	£ 1,925,000	£1,925,000

136 High Street was revalued by an independent surveyor on 31st March 2014.

**St Michael's and All Saints' Charities
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**Notes to the Accounts (Continued)
for the year ended 31st December 2014**

3 Investments

	Unrestricted Investments	Permanent Endowment Funds	Total
Market value at 1st January 2014	14,381	701,793	716,174
Proceeds from sales	-	(485,800)	(485,800)
Acquisitions at cost	-	390,124	390,124
Increase in cash pending investment	-	90,343	90,343
Net gains/(losses) on revaluation:			
- Realised	-	20,487	20,487
- Unrealised	691	48,684	49,375
Market value at 31st December 2014	<u>£ 15,072</u>	<u>£ 765,631</u>	<u>£ 780,703</u>
Historical cost at 31st December 2014	<u>£ 2,023</u>	<u>£ 604,512</u>	<u>£ 606,535</u>
Investments held	Unrestricted	Endowment	Total
1,237 COIF Income Shares	15,072	-	15,072
Aberdeen Latin American Income FD	-	8,438	8,438
5,900 Aberdeen New Thai Investment Trust	-	25,960	25,960
884 Advance Developing Markets FD Ltd	-	3,284	3,284
Antofagasta Ord GBP0.05	-	18,813	18,813
4,000 Aviva Ord GBP0.25	-	15,746	15,746
550 BHP Billiton plc USD0.50	-	10,067	10,067
2,100 Blackrock Latin American Investment Trust	-	12,416	12,416
700 Carnival plc Ord USD1.66	-	89,030	89,030
541 Easyjet Ord GBP0.25	-	74,209	74,209
18,000 Fidelity Japanese Values 0.0001	-	153	153
2,750 HSBC Hldgs Ord USD0.50	-	10,651	10,651
24,150 International Consolidated Airline	-	136,837	136,837
10,000 JP Morgan Brazil Investment Trust GBP0.01	-	11,975	11,975
1,700 JP Morgan Indian Inv Trust GBP0.25	-	92,089	92,089
15,000 New India Inv Ord GBP0.25	-	25,610	25,610
850 Rio Tinto Ord GBP0.10	-	12,750	12,750
5,500 Rolls Royce Group Ord GBP0.20	-	47,850	47,850
1,406 Standard Chartered Ord USD0.50	-	13,540	13,540
3,000 TR European Growth Trust GBP0.125	-	5,145	5,145
9,200 Witan Pac Inv Tst Ord GBP0.25	-	21,436	21,436
Cash to re-invest		129,632	129,632
	<u>£ 15,072</u>	<u>£ 765,631</u>	<u>£ 780,703</u>

**St Michael's and All Saints' Charities
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**Notes to the Accounts (Continued)
for the year ended 31st December 2014**

4 Net asset analysis

	Unrestricted Funds	Permanent Endowment Funds
Leasehold properties	-	962,500
Investments	15,072	765,631
Current assets	32,679	-
Amounts due between funds	1,010	(1,010)
	<u>£ 48,761</u>	<u>£1,727,121</u>

5 Charitable grants

	2014	2013
Abbeyfield Oxenford Society	3,000	-
Arts at the Old Fire Station	3,000	-
BLNSS Agnes Smith Advice Centre	1,950	-
Church of the Holy Family	-	3,000
CLIC Sargent Cancer Care for Children	2,500	500
Create (Arts) Ltd	-	3,000
Crisis Skylight Oxford	-	3,000
Cuttleslowe Community Association	5,000	5,000
Donnington Doorstep Family Centre	-	10,000
Family Links	5,000	-
Florence Park Community Association	1,200	-
Jellicoe Community (Contextual Theology Centre)	-	500
Leys CDI Clockhouse	9,000	5,000
OICCU Mission	3,000	-
ORARCC	7,000	-
Oxford CAB	14,500	-
Oxford Play Association	-	1,500
Oxford Sea Cadets	-	2,200
Oxford Youth Works	5,500	-
Parasol	2,000	-
Reading Quest	4,812	-
Reducing the Risk of Domestic Violence	2,500	-
Restore	12,000	-
Soundabout	-	1,500
Spinal Injuries Association	-	1,000
Wolvercote Young People's Club	-	5,000
Yellow Submarine	-	3,500
Less: reversal of old grant not paid	-	(4,400)
	<u>£ 81,962</u>	<u>£ 40,300</u>

**St Michael's and All Saints' Charities
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**Notes to the Accounts (Continued)
for the year ended 31st December 2014**

6 Trustees' remuneration

No remuneration nor expense reimbursement was paid to any Trustee during the year (2013: £ Nil).

7 Connected charity

St Michael's and All Saints' Charities Church Branch (The St Michael's and All Saints' Charity) is a connected charity by virtue of mutual trustees. An amount of £1,922 was owed to the Church Branch (2013: £6,439 owed by the Church branch) in respect of rents collected for 136 High Street not yet transferred net of payments made on behalf of the other charity.

8 Related parties

During the year ended 31st December 2014, transactions with related parties were as follows:

Very Rev R Wilkes declared an interest in the Oxford Sea Cadet Force, which received an approved grant of £nil (2013: £2,200)

**St Michael's and All Saints' Charities
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**Appendix
for the year ended 31st December 2014**

	2014	2013
(i) Rents receivable		
136 High Street, Oxford (one half)	£ 62,751	£ 55,000
	<u> </u>	<u> </u>
 (ii) Property management expenses		
136 High Street, Oxford (one half) – man fees	1,347	1,100
136 High Street, Oxford (one half) - other	-	1,720
	<u> </u>	<u> </u>
	1,347	2,820
	<u> </u>	<u> </u>
 (iii) Investment income		
COIF income shares	580	665
Deposit fund interest	-	6
Fund dividends received	7,407	13,895
	<u> </u>	<u> </u>
	£ 7,986	£ 14,566
	<u> </u>	<u> </u>