



## DIOCESAN TRUSTEES (OXFORD) LIMITED

Report and Financial Statements  
for the Year to 31 December 2011

Company Registration Number 867729  
Charity Registration Number 253575

REGISTERED & PRINCIPAL OFFICE

DIOCESAN CHURCH HOUSE  
NORTH HINKSEY LANE  
OXFORD OX2 0NB

THURSDAY



A22      26/07/2012      #190  
COMPANIES HOUSE

## INDEX

Bankers, auditors and advisers	1
Directors' report 2011	2 – 8
Independent auditors' report	9-10
Statement of Financial Activities for the year ended 31 December 2010	11
Balance sheet as at 31 December 2011	12
Notes to the financial statements	13 - 23

## GLOSSARY

CBF	Central Board of Finance of the Church of England
CCLA	CCLA Investment Managers Ltd
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
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.

## BANKERS, AUDITORS AND ADVISERS

### Bankers

National Westminster Bank plc  
Elms Court  
Botley  
Oxford  
OX2 9NA

CCLA Investment Management Ltd  
The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

### Solicitors and Diocesan Registrar

Winckworth Sherwood LLP  
16 Beaumont Street  
Oxford  
OX1 2LZ

### Auditors

Critchleys LLP  
Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

### Investment Adviser

Peter Saunders  
Heron Cottage  
The Street  
North Stoke  
Wallingford  
Oxon  
OX10 6BL

### Insurers

Ecclesiastical Insurance Office plc  
Beaufort House  
Brunswick Road  
Gloucester  
GL1 1JZ

## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### DIRECTORS' REPORT 2011

The directors present their report together with the audited financial statements for the year to 31 December 2011. The financial statements have been prepared in accordance with the Charity Commission's Statement of Recommended Practice (The Charities SORP 2005) and the Companies Acts.

#### Directors

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 T W P Bridges* (Chairman from 10 10 2011)	Archdeaconry of Oxford
Mr G S Anderson*	ODBE nominated
Mrs J A Babb	Archdeaconry of Buckingham
The Revd G S Cole	Archdeaconry of Berkshire
The Ven K M Gorham	Ex Officio, The Archdeacon of Buckingham
Mr M R Hardman*	Archdeaconry of Buckingham
Mr S B Newey	Ex Officio – ODBF Chairman
The Rt Revd J L Pritchard	Ex Officio, Bishop of Oxford
The Ven H S Ringrose (from 22 9 2011)	Ex Officio, Interim Archdeacon of Oxford
The Ven N A Russell*	Ex Officio, The Archdeacon of Berkshire
Mr E L S Weiss	Archdeaconry of Buckingham
Mr D J V Wright*	Archdeaconry of Oxford

#### Directors who resigned during the year

Dr O R Jewiss* (Chairman - resigned 30 9 2011)	Archdeaconry of Berkshire
The Revd Dr A C Rustell (resigned 1 8 2011)	Archdeaconry of Oxford
The Ven J R H Hubbard (resigned 21 9 2011)	Ex Officio, The Archdeacon of Oxford

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

The directors are also trustees of the charity

\*Member of Church Schools Uniform Statutory Trust Sub Committee (CSUST)

Owen Jewiss served faithfully as a trustee member of DT(O)L for nearly 20 years until a month before his death in October 2011. For the last 13 years of that period he additionally held the responsibility as Chairman. In this capacity Owen led wisely, taking into account the responsibility of trusteeship whilst seeking to support Gospel work through parish trustees and church schools in the Diocese. Owen devoted many hours to trustee work, particularly when considering matters out of meeting, in addition to serving the Church at parish, deanery and Diocesan level in a number of ways.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

### Directors' Report and Financial Statements for the year ended 31 December 2011

---

## Structure governance and management

### Constitution

Diocesan Trustees (Oxford) Limited (the Charity) is a Trust Corporation incorporated 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 as a registered charity (No 253575) is subject to the provisions of the Charities Acts. The value of the guarantee is one pound per member. Due to the nature of its activities, the Charity is not liable to Corporation Tax on the profits and income in these financial statements.

### Governing body

#### *Appointment of directors*

The Governing body comprises

- 5 Ex Officio Members
- 9 Members nominated by Diocesan Synod (3 per Archdeaconry, of whom at least 2 shall be laymen or laywomen)
- 1 Member nominated by the Oxford Diocesan Board of Education (ODBE)  
Up to 3 additional members may be co-opted by the Governing Body

Two further persons may be co-opted from time to time by the directors.

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

#### *Meetings of the governing body*

The Governing Body usually meets four times a year. During 2011 four meetings were held.

#### *CSUST sub-committee*

A sub-committee is responsible for considering matters relating to the Church Schools Uniform Statutory Trust (CSUST) and for making recommendations to the governing body. The sub-committee comprises the chairman and up to five other members of the governing body, including one representative of ODBE. The sub-committee meets as necessary.

### Directors' interests

The Charity is a company limited by guarantee. The directors, as trustees, may derive no benefit, income or capital interest in the Charity's financial affairs other than reimbursement of necessary out-of-pocket expenses incurred in the performance of their duties.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### Structure governance and management (continued)

#### Directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 or outgoing resources of the company for that period.

In preparing these financial statements, the directors are required to

- select suitable accounting policies and apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- 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 him 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 trust.

#### Related parties

The Oxford Diocesan Board of Finance (ODBF) is a related charity. The Charity administers trusts on behalf of ODBF. Oxford Diocesan Board of Education (ODBE) is also a related charity. Transactions with related parties are disclosed in note 17 to the financial statements.

#### Risk management

As part of the overall review of risk carried out by ODBF, the directors confirm that the major risks to which the Charity is exposed, as identified by the directors, have been reviewed and systems have been established to manage those risks. The risk management strategy that has been set up comprises a process of annual review of risks which the Charity may face, the establishment of systems and procedures to manage identified risks and the implementation of 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.

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 holds no funds of its own.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

### Directors' Report and Financial Statements for the year ended 31 December 2011

---

#### Objectives and Activities

The directors have complied with section 4 of the 2011 Charities Act having due regard to guidance published by the Charity Commission. The directors are aware of the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance for charities whose aims include advancing religion and have regard to that guidance in their administration of the charity. This is more fully explained in the achievements section of this report.

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 investment 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 Trustees by the Trusts Administrator at Diocesan Church House. 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 762 financial trusts (2010 797) with a total value of £38,283,457 at the end of 2011 (2010 £40,695,287). A total of £0.5 million of additional capital was accepted during 2011 (2010 £0.4 million). These investments are not included in the Charity's financial statements except for the 9 trusts for which DT(O)L is the sole trustee. It is the responsibility of managing trustees to include their financial and property assets 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 sale 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 note 12 of the financial statements. 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.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### Achievements, performance and future plans

#### Diocesan Authority and Custodian Trustee

The Charity has successfully performed its role as Diocesan Authority or Custodian Trustee during 2011 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 2011 and has contributed to the public benefit delivered through the Church of England schools, with some 53,000 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 and has therefore 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

#### Investment performance

The total value of funds, based on balance sheet totals, for which the Charity acts as managing trustee decreased from £7,820,541 at 31 December 2010 to £7,507,119 at 31 December 2011 (See note 16 to the financial statements). Of these funds £7,027,927 (2010 £7,333,232) were funds of CSUST consisting of Capital Funds of £4,304,435 (2010 £4,551,124) and Income Funds of £2,723,492 (2010 £2,782,108) (See note 15 to the financial statements).

During the year the CBF Investment Funds decreased in value, after taking account of additions in the year, by 5.8% (2010 rose by 7.2%) and Charifund units decreased by 5.3% (2010 rose by 7.3%). These form 78.3% of the total shareholdings.



## DIOCESAN TRUSTEES (OXFORD) LIMITED

### Directors' Report and Financial Statements for the year ended 31 December 2011

---

#### Achievements, performance and future plans (continued)

##### Investment performance (continued)

The capital values of all investments, except M & G Corporate Bond units and the Charities Property Fund, decreased during 2011, when the FTSE 100 index decreased by 3.7% compared with an increase of 9% in 2010. The directors continue to take advice on how best to minimise losses and maintain income in the medium term.

##### Equity Loan

Under the terms of the loan agreement the amount due to CSUST is the original loan value plus a proportion of any gains. Property prices have fallen slightly and therefore the loan of £195,000 has not been revalued.

##### Financial review

##### Overall result

The net outgoing resources for the year were £71,678 (2010 net incoming resources £159,130) with an overall net decrease in funds, after taking account of recognised gains on investments, of £313,422 (2010 increase of £473,740).

##### 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 risk averse, balanced by a requirement to maximise long-term total returns. Risk is minimised by investment in shares and bond funds through investment vehicles such as investment companies 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.

The Charity takes strategic investment advice from an investment adviser.

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, all reserves are either endowment or restricted funds. As the Charity acts principally as a trustee with no funds of its own and as ODBF bears the cost of administration, as detailed in note 17 to the financial statements, no general 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.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

### Directors' Report and Financial Statements for the year ended 31 December 2011

---

#### 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.

#### Charitable and political donations

The Charity itself has made no charitable donations or political contributions during the year.

#### Basis of Preparation

This report has been prepared in accordance with the small company regime (section 419(2) of the Companies Act 2006).

#### Statement of disclosure to auditors

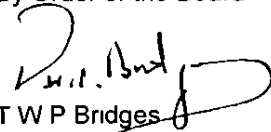
As far as the directors are aware, there is no relevant audit information of which the Charity's auditors are unaware.

The directors have taken all the steps they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that the Charity's auditors are aware of that information.

#### Auditors

A resolution will be proposed at the Annual General Meeting to reappoint Critchleys LLP as auditors to the Charity and to authorise the trustees of the Oxford Diocesan Board of Finance to fix their remuneration.

By Order of the Board

  
T W P Bridges  
Chairman

16 April 2012

## **DIOCESAN TRUSTEES (OXFORD) LIMITED**

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DIOCESAN TRUSTEES (OXFORD) LIMITED**

We have audited the financial statements of Diocesan Trustees (Oxford) Limited for the year ended 31 December 2011 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 its members 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 pages 3-4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 charitable company'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.

#### **Opinion on financial statements**

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 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

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

We have nothing to report in respect of the following matters where 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 trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit
- the directors were not entitled to prepare the financial statements and the Directors' Report in accordance with the small companies regime



Robert Kirtland  
Senior Statutory Auditor  
For and on behalf of Critchleys LLP

Date 10/7/2012

Critchleys LLP  
Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

# DIOCESAN TRUSTEES (OXFORD) LIMITED

## Directors' Report and Financial Statements for the year ended 31 December 2011

### Statement of Financial Activities for the year ended 31 December 2011

		Unrest- ricted Funds	Restricted Funds	Endow- ment Funds	Total 2011	Total 2010
	Note	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	83,845	-	-	83,845	91,001
Investment income	3	-	367,431	-	367,431	360,317
		<u>83,845</u>	<u>367,431</u>	<u>-</u>	<u>451,276</u>	<u>451,318</u>
Other incoming resources	4	-	-	-	-	215,763
Total incoming resources		<u>83,845</u>	<u>367,431</u>	<u>-</u>	<u>451,276</u>	<u>667,081</u>
Resources expended						
Charitable activities	5	(69,804)	(439,109)	-	(508,913)	(492,605)
Governance	6	(14,041)	-	-	(14,041)	(15,346)
Total resources expended		<u>(83,845)</u>	<u>(439,109)</u>	<u>-</u>	<u>(522,954)</u>	<u>(507,951)</u>
Net Incoming resources/ (resources expended) before other recognised gains and losses		-	(71,678)	-	(71,678)	159,130
Unrealised (losses)/gains on investments	7	-	(229,692)	(12,052)	(241,744)	314,610
Net movement in funds		<u>-</u>	<u>(301,370)</u>	<u>(12,052)</u>	<u>(313,422)</u>	<u>473,740</u>
Reconciliation of funds						
Total funds brought forward		-	7,611,230	209,311	7,820,541	7,346,801
Total funds carried forward		<u>-</u>	<u>7,309,860</u>	<u>197,259</u>	<u>7,507,119</u>	<u>7,820,541</u>

The Charity's income and expenditure all relates to continuing operations

The Statement of Financial Activities and the Income and Expenditure Account are combined

The notes on pages 13-23 form part of these financial statements

# DIOCESAN TRUSTEES (OXFORD) LIMITED

## Directors' Report and Financial Statements for the year ended 31 December 2011

### Balance Sheet as at 31 December 2011

Company number 867729

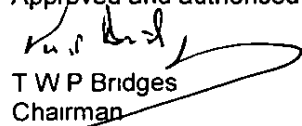
		2011	2010
	Note	£	£
<b>Fixed assets</b>			
Investments	7	<u>4,946,250</u>	<u>5,187,994</u>
<b>Current assets</b>			
Debtors due after more than one year	8	384,225	762,504
Debtors due within one year	9	416,379	292,152
Cash on deposit		<u>1,820,760</u>	<u>1,770,454</u>
		<u>2,621,364</u>	<u>2,825,110</u>
Creditors amounts falling due within one year	10	(25,495)	(157,563)
<b>Net current assets</b>		<u>2,595,869</u>	<u>2,667,547</u>
<b>Total assets less current liabilities</b>		<u>7,542,119</u>	<u>7,855,541</u>
Creditors amounts falling due after more than one year	11	<u>(35,000)</u>	<u>(35,000)</u>
		<u>7,507,119</u>	<u>7,820,541</u>
<b>Funds</b>			
<b>Capital funds</b>			
Endowment funds	14	197,259	209,311
Restricted funds	15	<u>4,520,198</u>	<u>4,766,887</u>
		<u>4,717,457</u>	<u>4,976,198</u>
<b>Income funds</b>			
Restricted funds	15	<u>2,789,662</u>	<u>2,844,343</u>
		<u>7,507,119</u>	<u>7,820,541</u>

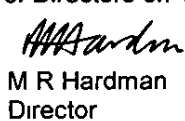
The notes on pages 13-23 form part of these financial statements

Included in the above are unrealised valuation gains amounting to £1,539,600 (2010 gains £1,781,344) See notes 14 to 16 to the financial statements

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved and authorised for issue by the Board of Directors on 16 April 2012 and signed on behalf of the Board by

  
T W P Bridges  
Chairman

  
M R Hardman  
Director

## DIOCESAN TRUSTEES (OXFORD) LIMITED

### Directors' Report and Financial Statements for the year ended 31 December 2011

---

#### NOTES TO THE FINANCIAL STATEMENTS

##### 1 Accounting policies

###### Basis of accounting

The financial statements are prepared in accordance with applicable accounting standards, the Statement of Recommended Practice 'Accounting by Charities 2005', the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). They are prepared under the historical cost convention except that investments are included at market values using published mid-price figures.

###### Funds accounting

Details of the nature and purpose of each fund are set out in note 12. The Charity holds funds of the following types:

- Permanent Endowment Funds - Restricted funds that must be held permanently and the capital maintained
- Restricted Funds - Funds that are subject to specific conditions imposed by the donor or the terms of the trust, which are legally binding on the Board

###### Resources expended

All expenditure on administration, properties and professional fees are accounted for on an accruals basis with liabilities recognised when there is a legal or constructive obligation to do so.

###### Income recognition

Income is accounted for on an accruals basis with the exception of dividends, which are taken to the income account when received.

Voluntary income is intangible income which represents the actual cost of administering the Charity incurred by ODBF.

###### Charitable activities

Charitable expenditure consists mostly of grants made on the instructions of trustees but also includes the cost of administering the funds and grants.

###### Grants payable

All grants payable are charged in the year when trustees have agreed to make the grant.

###### Governance costs

Governance costs consist of a proportion of ODBF staff salary costs, committee costs, legal fees and audit fees.

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### Accounting policies (continued)

#### Fixed asset investments

Investments are included at closing mid-market price at the balance sheet date. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

#### Debtors

The amounts recoverable from the sale proceeds of closed schools (see note 9) represent professional fees and other costs incurred in respect of those school land and buildings and are recoverable upon sale. The land and buildings that will be sold are not valued in the balance sheet.

It should be noted that there is no certainty that 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.

### 2 Voluntary income

	2011	2010
	£	£
Administrative services donated by ODBF	83,845	91,001

### 3 Investment income

	2011	2010
	£	£
Dividends	227,317	221,584
Interest receivable	23,056	11,612
Rents receivable	117,058	127,121
	<u>367,431</u>	<u>360,317</u>

### 4 Other incoming resources

	2011	2010
	£	£
Sale proceeds of St John the Evangelist Church & Church Hall, High Wycombe	-	215,763
	<u>-</u>	<u>215,763</u>



# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 5 Charitable activities

	2011 £	2010 £
ODBF to support the work of the Education department	-	365,000
ODBE	<u>374,849</u>	<u>-</u>
	<u>374,849</u>	<u>365,000</u>
Small grants from specific bequests		
- Witney, St Mary's DCC	-	6,011
- Jennets Park School	5,162	-
- Berks Clergy Charity	1,672	1,573
- Buckingham Clergy Charity	1,582	1,560
- Oxford Archdeaconry Clergy Widows', Widowers' and Orphans' Fund	1,221	1,212
- Grants of £1,000 or less	<u>2,430</u>	<u>2,693</u>
	<u>12,067</u>	<u>13,049</u>
School governing bodies to fund buildings repairs and improvements		
- Waddesdon	-	1,023
- Marsworth	-	7,077
- Windsor, the Royal	-	10,928
	<u>-</u>	<u>19,028</u>
Total grants payable	386,916	397,077
Administration of funds and grants	<u>121,997</u>	<u>95,528</u>
	<u>508,913</u>	<u>492,605</u>

### 6 Investment management and governance costs

There are some investment management costs that are incurred by ODBF but they are not material and have not been shown separately in the SOFA

Governance costs are borne by ODBF and form a part of the costs recognised in the financial statements. Governance costs represent staff costs in relation to governance, committee costs, audit fees and legal costs. The total salary costs of administering the Charity were £49,471 (2010 £47,179) including £2,400 (2010 £2,192) for national insurance contributions and £15,102 (2010 £14,587) for pension contributions.

The audit fee of £6,180 (2010 £6,000) is paid by ODBF. Directors receive no remuneration but received reimbursement of expenses of £394 during the year (2010 £349).

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 7 Investments

	2011				2010	
	Restricted Funds £	Endowment Funds £	Total £	% of holding	Total £	% of holding
Market value at 1 January 2011	4,978,683	209,311	5,187,994		4,628,384	
Additions	-	-	-		245,000	
Net (losses)/gains in market value in year	(229,692)	(12,052)	(241,744)		314,610	
Market value at 31 December 2011	4,748,991	197,259	4,946,250		5,187,994	
Analysis of investments at 31 December 2011						
CBF – Investment Fund shares	3,207,126	99,314	3,306,440	66.9	3,509,194	67.6
CBF – Global Equity Fund Income shares	221,241	-	221,241	4.5	243,441	4.7
COIF – Income shares	-	95,694	95,694	1.9	101,531	2.0
M&G Charifund units	562,157	2,251	564,408	11.4	595,815	11.5
M&G Corporate Bonds	356,627	-	356,627	7.2	338,736	6.5
Charities Property Fund	206,840	-	206,840	4.2	204,277	3.9
Equity Loan	195,000	-	195,000	3.9	195,000	3.8
	4,748,991	197,259	4,946,250	100.0	5,187,994	100.0
Historical cost of investments	3,358,738	47,912	3,406,650		3,406,650	

All of the invested funds are held within the UK and are held to provide an investment return. The unrealised gains and losses are included in the Statement of Financial Activities.

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 8 Debtors due after more than one year

	2011	2010
	£	£
Loans receivable from ODBE	150,000	700,000
Recoverable from proceeds of closed schools	189,964	29,416
Loans receivable – Other	28,226	24,190
Interest receivable	16,035	8,898
	<u>384,225</u>	<u>762,504</u>

### 9 Debtors due within one year

	2011	2010
	£	£
Loans receivable from ODBE	250,000	-
Interest receivable	17,514	37,215
Recoverable from proceeds of closed schools	137,942	247,714
Other	10,923	7,223
	<u>416,379</u>	<u>292,152</u>

### 10 Creditors due within one year

	2011	2010
	£	£
Grants to support the work of the DBE	-	70,000
Rent received in advance	7,083	13,964
Due to Local Authorities	308	308
Other	18,104	73,291
	<u>25,495</u>	<u>157,563</u>

### 11 Creditors due after more than one year

	2011	2010
	£	£
Due to Local Authorities	<u>35,000</u>	<u>35,000</u>

## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 12 Managed funds

##### 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 seven closed church school buildings are vested in CSUST. The future of these sites is uncertain. Even where these are to be eventually sold, the proceeds are usually to be apportioned between CSUST and the LA and/or other parties. It is therefore inappropriate to place any particular value on these sites for Balance Sheet purposes and they are not included in the financial statements.

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 Trust Corporation in consultation with the ODBE.

##### 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.

##### Burford St John - The Rev R F S Tucker Bequest

This fund arose from a bequest of £25,632 in 1980 from the estate of Revd Tucker, formerly vicar of Burford and Fulbrook. Both the income and capital are to be used for general purposes in the parish of St John the Baptist, Burford.

##### 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.

## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 12 Managed funds (continued)

##### High Wycombe - St John the Evangelist Church and Church Hall

DT(O)L hold the capital and income on behalf of the PCC of High Wycombe SS Birinus & John. This trust has expendable capital, which is to be used for the celebration of Divine worship, a school or Sunday school, teacher's residence, meeting room etc. The funds are held in a CBF Deposit account.

##### Mary Dale Rowley Annuities Trust

This fund arose from a bequest from the estate of Mary Dale Rowley, which was transferred to the Charity by a Charity Commission Scheme in 1970. This trust has perpetual capital, which is invested in Charities Official Investment Fund Income shares. The income is distributed to the clergy widows' funds in the three Archdeaconries in the Diocese of Oxford.

##### 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 Charfund units. The income is to be applied by Streatley PCC towards maintenance of the fabric of the building of St Mary's Church Streatley.

##### Witney - Hilda Mary Hewitt Trust

This arose from a bequest of £5,000 in 1991 from the estate of Mrs E M Pickett in memory of Hilda Mary Hewitt. This fund has perpetual capital, which is invested in the Central Board of Finance Investment Fund. The income is to be used firstly for the maintenance and decoration of the Chapel of St George, St Mary's Witney, and thereafter for general purposes and maintenance of the Church.

##### Woolhampton – James Blyth Charity Trust

This fund started with a donation of £1,000 in 1973 from Ethel Lauretta 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 Lauretta 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.

#### 13 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.

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 14 Endowment funds

	Balance at 1 January 2011 £	Movement in Funds			Balance at 31 December 2011 £
		Incoming resources £	Resources expended £	Recognised losses £	
Bartlett Memorial Fund	36,350	-	-	(2,100)	34,250
Burford – The Rev R F Tucker Bequest	7,704	-	-	(445)	7,259
Bishop of Oxford's Discretionary Fund	13,206	-	-	(763)	12,443
Caversfield – F Sharpe Bequest	1,940	-	-	(112)	1,828
Mary Dale Rowley Annuities Trust	101,531	-	-	(5,837)	95,694
Streatley – Judd Bequest	2,376	-	-	(125)	2,251
Witney – Hilda Mary Hewitt Trust	9,984	-	-	(577)	9,407
Woolhampton- James Blyth Charity	28,198	-	-	(1,629)	26,569
Woolhampton–Misses Blyth– Currie Trust	8,022	-	-	(464)	7,558
	<u>209,311</u>	<u>-</u>	<u>-</u>	<u>(12,052)</u>	<u>197,259</u>

Included in the balance at 31 December 2011 is £149,348 (2010 £161,400) of unrealised gains. A brief description of these trusts is shown in note 12.

### 15 Restricted funds

#### Capital funds

	Balance at 1 January 2011 £	Incoming resources £	Resources expended £	Recognised losses £	Balance at 31 December 2011 £
CSUST	4,551,124	-	-	(246,689)	4,304,435
High Wycombe – St John the Evangelist Church & Church Hall	215,763	-	-	-	215,763
	<u>4,766,887</u>	<u>-</u>	<u>-</u>	<u>(246,689)</u>	<u>4,520,198</u>

Included in the balance at 31 December 2011 is £1,325,617 (2010 £1,572,306) of unrealised gains. A brief description of this trust is shown in note 12.

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### Restricted funds (continued)

#### Income funds

	Balance at 1 January 2011	Incoming resources	Resources expended	Recognised Gains/(losses)	Balance at 31 December 2011
	£	£	£	£	£
CSUST	2,782,108	355,697	(432,204)	17,891	2,723,492
Bartlett Memorial Fund	36,317	2,324	(400)	(741)	37,500
Burford – The Rev R F Tucker Bequest	2,337	354	-	-	2,691
Bishop of Oxford's Discretionary Fund	8,604	636	(1,000)	-	8,240
Caversfield – F Sharpe Bequest	3,751	111	-	-	3,862
High Wycombe – St John the Evangelist Church & Church Hall	631	1,517	-	-	2,148
Mary Dale Rowley Annuities Trust	-	4,475	(4,475)	-	-
Streatley – Judd Bequest	-	119	(119)	-	-
Witney – Hilda Mary Hewitt Trust	443	439	(443)	-	439
Woolhampton – James Blyth Charity	7,500	1,291	-	-	8,791
Woolhampton – Misses Blyth–Currie Trust	2,652	468	(468)	(153)	2,499
	<u>2,844,343</u>	<u>367,431</u>	<u>(439,109)</u>	<u>16,997</u>	<u>2,789,662</u>
Total Restricted Funds	<u>7,611,230</u>	<u>367,431</u>	<u>(439,109)</u>	<u>(229,692)</u>	<u>7,309,860</u>

Included in the balance for income funds at 31 December 2011 is £64,635 (2010 £47,638) of unrealised gains. A brief description of these trusts is shown in note 12.

# DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 16 Analysis of net assets between funds

					Total	Total
	Investments	Cash	Debtors	Creditors	2011	2010
	£	£	£	£	£	£
Endowment funds						
Bartlett Memorial Fund	34,250	-	-	-	34,250	36,350
Burford – The Rev R F Tucker Bequest	7,259	-	-	-	7,259	7,704
Bishop of Oxford's Discretionary Fund	12,443	-	-	-	12,443	13,206
Caversfield – F Sharpe Bequest	1,828	-	-	-	1,828	1,940
Mary Dale Rowley Annuities Trust	95,694	-	-	-	95,694	101,531
Streatley – Judd Bequest	2,251	-	-	-	2,251	2,376
Witney – Hilda Mary Hewitt Trust	9,407	-	-	-	9,407	9,984
Woolhampton – James Blyth Trust	26,569	-	-	-	26,569	28,198
Woolhampton – Misses Blyth–Currie Trust	7,558	-	-	-	7,558	8,022
	<u>197,259</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>197,259</u>	<u>209,311</u>
Restricted funds						
Capital						
CSUST	4,182,772	19,029	137,942	(35,308)	4,304,435	4,551,124
High Wycombe – St John the Evangelist	-	215,763	-	-	215,763	215,763
	<u>4,182,772</u>	<u>234,792</u>	<u>137,942</u>	<u>(35,308)</u>	<u>4,520,198</u>	<u>4,766,887</u>
Income						
CSUST	551,627	1,534,390	662,662	(25,187)	2,723,492	2,782,108
Bartlett Memorial Fund	12,093	25,407	-	-	37,500	36,317
Burford –The Rev R F Tucker Bequest	-	2,691	-	-	2,691	2,337
Bishop of Oxford's Discretionary Fund	-	8,240	-	-	8,240	8,604
Caversfield – F Sharpe Bequest	-	3,862	-	-	3,862	3,751
High Wycombe – St John the Evangelist	-	2,148	-	-	2,148	631
Witney – Hilda Mary Hewitt Trust	-	439	-	-	439	443
Woolhampton – Misses Blyth–Currie Trust	-	8,791	-	-	8,791	7,500
Woolhampton – James Blyth Trust	2,499	-	-	-	2,499	2,652
	<u>566,219</u>	<u>1,585,968</u>	<u>662,662</u>	<u>(25,187)</u>	<u>2,789,662</u>	<u>2,844,343</u>
Total	<u>4,946,250</u>	<u>1,820,760</u>	<u>800,604</u>	<u>(60,495)</u>	<u>7,507,119</u>	<u>7,820,541</u>



## DIOCESAN TRUSTEES (OXFORD) LIMITED

Directors' Report and Financial Statements for the year ended 31 December 2011

---

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 17 Related party transactions

Administration is carried out by ODBF free of charge. The receipt of this service is classified by the SORP as intangible income valued at £83,845 (2010 £91,001). The cost is included under grants payable. Included in these administrative costs are staff costs of £49,471 (2010 £47,200).

At the year end there was a balance of £nil due to the ODBF (2010 £50,000) in respect of the grants made by CSUST to support the work of the Education Department. A balance of £nil (2010 £20,000) was due at the year end to ODBE to support their work.

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

The amounts receivable from ODBE are loans as set out in notes 8 and 9. These loans are interest-free and provide funds to ODBE to finance its cash flow.

#### 18 Staff

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