

## WYCLIFFE HALL

### TRUSTEES' REPORT FOR THE YEAR TO 30<sup>th</sup> JUNE 2008

The Trustees present their report together with the financial statements of Wycliffe Hall ("the Hall") for the year ended 30<sup>th</sup> June 2008.

#### Reference & administrative details

Wycliffe Hall is a charity, registered with the Charity Commission, number 309703. It is also a Permanent Private Hall of the University of Oxford.

The name and address of the Hall is

Wycliffe Hall  
54 Banbury Road  
Oxford  
OX2 6PW

#### Trustees

The Hall Council, composed of both clergy and laypersons, is the governing body, responsible for overall policy. Its membership includes four holding Trustees and its meetings are attended by the Principal and other members of the Senior Management Team and the President and President-elect of the Common Room. The Council normally meets four times a year.

The following served as members of the Hall Council in the period under review:

Mr Anthony Archer  
Ms Fran Beckett (resigned 12<sup>th</sup> June 2008)  
Ms Julia Cameron (appointed 16<sup>th</sup> September 2008)  
Revd John Cook  
Revd Richard Coombs (appointed 16<sup>th</sup> September 2008)  
Mr Andrew Dalton (Holding trustee and honorary treasurer)  
Revd David Fletcher  
Rt Revd Dr Peter Forster (appointed 12<sup>th</sup> June 2008)  
Revd Clare Hendry (appointed 16<sup>th</sup> September 2008)  
Rt Revd James Jones (Chairman)  
The Very Revd Bob Key  
Revd Canon Frederick J Kilner (Holding trustee)  
Mr Colin Matthews (Holding trustee)  
Mr Simon McGuire (Holding trustee)  
Revd Paul Perkin  
Rt Revd David Urquhart

#### Management

The Principal, Revd Dr Richard Turnbull, is appointed by the Hall Council to oversee the management of the Hall. He is assisted by the Senior Management Team, comprising the Vice Principal, the Associate Vice Principal, the Director of Christian Leadership, the Dean of Faculty, the Finance Bursar and the College Administrator. This group meets every two weeks during term time. Detailed management oversight of various aspects of college life is undertaken by other groups, chaired mainly by, and reporting back to, the Senior Management Team.

The Board of Administration has powers delegated by the Hall Council within the overall policies. It provides support for the Principal and is a further link between the Council and the membership of the Hall. The Board includes the Principal, senior teaching staff, the Finance Bursar, Domestic Bursar, College Administrator, the Hall Treasurer (a trustee), one other Council member and the President and President-elect of the Common Room. It meets once a term. It approves a draft budget for presentation to the Council and keeps the developing life of the Hall under review, making recommendations to the Council in administrative and policy areas. It can delegate detailed work to small groups as necessary.

## WYCLIFFE HALL

### TRUSTEES' REPORT FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

#### Advisors

The following acted as advisors in the period under review:

Bankers: The Royal Bank of Scotland  
32 St Giles  
Oxford OX1 3ND

Solicitors: Marshall and Galpin  
North Bailey House  
New Inn Hall Street  
Oxford OX1 2EA

Lee Bolton Monier Williams  
1 The Sanctuary  
London SW1P 3JT

Auditors: Wenn Townsend  
Victoria House  
10 Broad Street  
Abingdon  
Oxon OX14 3LH

#### **Structure, governance & management**

##### Constitution

The Hall is governed by a deed of trust dated 30<sup>th</sup> April 1877 and is an unincorporated association. The deed provides for the government and management of the Hall to be invested in a Council and its control in a Principal. The scope of the deed has been broadened by a Charity Commission scheme, sealed on 31<sup>st</sup> July 1997.

##### Governance

The Hall Council, with the assistance of the Principal, recently concluded a detailed review of its governance procedures. This included legal structure, trustee appointment, induction and term of office, responsibilities and review of its own procedures and policies. A Nominations Committee has been established under the Chairmanship of Mr Anthony Archer to make proposals to the Council for the filling of vacancies.

##### Risk Management

The trustees examine the major risks that the Hall faces on a continual basis. The Hall has developed systems to monitor and control these risks to mitigate the impact they may have on the Hall's future. This includes reviewing the level of insurance cover provided by the Hall's insurers. The key risks faced by the Council are financial risk (the risk of insufficient finance), market risk (recruitment, status etc) and reputational risk. The trustees have a responsibility to manage the risk and during the year employed media consultants to assist the Hall in the management of profile and reputation.

#### **Objects & Activities**

##### Objects

The objects for which the Hall was founded are twofold.

Firstly, to furnish by means of an adequate tutorial staff (in addition to the lectures of the Divinity Professors) supplementary theological instruction in conformity with the principles of and in close connection with the Protestant Reformed Church of England to candidates for ordination, and

Secondly, to afford an economic residence for such candidates for ordination as having graduated give good promise of becoming faithful and able Ministers of the Gospel.

## WYCLIFFE HALL

### TRUSTEES' REPORT FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

The objects are extended by the scheme of 31<sup>st</sup> July 1997 to include theological education for communicant members of the Church of England or of a church of the Anglican Communion.

The Hall Council remains committed to these objectives.

#### Activities

The Hall continues to provide ministerial training to Church of England ordinands. Training is of both men and women, and it is not only ordinands who are attracted and trained, but a wide variety of people from different church backgrounds. This diversification of the work of the Hall has accelerated in recent years since it was granted the status of a Permanent Private Hall (PPH) within the University of Oxford in 1996. The Hall had always had strong historical links with the university, with its ordinands being granted the right to study for the Oxford BA and Certificate in Theology (also the Bachelor of Theology) courses. The granting of PPH status meant that the Hall could also have undergraduate and postgraduate research students in theology. A recent review of the PPHs by the university has resulted in the opportunity to take school-leaver undergraduates being withdrawn from all PPHs.

In addition to the full time courses, the Diploma in Biblical and Theological Studies (DBTS) is a course of the university's Continuing Education Department, taught by the Hall's staff in evenings and weekends. One other university-related programme is the course run by the Centre for Scholarship and Christianity in Oxford in conjunction with the Hall (the 'SCIO' course); this brings American visiting students to Oxford for a semester's study. In this the Hall partners a group from the United States, the Coalition of Christian Colleges and Universities.

The Hall has, for many years, had a significant number of ordinands who were not doing a University course, but a church accredited course, the Oxford Diploma in Ministry. This essay-based course has been especially appropriate for older students who are only doing two years' training and who may have excellent life experience, though not necessarily high academic qualifications. It has run other non-university courses, most recently in the Oxford Centre for Christian Apologetics, which offers a one-year specialist training, in conjunction with the Zacharias Trust.

The Hall aims to be a centre of theological excellence within the Anglican Evangelical tradition. As part of the university it models academic excellence and integrity, and, as an institution training people for church ministry, it is also committed to providing an outstanding professional training and to producing students who will be strong and integrated people and leaders. For all of these reasons it pays great attention both to its teaching and to the quality of community life in the Hall and to the pastoral care and personal development of its students.

#### Financial Review

The financial statements have been prepared in accordance with the accounting policies as set out on pages 10 and 11 and comply with the Hall's trust deed, applicable law and the Accounting and Reporting by Charities: Statement of Recommended Practice, issued in March 2005.

There was a deficit on the Unrestricted Funds for the first time in several years. This was despite rises in fee income, rentals from student housing and improved conference income. Inevitably the costs directly relating to the last two categories also increased. Donation income was down on 2006/7, although the figures for that year were boosted by a major gift towards the capitalised refurbishment of one of the Hall's properties.

Most items of expenditure were held within acceptable limits. During the year employment related matters led to the Hall paying professional and legal fees at a much higher level than in previous years. These fees were paid through donation income, where significant gifts were given towards the costs.

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### TRUSTEES' REPORT FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

The main movement on the Restricted Funds was the expenditure of £81,735 on site and professional fees to bring the Hall to a position where planning permission could be sought for the building of a new library on the northern border of the main site.

The other item of note on the Restricted Funds saw the closure of the Anglican Institute fund after the successful Anglican Consultation involving senior international officials from the Anglican Communion in July 2007.

#### Reserves Policy

The Hall aims to operate on a balanced budget basis, and therefore attempts to restrict expenditure to the level of fee and conference income plus anticipated unrestricted donations.

Unrestricted reserves have been invested in property in order to provide adequate space for the academic and administrative functions of the Hall, to provide housing for staff within reasonable proximity to the Hall and to provide housing for students in line with the second object in the Deed of Trust. Historically, as cash surpluses have been generated, these have been used to invest in new properties for housing students and staff. Most of the Hall's reserves are therefore held in property with current assets restricted to the minimum required for the transaction of the Hall's day to day business. At 30<sup>th</sup> June 2008, the net current assets of the Hall were overdrawn and one of the priorities in 2008/9 is to rectify this position.

#### Grant making Policy

Grants are made out of restricted funds in accordance with the restrictions imposed on those funds.

#### Investment Powers

The Trustees are empowered to invest the Hall's assets at their discretion. However, at present the Hall does not have any such investments.

#### Achievements during the year

During 2007/8 there were a number of changes to both the teaching and support staff. The three new members of the teaching staff included the senior appointments of the Vice Principal and Director of the School of Preaching, and the Director of Christian Leadership. The integration of these teaching staff has been a positive step in providing a curriculum which gives equal weight to academic and formational disciplines.

The School of Preaching was successfully launched in June with a consultation day for church leaders, consisting of various presentations and feedback. Attendees were from Anglican and non-Anglican congregations throughout the country.

Over the last few years the Principal and Hall Council have spent much time reviewing governance procedures in the light of the Trust Deed and current legislation regarding charities. During the year under review these procedures were finalised and it is the Council's belief that these procedures are appropriate to the requirements of a modern charity.

Extensive work has been carried out on the proposed new library and plans were submitted to the City Planning Department during the summer of 2008. The response of the planners is awaited.

The Hall is privileged to have men and women of outstanding calibre amongst its student ranks. Whilst academic success is not considered the only measure of the quality of the student body and the academic teaching in the Hall, it is pleasing to be able to report that the Wycliffe Hall students finished top of the PPHs in the Norrington Table, based on the degree awards, in 2008. Three students were awarded firsts and two won university prizes.

The Hall's most important achievements are always in the preparation of men and women for Christian leadership and ministry. During 2007/8, a record number of ordinands (78) and many other independent

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### TRUSTEES' REPORT FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

students studied at Wycliffe Hall on a variety of courses from certificate through to doctorate level. In June, sixty three students completed their studies, the vast majority taking up roles in Christian leadership, ministry and witness, or further study in various parts of the world. Of these, thirty went into ordained ministry within the Church of England.

#### **The year ahead**

Over the next year, we anticipate developments in the School of Preaching, building on the initial consultation, and within the university, negotiating a revised licence for PPHs and seeking to have all the Hall's courses leading to university qualifications.

Work will continue on flexible pathways for ordination training.

Two new members of the associate staff have recently been appointed and their expertise will open up new opportunities in study and research. The Revd Dr Michael Moynagh will tutor and advise on Ordained Pioneer Ministry and Dr Ida Glaser will lecture and advise on Christian/Muslim relations.

For 2008/9, a new initiative will take the place of the annual summer school. Faculty members will travel to areas in the U.S.A. where the Hall has established supporters to take teaching weeks in large churches. It is hoped to run three such teaching weeks in the coming year. It is anticipated that the summer school will recommence when the economy recovers.

#### **Trustees' responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Hall's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- ☞ select suitable accounting policies and then apply them consistently;
- ☞ make judgements and estimates that are reasonable and prudent;
- ☞ state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- ☞ prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Hall will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Hall and which enable them to ascertain the financial position of the Hall and which enable them to ensure that the financial statements comply with applicable regulations. They are also responsible for safeguarding the assets of the Hall and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Rt Rev James Jones  
Chairman  
On behalf of the Board of Trustees

20<sup>th</sup> November 2008

## WYCLIFFE HALL

### REPORT OF THE INDEPENDENT AUDITORS

#### **Independent Auditors' Report to the trustees of the Society of Wycliffe Hall**

We have audited the financial statements of the Wycliffe Hall for the year ended 30<sup>th</sup> June 2008, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention, the accounting policies set out therein and the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charity's trustees as a body, in accordance with Regulations made under the Charities Act 1993. 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As described in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming an opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Qualified opinion arising from disagreement about accounting treatment**

As stated in note 1, no depreciation is provided on the charity's freehold property. This is not in accordance with Financial Reporting Standard 15. The effect of this departure has not been quantified.

## WYCLIFFE HALL

### REPORT OF THE INDEPENDENT AUDITORS (continued)

Except for the above, in our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 30<sup>th</sup> June 2008 and of its incoming resources and application of resources in the year then ended;
- the financial statements have been properly prepared in accordance with the Charities Act 1993;
- the information given in the Trustees' Annual Report is consistent with the financial statements.

20<sup>th</sup> November 2008  
Abingdon, Oxon.

Wenn Townsend  
Chartered Accountants  
& Registered Auditors

WYCLIFFE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2008

	Note	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Endowment Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	207,850	32,451	-	240,301	276,037
Surplus on sale of merchandise		869	-	-	869	954
Interest received		6,876	209	-	7,085	13,873
<b>Incoming resources from charitable activities</b>						
Fees received		1,052,359	-	-	1,052,359	981,377
Student housing		295,644	-	-	295,644	216,230
Courses, conferences & visiting students		325,420	43,493	-	368,913	288,859
<b>Other incoming resources</b>						
Other incoming resources	3	142,094	-	-	142,094	138,884
<b>Total incoming resources</b>		<u>2,031,112</u>	<u>76,153</u>	<u>-</u>	<u>2,107,265</u>	<u>1,916,214</u>
<b>Resources expended</b>						
<b>Costs of generating funds:</b>						
Fundraising and publicity:		82,100	-	-	82,100	79,271
<b>Charitable expenditure</b>						
Grants		-	3,340	-	3,340	7,418
Research costs		-	1,667	-	1,667	3,904
Academic costs	4	500,256	20,030	-	520,286	432,161
Library & IT costs	5	78,958	3,941	-	82,899	85,654
Administration costs	6	450,893	5,283	-	456,176	284,182
Catering and cleaning	7	217,932	-	-	217,932	216,808
Maintenance of college properties	8	245,141	81,735	-	326,876	317,274
Maintenance of staff properties	9	142,652	-	-	142,652	119,489
Maintenance of student properties	10	239,292	-	-	239,292	160,842
Sundry students' costs		5,703	2,690	-	8,393	6,939
Conference costs		74,872	44,926	-	119,798	85,786
<b>Governance costs</b>	11	<u>6,529</u>	<u>-</u>	<u>-</u>	<u>6,529</u>	<u>5,371</u>
<b>Total resources expended</b>		<u>2,044,328</u>	<u>163,612</u>	<u>-</u>	<u>2,207,940</u>	<u>1,805,099</u>
<b>Net incoming resources before transfers</b>		(13,216)	(87,459)	-	(100,675)	111,115
Transfers between funds		-	-	-	-	-
<b>Net incoming resources before other recognised gains</b>		(13,216)	(87,459)	-	(100,675)	111,115
Unrealised gains on investments		-	-	-	-	-
<b>Net movement in funds</b>		(13,216)	(87,459)	-	(100,675)	111,115
<b>Balances brought forward at 1<sup>st</sup> July 2007</b>		<u>2,579,004</u>	<u>333,353</u>	<u>800,000</u>	<u>3,712,357</u>	<u>3,601,242</u>
<b>Balances carried forward at 30<sup>th</sup> June 2008</b>		<u>2,565,788</u>	<u>245,894</u>	<u>800,000</u>	<u>3,611,682</u>	<u>3,712,357</u>

**WYCLIFFE HALL**

**BALANCE SHEET AS AT 30<sup>th</sup> JUNE 2008**

	Note	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Endowment Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
<b>Fixed Assets</b>						
Tangible Assets	14	<u>4,463,374</u>	<u>-</u>	<u>800,000</u>	<u>5,263,374</u>	<u>5,277,141</u>
<b>Current Assets</b>						
Stock		5,750	-	-	5,750	7,885
Debtors	15	324,711	-	-	324,711	289,171
Cash at Bank and in Hand		<u>18,112</u>	<u>245,894</u>	<u>-</u>	<u>264,006</u>	<u>203,566</u>
		348,573	245,894	-	594,467	500,622
<b>Creditors</b>						
Amounts falling due within one year	16	<u>652,659</u>	<u>-</u>	<u>-</u>	<u>652,659</u>	<u>471,906</u>
<b>Net Current Assets</b>		<u>(304,086)</u>	<u>245,894</u>	<u>-</u>	<u>(58,192)</u>	<u>28,716</u>
<b>Total Assets less Current Liabilities</b>		4,159,288	245,894	800,000	5,205,182	5,305,857
<b>Creditors</b>						
Amounts falling due after more than one year	17	<u>1,593,500</u>	<u>-</u>	<u>-</u>	<u>1,593,500</u>	<u>1,593,500</u>
<b>Net Assets</b>		<u>2,565,788</u>	<u>245,894</u>	<u>800,000</u>	<u>3,611,682</u>	<u>3,712,357</u>
<b>Capital Funds</b>						
Endowment Funds		-	-	800,000	800,000	800,000
Restricted Funds	19	-	245,894	-	245,894	333,353
Unrestricted Funds		<u>2,565,788</u>	<u>-</u>	<u>-</u>	<u>2,565,788</u>	<u>2,579,004</u>
		<u>2,565,788</u>	<u>245,894</u>	<u>800,000</u>	<u>3,611,682</u>	<u>3,712,357</u>

Approved by the Board of Trustees on 20<sup>th</sup> November 2008 and signed on its behalf by:

Rt Rev James Jones  
Chairman

Mr Andrew Dalton  
Treasurer

## WYCLIFFE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008

#### 1 Accounting Policies

##### Basis of Accounting

The accounts have been prepared under the Charities Act 1993 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Statement of Recommended Practice on Accounting by Charities: the Charities SORP 2005. These accounts have also been prepared under the historical cost accounting rules.

##### Freehold Property

The charity's original property was donated to the charity and is shown at deemed acquisition cost. Subsequent additions and improvements are included at cost. No depreciation is provided on the freehold property as, in the opinion of the Trustees, its useful life is extended indefinitely by maintenance work carried out. This is contrary to the provisions of FRS15.

##### Other Fixed Assets

Significant fixed assets are capitalised and depreciated over their estimated useful lives; small items are charged to the income and expenditure account as incurred.

The depreciation rates applied are as follows:-

- Equipment 20% to 33% on cost
- Publicity material and website 33% on cost
- Chapel books 20% on cost

##### Stock

Stock is valued at the lower of cost and net realisable value.

##### Fund Accounting

Funds held by the charity consist of:

- Unrestricted General Funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Endowment Funds, which result from capital gifts to the charity and must be held permanently.
- Restricted Funds, which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Fees and other income

Students' fees, rents and conference income are accounted for in the period in which the service or facilities are provided.

##### Voluntary Income

Donations and gifts are recognised on receipt by the charity. Legacies are recognised when there is reasonable assurance of their receipt and the amount is known. Amounts received for activities restricted by the wishes of the donor are held in restricted funds.

##### Gifted Assets

Gifts of significant fixed assets are capitalised and included in the appropriate fixed asset category. The value of such assets is included in income in the period in which the gift is received.

##### Grants

Grants receivable and payable are included when these are received and paid.

## WYCLIFFE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

#### Resources expended

Resources expended are accounted for on an accruals basis. Certain expenditure is apportioned to cost categories based on the estimated amount attributable to that activity in the year on a time basis.

#### Operating leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred.

#### Defined Benefit Pension Scheme

Wycliffe Hall participates in the Church of England Funded Pensions Scheme and employs 9 members of the Scheme out of a total membership of approximately 10,000 active members.

The Church of England Funded Pensions Scheme is a defined benefit scheme but Wycliffe Hall is unable to identify its share of the underlying assets and liabilities. Each employer in that scheme pays a common contribution rate. The latest valuation of the Scheme was carried out as at 31<sup>st</sup> December 2003. This revealed a shortfall of £91m, with assets of £196m and a funding target of £287m.

For schemes such as the Church of England Funded Pensions Scheme, paragraph 9(b) of FRS 17 requires the employer to account for pension costs on the basis of contributions actually payable to the Scheme in the year. Following the results of the valuation, Wycliffe Hall's contribution rate increased from 29.5% to 33.8% of pensionable stipends with effect from 1<sup>st</sup> April 2005.

Following a subsequent informal review of the scheme's funding position, Wycliffe Hall's contribution rate increased again to 39.8% of pensionable stipends with effect from 1<sup>st</sup> January 2007 as an interim measure, pending the results of the next formal valuation of the Scheme.

A new valuation has now been carried out, as at 31<sup>st</sup> December 2006. This has revealed a shortfall of £141 million, with assets of £468 million and a funding target of £609 million, assessed using the following assumptions:

- ⊕ An investment strategy of
  - A nil allocation to gilts for the next 10 years, increasing linearly to reach 30% after 20 years, and
  - The balance of the assets in equities;
- ⊕ Investment returns of 4.25% per annum on gilts and 5.75% per annum on equities;
- ⊕ RPI inflation of 3.1% per annum (and pension increases consistent with this);
- ⊕ Increase in pensionable stipends of 4.6% per annum, and
- ⊕ Post retirement mortality in accordance with the PA00 tables, adjusted so that members are assumed to be two years younger than they actually are, with allowance for future improvements according to the "medium cohort" projections, and subject to a minimum annual improvement in mortality rates of 1% for males and 0.5% for females.

Taking into account the results of that valuation, as well as some agreed changes to benefits, the contribution rate from 1<sup>st</sup> April 2008 onwards will be 39.7% of pensionable stipends.

**WYCLIFFE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008**  
(continued)

<b>2. Voluntary Income</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	202,850	32,451	235,301	276,037
Legacies	5,000	-	5,000	-
	<u>207,850</u>	<u>32,451</u>	<u>240,301</u>	<u>276,037</u>
<b>3. Other Incoming Resources</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
All Year Rooms	33,289	-	33,289	21,458
Lodgers	6,586	-	6,586	11,070
Other Rental Income	79,860	-	79,860	83,257
Photocopier Income	2,573	-	2,573	3,447
Library	2,324	-	2,324	1,910
Sundry Receipts	17,462	-	17,462	17,742
	<u>142,094</u>	<u>-</u>	<u>142,094</u>	<u>138,884</u>
<b>4. Academic Costs</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Academic payroll	412,975	4,200	417,175	345,505
Recruitment, relocation, travel and training	27,531	-	27,531	15,298
Visiting speakers and tutors	31,107	-	31,107	28,703
Fieldwork and placements	17,857	12,070	29,927	27,384
Other academic costs	10,786	3,760	14,546	15,271
	<u>500,256</u>	<u>20,030</u>	<u>520,286</u>	<u>432,161</u>
<b>5. Library &amp; IT Costs</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Library & IT payroll	59,170	-	59,170	57,055
Books	4,819	3,941	8,760	9,268
Other Library costs	3,928	-	3,928	2,863
IT costs	11,041	-	11,041	16,468
	<u>78,958</u>	<u>3,941</u>	<u>82,899</u>	<u>85,654</u>

**WYCLIFFE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008  
(continued)**

<b>6. Administration Costs</b>	<b>Unrestricted</b>	<b>2008 Restricted</b>	<b>Total</b>	<b>2007 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Administration payroll	231,264	-	231,264	201,833
Recruitment and training	5,512	-	5,512	193
Agency staff	1,754	-	1,754	1,574
Stationery, copying, printing and advertising	12,089	208	12,297	10,087
Postage and telephone	21,209	-	21,209	17,755
Insurance	13,037	-	13,037	12,490
Bank charges	7,343	-	7,343	3,764
Professional fees	143,959	-	143,959	4,044
Bad debts	(226)	-	(226)	9,901
Other administrative costs	14,952	5,075	20,027	22,541
	<u>450,893</u>	<u>5,283</u>	<u>456,176</u>	<u>284,182</u>
<b>7. Catering &amp; Domestic Costs</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Catering payroll	91,067	-	91,067	89,581
Catering management fee	12,890	-	12,890	12,479
Food	55,903	-	55,903	58,123
Miscellaneous catering costs	10,468	-	10,468	7,431
Domestic wages	33,165	-	33,165	31,527
Contract cleaning	7,708	-	7,708	9,844
Consumables and laundry	6,731	-	6,731	7,823
	<u>217,932</u>	<u>-</u>	<u>217,932</u>	<u>216,808</u>
<b>8. College Property Costs</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Maintenance payroll	22,642	-	22,642	20,225
Repairs & maintenance	71,610	-	71,610	89,296
Utilities	58,410	-	58,410	59,975
Interest	67,147	-	67,147	65,031
Other premises costs	25,332	81,735	107,067	82,747
	<u>245,141</u>	<u>81,735</u>	<u>326,876</u>	<u>317,274</u>
<b>9. Staff Property Costs</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Rent, housing allowance and Council Tax	131,088	-	131,088	103,225
Repairs & maintenance	2,506	-	2,506	8,354
Utilities	4,923	-	4,923	3,450
Interest	4,135	-	4,135	3,967
Other premises costs	-	-	-	493
	<u>142,652</u>	<u>-</u>	<u>142,652</u>	<u>119,489</u>

**WYCLIFFE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008**  
(continued)

<b>10. Student Property Costs</b>	<b>2008</b>			<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Rent	183,653	-	183,653	106,055
Repairs & maintenance	16,597	-	16,597	23,109
Utilities	8,934	-	8,934	2,759
Interest	27,180	-	27,180	26,076
Other premises costs	2,928	-	2,928	2,843
	<u>239,292</u>	<u>-</u>	<u>239,292</u>	<u>160,842</u>

<b>11. Governance Costs</b>	<b>2008</b>			<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Audit fee	4,000	-	4,000	4,000
Hall Council expenses	2,529	-	2,529	1,371
	<u>6,529</u>	<u>-</u>	<u>6,529</u>	<u>5,371</u>

No remuneration was paid to Trustees in the year.

Indemnity insurance covers all serving Trustees together with any other representative of the Hall. The cost of this insurance during the year amounted to £1,312 and is included in these accounts.

<b>12. Staff Costs</b>	<b>2008</b>			<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Gross Salaries	639,862	4,200	644,062	664,426
Employer's NI	64,213	-	64,213	60,517
Pensions	96,232	-	96,232	87,634
	<u>800,307</u>	<u>4,200</u>	<u>804,507</u>	<u>812,577</u>
Average number of staff			<u>34</u>	<u>32</u>

The above figures for the average number of staff are for those employed on a regular monthly basis, whether full time or part time. For 2008 this number would equate to 26 full time equivalents. In addition Wycliffe Hall pays individuals on an *ad hoc* basis to perform specific tasks. The costs of these individuals are met through the payroll and included in the gross salaries shown above, though not the figures for staff numbers.

Wycliffe Hall also makes payments:

- a. to individuals for taking lectures and tutorials and marking essays. These costs are not shown in the above figures but are shown in note 4 under "Visiting Speakers".
- b. to a third party for the costs of the catering staff. These costs are not shown in the above figures but are shown in note 7 under "Catering Payroll".

No member of staff earned more than £60,000

**WYCLIFFE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008**  
(continued)

<b>13. Auditors' Remuneration</b>		<b>2008</b>		<b>2007</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Audit	4,000	-	4,000	4,000
Payroll Services	1,754	-	1,754	1,724
	<u>5,754</u>	<u>-</u>	<u>5,754</u>	<u>5,724</u>
<b>14. Tangible Assets</b>	<b>Freehold Property</b>	<b>Equipment</b>	<b>Chapel Books</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
As at 1 <sup>st</sup> July 2007	5,246,745	154,521	3,631	5,404,897
Additions	-	4,714	-	4,714
Disposals	(1,000)	-	-	(1,000)
As at 30 <sup>th</sup> June 2008	<u>5,245,745</u>	<u>159,235</u>	<u>3,631</u>	<u>5,408,611</u>
<b>Depreciation</b>				
As at 1 <sup>st</sup> July 2007	-	124,429	3,327	127,756
Charged in year	-	17,329	152	17,481
As at 30 <sup>th</sup> June 2008	<u>-</u>	<u>141,758</u>	<u>3,479</u>	<u>145,237</u>
Net Book Value 30 <sup>th</sup> June 2008	<u>5,245,745</u>	<u>17,477</u>	<u>152</u>	<u>5,263,374</u>
Net Book Value 30 <sup>th</sup> June 2007	<u>5,246,745</u>	<u>30,092</u>	<u>304</u>	<u>5,277,141</u>
<p>The Trustees are of the opinion that the value of the land and property of the Hall is in excess of the cost included in the accounts. However, as these properties are used within the activities of the Hall, it is unlikely that this surplus will be realised. Therefore the Trustees do not feel that it is appropriate to incur additional professional costs to value these properties.</p>				
<b>15. Debtors</b>		<b>2008</b>	<b>2007</b>	
		<b>£</b>	<b>£</b>	
Debtors		246,243	168,539	
Prepayments		35,968	86,563	
Accrued income		42,500	34,069	
		<u>324,711</u>	<u>289,171</u>	
<b>16. Creditors</b>				
Amounts falling due within one year:		<b>2008</b>	<b>2007</b>	
		<b>£</b>	<b>£</b>	
Creditors		565,242	324,089	
Accruals		77,949	64,546	
Deferred income		9,468	83,271	
		<u>652,659</u>	<u>471,906</u>	

**WYCLIFFE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008  
(continued)**

**17. Creditors**

Amounts falling due after one year:

**Church Commissioners' Loans**

Loans totalling £593,500 have been received from the Church Commissioners to assist with the capital costs of housing. Interest is varied as at 1<sup>st</sup> January in line with the Retail Price Index. The Commissioners' Equity Share in each property is shown below. The properties are held in the names of the Trustees of Wycliffe Hall. It is envisaged that the loans would be repaid on the sale of the property. These loans are secured on the properties to which they relate.

Loan re Property	Commissioners' Equity Share	2008 £	2007 £
2a Norham Gardens	17.24%	75,000	75,000
135 Kingston Road	100%	123,500	123,500
13 Harefields	100%	80,000	80,000
121 Harefields	95%	82,000	82,000
11 Pennywell Drive	100%	83,000	83,000
8 Marriot Close	100%	67,000	67,000
14 Sparsey Place	100%	83,000	83,000
		<u>593,500</u>	<u>593,500</u>

**Royal Bank of Scotland mortgage**

The purchase of 8 Norham Gardens was partly financed by a mortgage of £1million from the Royal Bank of Scotland. This mortgage is repayable in 20 years and the interest rate is 1.25% above the base rate.

**18. Contingent Liabilities**

The following grants are repayable to the Archbishops' Council if Wycliffe Hall ceases to be recognised for ordination training by the House of Bishops:-

1964/65	Improvement Grant	6,000
1977/79	Fire Precautions Work Grant	16,243
		<u>£ 22,243</u>

**19. Restricted Funds**

	Opening Balance £	Incoming Funds £	Outgoing Funds £	Closing Balance £
Property Development Fund	201,855	76	81,735	120,196
Library Fixtures Fund	1,550	2,465	4,015	-
Bishop Neill Fund	38,802	783	-	39,585
Overseas Bursary Fund	9,665	193	750	9,108
General Bursary Fund	4,883	309	-	5,192
Principal's Discretionary Fund	31,461	71	9,030	22,502
Mission Fund	1,982	15,289	11,820	5,451
Church in the Kitchen	40,088	13,474	9,218	44,344
Research Fund	1,183	-	1,667	(484)
Anglican Institute	1,884	43,493	45,377	-
	<u>333,353</u>	<u>76,153</u>	<u>163,612</u>	<u>245,894</u>

## WYCLIFFE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR TO 30<sup>th</sup> JUNE 2008 (continued)

The Property Development Fund was set up to raise funds for the development of the site at 54 Banbury Road and the improvement of student facilities.

The Library Fixtures Fund results from an appeal which was made in May 2007. It was used to buy books and equipment for the library.

The Bishop Stephen Neill Fund was set up following his death and funds were raised initially by public appeal with recent donations coming from past and present members of the Hall. Its purpose is to bring Church leaders from the Indian sub-continent and East Africa to the Hall.

The Overseas Bursary Fund is to help finance the studies of overseas students.

The General Bursary Fund is to provide bursaries for students.

The use of the Principal's Discretionary Fund is at the absolute discretion of the Principal. In recent years it has been used to meet cases of hardship

The Mission Fund finances student missions in UK and overseas, including an annual teaching mission to Uganda.

Church in the Kitchen is an outreach initiative established by students and staff of Wycliffe Hall.

The Research Fund has been re-established through gifts to help a tutor with research which will be published. Its overdrawn balance at the year end will be met by future gifts for this research.

The Anglican Institute Fund was established to enable the Hall to provide a forum for Anglican studies. This forum took place during the summer of 2007.

#### **20. Legacies**

On 8<sup>th</sup> August 2001 a benefactor of the Hall passed away. Under his will his wife has a life interest in her late husband's estate. On her death one third of the proceeds of the sale of his property will be given to the Hall. This legacy has not been included in these accounts as the value of the gift cannot be quantified.

#### **21. Post Balance Sheet events**

As mentioned in the Trustees' Report, the reorganisation of the staff has resulted in additional costs, as yet unquantifiable, being incurred.

#### **22. Commitments and Liabilities**

Wycliffe Hall has agreements with a number of individuals to rent their properties in North Oxford to provide accommodation for students studying at Wycliffe Hall. The annual amount payable under these agreements is in the region of £180,000, all of which is recoverable from students occupying the properties.