

Offington Park Methodist Church

Trustees Report for the year ending 31st August 2022

1. Objectives and activities

In setting our objectives and planning our activities the Church Council now meets six times a year under the leadership of the presbyter in Pastoral Charge.

Our mission statement – This church exists to live the Good News of Jesus in word and action, and build an inclusive community where everyone can come and fulfil their God-designed potential.

The church continues to look at areas within Our calling in order to focus on all areas of the churches life and has adopted some Targets under the headings of Communication, Pastoral care, Worship and Spirituality, Discipleship and Rhythm of Mission. These are used as guidelines in stewards and church council meetings to focus our work.

2. Achievements and performance

The church family are made up of a wide age range but have recognised that the majority of the congregation are chronologically older. However, they have understood the need for offering a wide range of services and activities that cater to all ages and actively encourage new ideas. Our church administrator retired during this time and due to much reduced income the church made a decision to employ a new church administrator for just 8 hours a week and look to a number of volunteers to be on a the welcome desk once the church was able to open again, in order for the administrator not to be the first port of call with issues that can easily be dealt with by others. This has proved very successful and has taken the burden of workload away from the administrator.

Fun church has been well received being face to face again as has messy church and breakfast church.

Regular use of facebook and a new closed (by invitation only) group on Instagram continues to give the church a presence within the community. Uniformed organisations are back to meeting face to face this year.

The evening prayer group which was initiated for a season during the pandemic has now stopped, but the church and its members are upheld regularly by the power house of prayer a group which has met for many years for this purpose.

Bible study is being held weekly and for those who are unable to come there is a Zoom facility.

Weddings and baptisms have been celebrated this year including those that were postponed until it was safe for the church to meet. Church council met and communicated with the church during specially run sessions on God in Love Unites us. They gave a very clear majority vote that same sex couples would be welcome to get married at Offington Park

and both the minister and the other authorised person agreed to perform these ceremonies. The first Same sex blessing was held in September 2022. The minister continued to officiate at funerals during the pandemic and in the future will work hard at creating opportunities to invite people back to celebrate lives that were sadly unable to be celebrated with family and friends. This has been done by the leadership team due to the minister's husband dying in September.

The pastoral team keep in contact with members and adherents by telephone and those who are unable to join services online. The weekly post out of services has now stopped. Pastoral friends have been introduced who write, or phone and then pass any concerns onto the pastoral co-ordinator.

All communion services are now face to face and one has been held during Christmas due to the Methodist Church re examining communion on line. Tuesday lunches provided a take away service and a real life line to those who were housebound and continue this for those who are unable to attend due to illness. The group has been extended by inviting a local group from Guild Care to join them.

Plans for future years

To continue to be open to new ways of delivering the Good News in and around this community by opening the church on four days a week for people to drop in for tea/coffee and fellowship.

To continue to encourage the growth of intergenerational worship offering a wide variety of relevant and vibrant worship.

To nurture those already part of the church through growth in small groups.

To ensure safeguarding continues to be a priority whether on line or otherwise.

To prioritise those activities which are life giving and growing and to stop those which are not now benefiting the church.

3. Financial Review

The Examined Account for the year ending 31st August 2022 shows a surplus of £7,440. The majority of this was due to a rebate from the West Sussex (Coast & Downs) Circuit, a slow return to normal lettings activity as the year progressed and additional income from a 90th anniversary fundraising effort. The Church works hard to keep expenditure levels as low as possible and to keep the buildings in good repair.

Investment policy and performance

The General Funds comprise £22,875 held locally and £46,950 held in TMCP Model Trust Funds. Some reserves were used during the year and unfortunately the remaining funds performed poorly resulting in a decrease of £6,949.

Reserves Level and policy

The Reserves Policy agreed by Church Council is a tiered approach as follows: A) A lower limit of 25% of turnover based on covering a significant 'one-off' expense (probably property-related). If the reserves fell below this an action plan would be mandated to restore the minimum balances. B) A working band of 25%-50% of turnover would be considered the norm, wherein spend would be considered on a project by project basis which schemes merited funding. C) An upper limit of 50% of turnover, above which Church Council would actively consider spending

4 Trustees' Responsibilities

For each financial year ending on 31st August the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently

Make judgements and estimates that are reasonable and prudent. This will clearly be a challenge once the church can meet in person again.

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the District and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

4.1 Risk

The church operates within a sound control framework which allows it to function effectively. Processes in place are regularly reviewed and cover typical church activities such as recording and handling income, recording and controlling expenditure, management of restricted funds, effective budgeting, general financial controls and the review of investments.

5. Structure, governance and management

The Church is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

5.1 Structure

Offington Park Methodist Church is part of the West Sussex (Coast and Downs) Circuit. As such it is represented on the Circuit Meeting which meets three times a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

5.2 Purpose of the Church

The purposes of the Methodist Church are and shall be deemed to have been since the date of union the advancement of:

- a) The Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church, and
- b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
- c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
- d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

The primary purpose of Offington Park Methodist Church is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Worthing Community.

5.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Church Council are appointed under the terms of S.O. 610(2). The Superintendent is *ex officio* chair of the Church Council but may

delegate this task to other presbyters in the Circuit. The Church Council normally meets three times per year and deals with routine and exceptional matters. It oversees the work of other groups within the life of the Church.

5.4 Responsibilities of the Church Council

The responsibilities of the Church Council and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

6. Reference and Administrative Details

6.1 Name of the Church

Offington Park Methodist Church

6.2 Charity Registration number

1127681

6.3 Superintendent Minister

The Revd Ian Suttie MA

6.4 Presbyter in Pastoral Charge

The Revd Dawn Carn BA(Hons)

6.5 Names of Managing Trustees

Revd Dawn Carn
Adam Cook
Lesley Skinner
Jacqueline Brown
Joy Barnes
Henrietta Thompson
Hilary Colbourn
Kevin Harmer
Margaret Hopkins
Gill Powell
Jack Delbridge
Mike Powell
David Gibbs
Alison Wright
John Carr
Elaine Carr
Sue Head
John Head
David Barnes
Michele Funnell
Charlotte Gould

6.6 Independent Examiner

Mr Keith Thacker

Offington Park Methodist Church

General Account to Year Ended

	###	###
	£	£
Total Funds B/F	86,756.62	99,476.55
Unrealised Gain/Loss on TMCP Unit Revaluations	5,174.31	5,034.73
Net Surplus/Deficit(-)	1,623.22	7,440.05
Less Net Fund Contributions	1,774.40	-3,411.51
Total Funds C/F	87,247.96	86,756.62
STATEMENT OF FUNDS		
CAF Bank Current a/c	33,425.05	17,395.34
Cash In Hand	325.00	100.00
CFB Funds	10,627.77	8,816.83
Less Funds Held for Others	4,080.04	-1,680.04
Sub-total Funds held locally	40,297.78	24,632.13
Funds Held at TMCP Manchester		
TMCP Trustee's Interest Fund	845.41	846.44
TMCP Managed Fixed Int Fund	17,376.55	25,631.76
TMCP Managed Mixed Int Fund	28,728.22	35,646.29
Sub-total Reserves	46,950.18	62,124.49
TOTAL OPMC Funds	87,247.96	86,756.62
Funds Held Locally		
CAF Current Account	32,649.91	17,981.89
Eco Fund	807.26	876.71
Minibus Account	2,388.03	64.29
Youth Fund	1,372.61	1,368.37
Dunning Bequest	870.21	867.50
Kitchen Refurbishment	2,209.76	3,473.37
	40,297.78	24,632.13
Reserves		
Unallocated Reserves	46,950.18	62,124.49
Sub-total Reserves	46,950.18	62,124.49
TOTAL OPMC Funds	87,247.96	86,756.62

Budget
2021-22

1	BREAKDOWN OF GENERAL FUND AT CFB 2021/22
	Closing Balance 10,627.77
	Less Designated Fund Holdings -7,647.87
	OPMC General Fund Balance 2,979.90

2	BREAKDOWN OF GENERAL FUND AT CFB 2020/21
	Closing Balance 8,816.83
	Less Designated Fund Holdings -6,650.24
	OPMC General Fund Balance 2,166.59

3	BREAKDOWN OF FUNDS HELD FOR OTHERS (CAF BANK)
	2021-22 2020-21
	Music Therapy 1796.37 1396.37
	Cameo 233.67 233.67
	Youth Seed Fund 2000.00 0.00
	Whytemead School 50.00 50.00
	Total Held For Others 4,080.04 1,680.04

4	BREAKDOWN OF LOCALLY HELD FUNDS 2021/22
	Bank 33,425.05
	Less Held for Others -4,080.04
	Cash In Hand 325.00
	General Fund CFB 2,979.90
	Total Locally Held Funds 32,649.91

5	BREAKDOWN OF LOCALLY HELD FUNDS 2020/21
	Bank 17,395.34
	Less Held for Others -1,680.04
	Petty Cash in Hand 100.00
	General Fund CFB 2,166.59
	Total Locally Held Funds 17,981.89

Income and Expenditure Report - August 20

Paxton

Offington Park Methodist Church

Year to August 2022

All fund codes consolidated

Turnover year to date

Voluntary Income

R100 Offerings	68,316.41
R110 Gift Aid Recovered	14,939.88
R120 Gift Aid on Offerings	0.00
R130 Gift Aid Small Donations	0.00
R140 Gift Aid Other	0.00
R150 Gift Day Receipts	11,731.02
R160 Gift Aid on Gift Day Receipts	1,525.25

	96,512.56

Donations for use

R200 Lettings	17,408.71
R201 Internal Donations for use	1,546.27
R210 Weddings and Funerals	1,224.08

	20,179.06

Investment Income

R250 Interest on Investments	868.82

	868.82

Income-Church Activities

R300 Church Events Income	9,801.61
R310 Outreach Projects Income	368.65
R350 Refreshment Income	4,206.37

	14,376.63

Income-Support Activities

R360 Photocopying Fees	133.00
R370 Newsletter Income	296.50
R372 Floor Polisher Income	1,940.00

	2,369.50

Other Income

R205 Fund Contributions	2,274.40
R380 Minibus Income	3,912.47
R381 Flower Fund	526.53

R382	Solar Panels	0.00
R383	ECO Group income	0.00
R384	Youth Fund income	0.00
R500	Misc Income	9,255.94
R510	Gifts in Memory	0.00
R520	Insurance Claim income	0.00

		15,969.34

Assessment

X100	Assessment	81,400.00

		(81,400.00)

Salaries

X150	Salaries and Wages	6,622.97

		(6,622.97)

Insurance

X200	Insurance	5,179.57

		(5,179.57)

Donations

X250	Gift Day Donations	0.00
X260	Donations-Methodism	2,000.00
X270	Donations-Other	0.00

		(2,000.00)

Property Costs

X300	Property	21,550.17
X301	Solar Panels	0.00
X302	Church Roof	0.00
X303	Labyrinth	0.00
X310	Cleaning Materials	1,041.80
X320	Electricity	3,924.61
X330	Gas Charges	4,717.95
X340	Water Rates	1,064.69
X350	Organ and Piano Costs	834.35

		(33,133.57)

Church Activity Costs

X400	Church Events Expenditure	1,632.90
X410	Outreach Projects Expenditure	1,303.92
X450	Refreshments Expenditure	1,372.23

		(4,309.05)

Other Outreach Costs

X500 Worship Resources	1,735.93
X510 Fresh Expression	0.00
X520 Church Growth	79.88
X530 Advertising	0.00
X540 Youth Expenditure	0.00

	(1,815.81)

Sujpport Activity Costs

X600 Church Administration	2,852.65
X610 Photocopier Expenditure	2,892.04
X620 Newsletter Production	0.00
X640 Telephone	764.03

	(6,508.72)

Other Expenditure

X451 Flower Fund	171.30
X453 ECO Group exp	72.00
X454 Youth Fund exp	0.00
X630 Minibus Expenditure	1,388.93
X700 Ministerial Expenses	0.00
X750 Equipment Purchases	0.00
X800 Misc Expenses	233.94

	(1,866.17)

One Off Collections

E100 Collections on behalf of other	1,619.00
E150 Payments on behalf of others	1,619.00

	0.00

Church Fund Account

E200 Income for Funds	0.00
E201 Dunning Bequest inc	0.00
E250 Expenditure from Funds	0.00
E251 Dunning Bequest exp	0.00
E300 Income for Refurbishment Fund	500.00
E350 Expenditure Refurbishment Fund	2,274.40
E850 Income inc Bequests TMCP B850	0.00
E860 Return on Investments	(5,174.31)

	(6,948.71)

CFB for Others

E900 Monies held for Church Holiday	0.00
E950 Monies paid for Church Holiday	0.00

	0.00

TOTAL SURPLUS/DEFICIT

491.34

Printed: 23/10/2022

Turnover last year to date

68,798.15
15,174.10
0.00
0.00
0.00
5,803.16
0.00

89,775.41

7,936.02
3,431.00
200.00

11,567.02

606.96

606.96

3,705.61
292.86
200.37

4,198.84

35.90
458.00
0.00

493.90

0.00
50.00
245.00

1,841.26
0.00
1,024.66
896.75
0.00
0.00

4,057.67

74,795.00

(74,795.00)

10,912.31

(10,912.31)

4,813.63

(4,813.63)

0.00
0.00
0.00

0.00

15,929.95
956.51
0.00
0.00
399.61
2,431.06
3,769.21
821.03
959.75

(25,267.12)

228.59
151.72
91.00

(471.31)

475.42
0.00
637.31
0.00
0.00

(1,112.73)

2,839.87
2,549.17
0.00
737.86

(6,126.90)

140.75
72.00
0.00
2,287.21
0.00
0.00
0.00

(2,499.96)

1,116.00
1,116.00

0.00

0.00
0.00
2,455.00
0.00
0.00
0.00
0.00
5,034.73

2,579.73

0.00
0.00

0.00

(12,719.43)

Paxton

Bal

Offington Park Methodist Church

All fund codes consolidated

Month = August 2022

All fund codes consolidated

Balance

CFB

B830 CFB Deposit Account	10,627.77
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Current Assets

B810 Petty Cash	325.00
B820 CAF Main Bank Account	33,425.05
B840 Butterfly Project	0.00
B880 Church Holidays	0.00

Current Liability

B950 CFB Held for Others	50.00
B980 Youth Seed Fund	2,000.00
B981 Cameo Fund	233.67
B982 Music Therapy Fund	1,796.37

Investments

B850 TMCP Interest Fund	845.41
B860 TMCP Managed Fixed Interest	17,376.55
B865 TMCP Managed Mixed Fund	28,728.22
B870 Other Investments	0.00

Retained Surplus

General - Surplus/deficit year to date	491.34
B990 Retained Surplus	86,756.62

Balance Sheet Report - August 2022

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Printed: 23/10/2022

Last year

	8,816.83
-----	-----
10,627.77	8,816.83

	100.00
	17,395.34
	0.00
	0.00
-----	-----
33,750.05	17,495.34

	50.00
	0.00
	133.67
	1,496.37
-----	-----
(4,080.04)	(1,680.04)

	846.44
	25,631.76
	35,646.29
	0.00
-----	-----
46,950.18	62,124.49

	(12,719.43)
	99,476.05
-----	-----
(87,247.96)	(86,756.62)

Offington Park Methodist Church

General Account to Year Ended

		Aug 31, 22	Aug 31, 21	Budget
		£	£	2021-22
Income	Source			
Offerings	R100	68,316.41	68,798.15	73,000
Circuit Assessment Rebate	R500	9,040.00	8,778.00	
Gift Aid on Offerings	R110; R160	16,465.13	15,174.10	15,560
Gift Day Receipts	R150	11,731.02	5,803.16	7,000
Lettings (Use of Premises)	R200; R201; R210	20,179.06	11,566.52	20,500
Church Activities (Fundraising)	R300	9,801.61	4,198.84	11,000
Zach's Café	R350	4,206.37	0.00	0
Support Activities	R360; R370; R372; R310	2,738.15	493.90	
WAV/Minibus Income	R380	3,912.47	50.00	
Church Flowers	R381	526.53	245.00	
Solar Panel Income	R382	0.00	1,841.26	10,000
Interest on Investments	R250	868.82	606.96	
Fund Contributions	R205	2,274.40		
Other Income	R500	215.94	896.75	
Youth Fund Income (excl Seed Funding)	R500	0.00	1,024.66	
Total Income	A	150,275.91	119,477.30	137,060
Expenditure				
Circuit Assessment	X100	81,400.00	83,573.00	81,230
Salaries & Wages	X150	6,622.97	10,912.31	7,000
Insurance Premiums	X200	5,179.57	4,813.63	6,000
Church Administration	X600	2,852.65	2,839.87	6,000
Property Account	X300	21,550.17	15,929.95	16,000
Solar Panel Expenses	X301	0.00	956.51	
Telecom inc Broadband	X640	764.03	737.86	
Electricity Charges	X320	3,924.61	2,431.06	
Gas Charges	X330	4,717.95	3,769.21	10,800
Water Rates/Commercial Waste Removal	X340	1,064.69	821.03	
WAV/Minibus Costs	X630	1,388.93	2,287.21	
Church Flowers	X451	171.30	140.75	
Church Activities	X400	1,632.90	471.31	
Other Outreach	X410; X520; X500	3,119.73	1,112.73	
Zach's Café Expenses	X450	1,372.23		
ECO Group Expenditure	X453	72.00	72.00	
Youth Fund Expenditure	X454	0.00	0.00	10,030
Photocopier Expenditure	X610	2,892.04	2,549.17	
Cleaning Materials	X310	1,041.80	399.61	
Labyrinth	X303	0.00	0.00	
Organ & Piano Costs	X350	834.35	959.75	
Other Expenses	X260; X800	2,233.94		
Total expenditure	B	142,835.86	134,776.96	137,060
Net Surplus/Deficit(-)	C (A-B)	7,440.05	-15,299.66	
B/F Balance Others		0.00	0.00	
Collections on behalf of Others	E100	1,619.00	1,641.00	
Payments on behalf of others	E150	1,619.00	1,641.00	
Net C/F Balance Others		0.00	0.00	
Total Funds B/F		86,756.62	99,476.55	
Unrealised Gain/Loss on TMCP Unit Revaluations	From TMCP Statement	5,174.31	5,034.73	
Net Surplus/Deficit(-)	From Net Surplus/Deficit(-)	7,440.05	-15,299.66	
Less Net Fund Contributions	From CFB Fund Movements	1,774.40	-2,455.00	
Total Funds C/F	D	87,247.96	86,756.62	
STATEMENT OF FUNDS				
CAF Bank Current a/c	From bank Statement	33,425.05	17,395.34	
Cash In Hand	Known amounts in S2	325.00	100.00	
CFB Funds	From CFB Statement	10,627.77	8,816.83	
Less Funds Held for Others	As defined in Grey Box	4,080.04	-1,680.04	
Sub-total Funds held locally	E	40,297.78	24,632.13	
Funds Held at TMCP Manchester				
TMCP Trustee's Interest Fund	From TMCP Statement - TIF	845.41	846.44	
TMCP Managed Fixed Int Fund	From TMCP Statement - MFI	17,376.55	25,631.76	
TMCP Managed Mixed Int Fund	From TMCP Statement - MMI	28,728.22	35,646.29	
Sub-total Reserves	F	46,950.18	62,124.49	
TOTAL OPMC Funds	= D	87,247.96	86,756.62	
Funds Held Locally				
CAF Current Account	As defined in Green Box	32,649.91	17,981.89	
Eco Fund	As CFB Analysis	807.26	876.71	
Minibus Account	As CFB Analysis	2,388.03	64.29	
Youth Fund	As CFB Analysis	1,372.61	1,368.37	
Dunning Bequest	As CFB Analysis	870.21	867.50	
Kitchen Refurbishment	As CFB Analysis	2,209.76	3,473.37	
	= E	40,297.78	24,632.13	
Reserves				
Unallocated Reserves	Total F above	46,950.18	62,124.49	
Sub-total Reserves	= F	46,950.18	62,124.49	
TOTAL OPMC Funds	= D	87,247.96	86,756.62	
		0.00		
Difference for Treasurer's Reconciliation				
OVERALL POSITION		BALANCED		

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or


(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply appropriate*

(3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

** Please circle as appropriate*

Name Keith Thacker

Signature 

Relevant Professional qualification or body

Address High Ridge Commanders Walk Fairlight
Hastings

Date 1/1/23