



Leeds South & West Methodist Circuit

Trustees Annual Report & Accounts 2023/24



Leeds South & West Circuit

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31st Aug 2024

Introduction

The circuit exists to support churches in their current worship, mission, and service through the centralised provision of ordained staff (& their accommodation) and lay employees. Presbyters are given pastoral oversight of specific churches whilst other roles function as points of reference for their areas of expertise. We coordinate the provision of Sunday worship and offer strategic ideas and plans for shaping the church for the future.

Aims and organisation

The circuit is part of the Methodist Church. We exist to increase the awareness of God's presence, to celebrate God's love, to help people learn and develop as Christians, act as a good neighbour and challenge injustice. Our strategic objectives (worship, service, learning & caring and evangelism) are detailed in the 'Our Calling' document available from

www.methodist.org.uk/about-us/the-methodist-church/our-calling

Review of the year

2023/24 was a year of planning. Churches continued to deliver more work in their communities than their size and demographics might suggest and shared patterns of working across the circuit have helped sustain some of these services.

Churches still offer significant opportunities to explore faith and attend worship as well as acting as central hubs for foodbank collection and/or distribution, providing resources for two charity shops, offering warm spaces and being places for community use. Some have begun collaborating with Leeds Citizen in actively campaigning to improve their local neighbourhoods. Church services, bible study, toddler groups, children's work, youth organisations, knit and natter communities, Live at Home schemes, baptisms, weddings, funerals, pastoral care, coffee mornings and community lunches are further examples of our work which benefits our communities. Worship continued face to face, online and by post. The circuit engages with people regularly through its website, Facebook, YouTube and Zoom accounts in creative ways to reach as many as possible.

Due to the central provision of some resources, the team can support churches in accessing skills not available locally, benefitting from economies of scale and enabling participation in events which they could not provide themselves. Examples include shared staffing, IT, finance, admin, and training. Ordained staff continued to spend considerable time with the wider community through the provision of pastoral care, as well as delivering funeral and bereavement support. Demand for weddings and baptisms also grew.

Our children's and families' development worker retired, and we did not replace this role as we wanted to continue the widescale review of our work first. However, this did lead to a re-organisation of work across the area and ceasing of some children's provision. The admin team continues to work flexibly, offering advice and help regarding finance, governance, and administrative matters. Demand for their time only continues to grow and a new partnership model of working together with churches was piloted.

Work continued reviewing our policies for better sharing and targeting of our resources across the area, considering our future needs and sustainable ways of being church. Churches will be asked to review

their own situations during the coming year in light of the work already undertaken. The Hunslet society ceased to meet but the community work continues in their building at this point. The transfer of property to circuit trusteeship will be from 1st Sept 24. Morale in the team remains high and we are grateful for the teamwork of ordained people, lay staff and volunteers, which enables both the care of our people and the continuance of operations.

Finance Summary

Income trends

Circuit income is primarily drawn from the assessment paid by the circuit churches £367,623 (78% of general cash income). £76,286 (16%) was a one-off refund of donations made to the Methodist Pension Reserve Fund which has now been de-risked and restructured. Conference agreed to refund the earlier appeal for funds. As we had previously refunded churches, these funds will restore circuit balances held. The remaining general income is received from donation, occasional church payments and investments (6%). Some balances were received from closed churches which has been designated separately to support these closed buildings as their futures are determined.

Expenditure trends

Stipend pay levels increase each financial year in line with Conference approved amounts. The circuit also applies the living wage percentage increase to its lay employees in line with District recommendations. 55% of general cash expenses were used to pay our people and associated costs (£255,114). 19% represented the circuit's contributions to the district and connexional budgets (£89,268). This is used to fund the work of the wider methodist church. Other admin and governance requirements totalled £32,584 (7%). £45,982 (10%) includes the upkeep of our minister residences and associated running costs and expenses. Grants, and payments to support churches and mission totalled £42,990 (9%).

£43,739 of designated funds were spent on dealing with closing properties, particularly utilities, insurance and legal needs. When a building is sold, the Methodist Connexion takes a levy after the first £20,000 (20% on the remainder of the first £100k and 40% on the rest unless funds are for a replacement project). We sold a manse during this year and the levy was £112,926, plus legal costs of £7,685.

Fund balances

At the year end, the net current assets of the circuit totalled £563,810. This has rebounded due to the pension reserve refund and house sale. The Trustees note that this is more than sufficient to cover the general expenditure of the charity for around 1.2 years.

Plans for 24/25

Plans for a wholesale review of how our resources, people, and finance, are targeted towards more sustainable models are progressing, along with our mission plans. Local churches will also be reviewing their direction of travel and asked to assess how they best serve the needs of their people. Churches will continue to work more closely together, and the closure of 2 societies is already known and sale of buildings are likely to feature as we reshape to meet the current needs of our communities. Such reshaping is likely to bring challenges to our income stream but the capital from building sales will assist in such transitions. However, this will affect both our staffing needs and affordability. Our Children and Families worker retired in August 2023 and will not be replaced at this time. Climate change needs and rising energy costs are also continuing to be concerns and work to change to more sustainable systems are being explored and implemented.

A reserves policy is attached to this document which includes a fund for churches in crisis and sufficient savings to deal with any income shortfall next year

Governance

Basis of preparation and legal framework

The annual report and accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Full Name of Charity:	Leeds South & West Methodist Circuit
Registration Charity Number:	1129529
Date of registration:	2009

Charity in present form from 2015/16
(It became the continuing entity of the Charity no of Leeds Headingley and West registered in 2009)

Main communication address:

Circuit Office, Wesley Road Chapel, Wesley Road, Leeds LS12 1UL

The members of the Leeds South & West Methodist Circuit meeting are the Charity Trustees, membership being made up of circuit office holders, ministers and representatives appointed by the local churches.

A Trustee List is attached as Appendix A to this report.

Circuit Ministers and officers

Active Circuit Ministers

Rev Jo Lightowler (Superintendent),
Rev Pete Brazier, Rev Keith Hunt (non-Stipendiary), Rev Mo Onyett, Rev Rach Ward, Deacon
Guy Austin-Bride

Circuit Stewards (Lay Volunteers)

Miss Anne Jackson (Senior), Mrs Kirsty Butler, Mr Peter Cordwell, Prof Edmund Linfield,
Mr Phil Maud, Dr Rob Moore, Mrs Elizabeth Smith, Mr Stuart Westerman, Miss Audrey Wilks,

Administrators

Mrs Erica Hartley & Miss Helen Boocock

Miss H C Boocock acted as the principal officer overseeing the day-to-day financial management and accounting for the circuit during the year.

Auditors: Azets Audit Services
Carlton House, Grammar School St, Bradford BD1 4NS

Investment Bankers: Central Finance Board of the Methodist Church
Trustees for Methodist Church Purposes

Aims and Organisation

The Charity's objective is to act as a resource provider within the area around South & West Leeds for the Methodist 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 discipline of The Methodist Church;
 - b) Any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of The Methodist Church;
 - c) Any charitable purpose for the time being of any society or institution subsidiary or ancillary to The Methodist Church;
 - d) Any purpose for the time being of any charity being a charity subsidiary or ancillary to The Methodist Church
- Worshipping God through prayer, song and other acts of worship including the organisation and resourcing of regular public acts of worship open to members of the church and non-members alike
 - The teaching of Christianity through sermons, courses, and small groups.
 - The resourcing of pastoral work including visiting the sick and bereaved.
 - Taking religious assemblies in local schools.
 - Promotion of Christianity through the staging of events and services.
 - Working with local groups to improve and benefit the communities in which we live
 - Provision of chaplaincy services to the local university and other institutions.

Public Benefit

The Leeds South & West Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Structure, Governance and Management

The governing document for the circuit is the Deed of Union (1932) and Methodist Church Act (1976).

Detailed governance arrangements are outlined within the Constitutional Practice and Discipline of the Methodist Church by order of the annual conference (CPD). All Governance Documents can be found online at the Methodist Church of Great Britain Website

Day to day management of the circuit is undertaken by the Circuit Leadership Team along with the Local Preachers' Meeting, the Circuit Governance Committee, and the Circuit Meeting.

Trustee Training

A range of guidance produced by Methodist Connexion to support the effective running of the circuit, specifically the leaflet 'The Role of a Trustee in The Methodist Church' is made available to all new Circuit meeting members as induction to their role as trustees as well as the current charity commission publication.

Related Parties

The Circuit is part of the Yorkshire West District and is also accountable to the Methodist Conference. The following Methodist Churches are linked to the circuit.

Churches within Leeds South & West Circuit

Adel Methodist Church
Beeston Hill UFC (LEP)
Central Methodist Church
Cookridge Methodist Church
The Church in Farsley (LEP)
The Grove Methodist Church
Headingley Methodist Church
Highfield Methodist Church
Hunslet Methodist Church
Hyde Park Methodist Church
New Whingate Methodist Church
The Church In Rodley (LEP)
St Andrew's Methodist Church, Beeston
St Andrew's Methodist Church, Pudsey
St John's Methodist Church
St Mark's Methodist Church
Trinity Bramley Methodist Church

Risk Management

The major risks have been identified and recorded. There is a regular annual review process undertaken.

Income and Expenditure is being monitored and is compared with the approved annual budget on a half yearly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves. There is also a crisis contingency amount included within the reserves policy.

Safeguarding

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Methodist Connexional practice outlines commitment to the following principles:

- the care and nurture of, and respectful pastoral ministry with, all children, young people, and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable.
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

The Leeds South & West Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy, government legislation, guidance, and safe practice in the circuit and in the churches.

The Leeds South & West Circuit commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

Reserves Policy

The Reserves Policy for the Circuit is attached at the end of this document. We confirm that it is sufficient to meet any unforeseen item of major expenditure on manses and / or to be able to continue, in the short term, funding planned activities in the event of any inability to raise the full Circuit Assessment from churches.

Policies

The following additional policies have been formally adopted by the trustees and continue to be reviewed

Disciplinary & Dismissal Procedure	Equality Diversity Inclusion	Conflicts Of Interest
Safeguarding Policy	Grievance Procedure	Flexible & Hybrid Working
Health & safety	Redancy	Finance Framework
Lone Workers	Photography and recording	Survivors of abuse
Social Media	Working at Heights	Antibullying
Lay Staff Training and Pay policy	Anti bribery & Whistleblowing	

Leeds South & West Methodist Circuit

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF LEEDS SOUTH & WEST METHODIST CIRCUIT

Opinion

We have audited the financial statements of Leeds South & West Methodist Circuit (the 'Charity') for the year ended 31 August 2024 which comprise the statement of financial activities, the balance sheet, and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 August 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Leeds South & West Methodist Circuit

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF LEEDS SOUTH & WEST CIRCUIT

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditors> responsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Leeds South & West Methodist Circuit

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF LEEDS SOUTH & WEST CIRCUIT

Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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.

Signed by:

9FD5583B75B8478...

Colin Whitehead
Senior Statutory Auditor
For and behalf of Azets Audit Services Ltd

24 January 2025 | 15:20 GMT
Date:

Chartered Accountants
Statutory Auditor

Carlton House
Grammar School Street
Bradford
BD1 4NS

Azets Audit Services is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.



2023/24

Leeds South & West Methodist Circuit Accounts For the year ended 31st Aug 2024 (Accruals Basis)

Charity Number 1129529

District: Yorkshire West 27

Circuit: Leeds South & West 01

Ministers

Rev Jo Lightowler (Superintendent)

Rev P Brazier, Rev K Hunt (non-stipendiary), Rev M Onyett, Rev R Ward, Deacon G Austin-Bride

Lay Employees

Mrs A E Hartley, Miss H C Boocock

Stewards

Miss V A Jackson (Senior), Mrs K Butler, Mr P Cordwell, Prof E Linfield,
Mr P Maud, Dr R Moore, Mrs E Smith, Mr S Westerman, Miss A Wilks

Treasurer

Miss H C Boocock



Leeds South & West Methodist Circuit

Statement of Financial Activities to 31st Aug 2024

	No.	General	Property	CMTF	Total Designated	Restricted Fund	23/24	22/23
Income								
Donations & Legacies	4	175		-			175	343
Charitable Activities	5							-
Assessments from Churches	a	367,623					367,623	392,314
Other Charitable Activities	b	80,446			4,914		85,360	1,152,891
Other Trading Activities								-
Income from Lettings	6	-			22,502		22,502	-
Investments	7	23,228		2,676	-	100	26,004	17,969
Total Income		471,472	-	2,676	27,416	100	501,664	1,563,517
Expenditure								
Stipends, Sals, NIC, Pensions	8	255,114					255,114	266,076
District Assessment	9	16,924					16,924	14,255
Methodist Church Fund	10	72,344					72,344	72,309
Telephone & Travel	11	6,356					6,356	4,781
Insurance & Utility costs	12	27,176					27,176	28,281
Maintenance on Manses	13	12,450					12,450	24,124
Churches under circuit trusteeship	14	-			43,739		43,739	35,655
Provision for bad & doubtful debts	15	23,653					23,653	-
Other Outgoings	16	48,295		120,901	-	-	169,195	36,343
Grants and Donations	17	42,990		-			42,990	76,000
District Advance Fund	18			2,579	-		2,579	2,919
Total Charitable expenditure		505,301	-	123,480	43,739	-	672,520	560,744
Net Income/Exp before gain/loss		- 33,829	-	-120,804	- 16,323	100	- 170,857	1,002,772
Transfers between Funds	19	228,976	- 350,000	121,613	-	- 590	-	-
		195,147	- 350,000	810	- 16,323	- 490	- 170,857	1,002,772
Gain/Loss on sale of fixed assets	20		100,000		-		100,000	-
Gain/Loss on investment assets	20	13,382		7,640			21,022	- 7,837
Net movement in Funds		208,529	- 250,000	8,450	- 16,323	- 490	- 49,834	994,935
Balances brought forward		320,040	3,240,606	101,587	112,005	2,500	3,776,738	2,781,802
TOTAL Funds carried forward		528,569	2,990,606	110,036	95,682	2,010	3,726,903	3,776,738
Monies received for others	29						88,504	139,425
Monies passed on to others							88,504	139,425
							-	-



Leeds South & West Methodist Circuit

Balance Sheet as at 31st Aug 2024

		Unrestricted					
		General	CMTF	Designated	Restricted	23/24	22/23
	Fixed Assests					£	£
	Circuit Manses & Equipment	1,880,606				1,880,606	2,157,118
	Churches	990,000				990,000	990,000
	Investment Properties	120,000				120,000	93,488
	Investments TMCP	136,097	106,390			242,487	248,466
21	Total fixed assets	3,126,703	106,390	-	-	3,233,093	3,489,072
		2,990,606					
	Current Assets						
22	Debtors & Prepayments	17,065				17,065	22,778
26	Trustee for Methodist Purposes	619	3,646		2,010	6,276	5,371
	Central Finance Board	516,441		95,682		612,123	377,817
	Cash at bank and in hand	62,556				62,556	55,010
	Total current assets	596,681	3,646	95,682	2,010	698,019	460,976
23	Creditors (due under 1 year)	104,209				104,209	83,310
24	Grants agreed <1 Year	30,000				30,000	20,000
	Net current assets/liabilities	462,472	3,646	95,682	2,010	563,810	357,666
	Total assets less current liabilities	3,589,175	110,036	95,682	2,010	3,796,903	3,846,738
25	Creditors and Accruals > 1 year					-	-
	Grants agreed >1 Year	70,000				70,000	70,000
	Net assets	3,519,175	110,036	95,682	2,010	3,726,903	3,776,738
	Funds of the Circuit						
	General Fund (unrestricted)	3,519,175				3,519,175	3,560,646
	Circuit Model Trust Fund (Unrestricted)		110,036			110,036	101,587
	Designated Funds (Unrestricted)			95,682		95,682	112,005
	Total Unrestricted Funds					3,724,893	3,774,238
	Restricted Funds				2,010	2,010	2,500
	Total Funds	3,519,175	110,036	95,682	2,010	3,726,903	3,776,738

Accounts approved by trustees at Circuit meeting dated 13/3/25

Signed: *Helen Boock*

Trustee



Leeds South & West Methodist Circuit

Statement of Cash Flows for the Year Ended 31st Aug 2024

Note

Cash flows from operating activities:

34 Net cash provided by (used in) operating activities

23/24	22/23
- 160,249	- 138,636

Cash flows from investing activities:

Dividends and interest income from Investments

Proceeds from sale of investments

Income from Lettings

Sale of fixed assets

Net cash provided by (used in) investing activities

26,004	17,969
27,001	
350,000	
403,005	17,969

Change in cash and cash equivalents in the year

Cash and cash equivalents at the beginning of the year

Cash and cash equivalents at the end of the year

242,757	- 120,667
438,198	558,865
680,955	438,198

Cash and cash equivalent include:

Short term investments

Cash at bank

26 Total cash and cash equivalents

618,399	383,188
62,556	55,010
680,955	438,198

Leeds South & West Methodist Circuit 27/01

Notes to the Accounts

1 Basis of accounting and accounting policies

a) Accounting Standard

The accounts have been prepared in accordance with the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

b) Public Benefit Entity

The Leeds South & West Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s) below.

c) Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

d) Content

The financial information presented is relevant, reliable, comparable, and complete. Where estimates are used these are based on experience, research, and judgment. The accounts are expressed in £Sterling, rounded to the nearest pound.

e) True and fair override

The accounts (financial statements) have been prepared in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

f) Going Concern

Based on the monetary assets and human resources available at the end of the year, the trustees believe that the Circuit is a going concern

g) Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the churches within the circuit but has no legal or operational control of those churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of churches within the circuit are not consolidated into these financial statements.

h) Income Recognition

Income is brought into account when there is entitlement, and the amount is reliably measurable once it is more likely than not that the economic benefit of the income will be forthcoming.

Individual amounts categorised as 'Other income' in the SOFA will be shown separately if they are considered material.

The Circuit acts as Agent in three matters

- the collection from Churches and payment over of their contributions to various Funds controlled and administered by the Methodist church – 'Connexional Funds'
- the administration (application, collection, and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.
- the administration (payment and reimbursement) of church employee wages.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the connexion or church as appropriate. Instead, the transactions are disclosed in the Notes to the Accounts as required by SORP(FRS102), module 19.12.

In accordance with the Charities SORP (FRS102), the time of volunteers is not recognised. If goods are donated, a value will be shown in the SOFA or Notes where a value is considered material.

i) Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable, and it is considered more likely than not that there will be an outflow of economic benefit.

j) Grants & fixed term appointments

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant or when the Circuit accepts that there is a legal or operational obligation to make the payment if it subject to performance conditions. When the grant is recurrent over more than one year the balance payable in future years is treated as a provision for future commitments in the Balance Sheet against the appropriate fund, the provision being released in future years in accordance with the originally agreed terms. In cases where the grant has been charged to one fund but for ease of payment has been transferred to another fund any future payment provision is applied to the fund from which the grant will ultimately be paid. Salaries agreed for fixed term employees are also treated as such and a provision will be made.

k) VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

l) Tangible fixed assets for use by the Circuit

These are capitalised if they can be used for more than one year, and individually cost at least £1,000.

The freehold property and/or long leasehold residential property is shown in the accounts at deemed historical cost representing each property's gross carrying value as at 1 September 2015. No depreciation is provided on the building because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the building component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees of the property. At that time, the property is recognised as an asset at its anticipated sale price as determined by professional valuation. Any expenditure on such assets if held for reinvestment of the proceeds, as the trustees determine, that is likely to enhance the sale value is capitalised at the time the expenditure is incurred. Where the proceeds are intended to be spent on activities, the property is included in current assets at the lower end of cost and realisable value.

The Circuit has made use of the deemed cost option on transitioning to FRS102, as outlined above.

m) Monetary investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as Custodian Trustee. The valuation, at market value, are those provided by TMCP. The unrealised gains arising on investments at the end of the year are shown in the SOFA.

n) Investment Properties

From time to time the Circuit may hold residential property (formerly manse) which is surplus to its normal staffing requirements. Where this is the case and it is anticipated that the property is unlikely to be used as a manse within a period of 2 years, the property is classed as Investment Property (whether let out or not) and lets are at market rates unless there is a compelling reason not to do so in furtherance of the Circuit's charitable objectives. Any such cases are specified within the accounts.

o) Receivables and Payables: Bank and Cash (Basic Financial Instruments)

Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit. Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

p) Methodist Connexional Funds

The Methodist Church Connexion raises assessments against circuits, and these are paid quarterly to their districts. The circuits raise assessments against churches in their circuit. The district quarterly remits the sum received from the circuits. The district retains a portion from this circuit assessment to meet its own cost and is listed separately to the connexional total in these accounts. The circuit acts as Agent for ad hoc collections for various funds controlled and administered by the Methodist Church and these are detailed in the Related Parties section.

q) Funds

The trustees have adopted a policy for all unrestricted reserves which is included as Appendix B. The funds held constitute: General Funds held for any purpose of the Circuit which are Unrestricted. The Circuit Model Trust Fund which has wide purposes defined in Standing Orders and is categorised as unrestricted. Restricted funds which are held for a narrower specified purpose. Designated funds are for earmarked projects but can be reallocated according to priorities. We have no Endowment funds. Details of material funds are disclosed in the accounts, and each may be represented by more than just cash.

r) Minister's Manse Costs

The Circuit is required to provide accommodation for each minister in the circuit and their families and this is seen as a benefit to the circuit. Ministers are expected to occupy the manse provided for them. The

circuit bears the costs of repairs, maintenance, buildings insurance, council tax and water charges. These figures are not separately disclosed as benefits-in-kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

s) Subsequent Events

Events after the reporting period: An event, which could be favourable or unfavourable, that occurs between the end of the reporting period and the date that the financial statements are authorised for issue.

Adjusting event: An event after the reporting period that provides further evidence of conditions that existed at the end of the reporting period, including an event that indicates that the going concern assumption in relation to the whole or part of the enterprise is not appropriate.

Non-adjusting event: An event after the reporting period that is indicative of a condition that arose after the end of the reporting period.

2 Glossary of Terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provide investment advice to those entities.

Church: a group of members from twelve to more than three hundred

Circuit: A group of Methodist Churches and Local Ecumenical Partnerships with a methodist component in a geographically defined area, typically between 10 and 30

Circuit Meeting: The Trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or local Churches.

CLT: Circuit Leadership Team: A group (comprising mostly, but not exclusively) of Circuit Trustees responsible for the day-to-day administration and policy formulation of the Circuit. The CLT comprises the Presbyters and Deacons stationed within the Circuit, The Circuit Stewards, including a finance steward and the Lay employees

CMTF: Circuit Model Trust Fund

Connexion: The Methodist Church in Great Britain which includes the Head Office in London, all Methodist Districts, Circuit and Churches in Great Britain

Connexional Funds: The Designated and/or Restricted Funds held and administered by the Connexion in furtherance of its charitable and mission objectives.

Deacon: A Deacon is an ordained role within the Methodist Church and a religious order. It is a way of life which expresses the servant ministry of Christ by the whole people of God to the world. Deacons exercise caring, pastoral, evangelistic and outreach ministries in accordance with their gifts.

District: a group of contiguous Circuits, usually between 15 and 30

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on accepted commercial employment terms.

LEP: Local Ecumenical Partnership, A group of denominations who agree to work together as one unit. The agreement may be to share buildings, worship or financial and governance structures and may vary in detail from Partnership to partnership.

MMPS: Methodist Ministers' Pension Scheme

Pensions Trust: The organisation through which the Circuit arranges a pension scheme for its lay employees.

Presbyters (including Superintendent): Probationer or Ordained Methodist Minister who have pastoral and administrative responsibility for the Churches within a Circuit. They are placed (stationed) in a circuit who look after their accommodation, stipends and welfare and they usually take pastoral charge of a designated set of churches. The Superintendent carries the additional responsibility for overseeing the running of the Circuit.

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

Stipend: A regular fixed sum paid to ordained staff in lieu of a Salary. It is taxed in the same way a salary would be treated.

TMCP: Trustees of Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including legacies, Endowments and Accumulated Funds.

3 Restatement of previous year's figures

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 [Not Section 1A] and the Charities SORP FRS 102 the statement of comparative items was required. Restatement has not been necessary, and a reconciliation of opening balances is also therefore not required. A copy of the previous year's SOFA and Balance sheet is included at Appendix C for clarity.

Leeds South & West Methodist Circuit 27/01

Year ended 31 August 2024 Notes to the Accounts

4) Donations & Legacies

No legacies received. Donations received towards postal costs and circuit resources provided

Donations & Legacies	General	CMTF	Desig	23/24 Total	22/23
Collections & Donations	175			175	343
Total	175	-	-	175	343

5) Charitable Activities

In 2023/24 the circuit had 17 churches. Each is assessed for a contribution to meet the overall net costs of the circuit. Known income from other sources is taken into account. The circuit continues to reassess contributions by membership and relative financial strength, in order to share the costs as fairly as possible. The plan also allows for savings to be used to help manage change. 2 churches are earmarked for transfer to Circuit trusteeship in 24/25 and the budget has taken this into account.

a) Assessments from Churches

Assessments from Churches	General	CMTF	Desig	23/24 Total	22/23
Adel	13,333			13,333	13,333
Beeston Hill	14,631			14,631	14,121
Central	11,247			11,247	11,126
Cookridge	35,652			35,652	35,652
Farsley	14,744			14,744	14,398
The Grove	58,503			58,503	57,469
Headingley	32,452			32,452	31,691
Highfield	14,584			14,584	14,242
Hunslet	20,225			20,225	19,751
Hyde Park	13,062			13,062	13,062
Rodley	3,620			3,620	3,620
St Andrew's, Beeston	23,269			23,269	22,724
St Andrew's, Pudsey	32,000			32,000	40,794
St John's	7,693			7,693	7,513
St Mark's	14,862			14,862	14,514
Trinity, Bramley	37,745			37,745	36,860
New Whingate	20,000			20,000	16,960
Wesley Road	-			-	5,305
Woodside	-			-	19,179
Total	367,623	-	-	367,623	392,314

b) Other Charitable Activities

Previous contributions to the National Pension Reserve funds were returned as the fund is much healthier. Churches in the circuit had previously been refunded by the circuit so this replenishes our funds. Some final funds from the closure of woodside were received. The Circuit Office acts as treasurer for Adel, St Andrew's Pudsey, Farsley, & St Marks for which a charge is made. Youth is the cost of the 3generate weekend. Sales income represents bulk-buying/reselling to churches for regular resources.

Other Charitable Activities	General	CMTF	Desig	23/24 Total	22/23
Pension Reserve Fund	76,286			76,286	-
Woodside Balance	-		4,914	4,914	2,500
Circuit Finance Support	1,800			1,800	1,800
Youth	1,300			1,300	1,230
Refund of Survey for manse sale	540			540	-
Sales Income	520			520	615
Property received into Circuit Control	-			-	990,000
Wesley Road Balance	-			-	126,984
Lower Wortley Balance	-			-	20,676
Accessibility Grants	-			-	9,067
Other Misc	-			-	20
Total	80,446	-	4,914	85,360	1,152,891

6. Other Trading Activities

The Hall at Woodside had a tenant during 23/24 until June. Some of the rental is still outstanding

Income from Lettings	General	CMTF	Desig	23/24 Total	22/23
Woodside Hall	-		22,502	22,502	-
Total	-	-	22,502	22,502	-

7. Investments

Investments	General	CMTF	Restricted	23/24 Total	22/23
Interest	19,992	21	100	20,113	12,975
Dividends	3,236	2,655	-	5,892	4,995
Total	23,228	2,676	100	26,004	17,969

8. Stipends, Salaries, NIC & Pensions

The Superintendent and the other presbyters are considered Key Management personnel. The members of the Circuit Meeting are the trustees of the charity. No employees received benefits of more than £60,000. There is no accrual for holiday pay as it is immaterial. Holidays for ordained staff ends 31st Aug All staff are paid at or above the living wage.

Stipends were paid to 4 presbyters and 1 Deacon who were all full time. Salaries were paid to 2 part time administrators (1.4 FTE). 1 part time Minister lives in a manse, draws no salary and only claims travel & expenses.

Most ordained people are members of the Methodist Ministers' Pension Scheme (MMPS). This is a defined benefit scheme. The Connexion accounts for this in the annual Methodist Church in Great Britain accounts. The MMPS is now in surplus.

A defined contribution pension scheme in place for lay employees in line with the Government guidelines on auto enrolment. Employers contribute 6% and employees from 2-6%. Rather than run multiple schemes, some churches moved their staff onto our payroll to share central administration. We currently deal with the payroll and pensions for employees based at The Grove, St Andrew's Pudsey, Hunslet, Adel, Farsley and Huddersley and pass the payment on to payroll for their costs. These salary figures are not in the accounts except in the "collected/received for others" total and amounts to £58,178.

Stipends, Sals, NIC, Pensions	General	CMTF	Desig	23/24 Total	22/23
Ministers					
Stipends	148,104			148,104	137,333
Pensions	39,059			39,059	36,218
NIC	14,306			14,306	13,206
Computers for ministry	970			970	880
Expenses	921			921	1,643
Lay Staff					-
Salaries	44,165			44,165	65,396
Pensions	2,588			2,588	3,924
NIC	3,441			3,441	5,331
Expenses	-			-	545
Admin Charge	576			576	576
Apprenticeship levy (all people)	984			984	1,025
Total	255,114	-	-	255,114	266,076

9. District Assessment

The District Assessment is calculated relative to the proportion of church members and ordained staffing levels across all circuits in the Yorkshire - West District. The Methodist Church Fund is also calculated on the same basis and collected by the District to pass onto the Connexion.

District Assessment	General	CMTF	Desig	23/24 Total	22/23
District Assessment	16,924			16,924	14,255
Total	16,924	-	-	16,924	14,255

10. Methodist Church Fund

Methodist Church Fund	General	CMTF	Desig	23/24 Total	22/23
Methodist Church Fund	72,344			72,344	72,309
Total	72,344	-	-	72,344	72,309

11. Telephone & Travel

The Circuit provides or pays for 1 broadband and phone connection for each ordained member of staff. Where possible, this is provided directly to avoid a tax liability for the individual, but some are claimed through expenses. The office at Wesley Road also has phone and broadband. Travel is reimbursed at standard Inland Revenue rates.

Telephone & Travel	General	CMTF	Desig	23/24 Total	22/23
Ministers					
Telephone/Internet	2,260			2,260	2,597
Travel	2,653			2,653	646
Lay Staff & Office					
Telephone/Internet	1,443			1,443	1,436
Travel	-			-	102
Total	6,356	-	-	6,356	4,781

12. Insurances and utility costs

The Circuit owns 7 manses to house their ministers. 1 houses a minister who does not receive a stipend but works on a "house for duty basis". The previous 8th property, Cross Flatts Avenue was sold during the year and Fraser Avenue is currently for sale as part of a replacement scheme.

Insurance & Utility costs	General	CMTF	Desig	23/24 Total	22/23
Manses					
Insurance	7,740			7,740	7,161
Water	3,182			3,182	2,769
Council Tax	17,375			17,375	16,619
Gas & Electric	- 1,121			- 1,121	1,732
Total	27,176	-	-	27,176	28,281

13. Maintenance on Manses

£3000 per manse on average is budgeted yearly in the assessment for repairs but may not be equally used. Additionally, £30,000 is designated from reserves for more major repairs and quinquennial work. Whitecote Hill had significant Bathroom remedial works. Becketts Park Drive required a new boiler and Chestnut Drive also required significant plumbing repairs.

Maintenance on Manses	General	CMTF	Desig	23/24 Total	22/23
Bathroom improvements	3,015			3,015	4,998
New Boiler	2,750			2,750	-
Plumbing Repairs	2,117			2,117	2,424
Gardening, Fencing & Gutters	1,108			1,108	1,106
Gas/Elec Maintenance & Inspections	696			696	2,169
Alarm Maintenance & Repair	666			666	349
Heating Repairs	629			629	-
Drainage	498			498	-
Electrical repairs	370			370	2,821
Misc repairs	260			260	705
Window & Door Maintenance & Repair	210			210	109
Appliances replace/repair	131			131	1,917
Carpets	-			-	2,727
Other External repairs	-			-	1,562
Roof Repairs	-			-	1,440
Garage repairs/demolition	-			-	635
Internal Decoration	-			-	615
Manse Adaptations	-			-	545
Total	12,450	-	-	12,450	24,124

14. Churches under circuit trusteeship

Lower Wortley Church Building is in the middle of the sales process. Woodside Church had a tenant in the hall until June 24. The site is now to be sold. Wesley Road is being used by the circuit for office space and other activities and meetings. It is 80% owned by the Methodist Church and 20% by the Baptist denomination. Hunslet congregation has ceased to meet but the building is used by the community, and we employ a caretaker which the circuit has funded since June. The property will change to circuit trusteeship from 1st Sept 24.

Churches under circuit trusteeship	General	CMTF	Desig	23/24 Total	22/23
Utilities LW	-		2,318		1,683
Insurance LW	-		8,188		7,942
Other Maintenance LW			90		-
Governance LW			1,939		-
Total Lower Wortley	-			12,534	9,625
Utilities WR	-		3,044		2,530
Insurance WR			935		913
Other Maintenance & Charges WR	-		636		297
Total Wesley Road	-			4,615	3,740
Utilities WS	-		11,739		503
Insurance WS	-		10,226		1,551
Other Maintenance WS			783		-
Governance & Legal WS	-		2,481		20,237
Total Woodside				25,229	22,291
Other Maintenance & Charges H	-		1,360		-
Hunslet				1,360	-
Total	-	-	43,739	43,739	35,655

15. Provision for bad debts

Provision for bad & doubtful debts	General	CMTF	Desig	23/24 Total	22/23
Loans to Churches	6,001			6,001	
Rental arrears	17,652			17,652	-
Total	23,653	-	-	23,653	-

16. Other Outgoings

Connexional and property levies are taken from property sales on a sliding scale. Governance Costs includes church /manse quinquennial inspections, surveys, legal and audit fees. Admin represents office costs of printing and purchases of materials as well as Safeguarding and website maintenance. Youth is the cost of the 3 Generate weekend. Preaching expenses are travel expenses and, where applicable, the set fee due to supernumerary minister preaching appointments. Citizens is the fee to be part of this charity that works for improvements in society. The Grove is an on-going charge for the use of spaces in their carpark. Bank charges - During the year the circuit paid TMCP, the custodians of the circuit's investments, management charges based on the value of the individual funds at the beginning of the year. CAF bank also charges a monthly fee. Benevolence Payments are discretionary funds to relieve hardship, paid to individuals or charities who are in need. Up to 1.5% of the general balance may be used if required. Purchase costs are the bulk purchasing of items for churches.

Other Outgoings	General	CMTF	Desig	23/24 Total	22/23
Connexional & Property levies	-	112,926		112,926	-
Governance	30,745	7,685		38,430	19,252
Admin	5,782			5,782	6,638
Youth Expenses	3,840			3,840	3,480
Preaching Expenses	2,493			2,493	2,006
Citizens	2,000			2,000	-
Training courses & resources	1,189			1,189	318
The Grove	1,000		-	1,000	1,000
Bank Charges	547	290		836	429
Benevolence Payments	590			590	160
Other Misc	109			109	170
Occupational Health	-			-	2,365
Purchase costs	-			-	415
Tech Repair/Purchases	-			-	110
Total	48,295	120,901	-	169,195	36,343

17. Grants & Donations

When a grant has been agreed, a provision is made for its payment if not paid immediately. A grant was made towards a Youth worker based at Trinity Methodist Church over 3 years (£10,000 x3)

Grants and Donations	General	CMTF	Desig	23/24 Total	22/23
Grants agreed for future years	30,000			30,000	50,000
New Whingate	9,500			9,500	-
Hyde Park	3,000			3,000	
St Mark's	490			490	-
Adel	-			-	10,000
St Andrew's, Beeston	-			-	10,000
Headingley	-			-	5,000
Rodley	-			-	1,000
Total	42,990	-	-	42,990	76,000

Previously agreed grants paid	General	CMTF	Desig	23/24 Total	22/23
Chaplaincy Yr 1	10,000			10,000	-
Meanwood - InterAct Yr 7	10,000			10,000	10,000
Hyde Park					9,475
Total	20,000	-	-	20,000	19,475

18. District Advance Fund

The District Advance Fund is financed by a levy to support District grants to projects. It is calculated on all circuits on their CMTF account balance as at 31st Aug in previous accounting year. It is a sliding scale from 2.5% to 7.5%

Contributions to District Adv Fund	General	CMTF	Desig	23/24 Total	22/23
District Advance Fund		2,579		2,579	2,919
Total	-	2,579	-	2,579	2,919

19. Transfers/adjustments

Transfers/adjustments	General	Property	CMTF	Restricted	23/24 Total	22/23
Movement between accounts	228,976	- 350,000	121,613	- 590	-	-
Total	228,976	- 350,000	121,613	- 590	-	-

20. Investment gains

Investment gains	General	CMTF	Desig	23/24 Total	22/23
Gain/loss on value of Fixed Assets	100,000			100,000	-
Gain/loss on value of unit trusts	13,382	7,640		21,022	- 7,837
Total	113,382	7,640	-	121,022	- 7,837

21. Property and Investments

The circuit owns 7 manse: 6 are occupied by staff. and 1 is for sale.

3 church buildings are in circuit trusteeship. These are shown at estimated sale cost. (TMCP is the legal owner and custodian trustee of all methodist church property and will deduct a levy upon most sales. Equities are regarded as medium or long-term investments.

Property & Investments	General	CMTF	Desig	23/24 Total	22/23
4 Chestnut Ave LS16 (Manse)	236,891			236,891	236,891
33 Becketts Park Dr LS6 3PD (Inv Prop)	233,720			233,720	233,720
7 Fraser Avenue LS18 5EA (Manse)	300,000			300,000	300,000
15 Edward Close LS28 7FG (Manse)	310,000			310,000	310,000
54 Whitecote Hill LS13 2HU (Manse)	320,000			320,000	320,000
36 Crossflatts Ave, LS11 7BG (Manse)				-	250,000
6 Swallow Close LS12 3TH (Manse)	320,000			320,000	320,000
10 Salamanca Cres LS10 4GJ (Manse)	279,995			279,995	279,995
Manse Subtotal	2,000,606			2,000,606	2,250,606
Lower Wortley Methodist Church	250,000			250,000	250,000
Wesley Road Chapel (80% Methodist)	240,000			240,000	240,000
Woodside Methodist Church	500,000			500,000	500,000
Churches under Circuit Trusteeship	990,000			990,000	990,000
Total Property	2,990,606			2,990,606	3,240,606
TMCP WR Equities	136,097			136,097	149,716
TMCP CMTF Equities		106,390		106,390	98,750
Investments Subtotal	136,097	106,390		242,487	248,466
Total Fixed assets	3,126,703	106,390	-	3,233,093	3,489,072

22. Debtors and prepayments

All sums shown as debtors in 22/23 were received in the following year. Except for a £6000 loan to Cottingley Church in 20/21 which is still outstanding. All sums paid in advance at 23/24 were for activities in 24/25.

Debtors & Prepayments	General	CMTF	Desig	23/24 Total	22/23
Stipends	17,065			17,065	16,777
Cottingley	6,001			6,001	6,001
Rental arrears	17,652			17,652	-
Provision for bad debts (see note 15)	(23,653)			- 23,653	
Total	17,065	-	-	17,065	22,778

23. Creditors and accruals

All sums accrued in 23/24 will be paid in 24/25 unless indicated.

Creditors and Accruals	General	CMTF	Desig	23/24 Total	22/23
Assessment	86,989			86,989	70,810
Audit Fee 23/24	13,200			13,200	
Audit Fee 22/23 outstanding	4,020			4,020	12,500
Total	104,209			104,209	83,310

24. Agreed Grants <1 yr

Agreed Grants <1 Yr	30,000			30,000	20,000
---------------------	--------	--	--	--------	--------

25. Agreed Grants > 1 yr

Agreed Grants >1 Yr	70,000			70,000	70,000
Total	204,209	-	-	204,209	173,310

26. How funds are held

Monetary Balances held at the CFB and at the CAF bank are all available on demand without loss of interest. The split of these balances across the funds is arbitrary but wherever possible balances are not shown as negative. The funds that support the Circuit Model Trust Fund are held by TMCP in the Trustees Interest and interest is credited to the account regularly (along with dividends from the Equity funds shown in investments above).

How funds are held	General	CMTF	Desig	Restricted	23/24 Total	22/23
TMCP WR TIF	619				619	34
TMCP CMTF Trustees Investment Fund		3,646			3,646	2,837
TMCP Waters (TIF)				2,010	2,010	2,500
TMCP Subtotal	619	3,646	-	2,010	6,276	5,371
CFB Account	516,441		95,682		612,123	377,817
Cash	253				253	163
CAF Bank Current Account	61,630				61,630	53,656
CAF Bank Debit Card Account	672				672	1,191
Cash at bank and in hand	62,556	-	-	-	62,556	55,010
Total	579,616	3,646	95,682	2,010	680,955	438,198

27. Payments to Trustees

Expense payments primarily relate to local preaching expenses, travel and staff costs

Payment to Trustees	General	CMTF	Desig	23/24 Total	22/23
Stipends and salaries (less charges)	253,554			253,554	264,476
Other Payments made to trustees	1,626			1,626	1,505
Total	255,180			255,180	265,980

No. of trustees who were paid

11

13

Nature of the expenses

Expense payments primarily relate local preaching and travel costs apart from staff costs

28. Fees for audit of accounts

Fees for examination/audit of accounts	General	CMTF	Desig	23/24 Total	22/23
Audit Fee 22_23	2,800			2,800	12,500
Audit Fee 23_24	13,200			13,200	
Total	16,000			16,000	12,500

29. Collected and passed to others

The Circuit acted as Agent either in the collection or facilitation of the monies below and they do not form part of the Circuit's accounts. Related party transaction has been paid on and logged as received directly from the church.

Collected and passed to others	23/24 Total	22/23
Church Salaries	58,178	66,272
Purchases on behalf of churches	22,986	14,138
Closing Bals to LEP partners	-	58,529
Leaving Gifts		167
Received and passed to others	1,642	
Received for related parties	5,699	320
Total	88,504	139,425

Leeds South & West Methodist Circuit 27/01

Year ended 31st Aug 2024

Notes to the Accounts

30 Detailed analysis of individual fund movements

Unrestricted Funds	Opening Balance	Income	Expenditure	Transfers /Adjustments	Closing Balance	Purpose of the funds
General	320,040	471,472	505,301	242,358	528,569	General operations
Property	3,240,606	0	0	-250,000	2,990,606	Value of property
Designated Funds	112,005	27,416	43,739	0	95,682	Closed church income to support assets inherited
CMTF	101,587	2,676	123,480	129,253	110,036	property sales/investment income, use per standing orders
Totals	3,774,238	501,564	672,520	121,612	3,724,893	

Restricted Funds	Opening Balance	Income	Expenditure	Transfers	Closing Balance	Purpose of the fund
TMCP Waters Fund	2,500	100	0	-590	2,010	Children's participation in music and worship
Totals	2,500	100	0	-590	2,010	

31 Tangible Fixed Assets

The Circuit owns 7 Residential properties. 1 is currently for sale as it is surplus to our current needs
There are no other fixed assets of significant value.

	Residential Land*	Other Land*	Mansees & Churches	Investment property	Total
Bal B/fwds	1,350,364	594,000	1,202,754	93,488	3,240,606
Additions					-
Revaluation					-
disposals	- 150,000		- 100,000		- 250,000
Transfers			- 26,512	26,512	-
Balance C/Forward	1,200,364	594,000	1,076,242	120,000	2,990,606

Net Book Value

Bal B/fwds	1,350,364	594,000	1,202,754	93,488	3,240,606
Balance C/Forward	1,200,364	594,000	1,076,242	120,000	2,990,606

* Land/building split estimated at 60/40 of deemed valuations last year

32 Investments

Bal B/fwds	Additions	Revaluation	Transfers	Balance C/Forward
248,466		21,022	- 27,001	242,487

33 Related party transactions

This year

Name of related party	Relationship	Income from related party during the year	Payments to related party during the year	Loans to related party during the year	Amounts owed by related party as on 31-Aug	Description of transaction
		£	£	£	£	
Methodist Church Fund	National Church Fund		72,344			Circuit Assessment
Methodist District	Yorkshire - West District		16,924			Circuit Assessment
Mission in Britain Fund	Methodist Charity		797			Church Funds banked direct
Fund for Support of Presbyters & Deacons	Methodist Charity		811			Church Funds banked direct
Fund for Property	Methodist Charity		950			Church Funds banked direct
World Mission Fund (inc JMA)	Methodist Charity		2,683			Church Funds banked direct
Methodist Fund for Training	Methodist Charity		195			Church Funds banked direct
Methodists Ministers' Housing	Methodist Charity		75			Church Funds banked direct
Total		0	94,780	0	0	

34 Net cash provided by (used in) operating activities

	23/24	22/23
	£	£
Net Income		
Income from investments	(49,834)	994,935
Income from lettings	(26,004)	(17,969)
Fixed Asset Investment donations		
Loss/(gain) on investment assets		(153,173)
Gain on sale of fixed assets	(21,022)	7,837
Provisions for bad & doubtful debts	(100,000)	
Property received into Circuit Control	23,653	
Increase/(decrease) in debtors		(990,000)
Increase/(decrease) in creditors	(17,939)	(1,057)
	30,899	20,791
Net cash provided by (used in) operating activities	(160,249)	(138,636)

Leeds South & West Circuit
DECLARATIONS

Treasurer

I confirm that these accrual based accounts for the year ended 31st Aug 2024 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit Meeting.

Signature of Treasurer Helen Boocock Date 18/9/24

Name of Treasurer Miss H C Boocock

Address 22 Burnett Rise, Queensbury, Bradford, West Yorkshire, BD13 2DX

Presentation to the Circuit Meeting for approval.

I confirm that the accounts for the year ended 31 Aug 2024 were presented to the Circuit Meeting at its meeting on 17/9/24

and were approved.

Signature of the Chair of the meeting Rev Jo Lightowler

Name of the Chair of the meeting Rev Jo Lightowler

Date 18/9/24



Leeds South & West Methodist Circuit

Appendices

- A. Trustees of the Charity**
- B. Reserves Policy**
- C. Last year's SOFA
and Balance sheet**

Leeds South and West 27/01

Appendix A

Constitution of the Circuit Meeting

S.O. 510 (i)

Circuit Ministers

Revd Jo Lightowler
Revd Pete Brazier

Revd Mo Onyett
Deacon Guy Austin-Bride

Revd Rach Ward

Supernumeraries who have chosen to be trustees

Revd Madeline Andrews Revd Peter Reasbeck

Circuit Stewards

Miss Anne Jackson
Mr Stuart Westerman
Mr Philip Maud

Miss Audrey Wilks
Mr Peter Cordwell
Mrs Elizabeth Smith

Mrs Kirsty Butler
Mr Edmund Linfield
Dr Rob Moore

S.O. 510 (ii) Residing in the Circuit

Revd David Goodall (District role - non-voting member) Revd Tim Nicholls (District role)
Revd Keith Hunt (non-stipendiary minister)

S.O. 510 (iv) Lay employees

Miss Cathy Boocock (Treasurer)

Mrs Erica Hartley (CM Sec) (& S.O. 510 v)

S.O. 510 (vi) Mrs Janet Taylor (sec of Local Preachers' & Worship Leaders' Meeting)

S.O. 510 (vii & viii) Church Representatives and Office holders

From each church, 1 church steward 1 church treasurer, 1 church rep or Where the presence of the senior steward, treasurer and one other representative does not provide three representatives to the Circuit Meeting from the local church (eg where the role of treasurer is fulfilled by circuit provision, or where the treasurer is also senior steward), additional representatives to bring the local church representatives to a maximum of three may be appointed.

Church	Steward - S.O 510 (vii)	Treasurer S.O 510 (vii)	Rep S.O 510 (viii)
Adel	Mrs Michelle Rock	Miss Cathy Boocock*	Vacant
Beeston Hill	Mr Roy Sheard	Mrs Carol Normanton	Mrs Pauline Peacock
Central	Mr Paul Metcalfe	Mrs Margaret Metcalfe	Mrs Victoria Rose
Cookridge	Miss Elizabeth Beetham	Mrs Linda Storey	Mrs Jean Gosling
Farsley	Mrs Linda Kellett	Miss Cathy Boocock*	Mr John Procter
The Grove	Mrs Carol Hoyle	Mr Paul Thompson	Mrs Ann Bailey
Headingley	Dr Stephen Humphris	Prof Gordon Andrews	Mrs Christine Andrews
Highfield	Mr Aidan Jewitt	Mr Fred Jewitt	Mrs Andrea Evers
Hunslet	Mrs Barbara Hartley	Mrs Caroline Mason	Mr Ian Hartley
Hyde Park	Mrs Jackie Hillyard	Mr Simon Brocksom	Mrs Sharon Brocksom
New Whingate	Mr Brian Draper	Mr Keith Harrison	Mrs Glynis Clarke
Rodley	Mr John Uren	Mr Brian Thornton	vacant
St Andrew's, Beeston	Mrs Elizabeth Smith*	Mr John Goacher	Mrs Helen Ingleby
St Andrew's Pudsey	Mrs Dorothy Stefanidis	Miss Cathy Boocock*	Mrs Carol Simpson
St John's	Mrs Susan Hogarth	Mr Stuart Pedder	Mr Emmanuel Oikelome
St Mark's	Mrs Margaret Tate	Mrs Helen Raw+	Miss Sophie Lockwood
Trinity, Bramley	Mrs Janet Taylor*	Mrs Frances Wood	Mr David Wood

* Duplication of trustee

+Representative in lieu of Treasurer

S.O. 510 (ix) Additional persons co-opted to adequately represent all areas of the life of the Circuit - to be reviewed annually – none at present

Methodist Standing Order 010 Qualification for appointment states: (2(ii)) no person who has been convicted of or has received a simple or conditional caution from the police concerning an offence under the Sexual Offences Act 2003 or mentioned in Schedule 15 to the Criminal Justice Act 2003 or who is the subject of a risk assessment under Standing Order 237 as a result of which the Safeguarding Committee concludes that he or she presents a significant risk of serious harm to children, young people or vulnerable adults shall be appointed or re-appointed to any office, post or responsibility or engaged or re-engaged under any contract to which this sub-clause applies unless authority for the appointment or employment has been obtained under Clause (5) below. (See CPD)



Appendix B

RESERVES POLICY of

Leeds South & West Methodist Circuit

(*Church Council ☐ /Circuit Meeting ☒ /District ☐)

1. Unrestricted Funds held at Y/E 31/08/2024 (includes Circuit Model Trust Funds and excludes Property)	£ 528,569 Gen (inc Equities) £ 95.682 Designated £ 110,036 CMTF £ 734 287 Total
---	---

2. Restricted Funds held	£ 2010
---------------------------------	--------

3. Endowment Funds held	£ nil
--------------------------------	-------

4. **Reserves policy for General Funds and CMTF**

Aims

- (1) To secure and sustain the Circuit's viability and future
- (2) To carry out its mission strategy
- (3) To give reassurance to the general public that the Circuit, which is a charity, intends to use all the resources in its care for the purposes of the charity

Strategy

Essentially the grouping provides for

- a) The ministerial oversight and pastoral care of 17 churches, including 3 local ecumenical partnerships
- b) The support of a staff team of 5 Ministers, and 2 part time lay staff responsible for admin and finance.
- c) The maintenance and upkeep of 7 manses
- d) Mission Activities and Fresh Expression projects
- e) Training and Development of all its people
- f) Financial provision for Churches in difficulties
- g) Redundant churches

Financial Plans

General Accounts	£ 528 569
Church Buildings under Circuit responsibility	£ 95 682
Circuit Model Trust Funds	£ 110 036
Unrestricted Funds Total	£ 734 287 (plus Building Assets)

Under Standing Orders, the Circuit must meet its financial obligations in relation to the support of its staff team and the maintenance of its property.

The Circuit Assessment is reviewed annually and covers the cost of our permanent staff.

We also make provision for our property maintenance programme by:

- Designating £3,000 per annum on average to maintain each manse within the assessment
- A further £30,000 (see below) is designated within reserves designated for anticipated medium term expenditure, particularly in relation to Quinquennial Inspections.

We are advised to hold up to six month's General account expenditure in hand for emergencies and this has been set at £250,000.

Circuit Model Trust (unrestricted fund) £110 036 this fund is derived mainly from the sales of Chapels and manses and is used to support the needs of the circuit, along with General Fund, as outlined in the totals below.

Fund have also been set aside to support the additional church buildings which have passed to circuit control and to help societies as they close or merge together.

In summary, the Circuit has agreed the following designations to our finances across both the General & CMTF funds.

£ 250,000 6 month's Expenditure
 £ 30,000 Property Maintenance plan
 £ 60,000 Church Contingency fund for emergencies, assessment non-payment
 £ 95,682 Closure/merger of societies and churches buildings passed to circuit oversight.
 £ 10,000 Training, Resources and youthwork
 £ 21,000 statutory redundancy costs in case of emergency
 £ 118 346 Grants support to churches, Circuit Mission and outreach, Eco projects or as cashflow to help replacement manse project as needed
 £ 42,000 Property Officer
 £ 107,258 to meet the assessment deficit.
 £ 734,287 (total of General, Designated and Model Trust)

Amounts already recognised in the circuit accounts and provisions made outside of this policy £100,000 for future Grants to Churches/Charities already agreed.

As redundant property is sold, the funds will be used in accordance with the circuit financial framework document to invest in our remaining church and circuit mission and maintenance plans

Benevolence Policy

The Superintendent and/or CLT to be authorised to respond to crisis situations with individuals, as necessary, up to 1.5% of our cash resources as listed above and would come from our crisis budget (Gen/Model Trust).

5. Policy for Restricted Funds

£2,010 for youth work, with an emphasis on helping children participate in music and worship.

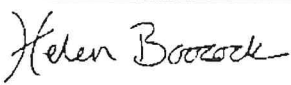

6. Terms relating to Endowment Funds held

None held

This Reserves Policy has been approved by

Leeds South & West Methodist Circuit

(*Church Council ☐/ **Circuit Meeting** ☒/District ☐)

Treasurer	Trustee
Full name Miss Helen C Boocock	Full Name Rev Jo Lightowler
Signature 	Signature 



Leeds South & West Methodist Circuit

Statement of Financial Activities to 31st Aug 2023

Appendix C

Income

Donations & Legacies
Charitable Activities
Assessments from Churches
Other Charitable Activities
Other Trading Activities
Income from Lettings
Investments
Total Income

General	Property	CMTF	Designated Closed Church	Restricted (Waters Fund)	22/23	21/22
343		-			343	1,486
392,314					392,314	-
12,732	990,000		147,660	2,500	1,152,891	412,017
-					-	23,700
-					-	10,466
14,849		3,120	-		17,969	4,786
420,237	990,000	3,120	147,660	2,500	1,563,517	452,455

Expenditure

Stipends, Sals, NIC, Pensions
District Assessment
Methodist Church Fund
Telephone & Travel
Insurance & Utility costs
Maintenance on Manses
Expenditure on Circuit Churches
Other Outgoings
Grants and Donations
District Advance Fund
Total Charitable expenditure

266,076					266,076	302,724
14,255					14,255	14,676
72,309					72,309	73,432
4,781					4,781	8,066
28,281			-		28,281	24,661
24,124					24,124	19,053
-			35,655		35,655	-
36,034		309	-	-	36,343	116,354
76,000		-			76,000	44,977
		2,919	-		2,919	3,237
521,861	-	3,228	35,655	-	560,744	607,180

Net Income/Exp before gain/loss

-101,624	990,000	-	108	112,005	2,500	1,002,772	-	154,725
-----------------	----------------	----------	------------	----------------	--------------	------------------	----------	----------------

Transfers between Funds

2,311	-	(2,311)	-		-	-
- 99,313	990,000	- 2,419	112,005	2,500	1,002,772	- 154,725

Gain/Loss on fixed assets

Gain/Loss on investment assets

Net movement in Funds

Balances brought forward

TOTAL Funds carried forward

- 3,457		- 4,380	-		-	-	179,964
-102,771	990,000	- 6,799	112,005	2,500	994,935	- 7,837	- 6,913
422,811	2,250,606	108,386	-		2,781,802		18,326
320,040	3,240,606	101,587	112,005	2,500	3,776,738		2,763,476

Monies received for others

Monies passed on to others

139,425	87,451
139,425	87,451
-	-



Leeds South & West Methodist Circuit

Balance Sheet as at 31st Aug 2023

Appendix C

	Unrestricted				22/23	21/22
	General	CMTF	Designated	Restricted		
Fixed Assests					£	£
Circuit Manses & Equipment	2,157,118				2,157,118	2,250,606
Churches	990,000				990,000	
Investment Properties	93,488				93,488	-
Investments TMCP	149,716	98,750			248,466	103,130
Total fixed assets	3,390,322	98,750	-	-	3,489,072	2,353,736
Current Assets						
Debtors & Prepayments	22,778				22,778	21,721
Loans by the Circuit					-	-
Trustee for Methodist Purposes	34	2,837		2,500	5,371	5,256
Central Finance Board	265,812		112,005		377,817	477,861
Cash at bank and in hand	55,010				55,010	75,748
Total current assets	343,634	2,837	112,005	2,500	460,976	580,587
Creditors (due under 1 year)	83,310				83,310	93,045
Grants agreed <1 Year	20,000				20,000	59,475
Net current assets/liabilities	240,324	2,837	112,005	2,500	357,666	428,067
Total assets less current liabilities	3,630,646	101,587	112,005	2,500	3,846,738	2,781,802
Creditors and Accruals > 1 year					-	-
Grants agreed >1 Year	70,000				70,000	-
Net assets	3,560,646	101,587	112,005	2,500	3,776,738	2,781,802
Funds of the Circuit						
General Fund (unrestricted)	3,560,646				3,560,646	2,673,417
Circuit Model Trust Fund (Unrestricted)		101,587			101,587	108,386
Designated Funds (Unrestricted)			112,005		112,005	-
Total Unrestricted Funds					3,774,238	2,781,802
Restricted Funds				2,500	2,500	-
Total Funds	3,560,646	101,587	112,005	2,500	3,776,738	2,781,802