

Victoria Hall, Bolton

England & Wales · Charity number 1130745

Details

Other names	BOLTON METHODIST MISSION, THE VICTORIA HALL, BOLTON
Status	Registered
Legal form	Previously excepted
Registered	2009-07-27
Register	View on the Charity Commission register

Contact

Address	37 Knowsley Street Bolton BL1 2AS
Phone	01204522569
Email	church@victoriahallbolton.org.uk
Website	www.victoriahallbolton.co.uk

Activities

Objects: 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;(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.

Activities: Provision of public religious worship open to all; Promotion of prayer as a vital part of life; Provision of Pastoral care to all who require it; Promotion of education and training in the Christian faith; Support and help nurturing worshipping communities; Support and provision of chaplaincy in secular organisations and structures; Promotion of faith based education and activity for the young.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Religious Activities, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Bolton

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£301,075	£353,673	-	-
2023-08-31	£333,449	£429,083	-	-
2022-08-31	£458,517	£277,409	-	-
2021-08-31	£234,869	£203,384	-	-
2020-08-31	£190,262	£189,952	-	-

Trustees

Name	Role	Appointed
Rev Alan Raymond Bradley	Chair	2024-09-01
CHRISTINE HEPPOLETTE		
Christine Freda Cresswell		2013-05-20
DAVID TOMLINSON		
Dawn Thornber		2020-09-01
Diana Mary Bradley		2018-09-01
Edna Margaret Foster		2023-09-01
Elaine Fletcher-Cowen		2020-09-01
Ellen Shirley Starkey		2020-09-01
GEOFFREY ALAN WEBSTER BSC DIP ED		
Jill Orrell		
Kathleen Mary Webster		2013-09-01
Kerry Heppolette		2021-09-01
Neil Starkey		2021-09-01
REBEKAH SUSAN MARY FAIRHURST		
Rev Dr Brian Tomkins		
Rev Paul Martin		2024-09-01
Robert Hamilton Marshall		2013-05-22
Victor Stoddart Williams BA MSc MBA		2018-05-13
Zhoobin Taliee		2024-09-01

Victoria Hall, Bolton

England & Wales - Charity number 1130745

Accounts

Charity registration number: 1130745

Bolton Methodist Mission

Annual Report and Financial Statements

for the Year Ended 31 August 2024

Bolton Methodist Mission

Contents

Reference and Administrative Details	1 to 2
Trustees' Report	3 to 6
Statement of Trustees' Responsibilities	7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Cash Flow Statement	11
Notes to the Financial Statements	12 to 25

Bolton Methodist Mission

Reference and Administrative Details

Trustees

Dr Katie Hannah Barnes
Mr Christian Baker
Mr Neil Starkey
Reverend Darren Garfield, resigned 31/08/2024
Mrs Christine Freda Cresswell
Mrs Elaine Fletcher-Cowen
Mrs Christine Heppolette
Mrs Carole Pilkington, resigned 31/08/2024
Mr Peter Grahame Mills, resigned 31/08/2024
Mrs Susan Patricia Marshall
Mrs Ellen Shirley Starkey
Mr Geoffrey Alan Webster BSC DIP ED
Miss Rebekah Susan Mary Fairhurst
Mrs Dawn Thornber
Mr Victor Stoddart Williams BA MSc MBA
Mr Robert Hamilton Marshall
Mr Kerry Heppolette
Mrs Thelma Halliwell, resigned 31/08/2024
Mrs Diana Mary Bradley
Mrs Kathleen Mary Webster
Reverend Brian Tomkins
Mr David Tomlinson
Mr Robert Bradley
Mrs Pamela Jackson Green
Mrs Jill Orrell
Mrs Margaret Foster
Mr Zhoobin Taliee, (appointed 01/09/2024)
Rev Alan Raymond Bradley, (appointed 01/09/2024)
Rev Paul Martin, (appointed 01/09/2024)
Revd Dr James N Tebbutt, (appointed 01/09/2024)

Charity Registration Number

1130745

Bolton Methodist Mission

Reference and Administrative Details

Principal Office

37 Knowsley Street
Bolton
BL1 2AS

Independent Examiner

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

Bolton Methodist Mission

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2024.

Bolton Methodist Mission operates from the Victoria Buildings, which includes the Victoria Hall, and the Walker Memorial Building, which continue a Methodist tradition on this site dating back to 1776 and the days of Methodist founder John Wesley himself, who visited the Ridgway Gates Chapel on a number of occasions.

The Victoria Hall and buildings were first imagined in 1848 at a meeting held at the Temperance Hall in Bolton, where an 1800-seater hall was proposed. The design later took on the ideas of the forward movement, that the buildings should incorporate shops and other rooms for hire which would support the congregational giving to maintain the building and the mission work of the church.

The Victoria Hall itself was designed in the style of a theatre to appeal to the ordinary person in the street and make them more at ease than in a traditional church setting. Concerts and Film shows were held in the hall, often on a Saturday, and during the show a representative of the Church invited the audience to attend the Church service the following day, and many indeed did.

Throughout the history of Bolton Methodist Mission, the aims and objectives of the organisation have been in line with the aims of the Methodist Church but also to seek to serve the people of Bolton in partnership with others. This has resulted in the buildings being used as a community hub for various charitable and community social activities.

Objectives and activities

Objects and aims

The Methodist Church is regulated by the Methodist Church Act of 1976.

- Provision of public worship open to all
- The teaching and promotion of Christianity as a way of life through worship and other events
- Provision of pastoral care to those who require it
- To advance the education of the public in the knowledge and appreciation of the heritage of Bolton by the preservation of the building known as the Victoria Hall and the Walker Memorial building.
- To promote community development in an area of social and economic deprivation by promoting urban regeneration in the particular area of Bolton.
- The creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms;
- The maintenance, improvement or provision of public amenities;
- The provision of recreational facilities for the public at large or those who by reason of youth, age, infirmity financial hardship or social and economic circumstances have need of such facilities
- Mission to the local community by provision of a safe space
- Good stewardship of resources

Objectives, strategies and activities

In addition to the charitable activities of our own organisation, we host a number of tenant charitable organisations including: The Destitution Project, Bolton Symphony Orchestra, The Simeon Counselling Centre, BSURF, Third Space, The Light Music Society and various other short-term tenants.

Bolton Methodist Mission

Trustees' Report

Public benefit

The Trustees ensure they continue to carry out the charities objectives for the public benefit and that their activities beneficially impact on society. All of the Charities activities have a beneficial impact on society. In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

Worship services are held every Sunday in the Walker Suite, with services led by a range of visiting preachers and congregational own arrangements. Additional services and meetings are held by the French speaking Ephrata Church and Patchwork group. Our Sunday school continues to support a handful of children with their activities, and this year sent a small number to the 3generate youth conference. Our pioneer missionary also established a new toddler group known as Little Fishes. Pastoral care continues to be shown for those in need in our congregation or to those known to us.

Various other charitable organisations continue to use parts of our buildings, which our trustees and congregation support also. We also support various charitable and cultural organisations within the town centre and further afield including Bolton Town Centre Chaplaincy, Derian House Children's Hospice, Christian Aid and Phakamisa in Pine Town South Africa.

Our buildings were used for a number of Arts and Cultural activities during the year including concerts by Bolton Symphony Orchestra, Eagley Band, The Black Dyke Band, Schools concerts and the Handsong Choir, together with Pantos and tribute acts. The buildings were also involved in the filming for a number of TV series including "A Gentleman in Moscow" featuring Ewan MacGregor.

The wide range of activities and those participating in them or watching them, support our aims of promoting Christian values through worship, teaching and support for those in need, using our resources to support the local community.

Bolton Methodist Mission

Trustees' Report

Financial review

Incoming resources for the year amounted to £301,075 (2023 - £333,449)

Charitable activities decreased slightly to £222k from £231k in 2023

Donations and legacies reduced in comparison to the previous year as the final portion of a large legacy fell in the previous year.

Total expenditure for the year totalled £353,673 (2023 – £429,083). Costs reduced compared to the previous year with property and legal fees the main areas of difference.

The overall results for the year are a deficit of £(52,528) (2023 - £(95,659))

The total reserves of the charity at 31 August 2024 are £249,914 (2023 - £302,441)

The unrestricted reserves are £189,193 (2023 – £238,664) and the restricted reserves are £36,828 (2023 - £41,065)

Permanent endowment funds amounted to £23,893 (2023 - £22,713)

Policy on reserves

The policy on reserves is to ensure that there are sufficient reserves to enable activities to continue and to maintain sufficient funds to cover the payment of salaries and utilities for a period of six months. The reserves held at the period end fulfil this policy.

Funds in deficit

There are no funds in deficit.

Principal funding sources

The main sources of funds to the charity are congregational giving, lettings, grant funding, and the hosting of concerts and events.

Plans for future periods

Aims and key objectives for future periods

To continue to maintain the buildings to ensure that the objectives and aims of the charity and its mission in the town centre of Bolton can continue.

Structure, governance and management

Nature of governing document

The charity is governed by a Deed of Union (1932) and the Methodist Church Act (1976).

Bolton Methodist Mission

Trustees' Report

Organisational structure

Our situation in relation to the Methodist Church is a little unusual. Most churches are part of a wider grouping, a circuit. Our Church, Victoria Hall, is a one church circuit, Bolton Mission Circuit.

Our Registered Charity Name is Bolton Methodist Mission, but the trustees wish for this to be changed to reflect the name of the church and therefore in the year 2024-25 this will be changed from Bolton Methodist Mission to Victoria Hall, Bolton.

For several years there have been discussions regarding the operational and legal structures that the charity operates within. Taking into account advice on accounting and governance matters which were then confirmed with our legal advisers, that a separate trading company would not be a viable option, the Church council resolved to maintain the existing structure.

During the year the Church and Circuit were part of the Bolton & Rochdale District, however from the start of September 2024 a new North West England District will take over this role.

In line with Methodist Church policy we ensure that individuals have necessary DBS clearance and have undergone necessary training. Outside organisations using the building must also have a safeguarding policy and are required to comply with those of the Methodist Church.

The annual report was approved by the trustees of the charity on 8 July 2025 and signed on its behalf by:

.....
Revd Dr James N Tebbutt
Chair of Trustees and Superintendent Minister (2024-25)

Bolton Methodist Mission

Statement of Trustees' Responsibilities

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

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 8 July 2025 and signed on its behalf by:

.....
Revd Dr James N Tebbutt
Chair of Trustees and Superintendent Minister (2024-25)

Bolton Methodist Mission

Independent Examiner's Report to the trustees of Bolton Methodist Mission

I report to the trustees on my examination of the accounts of Bolton Methodist Mission for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees of Bolton Methodist Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Bolton Methodist Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since Bolton Methodist Mission's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Bolton Methodist Mission as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
John Saxon F.C.A
Institute of Chartered Accountants in England and Wales

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

8 July 2025

Bolton Methodist Mission

Statement of Financial Activities for the Year Ended 31 August 2024

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2024 £	Total 2023 £
Income and Endowments from:						
Donations and legacies	2	72,976	3,914	-	76,890	92,903
Charitable activities	3	221,859	-	-	221,859	231,369
Investment income	4	1,154	-	1,172	2,326	1,407
Other income	5	-	-	-	-	7,770
Total income		<u>295,989</u>	<u>3,914</u>	<u>1,172</u>	<u>301,075</u>	<u>333,449</u>
Expenditure on:						
Charitable activities	6	<u>(345,460)</u>	<u>(8,151)</u>	<u>(62)</u>	<u>(353,673)</u>	<u>(429,083)</u>
Total expenditure		<u>(345,460)</u>	<u>(8,151)</u>	<u>(62)</u>	<u>(353,673)</u>	<u>(429,083)</u>
Gains/losses on investment assets		<u>-</u>	<u>-</u>	<u>70</u>	<u>70</u>	<u>(25)</u>
Net (expenditure)/income		<u>(49,471)</u>	<u>(4,237)</u>	<u>1,180</u>	<u>(52,528)</u>	<u>(95,659)</u>
Net movement in funds		<u>(49,471)</u>	<u>(4,237)</u>	<u>1,180</u>	<u>(52,528)</u>	<u>(95,659)</u>
Reconciliation of funds						
Total funds brought forward		<u>238,664</u>	<u>41,065</u>	<u>22,713</u>	<u>302,442</u>	<u>398,100</u>
Total funds carried forward	16	<u><u>189,193</u></u>	<u><u>36,828</u></u>	<u><u>23,893</u></u>	<u><u>249,914</u></u>	<u><u>302,441</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 16.

The notes on pages 12 to 25 form an integral part of these financial statements.

Bolton Methodist Mission
(Registration number: 1130745)
Balance Sheet as at 31 August 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	31,414	32,902
Current assets			
Debtors	13	16,308	31,080
Cash at bank and in hand	14	<u>230,486</u>	<u>264,933</u>
		246,794	296,013
Creditors: Amounts falling due within one year	15	<u>(28,294)</u>	<u>(26,474)</u>
Net current assets		<u>218,500</u>	<u>269,539</u>
Net assets		<u>249,914</u>	<u>302,441</u>
Funds of the charity:			
Endowment funds		23,893	22,713
Restricted income funds			
Restricted funds	16	36,828	41,065
Unrestricted income funds			
Unrestricted funds		<u>189,193</u>	<u>238,663</u>
Total funds	16	<u>249,914</u>	<u>302,441</u>

The financial statements on pages 9 to 25 were approved by the trustees, and authorised for issue on 8 July 2025 and signed on their behalf by:

.....
 Revd Dr James N Tebbutt
 Trustee

The notes on pages 12 to 25 form an integral part of these financial statements.

Bolton Methodist Mission

Cash Flow Statement for the Year Ended 31 August 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash expenditure		(52,528)	(95,659)
Adjustments to cash flows from non-cash items			
Depreciation		4,742	4,414
Investment income		<u>(2,326)</u>	<u>(1,407)</u>
		(50,112)	(92,652)
Working capital adjustments			
Decrease in debtors	13	14,772	17,303
Increase/(decrease) in creditors	15	<u>1,821</u>	<u>(5,064)</u>
Net cash flows from operating activities		<u>(33,519)</u>	<u>(80,413)</u>
Cash flows from investing activities			
Interest received		2,326	1,407
Acquisitions of tangible assets		<u>(3,254)</u>	<u>(8,853)</u>
Net cash flows from investing activities		<u>(928)</u>	<u>(7,446)</u>
Net decrease in cash and cash equivalents		(34,447)	(87,859)
Cash and cash equivalents at 1 September		<u>264,933</u>	<u>352,792</u>
Cash and cash equivalents at 31 August		<u><u>230,486</u></u>	<u><u>264,933</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 12 to 25 form an integral part of these financial statements.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Bolton Methodist Mission meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. Interest is recognised on a receivable basis.

Charitable activities

Income from charitable activities is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold Improvements	0% straight line basis
Office and computer equipment	25% reducing balance basis
Fixtures and Fittings	15% straight line basis

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Permanent endowment funds are those where the capital must remain intact, and the Church Council only have access to the income. The income may be restricted to a particular purpose or available to the Church Council for their general purposes.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Donations from individuals	38,380	654	39,034	48,991
Legacies	325	-	325	663
Gift aid reclaimed	11,363	-	11,363	6,848
Grants, including capital grants;				
Grants from other charities	18,115	3,260	21,375	31,363
Regular giving and capital donations	4,793	-	4,793	5,038
	<u>72,976</u>	<u>3,914</u>	<u>76,890</u>	<u>92,903</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

3 Income from charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Lettings income	158,533	158,533	183,379
Shop Rent/Additional services	41,305	41,305	26,634
Box office fees	2,748	2,748	3,222
Rent income - other	11,100	11,100	11,050
Heritage Tours	161	161	715
Concert Refreshments	6,213	6,213	4,699
Events Own	1,799	1,799	1,670
	<u>221,859</u>	<u>221,859</u>	<u>231,369</u>

4 Investment income

	Unrestricted funds General £	Endowment funds Permanent £	Total 2024 £	Total 2023 £
Interest receivable and similar income;				
Interest receivable on bank deposits	<u>1,154</u>	<u>1,172</u>	<u>2,326</u>	<u>1,407</u>

5 Other income

	Total 2024 £	Total 2023 £
Insurance claims	<u>-</u>	<u>7,770</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Endowment funds Permanent £	Total 2024 £	Total 2023 £
Circuit Assessment	16,142	-	-	16,142	21,931
Staff costs	121,669	-	-	121,669	115,488
Property costs	151,425	418	-	151,843	209,364
Miscellaneous expenses	3,231	5,896	-	9,127	4,129
Music, refreshments, catering	7,040	1,556	-	8,596	5,768
Travel expenses	3,735	-	-	3,735	7,688
Printing, postage and stationery	8,870	-	-	8,870	9,533
Advertising	133	122	-	255	1,130
Licenses and subscriptions	3,087	159	-	3,246	1,756
Heritage archives	292	-	-	292	36
TMCP charges	499	-	62	561	559
Bank Charges	269	-	-	269	165
Bad debt write off	395	-	-	395	200
Governance costs	23,931	-	-	23,931	46,922
Depreciation	4,742	-	-	4,742	4,414
	<u>345,460</u>	<u>8,151</u>	<u>62</u>	<u>353,673</u>	<u>429,083</u>

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Independent examiner fees			
Examination of the financial statements	3,630	3,630	3,456
Legal fees	8,400	8,400	32,754
Other governance costs	<u>11,901</u>	<u>11,901</u>	<u>10,712</u>
	<u>23,931</u>	<u>23,931</u>	<u>46,922</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	112,736	103,722
Social security costs	5,230	6,187
Pension costs	3,169	3,863
Other staff costs	534	1,716
	<u>121,669</u>	<u>115,488</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024 No	2023 No
Circuit Staff	1	1
Hall Staff	1	1
Housekeeping	1	1
Music	1	1
	<u>4</u>	<u>4</u>

3 (2023 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,169 (2023 - £3,863).

No employee received emoluments of more than £60,000 during the year

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

10 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	<u>3,630</u>	<u>3,456</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 September 2023	15,108	26,769	41,877
Additions	<u>-</u>	<u>3,254</u>	<u>3,254</u>
At 31 August 2024	<u>15,108</u>	<u>30,023</u>	<u>45,131</u>
Depreciation			
At 1 September 2023	-	8,975	8,975
Charge for the year	<u>-</u>	<u>4,742</u>	<u>4,742</u>
At 31 August 2024	<u>-</u>	<u>13,717</u>	<u>13,717</u>
Net book value			
At 31 August 2024	<u>15,108</u>	<u>16,306</u>	<u>31,414</u>
At 31 August 2023	<u>15,108</u>	<u>17,794</u>	<u>32,902</u>

13 Debtors

	2024 £	2023 £
Trade debtors	4,945	4,163
Accrued income	11,363	23,363
Other debtors	<u>-</u>	<u>3,554</u>
	<u>16,308</u>	<u>31,080</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

14 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	137	150
Cash at bank	185,893	220,840
Short-term deposits	44,456	43,943
	<u>230,486</u>	<u>264,933</u>

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	2,596	2,176
Other creditors	20,831	13,358
Accruals	4,867	10,940
	<u>28,294</u>	<u>26,474</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

16 Funds

	Balance at 1 September 2023 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 August 2024 £
Unrestricted funds						
<i>General</i>						
General Funds	235,663	295,989	(345,459)	3,000	-	189,193
<i>Designated</i>						
Gift Fund	3,000	-	-	(3,000)	-	-
Total unrestricted funds	<u>238,663</u>	<u>295,989</u>	<u>(345,459)</u>	<u>-</u>	<u>-</u>	<u>189,193</u>
Restricted funds						
Pioneer Missioner	37,768	3,914	(8,151)	-	-	33,531
Walker Fund	3,091	-	-	-	-	3,091
Heritage Fund	206	-	-	-	-	206
Total restricted funds	<u>41,065</u>	<u>3,914</u>	<u>(8,151)</u>	<u>-</u>	<u>-</u>	<u>36,828</u>
Endowment funds						
<i>Permanent</i>						
TMCP - Permanent Endowment	22,713	1,172	(62)	-	70	23,893
Total funds	<u>302,441</u>	<u>301,075</u>	<u>(353,672)</u>	<u>-</u>	<u>70</u>	<u>249,914</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 August 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	350,498	305,808	(420,643)	-	235,663
<i>Designated</i>					
Gift Fund	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
Total unrestricted funds	<u>353,498</u>	<u>305,808</u>	<u>(420,643)</u>	<u>-</u>	<u>238,663</u>
Restricted					
Pioneer Missioner	14,967	26,946	(4,145)	-	37,768
Walker Fund	6,687	-	(3,596)	-	3,091
Heritage Fund	242	-	(36)	-	206
Refugee Support Fund	<u>598</u>	<u>2</u>	<u>(600)</u>	<u>-</u>	<u>-</u>
Total restricted funds	<u>22,494</u>	<u>26,948</u>	<u>(8,377)</u>	<u>-</u>	<u>41,065</u>
Endowment funds					
<i>Permanent</i>					
TMCP - Permanent Endowment	<u>22,108</u>	<u>693</u>	<u>(63)</u>	<u>(25)</u>	<u>22,713</u>
Total funds	<u><u>398,100</u></u>	<u><u>333,449</u></u>	<u><u>(429,083)</u></u>	<u><u>(25)</u></u>	<u><u>302,441</u></u>

The specific purposes for which the funds are to be applied are as follows:

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

17 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Endowment funds Permanent £	Total funds at 31 August 2024 £
Tangible fixed assets	31,414	-	-	31,414
Current assets	186,072	36,829	23,893	246,794
Current liabilities	(28,294)	-	-	(28,294)
Total net assets	<u>189,192</u>	<u>36,829</u>	<u>23,893</u>	<u>249,914</u>

	Unrestricted funds		Restricted funds £	Endowment funds Permanent £	Total funds at 31 August 2023 £
	General £	Designated £			
Tangible fixed assets	32,902	-	-	-	32,902
Current assets	229,235	3,000	41,065	22,713	296,013
Current liabilities	(26,474)	-	-	-	(26,474)
Total net assets	<u>235,663</u>	<u>3,000</u>	<u>41,065</u>	<u>22,713</u>	<u>302,441</u>

18 Analysis of net funds

	At 1 September 2023 £	Financing cash flows £	At 31 August 2024 £
Cash at bank and in hand	264,933	(34,447)	230,486
Net debt	<u>264,933</u>	<u>(34,447)</u>	<u>230,486</u>

	At 1 September 2022 £	Financing cash flows £	At 31 August 2023 £
Cash at bank and in hand	352,792	(87,859)	264,933
Net debt	<u>352,792</u>	<u>(87,859)</u>	<u>264,933</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2024

19 Related party transactions

There were no related party transactions in the year.

Victoria Hall, Bolton

England & Wales - Charity number 1130745

Accounts

Charity registration number: 1130745

Bolton Methodist Mission

Annual Report and Financial Statements

for the Year Ended 31 August 2023

Bolton Methodist Mission

Contents

Reference and Administrative Details	1 to 2
Trustees' Report	3 to 6
Statement of Trustees' Responsibilities	7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Cash Flow Statement	11
Notes to the Financial Statements	12 to 24

Bolton Methodist Mission

Reference and Administrative Details

Trustees

Miss Katie Hannah Barnes
Mr Christian Baker
Mr Neil Starkey
Reverend Darren Garfield
Mrs Christine Freda Cresswell
Mrs Elaine Fletcher-Cowen
Mrs Christine Heppolette
Mrs Carole Pilkington
Mr Peter Grahame Mills
Mrs Susan Patricia Marshall
Mrs Ellen Shirley Starkey
Mr Geoffrey Alan Webster BSC DIP ED
Miss Rebekah Susan Mary Fairhurst
Mrs Dawn Thornber
Mr Victor Stoddart Williams BA MSc MBA
Mr Robert Hamilton Marshall
Mrs Kerry Heppolette
Mrs Thelma Halliwell
Mrs Diana Mary Bradley
Mrs Kathleen Mary Webster
Reverend Brian Tomkins
Mr David Tomlinson
Mr Robert Bradley
Mrs Pamela Jackson Green
Mrs Jill Orrell
Mrs Margaret Foster

Charity Registration Number

1130745

Bolton Methodist Mission

Reference and Administrative Details

Principal Office

37 Knowsley Street
Bolton
BL1 2AS

Independent Examiner

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

Bolton Methodist Mission

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2023.

Bolton Methodist Mission operates from the Victoria Buildings, which includes the Victoria Hall, and the Walker Memorial Building, which continue a Methodist tradition on this site dating back to 1776 and the days of Methodist founder John Wesley himself, who visited the Ridgway Gates Chapel on a number of occasions.

The Victoria Hall and buildings were first imagined in 1848 at a meeting held at the Temperance Hall in Bolton, where an 1800-seater hall was proposed. The design later took on the ideas of the forward movement, that the buildings should incorporate shops and other rooms for hire which would support the congregational giving to maintain the building and the mission work of the church.

The Victoria Hall itself was designed in the style of a theatre to appeal to the ordinary person in the street and make them more at ease than in a traditional church setting. Concerts and Film shows were held in the hall, often on a Saturday, and during the show a representative of the Church invited the audience to attend the Church service the following day, and many indeed did.

Throughout the history of Bolton Methodist Mission, the aims and objectives of the organisation have been in line with the aims of the Methodist Church but also to seek to serve the people of Bolton in partnership with others. This has resulted in the buildings being used as a community hub for various charitable and community social activities.

The Methodist Church is regulated by the Methodist Church Act of 1976.

Objectives and activities

Objects and aims

- Provision of public worship open to all the teaching and promotion of Christianity as a way of life through worship and other events.
- Provision of pastoral care to those who require it.
- To advance the education of the public and the knowledge and appreciation of the heritage of Bolton by the preservation of the building known as Victoria Hall and The Walker Memorial building.
- To promote community development in an area of social and economic deprivation by promoting urban regeneration in the particular area of Bolton.
- The creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms;
- the maintenance, improvement or provision of public amenities;
- the preservation of buildings or sites of historic or architectural importance.
- The provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, have need of such facilities.
- Mission to the local community by provision of a safe space.
- Good stewardship of resources.

Bolton Methodist Mission

Trustees' Report

Public benefit

The Trustees ensure they continue to carry out the charities objectives for the public benefit and that their activities beneficially impact on society. All of the Charities activities have a beneficial impact on society. In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The period covered by this report covers a period of recovery following the Covid 19 virus and lockdowns imposed to protect against it.

The various organisations using the Victoria Hall and Walker Memorial building included the Destitution Project, Ephrata Church, Simeon Centre, Light Music Society, Bolton Symphony Orchestra, Art Group and Charming Entertainment, these organisations deliver the objectives and aims listed above.

Worship services are held every Sunday in the Walker suite with a mixture of holy communion services, all age worships, and visiting preachers. There are facilities in place for those unable to attend Church to receive information online or by post.

The mission also supports Christian aid week and Phakamisa in Pine Town South Africa. The harvest festival food appeal was donated to the Destitution Project to be distributed locally.

The family care team aim to support local people with various events open to all.

Bolton Methodist Mission

Trustees' Report

Financial review

Incoming resources for the year amounted to £333,449 (2022 - £458,517).

Charitable activities increased from £153k in 2022 to £231k as activities returned to normal.

Donations and legacies reduced significantly in the current year but the previous year included a large legacy received.

Total expenditure for the year totalled £429,083 (2022 - £277,409). Costs increased compared to the previous year as activities returned to normal and additional expenditure was incurred with increased repairs costs.

The overall results for the year are a deficit of £95,659 (2022 - surplus £181,108).

The total reserves of the charity at 31 August 2023 are £302,441 (2022 - £398,100).

The unrestricted reserves are £238,663 (2022 - £335,498) and the restricted reserves are £41,065 (2022 - £22,494).

Permanent endowment funds amounted to £22,713 (2022 - £22,108)

Policy on reserves

The policy on reserves is to ensure that there are sufficient reserves to enable activities to continue and to maintain sufficient funds to cover the payment of salaries and utilities for a period of six months. The reserves held at the period end fulfil this policy.

Funds in deficit

There are no funds in deficit.

Principal funding sources

The main sources of funds to the charity are congregational giving, lettings, grant funding, and the hosting of concerts and events.

Plans for future periods

Aims and key objectives for future periods

To continue to maintain the building to ensure that the objectives and aims of the charity and its mission in the town centre of Bolton can continue.

Structure, governance and management

Nature of governing document

The charity is governed by a Deed of Union (1932) and the Methodist Church Act (1976).

Bolton Methodist Mission

Trustees' Report

Organisational structure

Our situation in relation to the Methodist Church is a little unusual. Most churches are part of a wider grouping, a Circuit. Bolton Methodist Mission is unusual in that it is a one Church Circuit. With the help of TCC (Transforming Churches and Communities), we are seeking to clarify our governance structure.

BMM is also anomalous in that a substantial business venture (through hire of the main hall and other rooms) generates income for the church; as a consequence, the church is ultimately responsible for running the business.

As part of our development plan, we are looking at setting up a more formal, and we believe, more effective structure to the mutual benefit of church and business. Running concurrently with our internal considerations, the Methodist Church has challenged all neighbouring churches and circuits to look at how they might work more closely together. It is imperative that our internal governance is in good shape for the time when we may become part of another circuit.

Similarly, five districts in the current North West and Mann region of the Methodist Church are currently in the process of amalgamating ready to form the new North West England District from 1st September 2024.

Over the year the drop-in has continued, in The Hive and has been very successful and much appreciated by the community.

In line with the Methodist Church's policy we ensure that individuals have necessary DBS clearance and have undergone necessary training. Outside organisations using our building must also have a safeguarding policy and are required to comply with those of the Methodist Church.

The annual report was approved by the trustees of the charity on 20 May 2024 and signed on its behalf by:



.....
Reverend Darren Garfield
Trustee

Bolton Methodist Mission

Statement of Trustees' Responsibilities

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

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 20 May 2024 and signed on its behalf by:



Reverend Darren Garfield
Trustee

Bolton Methodist Mission

Independent Examiner's Report to the trustees of Bolton Methodist Mission

I report to the trustees on my examination of the accounts of Bolton Methodist Mission for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of Bolton Methodist Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Bolton Methodist Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since Bolton Methodist Mission's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Bolton Methodist Mission as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
John Saxon F.C.A
Institute of Chartered Accountants in England and Wales

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

20 May 2024

Bolton Methodist Mission

Statement of Financial Activities for the Year Ended 31 August 2023

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2023 £	Total 2022 £
Income and Endowments from:						
Donations and legacies	2	65,955	26,948	-	92,903	304,370
Charitable activities	3	231,369	-	-	231,369	153,364
Investment income	4	714	-	693	1,407	576
Other income	5	<u>7,770</u>	<u>-</u>	<u>-</u>	<u>7,770</u>	<u>207</u>
Total income		<u>305,808</u>	<u>26,948</u>	<u>693</u>	<u>333,449</u>	<u>458,517</u>
Expenditure on:						
Charitable activities	6	<u>(420,643)</u>	<u>(8,377)</u>	<u>(63)</u>	<u>(429,083)</u>	<u>(277,409)</u>
Total expenditure		<u>(420,643)</u>	<u>(8,377)</u>	<u>(63)</u>	<u>(429,083)</u>	<u>(277,409)</u>
Gains/losses on investment assets		<u>-</u>	<u>-</u>	<u>(25)</u>	<u>(25)</u>	<u>-</u>
Net (expenditure)/income		<u>(114,835)</u>	<u>18,571</u>	<u>605</u>	<u>(95,659)</u>	<u>181,108</u>
Net movement in funds		<u>(114,835)</u>	<u>18,571</u>	<u>605</u>	<u>(95,659)</u>	<u>181,108</u>
Reconciliation of funds						
Total funds brought forward		<u>353,498</u>	<u>22,494</u>	<u>22,108</u>	<u>398,100</u>	<u>216,992</u>
Total funds carried forward	16	<u>238,663</u>	<u>41,065</u>	<u>22,713</u>	<u>302,441</u>	<u>398,100</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 16.

The notes on pages 12 to 24 form an integral part of these financial statements.

Bolton Methodist Mission
(Registration number: 1130745)
Balance Sheet as at 31 August 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	32,902	28,463
Current assets			
Debtors	13	31,080	48,383
Cash at bank and in hand	14	264,933	352,792
		296,013	401,175
Creditors: Amounts falling due within one year	15	(26,474)	(31,538)
Net current assets		269,539	369,637
Net assets		302,441	398,100
Funds of the charity:			
Endowment funds		22,713	22,108
Restricted income funds			
Restricted funds	16	41,065	22,494
Unrestricted income funds			
Unrestricted funds		238,663	353,498
Total funds	16	302,441	398,100

The financial statements on pages 9 to 24 were approved by the trustees, and authorised for issue on 20 May 2024 and signed on their behalf by:



Reverend Darren Garfield
Trustee

Bolton Methodist Mission

Cash Flow Statement for the Year Ended 31 August 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash (expenditure)/income		(95,659)	181,108
Adjustments to cash flows from non-cash items			
Depreciation		4,414	2,636
Investment income		<u>(1,407)</u>	<u>(576)</u>
		(92,652)	183,168
Working capital adjustments			
Decrease/(increase) in debtors	13	17,303	(32,567)
(Decrease)/increase in creditors	15	<u>(5,064)</u>	<u>23,066</u>
Net cash flows from operating activities		<u>(80,413)</u>	<u>173,667</u>
Cash flows from investing activities			
Interest received		1,407	576
Acquisitions of tangible assets		<u>(8,853)</u>	<u>(7,518)</u>
Net cash flows from investing activities		(7,446)	(6,942)
Cash flows from financing activities			
Repayment of other borrowings		<u>-</u>	<u>(3,500)</u>
Net (decrease)/increase in cash and cash equivalents		(87,859)	163,225
Cash and cash equivalents at 1 September		<u>352,792</u>	<u>189,567</u>
Cash and cash equivalents at 31 August		<u><u>264,933</u></u>	<u><u>352,792</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 12 to 24 form an integral part of these financial statements.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Bolton Methodist Mission meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. Interest is recognised on a receivable basis.

Charitable activities

Income from charitable activities is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold Improvements	0% straight line basis
Office and computer equipment	25% reducing balance basis
Fixtures and Fittings	15% straight line basis

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Permanent endowment funds are those where the capital must remain intact, and the Church Council only have access to the income. The income may be restricted to a particular purpose or available to the Church Council for their general purposes.

Hire purchase and finance leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

Financial Instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies;				
Donations from individuals	42,819	6,172	48,991	41,299
Legacies	663	-	663	221,927
Gift aid reclaimed	6,848	-	6,848	16,218
Grants, including capital grants;				
Grants from other charities	10,587	20,776	31,363	19,981
Regular giving and capital donations	5,038	-	5,038	4,945
	<u>65,955</u>	<u>26,948</u>	<u>92,903</u>	<u>304,370</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

3 Income from charitable activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Lettings income	183,379	183,379	125,415
Shop Rent/Additional services	26,634	26,634	13,083
Box office fees	3,222	3,222	1,859
Rent income - other	11,050	11,050	9,618
Heritage Tours	715	715	113
Concert Refreshments	4,699	4,699	1,454
Events Own	1,670	1,670	1,822
	<u>231,369</u>	<u>231,369</u>	<u>153,364</u>

4 Investment income

	Unrestricted funds General £	Endowment funds Permanent £	Total 2023 £	Total 2022 £
Interest receivable and similar income;				
Interest receivable on bank deposits	<u>714</u>	<u>693</u>	<u>1,407</u>	<u>576</u>

5 Other income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Insurance claims	7,770	7,770	-
Gains on sale of tangible fixed assets for charity's own use	-	-	207
	<u>7,770</u>	<u>7,770</u>	<u>207</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Endowment funds Permanent £	Total 2023 £	Total 2022 £
Circuit Assessment	21,931	-	-	21,931	19,780
Staff costs	115,488	-	-	115,488	89,096
Property costs	204,582	4,782	-	209,364	125,952
Miscellaneous expenses	3,810	878	-	4,688	2,652
Music, refreshments, catering	5,522	246	-	5,768	2,727
Travel expenses	7,178	510	-	7,688	1,868
Printing, postage and stationery	9,533	-	-	9,533	8,250
Advertising	1,130	-	-	1,130	164
Licenses and subscriptions	1,756	-	-	1,756	2,102
Heritage archives	-	36	-	36	47
TMCP charges	102	-	63	165	2,074
Bad debt write off	200	-	-	200	-
Governance costs	44,997	1,925	-	46,922	20,061
Depreciation	4,414	-	-	4,414	2,636
	<u>420,643</u>	<u>8,377</u>	<u>63</u>	<u>429,083</u>	<u>277,409</u>

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Independent examiner fees				
Examination of the financial statements	3,456	-	3,456	3,456
Legal fees	30,829	1,925	32,754	6,353
Other governance costs	10,712	-	10,712	10,252
	<u>44,997</u>	<u>1,925</u>	<u>46,922</u>	<u>20,061</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	103,722	75,569
Social security costs	6,187	6,120
Pension costs	3,863	3,843
Other staff costs	1,716	3,564
	<u>115,488</u>	<u>89,096</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023	2022
	No	No
Circuit Staff	1	1
Hall Staff	1	1
Housekeeping	1	1
Music	1	1
	<u>4</u>	<u>4</u>

3 (2022 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,863 (2022 - £3,843).

No employee received emoluments of more than £60,000 during the year

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

10 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>3,456</u>	<u>3,456</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 September 2022	15,108	17,916	33,024
Additions	<u>-</u>	<u>8,853</u>	<u>8,853</u>
At 31 August 2023	<u>15,108</u>	<u>26,769</u>	<u>41,877</u>
Depreciation			
At 1 September 2022	-	4,561	4,561
Charge for the year	<u>-</u>	<u>4,414</u>	<u>4,414</u>
At 31 August 2023	<u>-</u>	<u>8,975</u>	<u>8,975</u>
Net book value			
At 31 August 2023	<u>15,108</u>	<u>17,794</u>	<u>32,902</u>
At 31 August 2022	<u>15,108</u>	<u>13,355</u>	<u>28,463</u>

13 Debtors

	2023 £	2022 £
Trade debtors	4,163	2,143
Accrued income	23,363	46,240
Other debtors	<u>3,554</u>	<u>-</u>
	<u>31,080</u>	<u>48,383</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

14 Cash and cash equivalents

	2023	2022
	£	£
Cash on hand	150	352
Cash at bank	220,840	308,526
Short-term deposits	43,943	43,914
	<u>264,933</u>	<u>352,792</u>

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	2,176	5,403
Other creditors	13,358	13,706
Accruals	10,940	12,429
	<u>26,474</u>	<u>31,538</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

16 Funds

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 August 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	350,498	305,808	(420,643)	-	235,663
<i>Designated</i>					
Gift Fund	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
Total unrestricted funds	<u>353,498</u>	<u>305,808</u>	<u>(420,643)</u>	<u>-</u>	<u>238,663</u>
Restricted funds					
Pioneer Missioner	14,967	26,946	(4,145)	-	37,768
Walker Fund	6,687	-	(3,596)	-	3,091
Heritage Fund	242	-	(36)	-	206
Refugee Support Fund	<u>598</u>	<u>2</u>	<u>(600)</u>	<u>-</u>	<u>-</u>
Total restricted funds	<u>22,494</u>	<u>26,948</u>	<u>(8,377)</u>	<u>-</u>	<u>41,065</u>
Endowment funds					
<i>Permanent</i>					
TMCP - Permanent Endowment	<u>22,108</u>	<u>693</u>	<u>(63)</u>	<u>(25)</u>	<u>22,713</u>
Total funds	<u>398,100</u>	<u>333,449</u>	<u>(429,083)</u>	<u>(25)</u>	<u>302,441</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
Unrestricted funds				
<i>General</i>				
General Funds	138,372	443,672	(231,546)	350,498
<i>Designated</i>				
Gift Fund	3,000	-	-	3,000
Total unrestricted funds	141,372	443,672	(231,546)	353,498
Restricted				
Pioneer Missioner	36,771	13,010	(34,814)	14,967
Walker Fund	6,687	-	-	6,687
Heritage Fund	192	50	-	242
HLF Grant - Cultural Recovery Funds	9,928	-	(9,928)	-
Refugee Support Fund	-	1,656	(1,058)	598
Total restricted funds	53,578	14,716	(45,800)	22,494
Endowment funds				
<i>Permanent</i>				
TMCP - Permanent Endowment	22,042	129	(63)	22,108
Total funds	216,992	458,517	(277,409)	398,100

The specific purposes for which the funds are to be applied are as follows:

Restricted Income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2023

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Endowment funds	Total funds
	General	Designated		Permanent	at 31 August
	£	£	£	£	2023
Tangible fixed assets	32,902	-	-	-	32,902
Current assets	229,235	3,000	41,065	22,713	296,013
Current liabilities	(26,474)	-	-	-	(26,474)
Total net assets	235,663	3,000	41,065	22,713	302,441

	Unrestricted funds		Restricted funds	Endowment funds	Total funds
	General	Designated		Permanent	at 31 August
	£	£	£	£	2022
Tangible fixed assets	28,463	-	-	-	28,463
Current assets	353,573	3,000	22,494	22,108	401,175
Current liabilities	(31,538)	-	-	-	(31,538)
Total net assets	350,498	3,000	22,494	22,108	398,100

18 Analysis of net funds

	At 1 September 2022	Financing cash flows	At 31 August 2023
	£	£	£
Cash at bank and in hand	352,792	(87,858)	264,934
Net debt	352,792	(87,858)	264,934

	At 1 September 2021	Financing cash flows	At 31 August 2022
	£	£	£
Cash at bank and in hand	189,567	163,225	352,792
Debt due within one year	(3,500)	3,500	-
Net debt	186,067	166,725	352,792

19 Related party transactions

There were no related party transactions in the year.

Victoria Hall, Bolton

England & Wales - Charity number 1130745

Accounts

Charity registration number: 1130745

Bolton Methodist Mission

Annual Report and Financial Statements

for the Year Ended 31 August 2022

Bolton Methodist Mission

Contents

Reference and Administrative Details	1 to 2
Trustees' Report	3 to 5
Statement of Trustees' Responsibilities	6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Cash Flow Statement	10
Notes to the Financial Statements	11 to 23

Bolton Methodist Mission

Reference and Administrative Details

Trustees

Miss Katie Hannah Barnes
Mr Christian Baker
Mr Neil Starkey
Reverend Darren Garfield
Mrs Christine Freda Cresswell
Mrs Elaine Fletcher-Cowen
Mrs Christine Heppolette
Mrs Carole Pilkington
Mr Peter Grahame Mills
Mrs Susan Patricia Marshall
Mrs Ellen Shirley Starkey
Mr Geoffrey Alan Webster BSC DIP ED
Miss Rebekah Susan Mary Fairhurst
Mrs Dawn Thornber
Mr Victor Stoddart Williams BA MSc MBA
Mr Robert Hamilton Marshall
Mrs Kerry Heppolette
Mrs Thelma Halliwell
Mrs Diana Mary Bradley
Mrs Kathleen Mary Webster
Reverend Brian Tomkins
Mr David Tomlinson
Mr Robert Bradley
Mrs Pamela Jackson Green
Mrs Jill Orrell

Charity Registration Number

1130745

Bolton Methodist Mission

Reference and Administrative Details

Principal Office

37 Knowsley Street
Bolton
BL1 2AS

Independent Examiner

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

Bolton Methodist Mission

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2022.

Objectives and activities

Objects and aims

The Methodist Church is regulated by the Methodist Church Act of 1976.

- Provision of public worship open to all
- The teaching and promotion of Christianity as a way of life through worship and other events
- Provision of pastoral care to those who require it
- Evangelism appropriate to the context
- Mission to the local community by provision of a safe space
- Good stewardship of resources

Objectives, strategies and activities

In addition to the charitable activities of our own organisation, we host a number of tenant charitable organisations including

The Destitution Project, Bolton Symphony Orchestra, The Simeon Counselling Centre, BAND, BSURF, Third Space and various other short term tenants.

Public benefit

The Trustees ensure they continue to carry out the charities objectives for the public benefit and that their activities beneficially impact on society. All of the Charities activities have a beneficial impact on society. In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The period covered by these accounts follows a difficult period effected by the Covid-19 Virus and the lockdowns introduced to protect against it. This period covers the initial recovery and return to a new-normal. Whilst the Victoria Hall and associated buildings remained open, many activities were suspended or operated on a different basis. This lull in activity allowed a refurbishment of facilities, funded in part by grants and a legacy left to the charity.

Bolton Methodist Mission

Trustees' Report

Financial review

Incoming resources for the year amounted to £458,517 (2021 - £286,876). Charitable activities increased from £109k in 2021 to £153k as activities returned to normal.

Donations and legacies increased largely due to a significant legacy received, although this increase was offset with a reduction in grants received during the year.

Total expenditure for the year totalled £277,409 (2021 - £230,342). Costs increased compared to the previous year as activities returned to normal and additional expenditure was incurred with increased repairs costs.

During the period a large legacy was received allowing major repair / refurbishment works to go ahead.

The overall results for the year are a surplus of £181,108 (2021 - £56,534).

The total reserves of the charity at 31 August 2022 are £398,100 (2021 - £216,992).

The unrestricted reserves are £335,498 (2021 - £141,372) and the restricted reserves are £22,494 (2021 - £53,578).

Permanent endowment funds amounted to £22,108 (2021 - £22,042).

Policy on reserves

The policy on reserves is to ensure that there are sufficient reserves to enable activities to continue and to maintain sufficient funds to cover the payment of salaries and utilities for a period of six months. The reserves held at the period end fulfil this policy.

Funds in deficit

There are no funds in deficit.

Principal funding sources

The main sources of funds to the charity are congregational giving, lettings, grant funding, and the hosting of concerts and events.

Plans for future periods

Aims and key objectives for future periods

To continue to maintain the building to ensure that the objectives and aims of the charity and its mission in the town centre of Bolton can continue.

Bolton Methodist Mission

Trustees' Report

Structure, governance and management

Organisational structure

Our situation in relation to the Methodist Church is a little unusual. Most churches are part of a wider grouping, a circuit. Bolton Methodist Mission is unusual in that it is a church and Circuit in its own right. With the help of TCC (Transforming Churches and Communities), we are seeking to clarify the roles of and relationship between church and circuit, BMM is also anomalous in that a substantial business venture (through hire of the Main Hall and other rooms) generates income for the church; as a consequence, the church is ultimately responsible for running the business.

As part of our development plan we are looking at setting up a more formal, and we believe, more effective structure to the mutual benefit of church and business. Running concurrently with our internal considerations, the Methodist Church has challenged all churches to look at their relationships with other churches in the circuit in which they sit; this could result in some churches handing over trusteeship to the circuit meeting. Similarly, the seven Districts in the North West and Mann region of the Methodist Church are considering a way of restructuring. It is imperative that our internal governance is in good shape for that time when we may be asked to become part of a different external structure.

We have an appointed Safeguarding Officer who pro-actively looks at our procedures and ensuring that individuals have necessary DBS clearance and have undergone necessary training. Outside organisations using our building must also have a safeguarding policy and are required to comply with those of the Methodist Church.

The annual report was approved by the trustees of the charity on 3 April 2024 and signed on its behalf by:



.....
Reverend Darren Garfield
Trustee

Bolton Methodist Mission

Statement of Trustees' Responsibilities

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

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 3 April 2024 and signed on its behalf by:



.....
Reverend Darren Garfield
Trustee

Bolton Methodist Mission

Independent Examiner's Report to the trustees of Bolton Methodist Mission

I report to the trustees on my examination of the accounts of Bolton Methodist Mission for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of Bolton Methodist Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Bolton Methodist Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

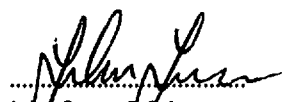
Independent examiner's statement

Since Bolton Methodist Mission's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Bolton Methodist Mission as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


.....
John Saxon F.C.A.
Institute of Chartered Accountants in England and Wales

The Moffatts Partnership LLP
Suite 1.1, 1st Floor,
Jackson House
Sibson Road
Sale
M33 7RR

3 April 2024

Bolton Methodist Mission

Statement of Financial Activities for the Year Ended 31 August 2022

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £ (As restated)
Income and Endowments from:						
Donations and legacies	2	289,654	14,716	-	304,370	177,336
Charitable activities	3	153,364	-	-	153,364	108,526
Investment income	4	447	-	129	576	64
Other income	5	207	-	-	207	950
Total income		<u>443,672</u>	<u>14,716</u>	<u>129</u>	<u>458,517</u>	<u>286,876</u>
Expenditure on:						
Charitable activities	6	<u>(231,546)</u>	<u>(45,800)</u>	<u>(63)</u>	<u>(277,409)</u>	<u>(230,342)</u>
Total expenditure		<u>(231,546)</u>	<u>(45,800)</u>	<u>(63)</u>	<u>(277,409)</u>	<u>(230,342)</u>
Net income/(expenditure)		<u>212,126</u>	<u>(31,084)</u>	<u>66</u>	<u>181,108</u>	<u>56,534</u>
Net movement in funds		212,126	(31,084)	66	181,108	56,534
Reconciliation of funds						
Total funds brought forward		<u>141,372</u>	<u>53,578</u>	<u>22,042</u>	<u>216,992</u>	<u>160,458</u>
Total funds carried forward	16	<u>353,498</u>	<u>22,494</u>	<u>22,108</u>	<u>398,100</u>	<u>216,992</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 16.

The notes on pages 11 to 23 form an integral part of these financial statements.

Bolton Methodist Mission
(Registration number: 1130745)
Balance Sheet as at 31 August 2022

	Note	2022 £	2021 £ (As restated)
Fixed assets			
Tangible assets	12	28,463	23,581
Current assets			
Debtors	13	48,383	15,816
Cash at bank and in hand	14	<u>352,792</u>	<u>189,567</u>
		401,175	205,383
Creditors: Amounts falling due within one year	15	<u>(31,538)</u>	<u>(11,972)</u>
Net current assets		<u>369,637</u>	<u>193,411</u>
Net assets		<u><u>398,100</u></u>	<u><u>216,992</u></u>
Funds of the charity:			
Endowment funds		22,108	22,042
Restricted income funds			
Restricted funds	16	22,494	53,578
Unrestricted income funds			
Unrestricted funds		<u>353,498</u>	<u>141,372</u>
Total funds	16	<u><u>398,100</u></u>	<u><u>216,992</u></u>

The financial statements on pages 8 to 23 were approved by the trustees, and authorised for issue on 3 April 2024 and signed on their behalf by:



.....
Mr David Tomlinson
Trustee

Bolton Methodist Mission

Cash Flow Statement for the Year Ended 31 August 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		181,108	56,534
Adjustments to cash flows from non-cash items			
Depreciation		2,636	1,925
Investment income		(576)	(64)
		<u>183,168</u>	<u>58,395</u>
Working capital adjustments			
Increase in debtors	13	(32,567)	(15,816)
Increase in creditors	15	<u>23,066</u>	<u>8,472</u>
Net cash flows from operating activities		<u>173,667</u>	<u>51,051</u>
Cash flows from investing activities			
Interest received		576	64
Acquisitions of tangible assets		<u>(7,518)</u>	<u>(7,894)</u>
Net cash flows from investing activities		<u>(6,942)</u>	<u>(7,830)</u>
Cash flows from financing activities			
Proceeds from other borrowings during the period		-	3,500
Repayment of other borrowings		<u>(3,500)</u>	<u>-</u>
Net cash flows from financing activities		<u>(3,500)</u>	<u>3,500</u>
Net increase in cash and cash equivalents		163,225	46,721
Cash and cash equivalents at 1 September		<u>189,567</u>	<u>142,846</u>
Cash and cash equivalents at 31 August		<u><u>352,792</u></u>	<u><u>189,567</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 11 to 23 form an integral part of these financial statements.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Bolton Methodist Mission meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. Interest is recognised on a receivable basis.

Charitable activities

Income from charitable activities is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold Improvements	0% straight line basis
Office and computer equipment	25% reducing balance basis
Fixtures and Fittings	15% straight line basis

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in Interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Permanent endowment funds are those where the capital must remain intact, and the Church Council only have access to the income. The income may be restricted to a particular purpose or available to the Church Council for their general purposes.

Hire purchase and finance leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

Financial Instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £ (As restated)
Donations and legacies;				
Donations from individuals	39,083	2,216	41,299	42,042
Legacies	221,927	-	221,927	3,269
Gift aid reclaimed	16,218	-	16,218	10,104
Grants, including capital grants;				
Grants from other charities	7,481	12,500	19,981	116,437
Regular giving and capital donations	4,945	-	4,945	5,484
	<u>289,654</u>	<u>14,716</u>	<u>304,370</u>	<u>177,336</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

3 Income from charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £ (As restated)
Lettings income	125,415	125,415	78,453
Shop Rent/Additional services	13,083	13,083	19,285
Box office fees	1,859	1,859	1,024
Rent income - other	9,618	9,618	9,756
CLC Bookshop sales	-	-	8
Heritage Tours	113	113	-
Concert Refreshments	1,454	1,454	-
Events Own	1,822	1,822	-
	<u>153,364</u>	<u>153,364</u>	<u>108,526</u>

4 Investment income

	Unrestricted funds General £	Endowment funds Permanent £	Total 2022 £	Total 2021 £
Interest receivable and similar income;				
Interest receivable on bank deposits	<u>447</u>	<u>129</u>	<u>576</u>	<u>64</u>

5 Other income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Gains on sale of tangible fixed assets for charity's own use	<u>207</u>	<u>207</u>	<u>950</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Endowment funds Permanent £	Total 2022 £	Total 2021 £ (As restated)
Circuit Assessment	19,780	-	-	19,780	16,655
Staff costs	54,282	34,814	-	89,096	81,396
Property costs	116,024	9,928	-	125,952	98,569
Miscellaneous expenses	2,652	-	-	2,652	351
Music, refreshments, catering	2,727	-	-	2,727	4,275
Travel expenses	810	1,058	-	1,868	266
Printing, postage and stationery	8,250	-	-	8,250	7,902
Advertising	164	-	-	164	75
Licenses and subscriptions	2,102	-	-	2,102	2,396
Heritage archives	47	-	-	47	1,560
TMCP charges	2,011	-	63	2,074	-
Bad debt write off	-	-	-	-	5,076
Governance costs	20,061	-	-	20,061	9,896
Depreciation	2,636	-	-	2,636	1,925
	<u>231,546</u>	<u>45,800</u>	<u>63</u>	<u>277,409</u>	<u>230,342</u>

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Independent examiner fees			
Examination of the financial statements	3,456	3,456	-
Legal fees	6,353	6,353	4,400
Other governance costs	<u>10,252</u>	<u>10,252</u>	<u>5,496</u>
	<u>20,061</u>	<u>20,061</u>	<u>9,896</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	75,569	70,788
Social security costs	6,120	5,066
Pension costs	3,843	4,910
Other staff costs	<u>3,564</u>	<u>632</u>
	<u>89,096</u>	<u>81,396</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022	2021
	No	No
Circuit Staff	1	1
Hall Staff	1	1
Housekeeping	1	1
Music	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>

3 (2021 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,843 (2021 - £4,910).

No employee received emoluments of more than £60,000 during the year

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

10 Independent examiner's remuneration

	2022
	£
Examination of the financial statements	<u>3,456</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 September 2021	15,108	10,398	25,506
Additions	<u>-</u>	<u>7,518</u>	<u>7,518</u>
At 31 August 2022	<u>15,108</u>	<u>17,916</u>	<u>33,024</u>
Depreciation			
At 1 September 2021	-	1,925	1,925
Charge for the year	<u>-</u>	<u>2,636</u>	<u>2,636</u>
At 31 August 2022	<u>-</u>	<u>4,561</u>	<u>4,561</u>
Net book value			
At 31 August 2022	<u>15,108</u>	<u>13,355</u>	<u>28,463</u>
At 31 August 2021	<u>15,108</u>	<u>8,473</u>	<u>23,581</u>

13 Debtors

	2022	2021
	£	£
Trade debtors	2,143	15,816
Accrued income	<u>46,240</u>	<u>-</u>
	<u>48,383</u>	<u>15,816</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

14 Cash and cash equivalents

	2022	2021
	£	£ (As restated)
Cash on hand	352	69
Cash at bank	308,526	143,743
Short-term deposits	43,914	45,755
	<u>352,792</u>	<u>189,567</u>

15 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	5,403	316
Other loans	-	3,500
Other creditors	13,706	8,156
Accruals	12,429	-
	<u>31,538</u>	<u>11,972</u>

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

16 Funds

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
Unrestricted funds				
<i>General</i>				
General Funds	138,372	443,672	(231,546)	350,498
<i>Designated</i>				
Gift Fund	3,000	-	-	3,000
Total unrestricted funds	141,372	443,672	(231,546)	353,498
Restricted funds				
Pioneer Missioner	36,771	13,010	(34,814)	14,967
Walker Fund	6,687	-	-	6,687
Heritage Fund	192	50	-	242
HLF Grant - Cultural Recovery Funds	9,928	-	(9,928)	-
Refugee Support Fund	-	1,656	(1,058)	598
Total restricted funds	53,578	14,716	(45,800)	22,494
Endowment funds				
<i>Permanent</i>				
TMCP - Permanent Endowment	22,042	129	(63)	22,108
Total funds	216,992	458,517	(277,409)	398,100

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 August 2021 £
Unrestricted funds					
<i>General</i>					
General Funds	108,016	176,243	(149,458)	3,571	138,372
<i>Designated</i>					
Gift Fund	3,000	-	-	-	3,000
Sound Equipment	-	900	-	(900)	-
	<u>3,000</u>	<u>900</u>	<u>-</u>	<u>(900)</u>	<u>3,000</u>
Total unrestricted funds	<u>111,016</u>	<u>177,143</u>	<u>(149,458)</u>	<u>2,671</u>	<u>141,372</u>
Restricted					
Pioneer Missioner	11,000	52,269	(26,498)	-	36,771
Walker Fund	16,400	-	(9,713)	-	6,687
Historic England Grant	-	4,754	(7,112)	2,358	-
National Lottery Community Fund Grant	-	30,389	(30,389)	-	-
Heritage Fund	-	192	-	-	192
Sound Equipment	-	5,029	-	(5,029)	-
HLF Grant - Cultural Recovery Funds	-	17,100	(7,172)	-	9,928
	<u>-</u>	<u>17,100</u>	<u>(7,172)</u>	<u>-</u>	<u>9,928</u>
Total restricted funds	<u>27,400</u>	<u>109,733</u>	<u>(80,884)</u>	<u>(2,671)</u>	<u>53,578</u>
Endowment funds					
<i>Permanent</i>					
TMCP - Permanent Endowment	<u>22,042</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,042</u>
Total funds	<u>160,458</u>	<u>286,876</u>	<u>(230,342)</u>	<u>-</u>	<u>216,992</u>

The specific purposes for which the funds are to be applied are as follows:

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bolton Methodist Mission

Notes to the Financial Statements for the Year Ended 31 August 2022

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Endowment funds	Total funds at 31 August
	General	Designated	funds	Permanent	2022
	£	£	£	£	£
Tangible fixed assets	28,463	-	-	-	28,463
Current assets	353,573	3,000	22,494	22,108	401,175
Current liabilities	(31,538)	-	-	-	(31,538)
Total net assets	350,498	3,000	22,494	22,108	398,100

	Unrestricted funds		Restricted funds	Endowment funds	Total funds at 31 August
	General	Designated	funds	Permanent	2021
	£	£	£	£	£
Tangible fixed assets	23,581	-	-	-	23,581
Current assets	126,763	3,000	53,578	22,042	205,383
Current liabilities	(11,972)	-	-	-	(11,972)
Total net assets	138,372	3,000	53,578	22,042	216,992

18 Analysis of net funds

	At 1 September 2021	Financing cash flows	At 31 August 2022
	£	£	£
Cash at bank and in hand	189,567	163,225	352,792
Debt due within one year	(3,500)	3,500	-
Net debt	186,067	166,725	352,792

19 Related party transactions

There were no related party transactions in the year.

Victoria Hall, Bolton

England & Wales - Charity number 1130745

Accounts

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

BOLTON METHODIST MISSION

Church

FOR THE YEAR ENDED

31 August 2021

BOLTON METHODIST MISSION
Circuit

Circuit no

6/2

Registered Charity - Charity Registration number

1130745

If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

REV PAL MARTIN

Church Stewards:

ROBERT MARSHALL

CHRISTINE HEPPOLLETTE

Treasurer:

DIANA BRADLEY

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	RECEIPTS				
a2	Offerings and Tax recovered	43,086		43,086	59,258
a3	Bank and CFB interest and Investment income	64		64	197
a4	Lettings	78,293		78,293	82,162
a5	Other receipts	113,399		113,399	48,645
a6	TOTAL RECEIPTS	234,842		234,842 (a7)	190,262

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	PAYMENTS				
b2	Circuit Assessment or Share	16,655		16,655	19,428
b3	Donations				
b4	Repairs and Maintenance	17,579		17,579	24,277
b5	Utilities (Insurances, water charges, heating & lighting)	54,340		54,340	53,556
b6					
b7	Other payments	114,807		114,807	92,691
b8	TOTAL PAYMENTS	203,381		203,381 (b9)	189,952

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR (a6-b8)	31,461		31,461	310
c2	Total funds brought forward from last year	62,231		62,231 (c6)	65,950
c3	Sub total (c1+c2)	93,692		93,692	66,260
c4	Transfers and adjustments	(12,919)		(12,919) (c7)	(4,029)
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)	80,773		80,773 (c8)	62,231 (c6)

SECTION D		£	£
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS			
d	(these amounts are not to be included in total receipts/payments figures above)		
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations		
d3	Offerings/Gifts - passed to external organisations		
d4	BALANCE STILL TO BE PAID (d1+d2-d3)		

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Other organisations	20,394		20,394		42,841	63,235
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	20,394		20,394		42,841 (e11)	63,235 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	234,842 (a7)	203,381 (b9)	31,461	(12,919) (c7)	62,231 (c6)	80,773 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	255,236	203,381	51,855	(12,919)	105,072 (x)	144,008 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	62,231	80,773
f3 Bank Deposit Account		
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	62,231 (c6)	80,773 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	42,841 (e11)	63,235 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	105,072 (x)	144,008 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)	44,661	45,755
g2 Land & Buildings (see notes re Insurance value)	15,108	15,108
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end	(7,000)	(3,500)
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Name of Church BOLTON METHODIST MISSION No. 1130745

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer [Signature] Date 30.3.2022

Name and address of treasurer DIANA M. BRADLEY
15, SHREWSBURY RD, BOLTON Post Code BL1 4NW

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be* presented to the meeting of the Church trustees held on 8.2.22

Signature of the Chair of the meeting [Signature]

Name of the Chair of the meeting REV PAUL MARTIN Date 22.5.2022

Independent Examiner's Report to the Trustees of the

..... BOLTON METHODIST MISSION Church

Charity Number 1130745

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the BOLTON METHODIST MISSION Church for the year ended 31 August 2021 set out on pages 1 to 3. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

Name of Church ... BOLTON METHODIST MISSION (VICTORIA HALL) ... No 1130745

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below*~~) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

[the [the

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signature of independent examiner ... DATC ...

Name of independent examiner ... DANIEL TOMKINS ...

Relevant professional qualification of independent examiner ... ACA ...

Name of firm (where appropriate) ... N/A ...

Address ... 23 YEWLANDS DRIVE, GARSTANG, LANCs ...

Post Code ... PR3 1JP ...

Date ... 28 / 3 / 2022 ...

* delete or circle as appropriate

Sep-20

Victoria Hall, Bolton

England & Wales - Charity number 1130745

Accounts

TRUSTEES ANNUAL REPORT 2020

Objectives and activities

The Methodist Church is regulated by the Methodist Church Act of 1976.

- Provision of public worship open to all
- The teaching and promotion of Christianity as a way of life through worship and other events
- Provision of pastoral care to those who require it
- Evangelism appropriate to the context
- Mission to the local community by provision of a safe space
- Good stewardship of resources

In the past year we have been challenged by the limitations imposed by the consequences of the Covid 19 pandemic. Lockdowns and restrictions on gatherings have had a negative impact on our objectives and activities. However, some positives have emerged as we have sought to continue our mission through other means. Since April 2020 we have had a weekly online service which has been made available via the Zoom platform; viewing figures indicate an increase in those engaging with worship. Moreover, we began a weekly *In Touch* publication as a means of communicating with the church community; this has been available electronically and hard copies have been sent to those without the means to access it online.

Achievements of the year

Whilst it was necessary to furlough several members of staff, our commitment to being a positive and welcoming presence in the centre of Bolton is undiminished. Lockdown and other restrictions have had a negative impact on numbers using the building and de facto, on our finances. However, we have made strenuous efforts to market ourselves as a meeting venue as we have the space to allow people to meet whilst observing social distancing regulations; this has resulted in some new lettings which we trust will stay beyond the current crisis.

The facilities team have shifted their efforts from the usual pre-Lockdown day to day to tackling jobs around the building which are more difficult when people are present. A burst water pipe led to an insurance claim which led to parquet flooring being renewed and resurfaced, in addition to redecoration work. Thanks to a donation from a church member, the Walker Suite has been refurbished and new audio equipment installed. These are just some examples of how we have not simply “stood still” but have continued our programme of renewals and repairs so that we have a suite of premises which is better suited to serve the community and the needs of the church.

In short, our main achievements have been our online worship, increased pastoral contacts and improvements to the building.

Financial Review

The Mission is supported by the Bolton and Rochdale District (of which it is a part) through the provision of a Superintendent minister part-time – a role fulfilled by the Chair of the District. We pay an annual contribution towards the salary cost and, also, an assessment fee towards the District expenses.

We have only made a small surplus this year of £310. This means we have lost in the region of £45000 this year. This is entirely due to the Covid 19 pandemic. We were in a good position at the beginning of March. However, we had to close totally from the 23rd of March 2020 until the 16th of June 2020. We were able to furlough some of our staff and the grants, although helpful, didn't cover our full costs. We had to completely close the concert hall, which is where a lot of our losses came from. Our congregation supported us by signing up to pay with standing orders or made contributions on our website via Just Giving. We re-negotiated rents during the lockdown period. We agreed to reduce them so that our tenants were able to remain financially viable. Our hall manager has worked heroically to keep our rental income going and has had some success with that, but the latest lockdown brought more cancellations. Our new Business Manager has already made an impact by revamping our Friends offering and more people than ever are signing up to that. We are looking for grant income as a means of moving forward and are awaiting the results of two applications with more planned. The Business Manager has been very active in this process.

We are, therefore, hopeful that we can stabilise our losses by the end of the next financial year. We have incurred some expenses during the lockdown period as we have used that time to complete planned repairs and maintenance and the premises are looking refreshed and ready for use as soon as we are able to open. Next year will be essential maintenance only until we are in a more stable position. There are strong indications of demand for use when we are able to re-open which is encouraging.

Structure, governance and management

Our situation in relation to the Methodist Church is a little unusual. Most churches are part of a wider grouping, a circuit. Bolton Methodist Mission is unusual in that it is a church and Circuit in its own right. With the help of TCC (Transforming Churches and Communities), we are seeking to clarify the roles of and relationship between church and circuit. BMM is also anomalous in that a substantial business venture (through hire of the Main Hall and other rooms) generates income for the church; as a consequence, the church is ultimately responsible for running the business. As part of our development plan we are looking at setting up a more formal, and we believe, more effective structure to the mutual benefit of church and business.

Running concurrently with our internal considerations, the Methodist Church has challenged all churches to look at their relationships with other churches in the circuit in which they sit; this could result in some churches handing over trusteeship to the circuit meeting. Similarly, the seven Districts in the North West and Mann region of the Methodist Church are considering a way of restructuring. It is imperative that our internal governance is in good shape for that time when we may be asked to become part of a different external structure

We have recently appointed a new Safeguarding Officer. She is pro-actively looking at our procedures and ensuring that individuals have necessary DBS clearance and have undergone necessary training. Outside organisations using our building must also have a safeguarding policy and are required to comply with those of the Methodist Church.

Reference and administrative details

The Charity is known as the Bolton Methodist Mission, Charity Number 1130745 and the address is Knowsley Street, Bolton BL1 2AS. The premises encompass the Victoria Hall – a Grade Two listed 1300-seater concert venue- used frequently for events, the Victoria Buildings which are in front of the building in Knowsley Street and some of which is rented out, and the Walker Memorial building which backs on to Central Street car park. This is similarly home to a number of different groups.

The list of Trustees (19 in total) is available on the Charity Commission website. The senior Trustees are:

- Rev Paul Martin (Superintendent Minister)
- Mr Robert Marshall (Circuit Steward)
- Mrs Christine Heppolette (Church Steward)
- Mrs Diana Bradley (Treasurer)
- Mr Victor Williams (Circuit Meeting and Church Council Secretary)

Paid staff are:

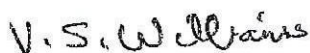
- Pastoral Worker
- Facilities Manager
- Business Manager (from 1.9.20)
- Administrator
- Caretaker
- Cleaner

Their work is supplemented by a small army of volunteers who give of their time and talents as part of their daily discipleship; the Mission could not function without them.

Date of approval by Bolton Methodist Mission Trustees : 31.10.20



Signed: Paul Martin (Superintendent Minister)



Signed: Victor Williams (Circuit Meeting and Church Council Secretary)

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Bolton Methodist Mission	Church
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FOR THE YEAR ENDED

31 August 2020

Bolton Methodist Mission	Circuit	Circuit no	6/2
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Registered Charity - Charity Registration number

1130745

**If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev Paul Martin

Church Stewards:

Robert Marshall
Christine Heppolette

Treasurer:

Diana Bradley

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	59,258		59,258	41,916
a3	Bank and CFB interest and Investment income	197		197	202
a4	Lettings	82,162		82,162	90,249
a5	Other receipts	48,645		48,645	71,959
a6	TOTAL RECEIPTS	190,262		190,262 (a7)	204,326

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
b1	PAYMENTS				
b2	Circuit Assessment or Share	19,428		19,428	
b3	Donations				
b4	Repairs and Maintenance	24,277		24,277	23,721
b5	Utilities (Insurances, water charges, heating & lighting)	53,556		53,556	55,319
b6					
b7	Other payments	92,691		92,691	81,223
b8	TOTAL PAYMENTS	189,952		189,952 (b9)	160,263

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	310	310	44,063
c2	Total funds brought forward from last year	65,950		65,950 (c6)	21,887
c3	Sub total	(c1+c2)	66,260	66,260	65,950
c4	Transfers and adjustments			(4,029) (c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	66,260	62,231 (c8)	65,950 (c6)

SECTION D		£	£
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS			
d	(these amounts are not to be included in total receipts/payments figures)		
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations		
d3	Offerings/Gifts - passed to external organisations		
d4	BALANCE STILL TO BE PAID		
	(d1+d2-d3)		

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2020 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS		Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	Other Organisations	27,185		27,185		15,656	42,841
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	27,185		27,185		15,656 (e11)	42,841 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	190,262 (a7)	189,952 (b9)	310	(4,029) (c7)	65,950 (c6)	62,231 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	217,447	189,952	27,495	(4,029)	81,606 (x)	105,072 (y)
Continue on a separate sheet if necessary and bring the totals forward		TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2020**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	65,950	62,231
f3 Bank Deposit Account		
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	65,950 (c6)	62,231 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	15,656 (e11)	42,841 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	81,606 (x)	105,072 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)	45,037	44,661
g2 Land & Buildings (see notes re Insurance value)	15,108	15,108
g3 Other Assets	6,884	
g4 Loan(s) - show amount outstanding at year end	(7,000)	(7,000)
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Name of Church BOLTON METHODIST MISSION No. 1130745

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer [Signature] Date 6.4.21

Name and address of treasurer DIANA BRADLEY
15, SHREWSBURY RD., BOLTON LANCs Post Code BL1 4NW

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting [Signature]

Name of the Chair of the meeting PAUL MARTIN Date 6.4.21

Independent Examiner's Report to the Trustees of the

BOLTON METHODIST MISSION Church

Charity Number 1130745

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the BOLTON METHODIST MISSION Church for the year ended 31 August 2020 set out on pages 1 to 3. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

Name of Church BOLTON METHODIST MISSION No 1130745

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below*~~) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

~~the [the~~

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signature of independent examiner DAT

Name of independent examiner DANIEL TOMKINS

Relevant professional qualification of independent examiner FCA

Name of firm (where appropriate) /

Address 23 YEWLANDS DRIVE, GASTING, LANC

Post Code PR3 10P

Date 2/3/21

* delete or circle as appropriate

Sep-19

Name of Church BOLTON METHODIST MISSION No 1130745

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below*~~) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

~~the the~~

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signature of independent examiner DAT

Name of independent examiner DANIEL TOMKINS

Relevant professional qualification of independent examiner FCA

Name of firm (where appropriate) /

Address 23 JEWLANDS DRIVE, GRASING, LARKS

Post Code PR3 1OP

Date 2/3/21

* delete or circle as appropriate

Sep-19