

**THE METHODIST CHURCH
NORFOLK BROADS CIRCUIT**
Registered Charity No 1133008

**Trustees Annual Report and Financial
Statements
for the year ended 31st August 2021.**

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LEGAL AND ADMINISTRATIVE DETAILS

Trustees Norfolk Broads

The Trustees are appointed according to the constitution of the Methodist Church (see page 5).

The following Trustees have served during the period covered by this report:

(NB Names in *italics* indicate individuals holding more than one appointment to the Circuit Meeting)

Superintendent Ministers:	Revd Andrew King Revd Katy Adams (formerly Dunn)
All Ministers/Probationers:	Deacon Sheralee Devitt (from 1 st September 2020)
Circuit Employees	Mrs Tracy Birks (Lay Worker) (until 31 st August 2021) Mr Shaun Cushion (Lay Worker)
Circuit Stewards:	<i>Corinne Hill</i> <i>Jane Mackay</i> <i>Alan Riches</i> <i>Brenda Searle</i> <i>Gordon Smith</i> <i>Glenda Tooke</i> Adrian Turner
Secretary of Circuit Meeting:	<i>Vacant</i>
Secretary of Local Preachers:	Linda Parkin
Elected Church Stewards:	<i>Christine Brady</i> <i>Alan Riches</i> Audrey Bensley Paul Bacon Brenda Green Diana Jones Alan Croft <i>John Loades</i> Val Shreeve Roy Wooltorton Paul Monsey Alan Cooke
Elected Church Treasurer:	Rosemary Davis Gill Riches David Mobbs (until 31 st August 2021) <i>Dorothy Ward</i> Joy Brock (until 31 st August 2021) Ben Milner Molly Playford Liz Draper Michael Farnsworth <i>Gordon Smith</i> Alan Moore Heather Westrup <i>Brenda Monsey</i> Brian Jarvis Jean Cooke
Elected Church Representatives	Christopher Palmer Jean Moy Frances Brady Beryl Hanton Eileen Harrison Linda Peers

Margaret Mobbs (until 31st August 2021)
June Moss
Jane Mackay
 Andrew Ingram
 Karen Bensley (from 1st October 2020)
 Sarah Small
 Greta Brown
Ruth Bacon
 Beryl Jones
 Gordon Playford
 Peter Draper
 Jean Loades
 Andrew Sayer
 June Sawyer (until 26th October 2020)
 Rosemary Whitmill (from 26th October 2020)
 Maureen Turner
 Josephine Woollorton
Linda Monsey
 Sandi Jarvis
 Sheila Farnsworth
Colleen Palmer
 Linda Gibbons
Brenda Spink
 Peter Whitwood (until 31st August 2021)
 Marian Teager
 Isobel Ashworth
 Peter Westgate (until 9th September 2020)
 Lorna Burroughes
 Geoff Harding
 Toni Haase

Other Trustees:

Trust Address

c/o 2 Bensley Close Acle NR13 3RD

Auditors Independent External Examiner

Fairhead Bradford
 Chartered Certified Accountant
 5 Queen Street, Gt Yarmouth, NR30 2QP

Bankers

Barclays Bank plc
 40-42 Market Place, Great Yarmouth, Norfolk, NR30 1LX

Lloyds Bank plc
 1-2 King's Street, Great Yarmouth, Norfolk, NR30 2BA

REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their report for the year ended **31st August 2021** under the Charities Act 1993, together with the audited financial statements for the year. We confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities Statement of Recommended Practice (SORP) 2005.

The Trust was registered on 1st February 2009 in accordance with the Charities Act 2011. Particulars of the charity's Trustees and professional advisers are given on pages 3 and 4.

Structure, Governance and Management

The charity is operated under the regulations of the Methodist Church as stated in *The Constitutional Practice and Discipline of the Methodist Church* with advice from Officers of the Methodist Church.

Governing Body

The Trustees are the Governing Body of the Trust.

Recruitment and Training of Trustees

The Charity Trustees are appointed to the roles identified on pages 3 and 4, for a designated period, either by direct election at the Circuit Meeting for Circuit Office Holders, or by individual Church Councils who elect their representatives to the Circuit Meeting.

Organisational Management

The management of the Trust is the responsibility of the Trustees. It is conducted through the Circuit Leadership Team and Finance and Property Committee. Circuit Staff and employees assist in the implementation of policies. Each Committee includes Trustees among its membership.

The day to day administration of the Circuit is the responsibility of the Superintendent Minister, the Secretary of the Circuit Meeting, the Circuit Treasurer, the Circuit Property Secretary and the Circuit Stewards.

Aims, Objectives and Activities

The objectives of the Norfolk Broads Circuit are those as set out for the Methodist Church of Great Britain in the Deed of Union 1932 and the 1976 Methodist Church Act.

The charitable objects are the purposes of the Methodist Church and these are 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 organization 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.

The Norfolk Broads Methodist Circuit 14/10

Mission Statement

TO FURTHER THE VISION AND PURPOSE OF THE NORFOLK
BROADS CIRCUIT

OUR VISION: *God's will for us is for us is not to be stuck, but to be lifted up to God's glory and drawn closer to God and closer to each other in loving service and fellowship.*

OUR PURPOSE: *To offer God's invitation to our world and our church to be drawn closer to God and closer to one another in acts of loving kindness.*
(Matthew 22 vs 34-40)

Achievements and Performance

The Norfolk Broads Circuit has sought to advance its aims and objectives during the year under review by continuing its life of worship and mission within communities in The Norfolk Broads Circuit and by providing support to local churches. Particular highlights include:

- continuing to support the Churches so that resources can be more effectively shared,
- providing resources to local churches by enabling the deployment of appropriate ordained and lay staff and by making specific grants in order to support pieces of work that advance our charitable objects and Circuit Policy.
- ensuring that the Circuit is sufficiently resourced for its mission by reviewing the annual budget and preparing a budget for 2021-22. This includes the recognition that rising costs for Circuit Staff plus maintenance of Circuit Properties.
- ensuring that all those who have contact with children, young people and vulnerable adults undertake an appropriate training course - the Foundation Module or Refresher of *Creating Safer Space*.
- holding of training events as and when appropriate.
- Supervision programme is held for all ministers (lay and ordained) in a pastoral role.
- Continuing to offer particular support (personnel, skills, finance) to agreed projects around the Circuit.
- The Circuit rejoiced with Tracy Birks when she was accepted as a candidate for the Presbyteral ministry. Her training was delayed but it will commence from September 2021.
- The Circuit Administrator Mrs Annette Lown helps the Methodist Circuit fulfil its Administrative functions.
- Very few Circuit Mission and Worship events were held during the year because of the pandemic. The Circuit Easter offering service was cancelled, along with many other activities. However the Circuit continued with weekly zoom / on-line worship and

were able to provide worship at home sheets and YouTube videos and DVD's to members unable to worship. Pastoral care was also provided by other means.

- The Circuit in September welcomed Deacon Sheralee Devitt who was stationed by the Methodist Conference and her appointment commenced in September 2020.
- In April Mrs Liz Draper was admitted as a Local Preacher at a public act of worship at Lingwood Methodist Church

Financial Review

The Trustees report net incoming resources of £183,189. (Please refer to the notes of the accounts for explanation).

The net movement in funds for the year decreased by £71,321

The Trustees are pleased to report that there were no special items relating to income or expenditure during the year. Details of this can be viewed under Circuit Model Trust Fund (unrestricted) funds reported in the SOFA for year ended 31 August 2021

The Trustees continue to keep all financial policies under review.

Investment Policy

In accordance with the Trust documentation, the Trustees have the power to invest in such stocks, shares, investments and property as they consider appropriate. The Trustees have used this power to invest in the funds of the Central Finance Board of the Methodist Church. In common with many other investment funds, the valuation of the funds showed a modest increase over the year.

The Trustees continue to monitor the funds of the Circuit to enable clear and prudent policy decisions on expenditure.

Risk Assessment and Management

During the year under review, the Trustees have maintained oversight of the major risks to which the charity is exposed, resulting in risk management strategies being implemented.

Risks to which the organisation may be exposed are identified by the Trustees and kept under regular review.

Reserves

It is the policy of the charity to hold reserves in its unrestricted funds which have not yet been committed or designated for any particular purpose. The Trustees have set aside these reserves in order to protect the future operations of the charity from the effects of any unforeseen variations in its income as part of a policy of good financial practice.

The Circuit Reserves Policy was reviewed during the year.

Public Benefit

The Trustees have reviewed the activities of the past year in line with the Charity Commission guidance on public interest benefit.

The aims and objectives of the Norfolk Broads Circuit are within those guidelines and are interpreted by the District as providing specific benefit to those who are members of the Methodist Church.

Future Plans

In addition to an ongoing commitment to provide effective resources for the members, local churches and within the Norfolk Broads Circuit, the Trustees are committed to:

- Further development of the Circuit Mission Policy
- Ensure the appointment and deployment of lay and ordained ministry throughout the Circuit.
- Aim to continue to employ a Circuit Administrator.
- Provide support for those who have oversight of safeguarding procedures for children, young people and vulnerable adults.
- Develop partnerships with other churches.

Auditors

A resolution proposing that Fairhead Bradford Chartered Certified Accountants be re-appointed as the independent external examiner of the charity will be put to the Annual General Meeting.

Revd. Andrew King
Trustee

Mrs. Corinne Hill
Trustee

Date: 22nd November 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and that they show a true and fair view of the state of the Norfolk Broads Circuits affairs. 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.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Norfolk Broads Circuit will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time, the financial position of the Norfolk Broads Circuit and enable them to ensure that the financial statements comply with the Charities Act 2011 and Trust Deed. They 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.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charity's auditors are unaware.
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

NORFOLK BOARDS	Circuit
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FOR THE YEAR ENDED
31 AUGUST 2021

EAST ANGLIA		14110
District	Circuit no	

Registered Charity - Charity Registration number

1133008

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

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(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)

Ministers:

REV A KING
REV K ADAMS
DEACON SHERALEE DEVITT

Circuit Stewards:

MRS CORRINNE HILL
MISS JANE MACKAY
MR ALAN RICHES
MISS BRENDA SEARLE
MR GORDON SMITH JP
MR ADRIAN TURNER

Treasurer:

MRS GLENDA TOKE

SECTION A		Un - restricted Funds £	Circuit Model Trust Fund £	Restricted Funds £	Totals this year	Totals last year
a1	RECEIPTS					
a2	Assessment/Share	179595			179595	198863
a3	Capital receipts					72926
a4	Bank and CFB interest and investment income	204	221		425	1969
a5	Grants	35313				6000
a6	Other receipts				35313	28135
a7	TOTAL RECEIPTS	215112	221		215333 (a8)	307893

SECTION B		Un - restricted Funds £	Circuit Model Trust Fund £	Restricted Funds £	Totals this year	Totals last year
b1	PAYMENTS					
b2	Stipends, salaries, NIC, Pension and travel costs	184722			184722	179647
b3	Manse Costs	34642			34842	37555
b4	Administration etc	7023	114		7137	11120
b5	District Assessment	45774	1434		47208	59984
b6	Grants & donations					6000
b7						56881
b8	Other payments	12745			12745	13515
b9	TOTAL PAYMENTS	285106	1548		286654 (b9)	364702

SECTION C		Un - restricted Funds £	Circuit Model Trust Fund £	Restricted Funds £	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR (a7-b9)	(69994)	(1327)		(71321)	(56809)
c2	Total funds brought forward from last year	197163	57347			(c6) 311319
c3	Sub total (c1+c2)	127169	56020		183189	254510
c4	Transfers and adjustments					(c7)
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)	127169	56020		183189 (c8)	254510 (c6)

SECTION D		Un - restricted Funds £	Circuit Model Trust Fund £	Restricted Funds £	Totals this year	Totals last year
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts should not be included in total receipts/payments above)						
d1	Balance brought forward from last year					—
d2	Offerings/Gifts - received for external organisations				—	1025
d3	Offerings/Gifts - passed to external organisations				—	1025
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)					—

SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING

(1 - 1000 0000 0000)

SECTION E Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Circuit 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 receipts and payments totals of the Circuit. If gross income exceeds the Accruals threshold of £250,000, 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 Circuit and connected Circuit Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Singers	-	80			233	153
e2 G. York	1				532	533
e3 Network		225			383	158
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	1	(305)	(304)		1148 (e11)	844 (e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	215333 (a8)	286654 (b8)	(71321)		254510 (c8)	183189 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	215334	286959	71625		255658 (d)	184033 (d)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F STATEMENT OF ASSETS AND LIABILITIES

CIRCUIT - CASH FUNDS HELD at 31 August 2021

f1 Cash in hand
f2 Bank Current Account
f3 Bank Deposit Account
f4 Central Finance Board
f5 Trustees for Methodist Church Purposes
f6 Other funds
f7 SUB TOTAL
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT

OPENING BALANCES	CLOSING BALANCES
25415	24631
100	100
171648	97439
57347	56019
254510 (c8)	183189 (c8)
1148 (e11)	844 (e12)
255658 (d)	184033 (d)

SECTION G

OTHER ASSETS and LIABILITIES

g1 Investments (include Endowments)
g2 Land and Buildings (see notes re insurance value)
g3 Other Assets
g4 Loan(s) - show amount outstanding at year end
g5 Other Liabilities

1 September 2020	31 August 2021
1019	1021
1741415	1835473
2500	4000

f4 Include only Funds held at the Central Finance Board

f5 Include only CFB Funds held at Trustees for Methodist Church Purposes

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

Name of Circuit NORFOLK BROADS No.....

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 Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer [Signature] Date 4/9/21
Name and address of treasurer GLENDIA TOOKE BEM,
HOLLY FARM BUESBY NORFOLK Post Code NR29 5HE

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2021 ~~were/will be~~ were presented to the Circuit meeting held on ~~31 AUGUST 2021~~ 8th SEPTEMBER 2021

Signature of the Chair of the meeting [Signature]
Name of the Chair of the meeting ANDREW KING Date 24/11/21

Independent Examiner's Report to the Trustees of the

..... NORFOLK BROADS Circuit

Charity Number 1133008

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Circuit for the year ended 31 August 2021 set out on pages ... to As the Circuit'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 Circuit'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 Circuit NORFOLK SPOADS No

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.

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 m Brock

Name of independent examiner MICHAEL BROCK

Relevant professional qualification of independent examiner ACIB

Name of firm (where appropriate) N/A

Address 65 WINIFRED WAY, CAISTER-ON-SEA,
GREAT YARMOUTH Post Code NR30 5PE

Date 28th October 2021

* delete or circle as appropriate

September 2021

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

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FOR THE YEAR ENDED
31 AUGUST 2021

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Name of the Chair of the meeting ANDREW KING Date 24/11/21

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Charity Number 1133008

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Signature of independent examiner m Brock

Name of independent examiner MICHAEL BROCK

Relevant professional qualification of independent examiner ACIB

Name of firm (where appropriate) N/A

Address 65 WINIFRED WAY, CAISTER-ON-SEA,
GREAT YARMOUTH Post Code NR30 5PE

Date 28th October 2021

* delete or circle as appropriate

September 2021