



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

Section A Reference and administration details

Charity name Kirkby Stephen, Appleby & Tebay Methodist Circuit

Other names charity is known by none

Registered charity number (if any) 1134881

Charity's principal address 50 South Road, Kirkby Stephen, Cumbria

Postcode CA17 4SN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	AS CHARITY COMMISSION WEBSITE			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed Of Union (1932) and Methodist Church Act (1976)
How the charity is constituted (eg. trust, association, company)	Act of Parliament
Trustee selection methods (eg. appointed by, elected by)	Appointed by local churches and existing trustees Ministers are automatically trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Induction/Training

- ◆ Range of guidance produced by Methodist Connexion.

Structure

- ◆ Part of the Cumbria District.
- ◆ Accountable to the Methodist Conference.

Risks

- ◆ Considered by the Circuit Leadership Team.
- ◆ Take professional advice as required.
- ◆ Regular review process.
- ◆ Adopted Safeguarding Policy and ensured it is rolled out to the individual churches

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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

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

<p>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.</p>	<p>The Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the 16 Methodist Churches and 2 Local Ecumenical Partnership in its geographical area. These are open to all people, without charge.</p> <p>We confirm the trustees have had regard to the Charity Commission's guidance on public benefit</p> <p>All work undertaken by church members/trustees is carried out on a voluntary basis except for the 2 ministers and circuit administrator</p>
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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In the 2019/20 accounts: 91% of the Circuit's income was provided by the local churches.

36% of expenditure was on pay and related costs. 17% of expenditure was on property 10% of expenditure is our contribution to the District, of which part is used to fund the work of the wider Methodist Church.

The Circuit Model Trust Fund had a balance, at the year end, of £117,709. This fund derives from sales of chapels and manses and is no longer restricted by the Conference. It can now be used for a variety of purposes but the Circuit Leadership team has drawn up a set of ground rules, which have been accepted by the Circuit Meeting, to ensure grants made from the Circuit Model Trust Fund are used effectively for mission and capital works. Grants amounting to £11,978 were approved for 7 separate schemes.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Annual development reviews are undertaken for the 2 ministers.

The Circuit Policy/Strategy is reviewed regularly.

There is a grant giving procedure in place which is administered by the Circuit Leadership Team.

There are established youth activities and groups.

A Food Bank has been set up and referrals are made from a number of organisations for the food to be distributed.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Reserves Policy for the Kirkby Stephen, Appleby & Tebay Circuit is to aim to hold a sum equivalent to 6 months' average expenditure. This should be sufficient to meet any unforeseen item of major expenditure on manses and / or to be able to continue, in the short term, funding planned activities in the event of the closure of a large church or an inability to raise the full Circuit Assessment from churches. As part of our forward planning, expenditure forecasts are prepared looking 2 years ahead. It is necessary to hold sufficient working capital to enable the quarterly payment of stipends and business expenses for 2 ministers and our contribution to the District.

Reserve policy for general funds-Unallocated funds are to be used for several proposed refurbishment projects which are being considered and to facilitate the mission of the churches in the Circuit as per the Circuit Mission Policy.

Terms relating to endowment fund held- Single permanent endowment – access to capital is not allowed. Annual interest to general fund is permitted.

Details of any funds materially in deficit

There are none.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	Rev Stephen Radford	
Full name(s)	Rev Stephen Radford	
Position (eg Secretary, Chair, etc)	Circuit Superintendent	
	1/7/21	

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Kirkby Stephen Appleby And Tebay	Circuit
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**FOR THE YEAR ENDED
31 AUGUST 2020**

Cumbria	District	Circuit no	09/07
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Registered Charity - Charity Registration number

1134881

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'd Stephen Radford
Rev'd Andrew Sterling

Circuit Stewards:

Mr Wilfred Capstick
Mr Rowland Woof
Mrs Shirley Miller
Mrs Glenda Burton

Treasurer:

Mr David Barker

SECTION A			Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£	£
a2	Assessment/Share		126,955			126,955	95,412
a3	Capital receipts			64,552		64,552	
a4	Bank and CFB interest and Investment income		261	1,029		1,290	800
a5	Grants						
a6	Other receipts		9,893			9,893	79,428
a7	TOTAL RECEIPTS		137,109	65,581		202,690 (a8)	175,640

SECTION B							
b1	PAYMENTS						
b2	Stipends, salaries, NIC, Pension and travel costs		76,540			76,540	73,667
b3	Manse Costs		7,615			7,615	10,147
b4	Administration etc		9,719	203		9,922	8,577
b5	District Assessment		19,000	4,356		23,356	19,200
b6	Grants & donations		11,978	8,000		19,978	984
b7							
b8	Other payments		12,359	12,910		25,269	24,401
b9	TOTAL PAYMENTS		137,211	25,469		162,680 (b9)	136,976

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	(102)	40,112		40,010	38,664
c2	Total funds brought forward from last year		143,405			143,405 (c6)	104,741
c3	Sub total	(c1+c2)	143,303	40,112		183,415	143,405
c4	Transfers and adjustments					(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	143,303	40,112		183,415 (c8)	143,405 (c6)

SECTION D					
d	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				7
d2	Offerings/Gifts - received for external organisations			1,157	3,808
d3	Offerings/Gifts - passed to external organisations			1,157	3,815
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)				

SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING**SECTION E** Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2020 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 Education and youth	157	1,070	(913)		22,771	21,858
e2 Uper Eden Food Bank	8,362	12,310	(3,948)		7,349	3,401
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	8,519	13,380	(4,861)		30,120 (e11)	25,259 (e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	202,690 (a8)	162,680 (b9)	40,010	(c7)	143,405 (c6)	183,415 (c8)
TOTAL CASH FUNDS HELD BY CIRCUIT	211,209	176,060	35,149		173,525 (x)	208,674 (y)
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 2020**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	27,280	23,798
f3 Bank Deposit Account		
f4 Central Finance Board	14,772	41,908
f5 Trustees for Methodist Church Purposes	101,353	117,709
f6 Other funds		
f7 SUB TOTAL	143,405 (c6)	183,415 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	30,120 (e11)	25,259 (e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	173,525 (x)	208,674 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)	2144	2107
g2 Land and Buildings (see notes re insurance value)	1,131,105	926,091
g3 Other Assets	95,000	17,932
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

inc Kirkby
Thore land

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 ... KIRKBY STEPHEN AUSTIN & TENAY ... No. 07

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


Signature of treasurer  Date 17/10/2020

Name and address of treasurer ... DAVID TREVOR BARKER

9 FRANKLAND PARK, ORTON, PENRITH, CUMBERT ... Post Code CA10 3KP

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be* presented to the Circuit meeting held on 26/11/2020

Signature of the Chair of the meeting 

Name of the Chair of the meeting ... Rosemary Stevens JOHN ... Date 22/10/2020

Independent Examiner's Report to the Trustees of the

KIRKBY STEPHEN AUSTIN & TENAY ... Circuit

Charity Number 1134881

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 2020 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 ... KIRKBY STEPHEN ALEXANDER STEWART ... No. 07

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


Signature of treasurer  Date 17/10/2020

Name and address of treasurer ... DAVID TREVOR BARKER

9 FRANKLAND PARK, ORTON, PENRITH, CUMTOWTH ... Post Code CA10 3KP

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be* presented to the Circuit meeting held on 26/11/2020

Signature of the Chair of the meeting 

Name of the Chair of the meeting ... ROSEMARY STEARNS JOHN ... Date 22/10/2020

Independent Examiner's Report to the Trustees of the

KIRKBY STEPHEN ALEXANDER STEWART ... Circuit

Charity Number 1134881

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 2020 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').

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* delete or circle as appropriate

Name of Circuit KIRKBY STEPHEN APPLEBY AND TEBAY No. 07

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 Neil

Name of independent examiner Miss H. M. Holmes BSc FCA

Relevant professional qualification of independent examiner FCA (ICAEW)

Name of firm (where appropriate) J. NOEL PAUL & Co

Address 21 MARKET STREET, KIRKBY STEPHEN

CUMBRIA Post Code LA17 4QS

Date 09/11/2020

* delete or circle as appropriate

Sep-20