



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

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

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 Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the 12 Methodist Churches and 2 Local Ecumenical Partnership in its geographical area. These are open to all people, without charge.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit

All work undertaken by church members/trustees is carried out on a voluntary basis except for the 2 ministers, 1 youth worker and circuit administrator

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 2023/24 accounts: 88% of the Circuit's income was provided by the local churches.

48% of expenditure was on pay and related costs. 12% of expenditure was on property. 11% 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 £304735. 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 £34683 were approved for 14 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 manes 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 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	
	30/6/25	

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

Kirkby Stephen Appleby and Tebay	Circuit
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FOR THE YEAR ENDED
31 August 2024

Cumbria	District	Circuit no	09-Jul
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Registered Charity - Charity Registration number

1134881

If not a registered charity His 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)

Ministers:

Rev'd Stephen Radford
Rev'd Andrew Sterling

Circuit Stewards:

Mr Rowland Woof
Mrs Glenda Burton

Treasurer:

Mr David Barker

ACCOUNTS FOR THE YEAR ENDED 31 August 2024

Kirkby Stephen Appleby and
Tebay Circuit

SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	£	£	£	£	£
a2	Assessment/Share	102,753			102,753	100,995
a3	Capital receipts		112,066		112,066	229,952
a4	Bank and CFB interest and Investment income	2,257	14,270		16,527	8,306
a5	Grants					
a6	Other receipts	14,803	20,105		34,908	51,256
a7	TOTAL RECEIPTS	119,813	146,441		266,254 (a8)	390,509

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	89,538			89,538	80,748
b3	Manse Costs	10,450			10,450	16,918
b4	Administration etc	8,045	659		8,704	7,865
b5	District Assessment	19,388			19,388	18,500
b6	Grants & donations	35,483			35,483	11,654
b7						
b8	Other payments	14,424	23,481		37,905	64,100
b9	TOTAL PAYMENTS	177,328	24,140		201,468 (b9)	199,785

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)	(57,515)	122,301	64,786	190,724
c2	Total funds brought forward from last year	108,561	231,357		339,918 (c6)	149,194
c3	Sub total	(c1+c2)	61,046	353,658	404,704	339,918
c4	Transfers and adjustments	48,923	(48,923)		(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	99,969	304,735	404,704 (c8)	339,918 (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				1,194	
d3	Offerings/Gifts - passed to external organisations				1,194	
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 2024 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 UpperEden Food Bank	15,524	12,049	3,475		22,103	25,578
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	15,524	12,049	3,475		22,103 (e11)	25,578 (e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	266,254 (a8)	201,466 (b9)	64,786	(c7)	339,918 (c6)	404,704 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	281,778	213,517	68,261		362,021 (x)	430,282 (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 2024

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	88,324	41,477
f3 Bank Deposit Account		
f4 Central Finance Board	20,237	58,493
f5 Trustees for Methodist Church Purposes	231,357	304,734
f6 Other funds		
f7 SUB TOTAL	339,918 (c6)	404,704 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	22,103 (e11)	25,578 (e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	362,021 (x)	430,282 (y)

SECTION G
OTHER ASSETS and LIABILITIES

	At 1 September 2023	At 31 August 2024
g1 Investments (include Endowments)	2237	2411
g2 Land and Buildings (see notes re Insurance value)	1,108,683	1,417,718
g3 Other Assets	23,986	50,000
g4 Loan(s) - show amount outstanding at year end		3,200
g5 Other Liabilities		

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 APPLEBY & TEJAY No. 09/67

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer *DTB* Date 19/9/24

Name and address of treasurer D. T. BARKER
9 FRANKLAND PARK, ORTON, PENNETH Post Code CA10 3RP

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2024 ~~were~~ will be* presented to the Circuit meeting held on 14TH November 2024.

Signature of the Chair of the meeting *Rev. Stephen John Thomas*

Name of the Chair of the meeting Rev. Stephen John Thomas Date 3/10/2024.

Independent Examiner's Report to the Trustees of the

KIRKBY STEPHEN APPLEBY & TEJAY Circuit

Charity Number 1134881

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Kirkby Stephen, Appleby & Tejay Circuit for the year ended 31 August 2024 set out on pages 1 to 10 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').

as set out in these Receipts and Payments accounts

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 Kiersey Stephen Appleby & TEBAY No 1134881

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 Hel

Name of independent examiner H. M. Holmes BSc FCA

Relevant professional qualification of independent examiner ICAGW - FCA

Name of firm (where appropriate) STABLES THOMPSON & BRISCOE

Address 34 LOWTHER STREET, KENDAL

Post Code LA9 4DX

Date 24/10/2024

* delete or circle as appropriate

To be retained by Church/Circuit Treasurer

THE METHODIST CHURCH

INTERNAL ORGANISATION REPORT FORM

FINANCIAL YEAR ENDED 31 AUGUST 20

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

Circuit/District

KIRKBY STEPHEN

CIRCUIT: APPLEBY TERBY DISTRICT: CUMBRIA OF

Group/Organisation

UPPER EDEN FOOD BANK

Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation

Anna Bell

Treasurer of Group or Organisation

16th September, 2024

Date

I confirm that I have examined the accounts and records of the

UPPER EDEN FOOD BANK

and that the information overleaf is in accordance therewith.

RM Macfarlane

Independent Examiner/Registered Auditor

17/9/24

Date

I confirm that the information overleaf has been prepared from independently examined/audited accounts which were ~~will~~ presented to

UPPER EDEN FOOD BANK AGM.

at a meeting which I chaired/intend to chair on

24th September.

Date

Rev S. Macfarlane

Signature of Chair of Meeting

24/9/2024.

Date

This form can be used by Church, Circuit and District Internal Organisations who report to their respective Methodist bodies.

INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

RECEIPTS AND PAYMENTS ACCOUNT

Note

SECTION H

RECEIPTS

h1	Gifts & donations		11 524
h2	Other receipts		4 000
h3	TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)		15 524

SECTION I

PAYMENTS

i1	Donations		
i2	Other payments		12 049
i3	TOTAL PAYMENTS (to Payments col page 3 in the main accounts)		12 049

SECTION J

j1	NET RECEIPTS (PAYMENTS)	(h3 - i3)	3 475
j2	OPENING BALANCE (to Opening balance column page 3 in the main accounts)		22 103
j3	Adjustments (show any negative adjustments in brackets)		
j4	CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)	(j1+j2+/-j3)	25 578

SECTION K

HOW THE FUNDS ARE HELD

k1	Cash in hand		60
k2	Cash at Bank/CFB etc		25 518
k3	Other accounts		
k4	TOTAL FUNDS HELD (should agree with line j4 above)	(k1+k2+k3)	25 578

SECTION M

FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

m1	Balance brought forward from last year		
m2	Offerings/Gifts - received for external organisations		
m3	Offerings/Gifts - passed to external organisations		
m4	BALANCE STILL TO BE PAID	(m1+m2-m3)	

Name of Circuit KIRBY STEPHEN APPLEBY & TEBAY No. 09/01

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer [Signature] Date 19/1/24

Name and address of treasurer D. T. BARKER
9 FLEAMING AND PARK LANE, LONDON, W1T 1TH Post Code CA10 3RP

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2024 ~~were~~ will be* presented to the Circuit meeting held on 14TH November 2024.

Signature of the Chair of the meeting [Signature]
Name of the Chair of the meeting Rev. Stephen John Brown Date 3/10/2024

Independent Examiner's Report to the Trustees of the

KIRBY STEPHEN APPLEBY & TEBAY Circuit

Charity Number 1134881

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Kirby Stephen Appleby & Tebay Circuit for the year ended 31 August 2024 ~~set out on pages~~ as set out in these Receipts and Payment accounts to me. 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 Kiersey Brecken, Appleby & TEBAY No 1134831

Independent Examiner's Statement

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Name of independent examiner H. M. Hounes BSc FCA

Relevant professional qualification of independent examiner ICAGW - FCA

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Date 24/10/2024

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