

ROSSENDALE METHODIST CIRCUIT

Trustees' Annual report

Circuit Reserves Policy

Year ended 31 August 2020

This document includes all funds held by the Circuit Meeting as charity trustees.

Our reserves policy relates to our general (unrestricted) funds which are freely available to be used for all or any of the purposes of the Circuit.

Other funds are also included for the sake of clarity and openness and to show that the Circuit has a policy for the management of all its money and not simply those which are identified as reserves.

Aims

Our aims are twofold:

- 1) To secure and sustain the Circuit's viability and future at a time when we have seen a reduction in the number of Presbyters in Rossendale and a significant decline in the number of Presbyters available for Stationing
- 2) To give reassurance to the general public that the Circuit, which is a charity, intends to use all the money coming into its care for the purposes of the Charity.

3 Step Process

(1) Mission policy

The Circuit's Mission policy is set out in a separate document and has been approved by the Circuit Meeting (as the charity trustees).

Essentially, it provides for:-

- (a) The ministerial oversight and pastoral care of the 7 local churches in the circuit. (1 of the churches subsequently closed with effect from 1st September 2020, reducing the number to 6).
- (b) The support of a ministry team of 1 Presbyterian minister, (he is supported by one supernumerary), and 2 part time lay workers.
- (c) The maintenance of the 2 Circuit manses, one of which is let (from 10/09/2016).

(2) Financial Plans

The Circuit assessment is reviewed annually and covers the costs of 1 (a) (b) and (c) above and is based on offers from each church towards a share of the total costs. This has been supplemented since 1st September 2016 by the saving made by not employing another Presbyterian, as well as income from the manse which is let for £750 per month.

The Circuit Fund (unrestricted general fund) balance at year end was £53,133. The Circuit also has unrestricted trust funds available of £20,540 which means total available funds of £73,673

Under Standing Orders, the Circuit must meet its financial obligations in relation to the support of its ministers and the maintenance of the manses. The total cost for the last financial year was £102,509. The cost for employing 2 lay staff is met by savings from only having a single Presbyterian.

Whilst our reserves policy is to try and hold at least six months' expenditure in hand, we have a budget set which is broadly neutral in that the anticipated expenditure is matched by the estimated income and as such we always have sufficient funds in hand to meet any unexpected calls on our reserves. This is our Operational Continuity Reserve" – OCR.

Circuit Model Trust Fund (Restricted fund) balance at year end was £30,358. This fund derives from sales of chapels and manses and is restricted by the Conference. This restriction is an internal regulation though the fund can be used for a variety of purposes. The Circuit

has in place a Circuit grant scheme for Church who can apply to the CMTF for grants of up to £3,000. The total amount available in any one year has been limited to £5,000.

(3) Reserves Policy

The Charity Commissioners have agreed that it is appropriate for the trustees to set a policy for the management of this fund and that that policy is set out below:-

Money held in the CMTF has been earmarked by the trustees for the following purposes:-

- £10,000 for general Circuit purposes
- The Circuit has committed to maintain all 7 Churches in the Circuit but has also stated a clear objective of *Making Jesus Known*. Thus, the priorities are not simply to maintain at all costs but rather to maintain Churches so that they can make Jesus known in all areas of Rossendale. Therefore, the very limited resources of the advance funds are targeted at activities which seek to *Make Jesus Known* and interact with the local communities. The funds will support projects¹ which:
 - offer the Good News of Jesus;
 - encourage bold ventures where churches seek to deepen discipleship.

£0 was paid out at during the year for general Circuit Purposes, but the trustees believe it is likely that most of these funds will be required within the foreseeable future.

¹ Note that applications must also meet the priorities of the Methodist Church and *Our Calling*.

Rossendale Methodist Circuit**Receipts and payments Account - Year ended 31st August 2020**

	2020	2019
Receipts	£	£
Assessments	100,487	98,549
Investment income (Note 1)	486	533
Rent Received	9,000	9,000
Estate Agents Commission	-1,168	-1,124
Sundry items (Note 2)	1,283	560
Gift Aid Donations / tax recovered	1,740	1,498
	<u>111,828</u>	<u>109,016</u>
Payments		
Stipends	51,448	47,118
Retirement fund	6,700	8,034
National insurance	3,713	2,992
Apprenticeship Levy	267	365
Vehicle and travel allowances	3,740	6,835
Pulpit supplies	150	475
Telephone & broadband	729	914
District assessment	20,080	19,032
Manse repairs and maintenance (Note 3)	2,890	771
Other Manse costs (Note 4)	4,491	4,265
Other sundry payments (Note 6)	5,076	3,791
Grants to Connexional and other Funds (Note 5)	1,476	1,250
Printing, stationery and computer supplies	1,748	1,692
	<u>102,509</u>	<u>97,533</u>
Surplus (deficit) for the year	<u>£9,319</u>	<u>£11,483</u>
Balances at start of year	43,814	32,331
Balances at end of year	53,133	43,814
Summary of Cash Funds Held		
CFB - current	31,254	27,092
CFB - deposit	3,100	3,075
Barclays	17,738	13,233
Circuit Trips Account	1,041	414
	<u>53,133</u>	<u>43,814</u>
TMCP Funds		
Circuit Model Trust Fund	30,358	31,058
Other Trust Funds	20,540	20,758
	<u>50,898</u>	<u>51,816</u>
Total Circuit Funds	<u>104,031</u>	<u>95,630</u>

Rossendale Methodist Circuit**Receipts and payments Account - Year ended 31st August 2020**

	2020	2019
1 Investment income		
Surplus Fund Trust 9276	197	298
J T Hoyle Trust 471c	1	1
Deposit with Methodist Central Finance Board	211	134
Eden, proceeds of sale, Trust 16123	34	33
Providence Graveyard Trust 14616	41	64
Surplus fund Trust 9382	3	3
	<u>£486</u>	<u>£533</u>
 2 Sundry receipts		
Miscellaneous	0	0
Circuit Advance Fund - general	0	0
Carols on train	283	560
District advance fund grant	0	0
Seedfield Trust	1,000	0
	<u>£1,283</u>	<u>£560</u>
 3 Manse Repairs and Maintenance		
37 Oaklands Drive	2785	0
15 Doals Gate	105	771
	<u>£2,890</u>	<u>£771</u>
 4 Other Manse costs		
Water rates	834	832
Council tax	1,927	1,852
Insurances	1,128	1,097
Maintenance	601	485
	<u>£4,491</u>	<u>£4,265</u>
 5 Grants to Connexional and other funds		
Christians Against Poverty Rossendale	1,250	1,250
Refugee Grants	226	0
	0	0
	0	0
	0	0
	0	0
	<u>£1,476</u>	<u>£1,250</u>

Rossendale Methodist Circuit

Receipts and payments Account - Year ended 31st August 2020

	2020	2019
6 Other Sundry Payments		
Providence graveyard	0	85
Fire extinguisher contracts	936	593
Sundry	2,900	1,227
Circuit office rent	600	600
General insurance	140	140
Lay Workers Projects & Events	-400	418
First Aid Training	0	0
Quinquennial - Newchurch	0	658
Quinquennial - Shawforth	650	0
Website	127	0
Bank Charges	124	71
	<u>£5,076</u>	<u>£3,791</u>

7 Circuit Advance Fund (Trust 8518)

Investments held
 3,980 units (Value £18,841) (2019 £19,180) CFB Managed Mixed Fund
 £11,516 (2019 £11,878) Trustees Interest Fund ADF

	2020	2019	Change
Balance brought forward	31,058	30,990	68
District Advance Fund levy	-776	-775	-1
Drawn down for circuit funds	0	0	0
Admin fees	-62	-62	0
Change in units value	-338	235	-573
Interest	476	670	-194
Balance carried forward	<u>£30,358</u>	<u>£31,058</u>	<u>-£700</u>

Rossendale Methodist Circuit

Receipts and payments Account - Year ended 31st August 2020

8 Mansees

	Purchased	Cost	Ins value
37 Oaklands Drive Rawtenstall	2000	£88,500	£257,567
15 Doals Gate Bacup	2013	£173,000	£244,923

The above costs exclude any legal, estate agents or similar fees

9 Circuit Trust Funds	2020	2019	Change in capital value
Surplus Funds a	12,466	12,645	-179
J T Hoyle Trust b	98	98	0
Providence graveyard c	2,249	2,289	-40
Proceeds of sale d	5,098	5,098	0
H Collins memorial e	155	154	1
Surplus Funds f	474	474	0
	<u>£20,540</u>	<u>£20,758</u>	<u>-£218</u>

a) Surplus funds (Trust 9276)

Investments held
2,105 units (Value £9,965) (2019 £10,144) CFB Managed Mixed Fund
£2,500.89 Trustees Interest Fund - ADF
Income received by the Circuit was £197 (2019 £298)

b) J T Hoyle Trust (Trust 471c)

Investments held
£98 (2019 £98) Trustee Interest Fund
Income received by Circuit was £1 (2019 £1)

c) Providence Graveyard Fund (Trust 14616)

Investments held
475 units (Value £2,249) (2019 £2,289) CFB Managed Mixed Fund
During the year income of £41 (2019 £64) has been received

d) Proceeds of Sale (ex Eden) (Trust 16123)

Investments held
£5,098 (2019 £5,098) Trustees Interest Fund ADF
During the year income of £34 (2019 £33) has been received

e) H Collins memorial fund (Trust 7169)

Investments held
22 units (Value £104) (2019 £106) CFB Managed Mixed Fund
£50 (2019 £48) Trustees Interest Fund - ADF
During the year income of £1 was added to the balance

f) Surplus funds (Trust 9382)

Investments held
£474 Trustees Interest Fund - ADF
Income received by the Circuit was £3 (2019 £3)

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

ROSSENDALE METHODIST	Circuit
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**FOR THE YEAR ENDED
31 AUGUST 2020**

Bolton and Rochdale	District	Circuit no	06/14
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Registered Charity - Charity Registration number

1139489

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)

Ministers:

Rev D Burrow

Circuit Stewards:

Mrs J Glover
Mrs J King
Mr K Evans

Treasurer:

Mr M Butterworth

SECTION A			Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£	£
a2	Assessment/Share		100,487			100,487	98,549
a3	Capital receipts						
a4	Bank and CFB interest and Investment income		486	476		962	1,203
a5	Grants						
a6	Other receipts		10,855			10,855	9,934
a7	TOTAL RECEIPTS		111,828	476		112,304 (a8)	109,686

SECTION B							
b1	PAYMENTS						
b2	Stipends, salaries, NIC, Pension and travel costs		62,129			62,129	58,508
b3	Manse Costs		2,890			2,890	771
b4	Administration etc		4,469	62		4,531	7,811
b5	District Assessment		20,080	776		20,856	19,807
b6	Grants & donations		1,476			1,476	1,250
b7							
b8	Other payments		11,465			11,465	10,223
b9	TOTAL PAYMENTS		102,509	838		103,347 (b9)	98,370

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	9,319	(362)		8,957	11,316
c2	Total funds brought forward from last year		43,814	31,058		74,872 (c6)	63,321
c3	Sub total	(c1+c2)	53,133	30,696		83,829	74,637
c4	Transfers and adjustments			(338)		(338) (c7)	235
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	53,133	30,358		83,491 (c8)	74,872 (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				
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 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						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	112,304 (a8)	103,347 (b9)	8,957	(338) (c7)	74,872 (c6)	83,491 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	112,304	103,347	8,957	(338)	74,872 (x)	83,491 (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	414	
f2 Bank Current Account	13,233	18,779
f3 Bank Deposit Account		
f4 Central Finance Board	30,167	34,354
f5 Trustees for Methodist Church Purposes	31,058	30,358
f6 Other funds		
f7 SUB TOTAL	74,872 (c6)	83,491 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	74,872 (x)	83,491 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)	20,758	20,540
g2 Land and Buildings (see notes re Insurance value)	485,965	502,490
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
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 ROSSENDALE No. 06/14

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 M. Butterworth Date 7/3/2021

Name and address of treasurer MARK BUTTERWORTH 161 NEWCHURCH ROAD
RAWTENSTALL, ROSSENDALE, LANCASHIRE Post Code BB4 7SU

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2020 were presented to the Circuit meeting held on 23/11/2020 BY ZOOM

Signature of the Chair of the meeting David Burrow

Name of the Chair of the meeting DAVID BURROW Date 7/3/2021

Independent Examiner's Report to the Trustees of the

ROSSENDALE METHODIST Circuit

Charity Number 1139489

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the ROSSENDALE METHODIST Circuit for the year ended 31 August 2020 set out on pages 1 to 3. 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 ROSSENDALE No 06/14

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 Andrew Cowking

Name of independent examiner ANDREW COWKING

Relevant professional qualification of independent examiner FCCA

Name of firm (where appropriate)

Address SHAW HOUSE, DOBBIN CLOSE, RAWTENSTALL

..... LANCASHIRE Post Code BB4 7TH

Date 11/05/2021

* delete or circle as appropriate

Sep-20