

## **ROSSENDALE METHODIST CIRCUIT**

### **Trustees' Annual report**

### **Circuit Reserves Policy**

### **Year ended 31 August 2021**

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 6 local churches in the circuit.
- (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 1<sup>st</sup> 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 £36,740. The Circuit also has unrestricted trust funds available of £22,802 which means total available funds of £59,542

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 £119,507. 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 £30,381. 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 6 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 projects<sup>1</sup> which:
  - offer the Good News of Jesus;
  - encourage bold ventures where churches seek to deepen discipleship.

£3,000 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.

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<sup>1</sup> 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 2021**

	<b>2021</b>	<b>2020</b>
<b>Receipts</b>	<b>£</b>	<b>£</b>
Assessments	82,842	100,487
Investment income (Note 1)	244	486
Rent Received	9,000	9,000
Estate Agents Commission	-1,168	-1,168
Sundry items (Note 2)	3,500	1,283
Newchurch Funds Received	10,185	0
Newchurch Expenditure	-3,804	0
Gift Aid Donations / tax recovered	2,314	1,740
	<u>103,113</u>	<u>111,828</u>
<b>Payments</b>		
Stipends	57,410	51,448
Retirement fund	6,873	6,700
National insurance	3,823	3,713
Apprenticeship Levy	296	267
Vehicle and travel allowances	795	3,740
Pulpit supplies	0	150
Telephone & broadband	1,152	729
District assessment	18,972	20,080
Manse repairs and maintenance (Note 3)	19,616	2,890
Other Manse costs (Note 4)	4,866	4,491
Other sundry payments (Note 6)	3,249	5,076
Grants to Connexional and other Funds (Note 5)	1,280	1,476
Printing, stationery and computer supplies	1,175	1,748
	<u>119,507</u>	<u>102,509</u>
<b>Surplus (deficit) for the year</b>	<u>-£16,394</u>	<u>£9,319</u>
<b>Balances at start of year</b>	53,133	43,814
<b>Balances at end of year</b>	36,740	53,133
<b>Summary of Cash Funds Held</b>		
CFB - current	26,174	31,254
CFB - deposit	3,105	3,100
Barclays	5,920	17,738
Circuit Trips Account	1,541	1,041
	<u>36,740</u>	<u>53,133</u>
<b>TMCP Funds</b>		
Circuit Model Trust Fund	30,381	30,358
Other Trust Funds	22,802	20,540
	<u>53,184</u>	<u>50,898</u>
<b>Total Circuit Funds</b>	<u>89,923</u>	<u>104,031</u>

**Rossendale Methodist Circuit****Receipts and payments Account - Year ended 31st August 2021**

	2021	2020
<b>1 Investment income</b>		
Surplus Fund Trust 9276	167	197
J T Hoyle Trust 471c	0	1
Deposit with Methodist Central Finance Board	33	211
Eden, proceeds of sale, Trust 16123	6	34
Providence Graveyard Trust 14616	37	41
Surplus fund Trust 9382	1	3
	<u>£244</u>	<u>£486</u>
 <b>2 Sundry receipts</b>		
Miscellaneous	500	0
Circuit Advance Fund - general	3,000	0
Carols on train	0	283
District advance fund grant	0	0
Seedfield Trust	0	1,000
	<u>£3,500</u>	<u>£1,283</u>
 <b>3 Manse Repairs and Maintenance</b>		
37 Oaklands Drive	16,652	2,785
15 Doals Gate	2,964	105
	<u>£19,616</u>	<u>£2,890</u>
 <b>4 Other Manse costs</b>		
Water rates	817	834
Council tax	2,000	1,927
Insurances	1,198	1,128
Maintenance	851	601
	<u>£4,866</u>	<u>£4,491</u>
 <b>5 Grants to Connexional and other funds</b>		
Christians Against Poverty Rossendale	0	1,250
Refugee Grants	680	226
Stacksteads Youth	100	0
Sat7	250	0
M3 Project	250	0
	<u>£1,280</u>	<u>£1,476</u>

**Rossendale Methodist Circuit****Receipts and payments Account - Year ended 31st August 2021**

	2021	2020
<b>6 Other Sundry Payments</b>		
Providence graveyard	225	0
Fire extinguisher contracts	505	936
Sundry	579	2,900
Circuit office rent	0	600
General insurance	140	140
Lay Workers Projects & Events	0	-400
First Aid Training	0	0
IT Equipment	1,558	0
Quinquennial - Shawforth	0	650
Website	126	127
Bank Charges	116	124
	<u>£3,249</u>	<u>£5,076</u>

**7 Circuit Advance Fund (Trust 8518)**

Investments held  
3,980 units (Value £22,300) (2020 £18,841) CFB Managed Mixed Fund  
£8,081 (2020 £11,516) Trustees Interest Fund ADF

	2021	2020	Change
Balance brought forward	30,358	31,058	-700
District Advance Fund levy	-759	-776	17
Drawn down for circuit funds	-3,000	0	-3,000
Admin fees	-61	-62	1
Change in units value	3,459	-338	3,797
Interest	384	476	-92
Balance carried forward	<u>£30,381</u>	<u>£30,358</u>	<u>£23</u>



## Rossendale Methodist Circuit

### Receipts and payments Account - Year ended 31st August 2021

#### 8 Manses & Other Property

	Purchased	Cost	Ins value
37 Oaklands Drive Rawtenstall	2000	£88,500	£270,443
15 Doals Gate Bacup	2013	£173,000	£257,167
Newchurch Methodist Church	2020	N/A	£2,293,634 * Transferred to Circuit Se

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

#### 9 Circuit Trust Funds

	2021	2020	Change in capital value
Surplus Funds a	14,296	12,466	1,830
J T Hoyle Trust b	98	98	0
Providence graveyard c	2,661	2,249	412
Proceeds of sale d	5,098	5,098	0
H Collins memorial e	176	155	21
Surplus Funds f	474	474	0
	<u>£22,802</u>	<u>£20,540</u>	<u>£2,262</u>

#### a) Surplus funds (Trust 9276)

Investments held  
2,105 units (Value £11,794) (2020 £9,965) CFB Managed Mixed Fund  
£2,500.89 Trustees Interest Fund - ADF  
Income received by the Circuit was £167 (2020 £197)

#### b) J T Hoyle Trust (Trust 471c)

Investments held  
£98 (2020 £98) Trustee Interest Fund  
Income received by Circuit was £0 (2019 £1)

#### c) Providence Graveyard Fund (Trust 14616)

Investments held  
475 units (Value £2,661) (2020 £2,249) CFB Managed Mixed Fund  
During the year income of £37 (2020 £41) has been received

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

Investments held  
£5,098 (2020 £5,098) Trustees Interest Fund ADF  
During the year income of £6 (2020 £34) has been received

#### e) H Collins memorial fund (Trust 7169)

Investments held  
22 units (Value £123) (2020 £104) CFB Managed Mixed Fund  
£52 (2020 £50) Trustees Interest Fund - ADF  
During the year income of £2 was added to the balance

#### f) Surplus funds (Trust 9382)

Investments held  
£474 Trustees Interest Fund - ADF  
Income received by the Circuit was £1 (2020 £3)

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

ROSSENDALE METHODIST	Circuit
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**FOR THE YEAR ENDED  
31 AUGUST 2021**

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 King
Mr K Evans
Mrs J Barfoot
Mr D Rigby

Treasurer:

Mr M Butterworth
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SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	£	£	£	£	£
a2	Assessment/Share	82,842			82,842	100,487
a3	Capital receipts					
a4	Bank and CFB interest and Investment income	244	384		628	962
a5	Grants					
a6	Other receipts	20,027			20,027	10,855
a7	<b>TOTAL RECEIPTS</b>	<b>103,113</b>	<b>384</b>		<b>103,497 (a8)</b>	<b>112,304</b>

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	68,402			68,402	62,129
b3	Manse Costs	19,616			19,616	2,890
b4	Administration etc	1,947	61		2,008	4,531
b5	District Assessment	18,972	759		19,731	20,856
b6	Grants & donations	1,280			1,280	1,476
b7						
b8	Other payments	9,290			9,290	11,465
b9	<b>TOTAL PAYMENTS</b>	<b>119,507</b>	<b>820</b>		<b>120,327 (b9)</b>	<b>103,347</b>

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)	(16,394)	(436)		(16,830)	8,957
c2	Total funds brought forward from last year	53,133	30,358		83,491 (c6)	74,872
c3	<b>Sub total</b>	<b>36,739 (c1+c2)</b>	<b>29,922</b>		<b>66,661</b>	<b>83,829</b>
c4	Transfers and adjustments		459		459 (c7)	(338)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>36,739 (c3+c4)</b>	<b>30,381</b>		<b>67,120 (c8)</b>	<b>83,491 (c6)</b>

SECTION D		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
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	<b>BALANCE STILL TO BE PAID (d1 + d2 - d3)</b>					



**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 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						
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)					
	103,497 (a8)	120,327 (b9)	(16,830)	459 (c7)	83,491 (c6)	67,120 (c8)
e10	TOTAL CASH FUNDS HELD BY CIRCUIT					
	103,497	120,327	(16,830)	459	83,491 (x)	67,120 (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 2021**

	OPENING BALANCES	CLOSING BALANCES
f1		
f2	18,779	7,461
f3		
f4	34,354	29,278
f5	30,358	30,381
f6		
f7	83,491 (c6)	67,120 (c8)
f8	(e11)	(e12)
f9	83,491 (x)	67,120 (y)

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
g1	20,540	22802
g2	502,490	2,821,244
g3		
g4		
g5		

- 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 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 09/02/2022  
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 2021 were/will be\*  
presented to the Circuit meeting held on 22/11/2021

Signature of the Chair of the meeting ..... [Signature] .....  
Name of the Chair of the meeting ..... DAVID BURROW ..... Date 09/02/2022

### 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 2021 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 ..... 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 ..... 

Name of independent examiner ..... ANDREW COWKING

Relevant professional qualification of independent examiner ..... FCCA

Name of firm (where appropriate) .....

Address ... SHAW HOUSE, DOBBIN CLOSE, RAWTENSTALL

LANCS ..... Post Code BB4 7TH

Date ... 8/5/22

\* delete or circle as appropriate

Sep-21