WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT

England & Wales · Charity number 1139998

Details

Other names	WORTHING METHODIST CIRCUIT
Status	Registered
Legal form	Other
Registered	2011-01-24
Register	View on the Charity Commission register

Contact

Address	C/O The Manse 60 Westlands Rustington West Sussex BN16 3NW
Phone	01903 717035
Website	www.methodist.org.uk

Activities

Objects: 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 THE 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

Activities: The Christian Faith in accordance with the doctrinal standards and the discipline of the Methodist Church.Any charitable purpose for the time being of any connexional district, circuit, local or other organisation of the Methodist Church.Any charitable purpose for the time being of any society or institution subsidiary or ancillary to the Methodist Church.

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Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£597,936	£596,176	£9,895,052	12
2024-08-31	£651,105	£598,527	£9,670,603	14
2023-08-31	£576,756	£686,733	£8,838,641	14
2022-08-31	£560,190	£681,293	£7,762,987	15
2021-08-31	£583,815	£633,676	£7,360,121	15
2020-08-31	£573,708	£643,743	£7,204,241	18

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Trustees

Name	Role	Appointed
Rev ROSEMARIE ELAINE GAYE CLARKE MA	Chair	2022-09-14
ADAM JOHN COOK		
ALISON MARGARET WRIGHT		2018-08-31
BRIAN MUSSON KELLEY		2021-03-09
Bridget Ann Quint		
CAROLYN JAYNE MOON		2014-09-01
CATHERINE MARY EVANS		2018-06-20
CHRISTOPHER MONKTON		2016-09-01
DAVID ROBIN TAYLOR		2018-06-19
DAVID THOMAS DIXON		2018-06-20
DEBORAH SUSAN DEAN		2022-03-23
DOREEN EDITH FIELD		2018-06-20
Deborah Mabbitt		2021-09-08
ELIZABETH ANNE HALL		
GEOFFREY LISLE TRUEMAN		
GILLIAN POWELL		2024-09-17
HUGH DAVID BOND		2013-05-19
Hilary Ann Colbourn		2018-06-20
JACQUELINE ANN GILLESPIE		2022-03-23
JANET COLLETT		2026-03-26
JANICE ELIZABETH WALTER		2019-03-13
JANICE LYNNE ELIZABETH BANDY		2024-09-17
JOHN CHARLES EDWARD EVANS		2024-09-17
JOY ELIZABETH BARNES		2020-08-11
JULIAN TIMOTHY BATSTONE		2018-06-20
Julia Mary Sutton		2023-03-15
KENNETH MICHAEL JONES		2018-06-20

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Name	Role	Appointed
LESLEY PAMELA BARNES		2014-09-01
LINDA DENISE LEANEY		
LINDA MARY CROFT		
MALCOLM LESLIE LINDO		2022-03-23
MARGARET ELIZABETH SLATTER		2016-09-01
MARGARET HELEN BEDWELL		2015-09-01
MARGARET THOMPSON		2023-09-13
MARILYN BARBARA HOPWOOD		2021-03-09
MARY -JANE NEWMAN		2017-06-07
MICHAEL ERNEST JAMES POWELL		2013-01-18
PAMELA ANN HARRISON		2023-10-19
PAMELA KATHERINE NORTH		2016-09-01
PENELOPE ANNE ELLISON		2022-12-08
PHILIP COLIN WEBB		2018-06-20
ROBERT HAROLD SLATTER		2016-08-01
Rev ANDREW REED		2025-09-16
Rev Dawn Rosemary Carn		2018-06-20
Rev JOHN DAVID HUGH WREN		2019-03-13
Rev Owen Carney		2025-09-16
Rev STEVEN DAVID DONNISON MA		2022-09-14
Rev TONGAYI JOSEPH MATAMBA		2023-09-13
SUSAN JANICE BINGHAM		2020-06-02
SUZANNE MARGARET WHEATLEY		2015-09-01
Shelagh Morgan		
WENDY ELIZABETH CORNEY		2016-09-01

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WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT

England & Wales - Charity number 1139998

Accounts

REGISTERED CHARITY NUMBER:1139998

Report of the Trustees and

Audited Financial Statements for the Year Ended 31st August 2024

For

West Sussex (Coast and Downs) Methodist Circuit

Contents	Page
Contents	1
Report of the Trustees	2 to 7
Names of Managing Trustees	8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Cash flow Statement	13
Notes to the Financial Statements	14 to 26

West Sussex (Coast and Downs) Methodist Circuit
Trustees Report for the year ending 31st August 2024

1. Preamble

The Circuit comprises 12 Methodist churches and 2 Local Ecumenical Partnerships.

2. Objectives and activities

In setting our objectives and planning our activities the Circuit Leadership Team has normally met six times a year and the Circuit Meeting has normally assembled four times a year. Meetings of the Leadership Team and the Circuit are chaired by the Superintendent Presbyter.

Our mission is to share God's love in Jesus Christ through the Holy Spirit in worship, teaching, caring and service. The circuit encourages each local church to engage with its community and to foster links with schools and ecumenical partners and to provide appropriate opportunities for worship and mission. The Circuit Meeting has established a number of groups as part of the outworking of the Circuit Mission Policy. Currently groups focusing on pastoral concerns, evangelism, the use of technology, global and eco concerns, and property matters meet regularly to support and develop these areas of ministry and mission.

3. Achievements and performance

The Circuit has a policy of making grants to ministers and other Circuit members varying from attending retreats, undergoing additional training and participating in conferences. The policy of the Circuit Meeting on grant making is to ensure that all applicants can demonstrate public benefit and show imagination and creativity as well as a perceived need for that for which the grant is being applied.

During the year there were six full time Methodist Presbyters and one URC minister with 75% scoping appointed to the Circuit. They were assisted by a part time lay pastor until Easter 2024, and six part time lay employees one of whom acts as the Circuit Administrator. The Circuit also contributes to the cost of a lay employee who is employed by one of the churches.

A 'Recognised and Regarded Presbyter' from the Methodist Church in Zimbabwe joined the ministerial team on 1st September 2023 serving four churches on the western side of the circuit, in the place of a presbyter moving out of the team to serve the Church elsewhere.

The Circuit Leadership Team has met regularly to review the life and ministry of the Circuit, and has made recommendations to the Circuit Meeting. The Circuit Meeting has also met and expedited the business entrusted to it.

In order to expedite the financial affairs of the Circuit, a meeting of The Finance Committee attended by local Church Treasurers and chaired by the Circuit Superintendent with the Circuit Treasurer and Assistant Treasurer in attendance has met twice during the year to review the annual budget, the assessment figures and to examine the Circuit accounts and make recommendations to the Circuit Meeting.

The Circuit Property Committee meets four times a year, two meetings as Property Committee (Manses) dealing specifically with the care of manses and circuit property. This meeting organises the annual inspection of circuit manses together with making the arrangements for quinquennial inspections and makes recommendations to the Circuit Meeting, and is chaired by the Superintendent Minister. The Circuit Property Committee also meets twice as Circuit Property Committee (local churches), bringing together those responsible for local church properties to agree quinquennial inspections and to facilitate good practise in caring for properties within the circuit. This meeting is also chaired by the Superintendent Presbyter.

The Circuit Preachers and Worship Leaders Meeting normally meets on a quarterly basis to discharge its business. The Meeting approved the appointment of a new Local Preacher 'On Note', and continues to support three 'On Trial' preachers.

The Circuit Safeguarding Trainers have met together to plan safeguarding training at Advanced and Foundation levels, and a number of training sessions have been held in different parts of the Circuit. In addition, a Circuit gathering for local church safeguarding officers meets on a twice-yearly basis.

The Circuit had arranged a number of circuit gatherings for worship and fellowship. The One World- One Family Group has met throughout the year. The Circuit Action for Children Group met twice during the year.

The Circuit Ministerial Staff team has met weekly on zoom, and face to face each month.

The Circuit Leadership Team have given time to consider how the young people of the circuit can be best supported in developing their faith and discipleship.

The November 2023 Statistics for Mission figures indicated that although the Circuit has once again seen a decline in membership, the community role has remained reasonably stable. There is much to commend within the Circuit. Several local congregations continue to explore new ways of sharing the good news, various mid-week services continue to be held; 'Fresh Expressions' of Church (for example 'Messy Church', 'Breakfast Church', 'Cafe Church' and 'Contemporary Worship') are part of several churches' regular patterns of worship. These fresh expressions of church are being offered and experienced by those who have not previously been part of traditional congregations. A number of churches were blessed by their initial engagement with the organisation, *Leading your Church into Growth,* and continue to explore the outworking of its principles.

All the churches in the Circuit have been encouraged to engage in refurbishment and renewal projects to further their ministry and mission. To facilitate this programme of renewal grants are made by the Circuit from the Circuit Model Trust Fund. The support of the Circuit Meeting and the District Grants Committee is appreciated by churches pursuing building projects.

The majority of churches in the Circuit are now equipped with multi-media facilities providing the opportunity to use new resources in worship.

The Circuit has continued to support 'Greenways', the Methodist Home in Bognor Regis.

Plans for future years

Encourage initiatives for mission in the community.

Engage in a review of the circuit's mission plan

Engage with the connexional Stationing process to provide appropriate levels of ordained staff. The Circuit Invitations Committee has been appointed for this purpose.

Continue to offer opportunities to engage in mission and evangelism training and confidence building through initiatives such as 'Everyone an Evangelist' and Leading your Church into Growth.'

Ensure that all those required to do so should attend appropriate safeguarding and equality, diversity and Inclusion training.

4. **Financial Review**

Income Trends

Circuit income is primarily drawn from the assessment paid by 15 of the churches within the Circuit as, although Durrington LEP became a class of Goring in September 2019, it is assessed independently.

All churches were able to make the assessment payments due.

Monies are also received from the letting of unused properties and from investments.

Expenditure Trends

Stipend and lay employee salary expenditure has increased each financial year in line with conference approved increases.

The lay employee hourly rate was increased to be in line with the Methodist Church policy of paying at least Living Wage.

Approximately 19.5% of expenditure is the Circuit contribution to the District and Connexion of which a significant part is used to fund the work of the wider Methodist Church.

A contribution is also made to URC Mission.

Other major expenditure includes staff expenses, administration costs and manse upkeep including refurbishment.

Fund Balances

During the year the Circuit received a total unrestricted income of £596,396 and dispersed £584,833 which included the return to churches of £25,000 of the surplus from 2022/2023 using the assessment formula from that year. The resulting excess, allowing for the £25,000, was £36,563.

The surplus was mainly due to a presbyter not being replaced, some delays in the appointment of new lay employees and a saving on travelling costs. Income from investments was also higher than predicted due to the rise in interest rates and property income was more than expected because as well as the usual rent renewal increases, the New Montessori Pre-School paid the money owed from a rent holiday a year early.

As at 31st August 2024 the unrestricted free reserves of the Circuit were £341,168.

Plans for 2024/25

Circuit financial plans for the coming year have been prepared on the basis of 6 ordained staff with the anticipated increases in stipend. An allowance has been made for the employment of part time lay employees.

In order to support churches, assessment has been capped at a maximum increase of 4% and decrease of 10% with the resulting shortfall being contributed by the Circuit. As a result, the decrease in assessment being requested from churches has been changed from 1.5% to an average of 2.25%.

The Managing Trustees have every reason to believe that the Circuit is a going concern.

4.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment are lodged with the Trustees for Methodist Church Purposes (TMCP). TMCP acts as custodian trustee for all real estate held by Circuits, for all large (over £20K) bequests and for proceeds from the sale of any property formerly owned by the Circuit. These sums are invested in unitised investments or held on deposit. The deposit income mirrors the deposit rates available elsewhere. TMCP funds may only be used for particular purposes and amounted to £359,986 at the 31st August 2024.

Short term deposits are lodged directly with the Central Finance Board (CFB) and attract good rates of interest.

4.2 Reserves Level and policy

The Circuit maintains a Reserves Policy stipulating that it should hold a minimum sum equivalent to four months' average annual expenditure. In addition, the Circuit maintains an emergency fund for

Churches facing unexpected large expenditure.

£25,000 was redistributed to the Circuit churches in 2023/24 as a result of cost savings during the previous year which resulted in a surplus.

Funds amounting to circa £41,642 are designated for removal and relocation, property maintenance etc.

Excluding property, as at 31st August 2024, the unrestricted free reserves of the Circuit totalled £341,168.

The Circuit regularly reviews ways in which it can financially support its churches and expand its mission policy and is currently supporting a project which aims to engage a lay employee at Felpham Church for three years with the emphasis on expanding youth work.

Approval has also been given for a £12,500 loan to be made to Offington Park Methodist Church to enable the refurbishment of the kitchen which supplies the new Soft Play Area.

5. Trustees' Responsibilities

For each financial year ending on 31st August, the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently using the accruals method

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

5.1 Risk

The Circuit is largely risk averse.

6. Structure, governance and management

The Circuit is governed by the Methodist Church Act 1976 and the Deed of Union 1932 and was registered with the Charity Commissioners on 24th January 2011.

6.1 Structure

West Sussex (Coast and Downs) Methodist Circuit is part of the South East District of the Methodist Church. As such it is represented on the District Synod which meets twice a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.

3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

6.2 Purpose of the Circuit

The primary purpose of West Sussex (Coast and Downs) Methodist Circuit is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider geographical area.

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 the discipline of the Methodist Church, and
b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

6.3 Governance

As part of the Methodist Church the Circuit operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Tavistock Place, London, WC1H 9SF to provide guidance on changes that could affect the Church.

The members of the Circuit Meeting are appointed under the terms of Standing Order 510 of the Constitutional Practice and Discipline of the Methodist Church. The Superintendent is *ex officio* chair of the Circuit Meeting, but may delegate this task to other presbyters in the Circuit. The Circuit Meeting normally meets four times per year and deals with routine and exceptional matters. It oversees the work of the Circuit as a whole.

6.4 Responsibilities of the Circuit Meeting

The responsibilities of the Circuit Meeting and other committees are set out in Standing Order 515 of the Constitutional Practice and Discipline of the Methodist Church.

7. Reference and Administrative Details

7. 1 Name of the Circuit

West Sussex (Coast and Downs) Methodist Circuit

7.2 Charity Registration number

1139998

7.3 Superintendent Minister

The Revd Rosemarie Elaine Gaye Clarke MA

7.4 Names of Managing Trustees

See separate list

7.5 Auditor

Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Approved by:

Circuit Meeting Chair ..Rosemarie E G Clarke

Circuit Treasurer ..J. M. Wheatley

Circuit Secretary ..... **Dated: 28.11.24**

West Sussex (Coast and Downs) Methodist Circuit

Membership of the Circuit Meeting June 2024 (Potential membership of 81)

Ex Officio ministers and circuit stewards SO552

Rosemarie Clarke, Dawn Carn, Ian Couchman, Steven Donnison, Tongayi Matamba, Frank Okai-Sam, Helen Higgin-Botham, Debra Chidakwa-Akue

Bridget Quint, Hilary Colbourn, Christopher Monkton, Mary-Jane Newman, Suzanne Wheatley

SO785(4) supernumeraries who have informed the Superintendent that they wish to be members of the meeting

Anthony Brazier, Nigel Stapley, John Wren

Employees under SO 570 if desired Adam Cook (Lay worker)

Circuit meeting secretary Wendy Corney

Secretary of the Local Preachers' Meeting Wendy Corney

From each local church a church steward and the treasurer plus up to 2 representatives plus an extra representative for churches with membership of over 200.

Hazel Denman, Deborah Dean, Anita Hayward
Penelope Ellison, Deborah Mabbitt, Doreen Field, Julia Sutton
Michael Taylor Malcolm Lindo, Margaret Hatton, Pamela North
Carolyn Moon, Pamela Harrison, Linda Leaney, Geoffrey Trueman
Lesley Barnes, Hugh Bond,
Nigel Stapley, Christopher Azzaro, Pauline Chaloner
Michael Powell, Joy Barnes, Alison Wright
Robert Slatter, Margaret Elizabeth Slatter, Susan Bingham,
David Dixon, Janice Walter
Margaret Bedwell, Jacqueline Gillespie, Julian Batstone,
Philip Webb, Bridget Quint, Pamela Couchman,
Linda Croft, Elizabeth Hall, Catherine Evans,
Shelagh Morgan, Robert Gamble, Marilyn Hopwood, Brian Kelley
Kenneth Jones(T), Christopher Monkton,

Two representatives from LP meeting Bridget Quint, Margaret Thompson

Other members of the meeting (number here not to exceed representatives from churches)

David Taylor
David Barnes
Geoffrey Trueman

Opinion

We have audited the financial statements of the West Sussex (Coast and Downs) Circuit (the 'charity') for the year ended 31st August 2024 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st August 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of trustees

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is listed below:

- enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- reviewing minutes of meetings of those charged with governance;
- receiving financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- auditing the risk of management override of controls including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sheen Stickland

Sheen Stickland

Chartered Accountants

Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

7 East Pallant

Chichester

West Sussex

PO19 1TR

Date: 28th November 2024

West Sussex (Coast and Downs) Methodist Circuit Circuit No 36/08

Statement of Financial Activities (SOFA) for the year ended 31 August 2024

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Restricted Funds	Endowment Funds	Total 2023-24	Total 2022-23
		£	£	£	£	£	£
Income							
1 Donations and legacies	3	-	-	-	-	0	0
2 Income from monetary investments		20,845	19,709	-	-	40,554	25,349
3 Income from properties	4	79,283	-	-	-	79,283	60,087
4 Assessments on Churches	5	496,268	-	-	-	496,268	491,320
5 Capital Receipts		-	-	-	-	0	0
6 Grants received	6	-	-	-	-	0	0
7 Other charitable activities		-	-	-	-	0	0
8 Total from charitable activities		596,396	19,709	-	-	616,105	576,756
9 Other Income	7	-	35,000	-	-	35,000	0
10 Total income and endowments		596,396	54,709	-	-	651,105	576,756
Expenditure							
11 Grants and donations	8	-		-	-	0	71,000
12 Salaries and associated costs	9	363,053	-	-	-	363,053	352,970
13 Property maintenance	10	63,980	-	-	-	63,980	66,398
14 Connexional assessment	11	86,578	-	-	-	86,578	80,521
15 District Assessment & Levy	11	22,075	-	-	-	22,075	23,830
16 Depreciation			-	-	-	0	0
17 Office expenses	12	2,017	-	-	-	2,017	2,067
18 Other outgoings	13	47,130	13,694	-	-	60,824	89,947
19 Total charitable expenditure		584,833	13,694	-	-	598,527	686,733
20 Gains/(losses) on monetary investments		-	2,299		-	2,299	- 1,318
21 Gains/(losses) on investment properties		-	-	-	-	0	0
22 Net income/(expenditure)		11,563	43,314	-	-	54,877	-111,295
23 Transfers between funds	14	-	-	-	-	0	0
24 Other gains/losses (Property)		777,085	-	-	-	777,085	1,186,949
25 Net movement in funds		788,648	43,314	-		831,962	1,075,654
26 Total funds brought forward		8,555,188	280,672	2,781		8,838,641	7,762,987
27 Total funds carried forward		9,343,836	323,986	2,781	-	9,670,603	8,838,641

Balance Sheet as at 31 August 2024

	Notes to the Accounts	General Fund (Unrestricted) £	Circuit Model Trusts (Unrestricted) £	Restricted Funds £	Endowment Funds £	Totals 2024 £	Totals 2023 £
Fixed Assets							
Circuit Property & Equipment	BS1	9,002,668				9,002,668	8,225,583
Investment properties		0				0	0
Investments		0				0	0
Total fixed assets		**9,002,668**	**0**	**0**	**0**	**9,002,668**	**8,225,583**
Current Assets							
Debtors and Prepayments	BS2	21,080				21,080	21,873
Loans by the Circuit	BS2	4,000				4,000	2,000
Investments with TMCP	BS3		359,986			359,986	351,672
Central Finance Board Deposits	BS4	472,898				472,898	481,445
Cash at Bank and in hand	BS4	13,307		2,781		16,088	15,157
Total current assets		**511,285**	**359,986**	**2,781**	**0**	**874,052**	**872,147**
Current liabilities							
Creditors and Accruals (due in under 1 yr)	BS5	170,117				170,117	188,089
Grants payable within 2024-25	BS6		12,000			12,000	47,000
Total current liabilities		**170,117**	**12,000**	**0**	**0**	**182,117**	**235,089**
Net current assets/liabilities		**341,168**	**347,986**	**2,781**	**0**	**691,935**	**637,058**
Total assets less current liabilities		**9,343,836**	**347,986**	**2,781**	**0**	**9,694,603**	**8,862,641**
Long term liabilities (due after more than one year)							
Grants payable from 2025-26	BS7		24,000			24,000	24,000
Loans to the Circuit						0	0
						0	0
Net assets		**9,343,836**	**323,986**	**2,781**	**0**	**9,670,603**	**8,838,641**
Funds of the Circuit							
General Fund (Unrestricted)	BS8	9,343,836				9,343,836	8,555,188
Circuit Model Trust Fund (Unrestricted)	BS9		323,986			323,986	280,672
Total Unrestricted Funds						**9,667,822**	**8,835,860**
Restricted Funds	BS10			2,781		2,781	2,781
Endowment Funds	BS10				0	0	0
Total Funds		**9,343,836**	**323,986**	**2,781**	**0**	**9,670,603**	**8,838,641**

The financial statements were approved by the board of trustees on 28.11.24 and were signed on its behalf by:

Rosemarie E G Clarke ..... Circuit Meeting Chair

..... Circuit Treasurer

..... Circuit Secretary

West Sussex (Coast and Downs) Methodist Circuit — Circuit No 36/08

Cash flow statement for the year ended 31 August 2024

	2024	2023
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	(119,139)	(118,205)
Cash flows from investing activities:		
Dividends,interest and rents from investments	119,837	85,436
Disposal of property, plant and equipment	-	-
Net cash provided by (used in) investing activities	**698**	**(32,769)**
Change in cash and cash equivalents in the reporting period	**698**	**(32,769)**
Cash and cash equivalents at the beginning of the reporting period	848,274	881,043
Cash and cash equivalents at the end of the reporting period	**848,972**	**848,274**
Net income / (expenditure) for the reporting period	54,877	(111,295)
Adjustments for:		
Dividends, interest and rents from investments	(119,837)	(85,436)
Decrease / (increase) in debtors	(1,207)	1,597
Increase / (decrease) in creditors	(52,972)	76,929
Net cash used in operating activities	**(119,139)**	**(118,205)**

	2024	2023
Analysis of cash and cash equivalents	**£**	**£**
Investments with TMCP	359,986	351,672
Central Finance Board Deposits	472,898	481,445
Cash at Bank and in hand	16,088	15,157
Total cash and cash equivalents	**848,972**	**848,274**

Year ended 31 August 2024

Notes to the Accounts

1 Basis of accounting and accounting policies

i Accounting standard

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) – (Charities SORP (FRS 102)).*

ii Public benefit entity

The West Sussex (Coast and Downs) Methodist Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s) below.

iii Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

iv Content

The financial information presented is relevant, reliable, comparable and complete. Where estimates are used these are based on experience, research and judgement. The accounts are expressed in £Sterling, rounded to the nearest pound.

v FRS102 & THE CHARITIES SORP (FRS 102)

This is the eighth year that the FRS102 SORP 2015 has applied to the Circuit's accounts. These accounts are compliant with FRS102 (March 2018) and with the Charities SORP (FRS102) (second edition-October 2019). The accounts have been prepared in accordance with applicable charity law in England this being the Charities Act 2011 and the Charities Accounting and Reporting Regulations 2008. In accordance with Regulation 8(4) (d) of the Regulations the charity trustees have departed from the requirement of Regulation 8(5) by following the Charities SORP (FRS102) (second edition-October 2019) to the extent necessary to give a true and fair view in the circumstances.

vi Going concern

Based on the monetary assets and human resources available at 31 August 2022, the trustees believe that the Circuit is a going concern.

vii Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the Churches within the Circuit but has no legal or operational control of those Churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of Churches within the Circuit are not consolidated into these financial statements.

viii Income recognition

Income is brought into account when there is entitlement and it is more likely than not that the economic benefit of the income will be forthcoming.

No attempt is made to measure the value of services donated by volunteers.

Individual amounts categorised as "*other income*" in the SOFA will be shown separately if they are considered material.

Year ended 31 August 2024

Notes to the Accounts

viii Income recognition continued

The Circuit acts as agent in two matters:

- the collection from Churches and payment over of their contributions to various Funds controlled and administered by The Methodist Church – "Connexional Funds"
- the administration (application, collection and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the Connexion or Churches as appropriate.

The time of volunteers is not recognised. Further information on this matter is provided in the Trustees' Annual Report. If goods are donated, a value will be shown in the SOFA or Notes where the value is considered material.

ix Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable and it is considered more likely than not that there will be outflow of economic benefit.

x Grants

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant without performance conditions.

xi VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

xii Tangible fixed assets

Tangible fixed assets for use by the Circuit are capitalised if they can be used for more than one year and individually cost at least £1,000.

The freehold property is shown in the accounts at a reinstatement value provided at 25th December each year. The reinstatement value of Manses has been based on a cost provided by the Quinquennial Surveyor from time to time and adjusted annually by Methodist Insurance using indexation. Other freehold properties will in many cases have been the subject of a valuation prepared by a Methodist Insurance valuer and indexed as above. No depreciation is provided because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the buildings component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for Church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees for the property.

xiii (a) Monetary Investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as custodian trustees. The valuations, at market value, are those provided by TMCP.

Year ended 31 August 2024

Notes to the Accounts

xiii (b) Property
From time to time the Circuit may hold residential property (formerly manses) which is surplus to its current staffing requirements. Where this is the case, the property is let at market rates on a six-month tenancy agreement unless there is a compelling reason not to do so in furtherance of the Circuit's charitable objectives.

When worship ceased at Cornerstone Methodist Church on 31st July 2015 and the Church Council was dissolved on 31st August 2015, the associated properties were transferred to Worthing Methodist Circuit in accordance with the resolution passed by the Church Council and unanimously approved by the Circuit trustees at the Circuit Meeting of 16th June 2015.

Sale of the buildings comprising the former Cornerstone church was completed on 14th March 2018.The property known as Cornerstone Hall is included in the assets passed to the Circuit and is occupied under licence by The New Montessori Pre-School.

xiv Receivables and Payables; Bank and Cash (Basic Financial Instruments)
Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit. Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

xv Methodist Connexional Funds
The Methodist Church Connexion raises assessments against Circuits and these are paid quarterly to their Districts. The Circuits raise assessments against Churches in the Circuit. The District quarterly remits to The Methodist Church Fund most of the sum received from Churches with a small sum being retained by District to meet its own costs. The Circuit may act as an agent for *ad hoc* collections for various funds controlled and administered by the Methodist Church.

xvi Endowment Funds
Where the Circuit holds money that may not be spent and must be retained (as capital) to generate an income the money or assets to be retained are classified as an Endowment Fund. The capital will be shown in the balance sheet in the column for Endowment Funds. The income may be restricted or unrestricted depending on the terms of the endowment.

xvii Ministers' manse costs
The Circuit is required to provide residential accommodation for each minister in the Circuit and their families. The Circuit bears the cost of repairs, maintenance, buildings insurance, Council Tax and water charges. These figures are not separately disclosed as benefits in kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

xviii Pension Costs and Other Post-Retirement Benefits
The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Year ended 31 August 2024

Notes to the Accounts

2. Glossary of terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provides investment advice to those entities

Church: a group of members from fewer than 10 to more than 200

Circuit: a group of Methodist Churches near each other, typically between 10 and 30

Circuit Meeting: The trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or their local Church

CLT (Circuit Leadership Team): A group (comprising mostly but not exclusively) of Circuit trustees responsible for the day-to-day administration and policy formulation of the Circuit. Generally, the CLT comprises the Presbyters and Deacons stationed within the Circuit, the Circuit Stewards and others by virtue of the role they undertake for the Circuit.

CMTF: Circuit Model Trust Fund

Connexion: The Methodist Church in GB which includes the Head Office at Methodist Church House, all Methodist Districts, Circuits and Churches in Great Britain

District: a group of contiguous Circuits, usually between 15 and 30

DAF: District Advance Fund

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on generally accepted employment terms

MCF: Methodist Church Fund

NEST: The National Employment Savings Trust, the organisation through which the Circuit arranges a pension scheme for its Lay Employees

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

TMCP: Trustees for Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including Legacies, Endowments and Accumulated Funds

Year ended 31 August 2024

Notes to the Accounts

3. Donations and Legacies

No donations or legacies were received this year for general use.

4. Income from Property

Cornerstone Hall	£30,053	Less Costs	£ 0		
Murray Road	£13,800		£ 1,325		
Roundle Avenue	£18,780		£ 2,623		
Storrington	£16,650		£ 2,547		
	£79,283		£6,495	**NET INCOME**	**£72,788**

5. Assessments on Churches

For the purposes of Assessment, the Circuit this year comprises of 15 Churches and each is assessed for a contribution to meet the overall net costs of the Circuit.
At the Circuit Meeting of 11thSeptember 2019 it was reported that the Methodist Synod, the Baptist equivalent and the URC had given approval for Durrington to cease as an LEP and become a class of Goring as a result of which they were be brought into the assessment process with effect from the financial year 2020 to 2021.
In making its Assessment, budgeted income from investment income (including property letting) is taken into account.
In this financial year Assessment on the Churches was calculated using a formula based on one third membership and two thirds income. 4% of Circuit assistance was included in the calculation with a capping of 6% increase and 10% decrease being applied.
Assessments are paid quarterly or monthly in advance.

Church	**2024**	**2023**
Bognor Regis	22,408	21,140
Chichester	63,348	59,916
Durrington	4,308	4,128
Felpham	39,540	37,304
Goring	38,688	40,348
Lancing	20,452	21,696
Littlehampton	18,480	20,532
Offington	88,752	83,728
Rustington	73,656	75,028
Selsey	13,956	13,176
Shoreham	22,180	20,928
Southwick	47,400	52,220
Steyning	10,144	10,080
Storrington	23,216	21,904
Westergate	9,740	9,192
TOTAL	**£496,268**	**£491,320**

Year ended 31 August 2024

Notes to the Accounts

6. Grants Income

This year the Circuit received no grants.

7. Other Income

Other income includes a £35,000 refund of the contribution made to the Pension Reserve Fund.

8. Grants and Donations

During the year 2022 to 2023 the Circuit approved a grant of £36,000 payable in equal amounts over 3 years to support a pioneer lay employee post at Felpham Church. As the church is still in the process of fulfilling the appointment, payment of the grant is still outstanding.
The £35,000 approved towards the soft play area at Offington Park Church was transferred to them. No further grants were approved in the year 2023 to 2024.

9. Salaries and Associated Costs

At 1st September 2023 stipends and associated expenses were paid to six Methodist presbyters and one URC minister on a 75% stipend.
At 1st September 2023, 6 part time lay employees and a pastor responsible for Selsey Church were employed. The pastor for Selsey left our employment when his contract ended on 31st March 2024.
The Circuit also made a contribution towards the costs of the lay employee contracted to Rustington.

	2024	2023
Methodist Stipends (including NI & Pension)	243,453	225,280
URC Ministry & Mission	40,312	40,152
Lay Employees	56,445	66,407
Expenses - Post Stationery etc.	1,162	977
Expenses - Telephone and Broadband	7,803	6,422
Expenses - Travel	13,878	13,732
TOTAL	**£363,053**	**£352,970**

Pensions

Most ordained presbyters and deacons are members of the relevant pension scheme.
Lay employees have the option of joining a pension scheme which the Circuit has arranged with NEST.
In the case of Lay Employees, contribution levels have been set at 6% of gross salary for both employer and employee.
The Circuit as employer contributes to the pensions of those employees earning in excess of the Lower Earnings Limit used for Automatic Enrolment.

Year ended 31 August 2024

Notes to the Accounts

10. Property Maintenance

The Circuit is Managing Trustee for 10 manses, Lyndhurst Road Methodist Church and Cornerstone Hall.

6 manses were permanently occupied during this financial year by ministers stationed in the Circuit and the Circuit is responsible for the payment of Council Tax, Water Rates, telephone and broadband (with ministers making a contribution) and insurance.

In addition, the Beth Salem, Chichester manse was occupied by a URC minister with the Circuit being responsible for 75% of Council Tax, Water Rates, telephone and broadband (with the minister making a contribution) and insurance.

Lyndhurst Road is on a 25-year lease to West Sussex County Council. Maintenance is overseen by the Circuit Managing Trustees but West Sussex County Council are responsible for the payment of all costs.

Cornerstone Hall is occupied under licence by the New Montessori Pre-School with them reimbursing gas, electricity and water charges to the Circuit. Rent is payable monthly in advance and is normally amended annually in line with the June Retail Price Index with effect from 1st September. Due to unusual cost of living rises, on 1st September 2023 an increase of 5% was agreed instead.

During the year 2022 to 2023, the New Montessori Pre-School requested a rent holiday and an agreement was signed on 31st March 2023 detailing that with effect from 1st April 2023 for a period of six months ending September 2023 the licence fee would be subject to a rent holiday of 100%, the resulting arrears of £10,635 to be paid during the period 1st September 2024 to 31st August 2025.

After signing the agreement, the New Montessori Pre-School notified the Circuit of their intention to repay the arrears earlier than originally agreed with monthly payments of £886.25 being made from 1st September 2023. During this year the total arrears of £10,635 have been repaid.

Of the remaining 3 properties, Murray Road Selsey, Southdown Way Storrington and Roundle Avenue Bognor Regis are let on 12-month tenancy agreements.

The cost of ongoing maintenance and improvements on all properties are the responsibility of the Circuit except in the case of Lyndhurst Road where financial responsibility belongs to West Sussex County Council.

As the URC have a 24.23% share in the Beth Salem, Chichester manse they have a proportionate responsibility for the cost of any capital works carried out on the property.

This year an amount of £22,000 was included in Assessment for maintenance and improvements with the over spend of £15,655 being transferred from the Property Provision Fund at the end of the financial year.

It is usual Circuit policy to make application to the Circuit Model Trust Fund for money to be released for the payment of major works/refurbishment.

During this financial year no applications have been made.

Year ended 31 August 2024

Notes to the Accounts

10. Property Maintenance Continued

West Sussex (Coast and Downs) Methodist Circuit	2024	2023
Council Tax	20,551	18,375
Insurance	10,511	8,813
Letting Costs	6,495	6,336
Maintenance	37,655	17,894
Quinquennials	1,075	200
Water Rates	3,348	3,585
TOTAL	**£79,635**	**£55,203**
Less Property Provision Transfer	- 15,655	-
TOTAL	**£63,980**	**£55,203**

11. Connexional and District Assessments

The Assessments are calculated relative to the proportion of church members, ministers and lay workers and are payable to the District quarterly in advance.

12. Office Expenses

	2024	2023
Plans and Publications	605	685
Postage Print and Stationery	872	692
Telephone and Website	540	690
TOTAL	**£2017**	**£2,067**

13. Other Outgoings

	2024	2023
Audit Fee/Accountancy	5,383	5,098
Bank Charges	60	60
Central Payroll	576	576
Land Registration Fees	0	6,099
Local Preachers	244	120
Miscellaneous	832	1,217
Supernumeraries	4,508	5,178
Training	5,068	1,508
Contingency Transfers *	5,300	4,406
Transfers to Churches **	25,000	50,000
Travel	159	566
TOTAL	**£47,130**	**£74,828**

		2024	2023
* One World – One Family	Annual Provision	300	300
* Property Provision	Annual Under Spend	0	4,106
* Removal and Relocation	Annual Provision	5,000	0
TOTAL		**£5,300**	**£4,406**

Year ended 31 August 2024

Notes to the Accounts

13. Other Outgoings Continued

** £25,000 of the surplus from the financial year ending 31st August 2023 was returned to churches using the same formula as was used to calculate assessment in that year.

	2024	2023
Bognor	1,072	2,462
Chichester	3,038	6,079
Durrington	210	392
Felpham	1,891	3,713
Goring	2,046	3,990
Lancing	1,100	2,129
Littlehampton	1,042	1,946
Offington	4,245	8,255
Rustington	3,804	7,828
Selsey	708	1,250
Shoreham	1,061	2,206
Southwick	2,648	5,226
Steyning	511	1,046
Storrington	1,111	2,605
Westergate	513	873
TOTAL	**£25,000**	**£50,000**

Payments to Trustees

It is Circuit policy to offer to reimburse Circuit Trustees for expenditure properly incurred in carrying out their duties. The Trustees are not employees of the Circuit.
Payments have been made to 5 Trustees totalling £429. (2023: 4 Trustees totalling £491).

TMCP

During the year the Circuit paid TMCP, the custodians of the Circuit's investments:

Administration Charges

	2024	2023
Circuit Model Trust Fund 10250	815	867
Circuit Various Bequests Fund 21326	187	182
TOTAL	**£1,002**	**£1,049**

Circuit/District Payment

	2024	2023
Circuit Model Trust Fund 10250	**£12,692**	**£14,070**

14. Transfers

No transfers were made during the year

Year ended 31 August 2024

Notes to the Accounts

BS1 Property

Properties are shown in the accounts at their insurance valuation.

Valuations are reviewed annually by Methodist Insurance as at 25th December.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT	31st August 2024		31st August 2023
4 Gorse Avenue, Worthing	587,523		561,148
24 Ashurst Drive, Goring	513,841		490,774
13 Southdown Way, Storrington	448,140		428,022
The Finches, Elm Grove, Lancing	503,888		481,268
Manor Road, Southwick	381,669		364,535
4 Roundle Avenue, Bognor Regis	554,422		529,533
Aldersgate, Murray Road, Selsey	482,113		460,470
60 Westlands, Rustington	696,741		665,463
Beth Salem, The Drive, Chichester	860,536		821,905
28 Kyoto Court, Bognor Regis	633,795		605,343
Cornerstone Hall, Worthing	1,500,000		1,236,786
Lyndhurst Road, Worthing	1,840,000		1,580,336
TOTAL	**£9,002,668**		**£8,225,583**

BS2 Debtors and Prepayments

Sums shown as Debtors and Paid in Advance at 1 September 2023 have been brought into the accounts during 2023/24 with the exception of the £2,000 loan to Bognor Methodist Church which is still outstanding.

It is expected that payments in advance at 1st September 2024 will be expensed in 2024/25.

DEBTORS	2024	2023
Credit Owed re BT incorrect charging	0	41
Reimbursement re Travel Expenses	0	261
1st Monthly Repayment re Rent Holiday	0	886
New Montessori Reimbursement re Electricity	129	0
New Montessori Reimbursement re Gas	32	0
TOTAL	**£161**	**£1,188**

PREPAYMENTS	2024	2023
Insurance	3,586	3,651
Agents Fee re Southdown Way	196	189
Tenancy Deposit Scheme Fee	6	6
Methodist Stipends	17,065	16,777
Methodist Stipend Apprenticeship Levy	66	62
TOTAL	**£20,919**	**£20,685**

LOANS TO CHURCHES *	2024	2023
Loan to Bognor Methodist Church for Roof 2022/23	2,000	2,000
Loan to Bognor Methodist Church for Roof 2023/24	2,000	0
TOTAL	**£4,000**	**£2,000**

Year ended 31 August 2024

Notes to the Accounts

BS2 Debtors and Prepayments Continued

	2024	2023
DEBTORS AND PREPAYMENTS GRAND TOTAL	**£25,080**	**£23,873**

* The Circuit Meeting have approved a loan of £12,500 to Offington Park Methodist Church towards the refurbishment of the kitchen which supplies the new soft play area but they have not yet made application for the money to be transferred to them.

BS3 Trustees for Methodist Church Purposes

The funds that support the Circuit Model Trust, Various Bequests and the Doris Brazier Bequest Permanent Endowment are held by TMCP in CFB Managed Mixed Funds and/or Trustees Interest Funds with dividends and interest credited to the accounts each month.
These are regarded as medium and long - term investments.
TMCP is the legal owner and custodian trustee of all Methodist model trust property, including legacies, endowments and accumulated funds. Trust property is held for and on behalf of local managing trustees who are responsible for the day-to-day management of trust property.
TMPC ensure that, through providing guidance and acting under their direction, the managing Trustees comply with charity law and Methodist law and policy as determined by the Methodist Conference.

BS3 Trustees for Methodist Church Purposes Continued

TMCP	Trust Number	CFB Managed Mixed Fund		Trustees Interest Fund	
		2024	**2023**	**2024**	**2023**
Model Trust Fund	10250	32,015	29,716	258,826	256,178
Various Bequests	21326	-	-	69,145	65,778
TOTAL		**£32,015**	**£29,716**	**£327,971**	**£321,956**

BS4 Central Finance Board (CFB) and Bank Balances

Monies are held at the Central Finance Board of the Methodist Church in two accounts named West Sussex (Coast and Downs) Circuit and West Sussex (Coast and Downs) Circuit 2 a/c* with interest being received monthly.
* Approval was sought at the Circuit Meeting held on 12th December 2018 to change the name of the former Cornerstone Methodist Church Worthing account.

West Sussex (Coast and Downs) Methodist Circuit hold a Cash account with CAF Bank the monthly fee for which is £5.
A fee of £0.50 is chargeable for each cheque issued.
Monthly interest is also received on the account.
The funds in all these accounts are available on demand without charges or loss of interest.

The Circuit holds an instant access Standard Deposit account with Methodist Chapel Aid with interest being received into the General Fund half-yearly.

Year ended 31 August 2024

Notes to the Accounts

BS5 Current Liabilities, Creditors, Accruals and Income in Advance

All sums accrued at 31 August 2023 were paid during the year to 31 August 2024 with the exception of the £1,800 owed to Blake Morgan as the Land Registration work has not been completed.
It is expected that all sums accrued at 31st August 2024 will be paid during the year to 31st August 2025.

CURRENT LIABILITIES	2024	2023
Circuit Education and Youth	0	180
One World – One Family (Formerly Justice and Peace)	1,216	1,077
Property Provision	25,432	41,088
Removal and Relocation Fund	14,994	9,994
TOTAL	**£41,642**	**£52,339**

CREDITORS AND ACCRUALS	2024	2023
Audit Fee	4,860	4,620
B Brunt Outstanding Decorating at Southwick Manse	1,750	0
Blake Morgan Invoice	0	4,299
Blake Morgan Outstanding Work	-	1,800
Blake Morgan Outstanding Work C/F from 2023	1,800	-
BT Lancing Bill	80	0
BT Offington Bill	86	0
Circuit BBQ Costs	0	20
CYE Outstanding Balance re Youth Group	574	0
DW Renewable Invoice Electrical Work Southdown Way	129	0
DW Renewable Invoice Electrical Work Southwick	1,065	0
Lancing Glass Outstanding Work at Offington	1,304	0
Octopus Energy Ltd Invoice re Southwick Manse	16	0
R Barker Tarring Invoice	90	0
S Harmour Invoice	0	1,440
T Knight Invoice	0	480
Wall Bros Outstanding Balance re Southwick Manse	724	0
TOTAL	**£12,478**	**£12,659**

INCOME IN ADVANCE	2024	2023
Assessments in Advance	114,597	121,741
Rent re Southdown Way	1,400	1,350
TOTAL	**£115,997**	**£123,091**

	2024	2023
GRAND TOTAL	**£170,117**	**£188,089**

BS6 Grants Payable Within 2024-25

In December 2022, the Circuit approved a grant of £36,000 to Felpham Church to support a pioneer lay employee post, the first £12,000 of which was payable in the first year.
As an appointment has not yet been made, the grant has been carried over to the year 2024 to 2025.

Year ended 31 August 2024

Notes to the Accounts

BS7 Grants Payable From 2025-26

The remaining two payments of £12,000 approved by the circuit in December 2022 to support a pioneer lay employee at Felpham Church are due to be paid in years two and three of the project.

BS8 General Fund

The purpose of the fund is for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit and which have not been designated for other purposes.

BS9 Circuit Model Trust

The purposes of the funds are for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit. Their main source of income is legacies and formulaically determined contributions from the sale of manses and church buildings in the Circuit. Although these are technically Unrestricted Funds under the control of the Circuit Meeting, prior approval is still required to utilise them. Methodist Standing Orders 930, 931 and 917(2) are applicable.

BS10 Restricted and Endowment Funds

£2,781 is held as restricted funds to be used for acts of benevolence at the discretion of the Circuit Superintendent.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT

England & Wales - Charity number 1139998

Accounts

REGISTERED CHARITY NUMBER:1139998

Report of the Trustees and
Audited Financial Statements for the Year Ended 31st August 2023
For
West Sussex (Coast and Downs) Methodist Circuit

Contents	Page
Contents	1
Report of the Trustees	2 to 7
Names of Managing Trustees	8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Cash flow Statement	13
Notes to the Financial Statements	14 to 27

West Sussex (Coast and Downs) Methodist Circuit

Trustees Report for the year ending 31st August 2023

1. Preamble

Following the joining together of the former Worthing Methodist Circuit and the South West Sussex United Area, the new West Sussex (Coast and Downs) Methodist Circuit has now been in existence for seven years.

The Circuit comprises 12 Methodist churches (with the former Durrington LEP now being a class of Goring) and 2 Local Ecumenical Partnerships.

2. Objectives and activities

In setting our objectives and planning our activities the Circuit Leadership Team has normally met six times a year and the Circuit Meeting has normally assembled four times a year. Meetings of the Leadership Team and the Circuit are chaired by the Superintendent Presbyter.

Our mission is to share God's love in Jesus Christ through the Holy Spirit in worship, teaching, caring and service. The circuit encourages each local church to engage with its community and to foster links with schools and ecumenical partners and to provide appropriate opportunities for worship and mission. The Circuit Meeting has established a number of groups as part of the outworking of the Circuit Mission Policy. Currently groups focusing on pastoral concerns, evangelism, the use of technology, global and eco concerns, and property matters meet regularly to support and develop these areas of ministry and mission.

3. Achievements and performance

The Circuit has a policy of making grants to ministers and other Circuit members varying from attending retreats, undergoing additional training and participating in conferences. The policy of the Circuit Meeting on grant making is to ensure that all applicants can demonstrate public benefit and show imagination and creativity as well as a perceived need for that for which the grant is being applied.

During the year there were six full time Methodist Presbyters and one URC minister with 75% scoping appointed to the Circuit. They were assisted by a part time lay pastor and seven part time lay employees one of whom acts as the Circuit Administrator. The Circuit also contributes to the cost of a lay employee who is employed by one of the churches.

Two of the Methodist Presbyters retired on 31st August 2022, and a Methodist presbyter and a Methodist probationer presbyter joined the ministerial team on 1st September 2022.

The Circuit Leadership Team has met regularly to review the life and ministry of the Circuit, and has made recommendations to the Circuit Meeting. The Circuit Meeting has also met and expedited the business entrusted to it.

In order to expedite the financial affairs of the Circuit, a meeting of The Finance Committee attended by local Church Treasurers and chaired by the Circuit Superintendent with the Circuit Treasurer and Assistant Treasurer in attendance has met

twice during the year, once by zoom and once in person to review the annual budget, the assessment figures and to examine the Circuit accounts and make recommendations to the Circuit Meeting.

The Circuit Property Committee meets four times a year, two meetings as Property Committee (Manses) dealing specifically with the care of manses and circuit property. This meeting organises the annual inspection of circuit manses together with making the arrangements for quinquennial inspections, makes recommendations to the Circuit Meeting and is chaired by the Superintendent Minister. The Circuit Property Committee also meets twice as Circuit Property Committee (local churches), bringing together those responsible for local church properties to agree quinquennial inspections and to facilitate good practise in caring for properties within the circuit. This meeting is also chaired by the Superintendent Presbyter.

The Circuit Preachers and Worship Leaders Meeting normally meets on a quarterly basis to discharge its business. The Meeting approved the appointment of two new Local Preachers 'On Note', and continues to support the three 'On Trial' preachers. In addition, two new Local Preachers' tutors were appointed during the year. During the year one local preacher was presented with a certificate marking 50 years of service and three Local Preachers were presented with certificates for twenty-five years of service at a Circuit Service.

The Circuit Safeguarding Trainers have met together to plan safeguarding training at Advanced and Foundation levels, and a number of training sessions have been held in different parts of the Circuit. In addition, a Circuit gathering for local church safeguarding officers meets on a twice- yearly basis.

The Circuit had arranged a number of circuit gatherings for worship and fellowship, including a One World- One Family event and an on-line Christmas Communion at midnight on Christmas Eve. The Justice and Peace Group (now renamed One World- One Family) has met throughout the year. The Circuit Action for Children Group met twice during the year. During the course of the year a number of churches in the Circuit have registered to enable them to celebrate 'same-sex' marriages.

The Circuit Ministerial Staff team has met weekly on zoom, and face to face each month.

The November 2022 Statistics for Mission figures indicated that although the Circuit has once again seen a decline in membership, the community role has remained reasonably stable but recovery from the effects of the Coronavirus pandemic has been patchy. There is much to commend within the Circuit. Several local congregations continue to explore new ways of sharing the good news, various mid-week services continue to be held; 'Fresh Expressions' of Church (for example 'Messy Church', 'Breakfast Church', 'Cafe Church' and 'Contemporary Worship') are part of several churches' regular patterns of worship. These fresh expressions of church are being offered and experienced by those who have not previously been part of traditional congregations.

All the churches in the Circuit have been encouraged to engage in refurbishment and renewal projects to further their ministry and mission. To facilitate this programme of renewal grants are made by the Circuit from the Circuit Model Trust Fund. The support of the Circuit Meeting and the District Grants Committee is appreciated by churches pursuing building projects.

The majority of churches in the Circuit are now equipped with multi-media facilities providing the opportunity to use new resources in worship.

The Circuit has continued to support 'Greenways', the Methodist Home in Bognor Regis, despite the absence of regular services following the pandemic.

Plans for future years

Encourage initiatives for mission in the community.

Engage with the connexional Stationing process to provide appropriate levels of ordained staff. The Circuit Invitations Committee has been appointed for this purpose.

Continue to offer opportunities to engage in mission and evangelism training and confidence building through initiatives such as 'Everyone an Evangelist' and Leading your Church into Growth.'

Ensure that all those required to do so should attend appropriate safeguarding and equality, diversity and inclusion training.

1. Financial Review

Income Trends

Circuit income is primarily drawn from the assessment paid by 15 of the churches within the Circuit as, although Durrington LEP became a class of Goring in September 2019, it is assessed independently.

Despite the continuing impact of Covid-19 on income all churches were able to make the assessment payments due.

Monies are also received from the letting of unused properties and from investments.

Expenditure Trends

Stipend and lay employee salary expenditure has increased each financial year in line with conference approved increases.

This year the Circuit Meeting also approved a one off £500 payment to each lay employee to assist with the increase in cost of living and with effect from 22nd September 2022, the lay employee hourly rate was increased to be in line with the Methodist Church policy of paying at least Living Wage.

Approximately 19.35% of expenditure is the Circuit contribution to the District and Connexion of which a significant part is used to fund the work of the wider Methodist Church.

A contribution is also made to URC Mission.

Other major expenditure includes staff expenses, administration costs and manse upkeep including refurbishment.

Fund Balances

During the year the Circuit received a total unrestricted income of £565,623 and dispersed £589,419 which included the return to churches of £50,000 of the surplus from 2021/2022 using the assessment formula from that year. The resulting excess, allowing for the £50,000, was £26,204. The surplus was mainly due to a presbyter terminating his appointment early, some delays in the appointment of new lay employees and a saving on travelling costs. Income from investments was also higher than predicted due to the rise in interest rates.

As at 31st August 2023 the unrestricted free reserves of the Circuit were £329,605.

Plans for 2023/24

Circuit financial plans for the coming year have been prepared on the basis of 7 ordained staff with the anticipated increases in stipend. An allowance has been made for the employment of part time lay employees to assist them. In order to support churches, the Circuit is contributing 4% to assessment and a capping of a maximum 6% increase and 10% decrease has been applied to church contributions. As a result, the increase in assessment being requested from churches has been reduced from 6.5% to an average of 1%.

The Managing Trustees have every reason to believe that the Circuit is a going concern.

1.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment are lodged with the Trustees for Methodist Church Purposes (TMCP). TMCP acts as custodian trustee for all real estate held by Circuits, for all large (over £20K) bequests and for proceeds from the sale of any property formerly owned by the Circuit. These sums are invested in unitised investments or held on deposit. The deposit income mirrors the deposit rates available elsewhere. TMCP funds may only be used for particular purposes and amounted to an investment value of £351,672 at the 31st August 2023.

Short term deposits are lodged directly with the Central Finance Board (CFB) and attract good rates of interest.

1.2 Reserves level and policy

The Circuit maintains a Reserves Policy stipulating that it should hold a minimum sum equivalent to four months' average annual expenditure. In addition, the Circuit maintains an emergency fund for churches facing unexpected large expenditure. £50,000 was redistributed to the Circuit churches in 2022/23 as a result of cost savings during the previous year which resulted in a surplus. Funds amounting to circa £52,000 are designated for removal and relocation, property maintenance, Circuit education and youth etc.

Excluding property, as at 31st August 2023 the unrestricted free reserves of the Circuit totalled £329,605.

The Circuit regularly reviews ways in which it can financially support its churches and expand its mission policy and is currently supporting a project which aims to engage a lay employee at Felpham Church for three years with the emphasis on expanding youth work.

5. Trustees' Responsibilities

For each financial year ending on 31st August, the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently using the accruals method

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

5.1 Risk

The Circuit is largely risk averse.

6. Structure, governance and management

The Circuit is governed by the Methodist Church Act 1976 and the Deed of Union 1932 and was registered with the Charity Commissioners on 24th January 2011.

6.1 Structure

West Sussex (Coast and Downs) Methodist Circuit is part of the South East District of the Methodist Church. As such it is represented on the District Synod which meets twice a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

6.2 Purpose of the Circuit

The primary purpose of West Sussex (Coast and Downs) Methodist Circuit is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider geographical area.

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 the discipline of the Methodist Church, and
b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

6.3 Governance

As part of the Methodist Church the Circuit operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Tavistock Place, London, WC1H 9SF to provide guidance on changes that could affect the Church.

The members of the Circuit Meeting are appointed under the terms of Standing Order 510 of the Constitutional Practice and Discipline of the Methodist Church. The Superintendent is *ex officio* chair of the Circuit Meeting, but may delegate this task to other presbyters in the Circuit. The Circuit Meeting normally meets four times per year and deals with routine and exceptional matters. It oversees the work of the Circuit as a whole.

6.4 Responsibilities of the Circuit Meeting

The responsibilities of the Circuit Meeting and other committees are set out in Standing Order 515 of the Constitutional Practice and Discipline of the Methodist Church.

7. Reference and Administrative Details

7. 1 Name of the Circuit

West Sussex (Coast and Downs) Methodist Circuit

7.2 Charity Registration number

1139998

7.3 Superintendent Minister

The Revd Rosemarie Elaine Gaye Clarke MA

7.4 Names of Managing Trustees

See separate list

7.5 Auditor

Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Approved by:

Circuit Meeting Chair Rosemarie E G Clarke

Circuit Treasurer .....

Circuit Secretary ..... Dated: 5.12.23

West Sussex (Coast and Downs) Methodist Circuit

Membership of the Circuit Meeting June 2023 (Potential membership of 82)

Ex Officio ministers and circuit stewards SO552

Rosemarie Clarke, Daniel Balsdon, Dawn Carn, Ian Couchman, Steven Donnison, Frank Okai-Sam, Helen Higgin-Botham

Bridget Quint, John Bishop, Hilary Colbourn, Christopher Monkton, Mary-Jane Newman, Suzanne Wheatley

SO785(4) supernumeraries who have informed the Superintendent that they wish to be members of the meeting

Anthony Brazier, Nigel Stapley, John Wren, Deacon Phyllis King

Lay pastors (SO 56A) Timothy Cooper

Employees under SO 570 if desired Adam Cook (Lay Employee)

Circuit meeting secretary Wendy Corney

Secretary of the Local Preachers' Meeting

From each local church a church steward and the treasurer plus up to 2 representatives plus an extra representative for churches with membership of over 200.

Hazel Denman, Deborah Dean, Anita Hayward
Penelope Ellison, Deborah Mabbitt, Julia Sutton, Doreen Field
Michael Taylor, Malcolm Lindo, Pamela North, Margaret Hatton
Carolyn Moon, Joan Kemish, Janice Davis, Linda Leaney
Lesley Barnes, Hugh Bond
Christopher Azarro, Pauline Chaloner
Michael Powell, Joy Barnes, Alison Wright
Robert Slatter, Elizabeth Slatter, Susan Bingham,
David Dixon, Janice Walter,
Margaret Bedwell, Jacqueline Gillespie, Julian Batstone
Philip Webb, , Rosemary Dixon, Pamela Couchman
Linda Croft, Elizabeth Hall, Catherine Evans
Shelagh Morgan, Robert Gamble, Marilyn Hopwood, Brian Kelley
Kenneth Jones,

Two representatives from LP meeting

Other members of the meeting (number here not to exceed representatives from churches)

David Taylor (Assistant Treasurer) David Barnes (Circuit Property)
Geoffrey Trueman (Action for Children)

Opinion
We have audited the financial statements of the West Sussex (Coast and Downs) Circuit (the 'charity') for the year ended 31st August 2023 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charity's affairs as at 31st August 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception
We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:
- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees
As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of trustees
In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is listed below:

- enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- reviewing minutes of meetings of those charged with governance;
- receiving financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- auditing the risk of management override of controls including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report
This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sheen Stickland

Sheen Stickland
Chartered Accountants
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 5/11/23

West Sussex (Coast and Downs) Methodist Circuit Circuit No 36/08

Statement of Financial Activities (SOFA) for the year ended 31 August 2023

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Restricted Funds	Endowment Funds	Total 2022-23	Total 2021-22
		£	£	£	£	£	£
Income							
1 Donations and legacies	4	-	-	-	-	0	150
2 Income from monetary investments		14,216	11,133	-	-	25,349	4,348
3 Income from properties	5	60,087	-	-	-	60,087	67,384
4 Assessments on Churches	6	491,320	-	-	-	491,320	488,308
5 Capital Receipts		-	-	-	-	0	0
6 Grants received	7	-	-	-	-	0	0
7 Other charitable activities		-	-	-	-	0	0
8 **Total from charitable activities**		565,623	11,133	-	-	576,756	560,190
9 Other Income	8	-	-	-	-	0	0
10 **Total income and endowments**		565,623	11,133	-	-	576,756	560,190
Expenditure							
11 Grants and donations	9	-	71,000	-	-	71,000	35,000
12 Salaries and associated costs	10	352,970	-	-	-	352,970	331,425
13 Property maintenance	11	55,203	11,195	-	-	66,398	106,058
14 Connexional assessment	12	80,521	-	-	-	80,521	85,014
15 District Assessment & Levy	12	23,830	-	-	-	23,830	23,418
16 Depreciation		-	-	-	-	0	0
17 Office expenses	13	2,067	-	-	-	2,067	2,543
18 Other outgoings	14	74,828	15,119	-	-	89,947	97,835
19 **Total charitable expenditure**		589,419	97,314	-	-	686,733	681,293
20 Gains/(losses) on monetary investments		-	- 1,318		-	-1,318	- 2,080
21 Gains/(losses) on investment properties		-	-	-	-	0	
22 **Net income/(expenditure)**		- 23,796	- 87,499	-	-	-111,295	-123,183
23 Transfers between funds	15	-	-	-	-	0	0
24 Other gains/losses (Property)		1,186,949	-	-	-	1,186,949	526,049
25 **Net movement in funds**		1,163,153	- 87,499	-		1,075,654	402,866
26 Total funds brought forward		7,392,035	368,171	2,781		7,762,987	7,360,121
27 Total funds carried forward		8,555,188	280,672	2,781	-	8,838,641	7,762,987

West Sussex (Coast and Downs) Methodist Circuit **Circuit No 36/08**

Balance Sheet as at 31 August 2023

	Notes to the Accounts	General Fund (Unrestricted) £	Circuit Model Trusts (Unrestricted) £	Restricted Funds £	Endowment Funds £	Totals 2023 £	Totals 2022 £
Fixed Assets							
Circuit Property & Equipment	BS1	8,225,583				8,225,583	7,038,634
Investment properties						0	0
Investments						0	0
Total fixed assets		8,225,583	0	0	0	8,225,583	7,038,634
Current Assets							
Debtors and Prepayments	BS2	21,873				21,873	22,470
Loans by the Circuit	BS2	2,000				2,000	3,000
Investments with TMCP	BS3		351,672			351,672	368,171
Central Finance Board Deposits	BS4	481,445				481,445	501,618
Cash at Bank and in hand	BS4	12,376		2,781		15,157	11,254
Total current assets		517,694	351,672	2,781	0	872,147	906,513
Current liabilities							
Creditors and Accruals (due in under 1 yr)	BS5	188,089				188,089	182,160
Grants payable within 2023-24	BS6		47,000			47,000	0
Total current liabilities		188,089	47,000	0	0	235,089	182,160
Net current assets/liabilities		329,605	304,672	2,781	0	637,058	724,353
Total assets less current liabilities		8,555,188	304,672	2,781	0	8,862,641	7,762,987
Long term liabilities (due after more than one year)							
Grants payable from 2024-25	BS7		24,000			24,000	0
Loans to the Circuit						0	0
						0	0
Net assets		8,555,188	280,672	2,781	0	8,838,641	7,762,987
Funds of the Circuit							
General Fund (Unrestricted)	BS8	8,555,188				8,555,188	7,392,035
Circuit Model Trust Fund (Unrestricted)	BS9		280,672			280,672	368,171
Total Unrestricted Funds						8,835,860	7,760,206
Restricted Funds	BS10			2,781		2,781	2,781
Endowment Funds	BS10				0	0	0
Total Funds		8,555,188	280,672	2,781	0	8,838,641	7,762,987

The financial statements were approved by the board of trustees on 5.12.23 and were signed on its behalf by:

Rosemarie E.G. Clarke ..... Circuit Meeting Chair

..... Circuit Treasurer

..... Circuit Secretary

West Sussex (Coast and Downs) Methodist Circuit **Circuit No 36/08**

Cash flow statement for the year ended 31 August 2023

	2023	2022
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	(118,205)	(200,172)
Cash flows from investing activities:		
Dividends,interest and rents from investments	85,436	71,732
Disposal of property, plant and equipment	-	-
Net cash provided by (used in) investing activities	**(32,769)**	**(128,440)**
Change in cash and cash equivalents in the reporting period	**(32,769)**	**(128,440)**
Cash and cash equivalents at the beginning of the reporting period	881,043	1,009,483
Cash and cash equivalents at the end of the reporting period	**848,274**	**881,043**
Net income / (expenditure) for the reporting period	(111,295)	(123,183)
Adjustments for:		
Dividends, interest and rents from investments	(85,436)	(71,732)
Decrease / (increase) in debtors	1,597	(4,268)
Increase / (decrease) in creditors	76,929	(989)
Net cash used in operating activities	**(118,205)**	**(200,172)**

	2023	2022
Analysis of cash and cash equivalents	**£**	**£**
Investments with TMCP	351,672	368,171
Central Finance Board Deposits	481,445	501,618
Cash at Bank and in hand	15,157	11,254
Total cash and cash equivalents	**848,274**	**881,043**

Year ended 31 August 2023

Notes to the Accounts

Basis of accounting and accounting policies

i Accounting standard

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) – (Charities SORP (FRS 102)).*

ii Public benefit entity

The West Sussex (Coast and Downs) Methodist Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s) below.

iii Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

iv Content

The financial information presented is relevant, reliable, comparable and complete. Where estimates are used these are based on experience, research and judgement. The accounts are expressed in £Sterling, rounded to the nearest pound.

v FRS102 & THE CHARITIES SORP (FRS 102)

This is the seventh year that the FRS102 SORP 2015 has applied to the Circuit's accounts. These accounts are compliant with FRS102 (March 2018) and with the Charities SORP (FRS102) (second edition-October 2019). The accounts have been prepared in accordance with applicable charity law in England this being the Charities Act 2011 and the Charities Accounting and Reporting Regulations 2008. In accordance with Regulation 8(4) (d) of the Regulations the charity trustees have departed from the requirement of Regulation 8(5) by following the Charities SORP (FRS102) (second edition-October 2019) to the extent necessary to give a true and fair view in the circumstances.

vi Going concern

Based on the monetary assets and human resources available at 31 August 2023, the trustees believe that the Circuit is a going concern.

vii Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the Churches within the Circuit but has no legal or operational control of those Churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of Churches within the Circuit are not consolidated into these financial statements.

Year ended 31 August 2023

Notes to the Accounts

viii Income recognition

Income is brought into account when there is entitlement and it is more likely than not that the economic benefit of the income will be forthcoming.

No attempt is made to measure the value of services donated by volunteers.

Individual amounts categorised as *"other income"* in the SOFA will be shown separately if they are considered material.

The Circuit acts as agent in two matters:

- the collection from Churches and payment over of their contributions to various Funds controlled and administered by The Methodist Church – "Connexional Funds"
- the administration (application, collection and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the Connexion or Churches as appropriate.

The time of volunteers is not recognised. Further information on this matter is provided in the Trustees' Annual Report. If goods are donated, a value will be shown in the SOFA or Notes where the value is considered material.

ix Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable and it is considered more likely than not that there will be outflow of economic benefit.

x Grants

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant without performance conditions.

xi VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

xii Tangible fixed assets

Tangible fixed assets for use by the Circuit are capitalised if they can be used for more than one year and individually cost at least £1,000.

The freehold property is shown in the accounts at a reinstatement value provided at 25th December each year. The reinstatement value of Manses has been based on a cost provided by the Quinquennial Surveyor from time to time and adjusted annually by Methodist Insurance using indexation. Other freehold properties will in many cases have been the subject of a valuation prepared by a Methodist Insurance valuer and indexed as above. No depreciation is provided because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the buildings component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for Church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees for the property.

Year ended 31 August 2023

Notes to the Accounts

xiii (a) Monetary Investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as custodian trustees. The valuations, at market value, are those provided by TMCP.

xiii (b) Property

From time to time the Circuit may hold residential property (formerly manses) which is surplus to its current staffing requirements. Where this is the case, the property is let at market rates on a six-month tenancy agreement unless there is a compelling reason not to do so in furtherance of the Circuit's charitable objectives.

When worship ceased at Cornerstone Methodist Church on 31st July 2015 and the Church Council was dissolved on 31st August 2015, the associated properties were transferred to Worthing Methodist Circuit in accordance with the resolution passed by the Church Council and unanimously approved by the Circuit trustees at the Circuit Meeting of 16th June 2015.

Sale of the buildings comprising the former Cornerstone church was completed on 14th March 2018.The property known as Cornerstone Hall is included in the assets passed to the Circuit and is occupied under licence by The New Montessori Pre-School.

xiv Receivables and Payables; Bank and Cash (Basic Financial Instruments)

Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit. Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

xv Methodist Connexional Funds

The Methodist Church Connexion raises assessments against Circuits and these are paid quarterly to their Districts. The Circuits raise assessments against Churches in the Circuit. The District quarterly remits to The Methodist Church Fund most of the sum received from Churches with a small sum being retained by District to meet its own costs. The Circuit may act as an agent for *ad hoc* collections for various funds controlled and administered by the Methodist Church.

xvi Endowment Funds

Where the Circuit holds money that may not be spent and must be retained (as capital) to generate an income the money or assets to be retained are classified as an Endowment Fund. The capital will be shown in the balance sheet in the column for Endowment Funds. The income may be restricted or unrestricted depending on the terms of the endowment.

Year ended 31 August 2023

Notes to the Accounts

xvii Ministers' manse costs

The Circuit is required to provide residential accommodation for each minister in the Circuit and their families. The Circuit bears the cost of repairs, maintenance, buildings insurance, Council Tax and water charges. These figures are not separately disclosed as benefits in kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

xviii Pension Costs and Other Post-Retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Year ended 31 August 2023

Notes to the Accounts

2. Glossary of terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provides investment advice to those entities

Church: a group of members from fewer than 10 to more than 200

Circuit: a group of Methodist Churches near each other, typically between 10 and 30

Circuit Meeting: The trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or their local Church

CLT (Circuit Leadership Team): A group (comprising mostly but not exclusively) of Circuit trustees responsible for the day- to- day administration and policy formulation of the Circuit. Generally, the CLT comprises the Presbyters and Deacons stationed within the Circuit, the Circuit Stewards and others by virtue of the role they undertake for the Circuit.

CMTF: Circuit Model Trust Fund

Connexion: The Methodist Church in GB which includes the Head Office at Methodist Church House, all Methodist Districts, Circuits and Churches in Great Britain

District: a group of contiguous Circuits, usually between 15 and 30

DAF: District Advance Fund

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on generally accepted employment terms

MCF: Methodist Church Fund

NEST: The National Employment Savings Trust, the organisation through which the Circuit arranges a pension scheme for its Lay Employees

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

TMCP: Trustees for Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including Legacies, Endowments and Accumulated Funds

Year ended 31 August 2023

Notes to the Accounts

3. Merger of Accounts and Change of Name

A resolution was passed at the Circuit Meeting of 13 June 2016 stating that:
"With effect from 1 September 2016, a new Circuit will be created which comprises the Churches in the current Worthing Circuit and the Methodist Churches and two Single Congregational LEPs in the current South West Sussex United Area".
South West Sussex United Area was dissolved with the Charity Commission on 14 June 2017.
As a result, the accounts of the South West Sussex United Area were brought into the accounts of Worthing Methodist Circuit during the financial year 2016/2017 and the necessary adjustments made.
On the 1st September 2017 the newly formed Circuit changed its name to West Sussex (Coast and Downs) Methodist Circuit and all necessary amendments were made.

4. Donations and Legacies

No donations or legacies were received this year for general use.

5. Income from Property

Cornerstone Hall	£13,192	Less Costs	£ 0		
Murray Road	£12,500		£ 1,260		
Roundle Avenue	£18,360		£ 2,423		
Storrington	£16,035		£ 2,653		
	£60,087		£ 6,336	**NET INCOME**	**£53,751**

6. Assessments on Churches

For the purposes of Assessment, the Circuit this year comprises of 15 Churches and each is assessed for a contribution to meet the overall net costs of the Circuit.
At the Circuit Meeting of 11thSeptember 2019 it was reported that the Methodist Synod, the Baptist equivalent and the URC had given approval for Durrington to cease as an LEP and become a class of Goring as a result of which they were be brought into the assessment process with effect from the financial year 2020 to 2021.
In making its Assessment, budgeted income from investment income (including property letting) is taken into account.
In this financial year Assessment on the Churches was calculated using a formula based on 50% membership and 50% income with increases in contributions capped at 8%.
Assessments are paid quarterly or monthly in advance.

Year ended 31 August 2023

Notes to the Accounts

6. Assessment on Churches Continued

Church	2023	2022
Bognor Regis	21,140	24,044
Chichester	59,916	59,372
Durrington	4,128	3,824
Felpham	37,304	36,260
Goring	40,348	38,968
Lancing	21,696	20,788
Littlehampton	20,532	19,012
Offington	83,728	80,624
Rustington	75,028	76,448
Selsey	13,176	12,204
Shoreham	20,928	21,552
Southwick	52,220	51,036
Steyning	10,080	10,216
Storrington	21,904	25,440
Westergate	9,192	8,520
TOTAL	**£491,320**	**£488,308**

7. Grants Income

This year the Circuit received no grants.

8. Other Income

This year the Circuit received no other income.

9. Grants and Donations

This year the Circuit approved a grant of £36,000 payable in equal amounts over 3 years to support a pioneer lay employee post at Felpham Church and £35,000 towards the installation of a soft play area at Offington Park Church.

10. Salaries and Associated Costs

At 1st September 2022 stipends and associated expenses were paid to six Methodist presbyters and one URC minister on a 75% stipend. The URC minister appointed to Littlehampton on a 25% stipend vacated his pastorate on 14th October 2022.

At 1st September 2022, 7 part time lay employees and a pastor responsible for Selsey Church were employed.

The Circuit also made a contribution towards the costs of the lay employee contracted to Rustington.

	2023	2022
Methodist Stipends (including NI & Pension)	225,280	216,116
URC Ministry & Mission	40,152	48,680
Lay Employees	66,407	49,084
Expenses - Post Stationery etc.	977	843
Expenses - Telephone and Broadband	6,422	4,446
Expenses - Travel	13,732	12,256
TOTAL	**£352,970**	**£331,425**

Year ended 31 August 2023

Notes to the Accounts

10. Salaries and Associated Costs Continued

Pensions

Most ordained presbyters and deacons are members of the relevant pension scheme.
Lay employees have the option of joining a pension scheme which the Circuit has arranged with NEST.
In the case of Lay Employees, contribution levels have been set at 6% of gross salary for both employer and employee.
The Circuit as employer contributes to the pensions of those employees earning in excess of the Lower Earnings Limit used for Automatic Enrolment.

11. Property Maintenance

The Circuit is Managing Trustee for 10 manses, Lyndhurst Road Methodist Church and Cornerstone Hall.
6 manses were permanently occupied during this financial year by ministers stationed in the Circuit and the Circuit is responsible for the payment of Council Tax, Water Rates, telephone and broadband (with ministers making a contribution) and insurance.
In addition, the Beth Salem, Chichester manse was occupied by a URC minister with the Circuit being responsible for 75% of Council Tax, Water Rates, telephone and broadband (with the minister making a contribution) and insurance.
The Circuit was also responsible for a third of the costs relating to the URC minister in charge of Littlehampton LEP until he vacated his pastorate on 14th October 2022.
Lyndhurst Road is on a 25-year lease to West Sussex County Council. Maintenance is overseen by the Circuit Managing Trustees but West Sussex County Council are responsible for the payment of all costs.
Cornerstone Hall is occupied under licence by the New Montessori Pre-School with them reimbursing gas, electricity and water charges to the Circuit. Rent is payable monthly in advance and is normally amended annually in line with the June Retail Price Index with effect from 1st September. Due to unusual cost of living rises, on 1st September 2022 an increase of 4% was agreed instead.
During the year the New Montessori Pre-School also requested a rent holiday and an agreement was signed on 31st March 2023 detailing that with effect from 1st April 2023 for a period of six months ending September 2023 the licence fee would be subject to a rent holiday of 100%, the resulting arrears of £10,635 to be paid during the period 1st September 2024 to 31st August 2025.
Since signing the agreement, the New Montessori Pre-School have notified the Circuit of their intention to repay the arrears earlier than originally agreed with the first monthly payment of £886.25 being made on 1st September 2023.
Of the remaining 3 properties, Murray Road Selsey, Southdown Way Storrington and Roundle Avenue Bognor Regis are let on I year tenancy agreements.
The cost of ongoing maintenance and improvements are the responsibility of the Circuit except in the case of Lyndhurst Road where financial responsibility belongs to West Sussex County Council.
As the URC have a 24.23% share in the Beth Salem, Chichester manse they have a proportionate responsibility for the cost of any capital works carried out on the property.
At 1st September 2022 the Circuit was responsible for one third of costs at 24, The Plantation, Worthing as Littlehampton LEP's minister is shared with two other URC churches. During the period of the ministries the Circuit was proportionately responsible for minor maintenance but major repairs were the responsibility of the URC as they own the property. These arrangements terminated when the minister vacated his pastorate on 14th October 2022.

Year ended 31 August 2023

Notes to the Accounts

11. Property Maintenance Continued

This year an amount of £22,000 was included in Assessment for maintenance and improvements with the under spend of £4,106 being transferred to the Property Provision Fund at the end of the financial year.

It is usual Circuit policy to make application to the Circuit Model Trust Fund for money to be released for the payment of major works/refurbishment.
During this financial year the following applications have been made:

Property and Project	Amount
Replacement Boiler at Southwick Manse	2,459
Replacement Boiler at Cornerstone Hall	5,600
Refurbishment of Ensuite Shower at Bognor Manse	3,100
TOTAL	**£11,159**

West Sussex (Coast and Downs) Methodist Circuit	2023	2022
Council Tax	18,375	19,014
Insurance	8,813	7,443
Letting Costs	6,336	6,058
Maintenance	17,894	24,999
Quinquennials	200	1,400
Water Rates	3,585	3,504
TOTAL	**£55,203**	**£62,418**
Less Property Provision Transfer	-	-£13,999
TOTAL	**£55,203**	**£48,419**

12. Connexional and District Assessments

The Assessments are calculated relative to the proportion of church members, ministers and lay workers and are payable to the District quarterly in advance.

13. Office Expenses

	2023	2022
Plans and Publications	685	963
Postage Print and Stationery	692	1,038
Telephone and Website	690	542
TOTAL	**£2,067**	**£2,543**

Year ended 31 August 2023

Notes to the Accounts

14. Other Outgoings

General Fund

	2023	2022
Audit Fee/Accountancy	5,098	4,889
Bank Charges	60	123
Central Payroll	576	576
Land Registration Fees	6,099	
Local Preachers	120	64
Miscellaneous	1,217	1499
Supernumeraries	5,178	4351
Training	1,508	936
Contingency Transfers *	4,406	5000
Transfers to Churches **	50,000	55,000
Travel	566	974
TOTAL	**£74,828**	**£73,412**

		2023	2022
* One World – One Family	Annual Provision	300	0
* Property Provision	Annual Under Spend	4,106	0
* Removal and Relocation	Annual Provision	0	5,000
TOTAL		**£4,406**	**£5,000**

It was reported at the Circuit Meeting 16.6.22 that the Justice and Peace Group had changed their name to One World – One Family

** £50,000 of the surplus from the financial year ending 31st August 2022 was returned to churches using the same formula as was used to calculate assessment in that year.

	2023	2022
Bognor	2,462	2,692
Chichester	6,079	6,585
Durrington	392	517
Felpham	3,713	3,940
Goring	3,990	4,216
Lancing	2,129	2,427
Littlehampton	1,946	2,141
Offington	8,255	9,040
Rustington	7,828	8,353
Selsey	1,250	1,356
Shoreham	2,206	2,449
Southwick	5,226	6,169
Steyning	1,046	1,147
Storrington	2,605	3003
Westergate	873	965
TOTAL	**£50,000**	**£55,000**

Year ended 31 August 2023

Notes to the Accounts

Payments to Trustees

It is Circuit policy to offer to reimburse Circuit Trustees for expenditure properly incurred in carrying out their duties. The Trustees are not employees of the Circuit.
Payments have been made to 4 Trustees totalling £491. (2022: 6 Trustees totalling £1,600).

TMCP

During the year the Circuit paid TMCP, the custodians of the Circuit's investments:

Administration Charges

	2023	2022
Circuit Model Trust Fund 10250	867	1,206
Circuit Various Bequests Fund 21326	182	182
Doris Brazier Bequest Fund 16673	0	6
TOTAL	**£1,049**	**£ 1,394**

Circuit/District Payment

	2023	2022
Circuit Model Trust Fund 10250	**£14,070**	**£22,999**

15. Transfers

No transfers were made during the year

BS1 Property

Properties are shown in the accounts at their insurance valuation.

Valuations are reviewed annually by Methodist Insurance.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT	31st August 2023		31st August 2022
4 Gorse Avenue, Worthing	561,148		474,340
24 Ashurst Drive, Goring	490,774		414,852
13 Southdown Way, Storrington	428,022		361,808
The Finches, Elm Grove, Lancing	481,268		406,817
Manor Road, Southwick	364,535		308,142
4 Roundle Avenue, Bognor Regis	529,533		447,615
Aldersgate, Murray Road, Selsey	460,470		389,236
60 Westlands, Rustington	665,463		562,517
Beth Salem, The Drive, Chichester	821,905		694,758
28 Kyoto Court, Bognor Regis	605,343		511,698
Cornerstone Hall, Worthing	1,236,786		1,083,008
Lyndhurst Road, Worthing	1,580,336		1,383,843
TOTAL	**£8,225,583**		**£7,038,634**

Year ended 31 August 2023

Notes to the Accounts

BS2 Debtors and Prepayments

Sums shown as Debtors and Paid in Advance at 1 September 2022 have been brought into the accounts during 2022/23.
Similarly, it is expected that payments in advance at 1st September 2023 will be expensed in 2023/24.

DEBTORS	2023	2022
Credit Owed re BT incorrect charging	41	0
Reimbursement re Travel Expenses	261	0
1st Monthly Repayment re Rent Holiday	886	0
TOTAL	**£1,188**	**£0**

PREPAYMENTS	2023	2022
Insurance	3,651	3,039
Insurance re Littlehampton Minister's Manse	0	194
Agents Fee re Southdown Way	189	0
Tenancy Deposit Scheme Fee	6	0
Methodist Stipends	16,777	18,686
Methodist Stipend Apprenticeship Levy	62	68
Council Tax re Littlehampton Minister's Manse	0	483
TOTAL	**£20,685**	**£22,470**

LOANS TO CHURCHES	2023	2022
Loan to Shoreham for Roof Repair *	0	3,000
Loan to Bognor for Roof Repair	2,000	0
TOTAL	**£2,000**	**£3,000**

	2023	2022
DEBTORS AND PREPAYMENTS GRAND TOTAL	**£23,873**	**£25,470**

* The loan to Shoreham was repaid on 22nd February 2023.

BS3 Trustees for Methodist Church Purposes

The funds that support the Circuit Model Trust, Various Bequests and the Doris Brazier Bequest Permanent Endowment are held by TMCP in CFB Managed Mixed Funds and/or Trustees Interest Funds with dividends and interest credited to the accounts each month.
These are regarded as medium and long term investments.
TMCP is the legal owner and custodian trustee of all Methodist model trust property, including legacies, endowments and accumulated funds. Trust property is held for and on behalf of local managing trustees who are responsible for the day to day management of trust property.
TMPC ensure that, through providing guidance and acting under their direction, the managing Trustees comply with charity law and Methodist law and policy as determined by the Methodist Conference.

TMCP	Trust Number	CFB Managed Mixed Fund		Trustees Interest Fund	
		2023	2022	2023	2022
Model Trust Fund	10250	29,716	31,034	256,178	273,228
Various Bequests	21326	-	-	65,778	63,909
TOTAL		**£29,716**	**£31,034**	**£321,956**	**£337,137**

Year ended 31 August 2023

Notes to the Accounts

BS4 Central Finance Board (CFB) and Bank Balances

Monies are held at the Central Finance Board of the Methodist Church in two accounts named West Sussex (Coast and Downs) Circuit and West Sussex (Coast and Downs) Circuit 2 a/c* with interest being received monthly.
* Approval was sought at the Circuit Meeting held on 12th December 2018 to change the name of the former Cornerstone Methodist Church Worthing account.

West Sussex (Coast and Downs) Methodist Circuit hold a Cash account with CAF Bank the monthly fee for which is £5.
A fee of £0.50 is chargeable for each cheque issued.
Monthly interest is also received on the account.
The funds in all these accounts are available on demand without charges or loss of interest.

The Circuit holds an instant access Standard Deposit account with Methodist Chapel Aid with interest being received into the General Fund half-yearly.

BS5 Current Liabilities, Creditors, Accruals and Income in Advance

All sums accrued at 31 August 2022 were paid during the year to 31 August 2023.
It is expected that all sums accrued at 31st August 2022 will be paid during the year to 31st August 2023.

CURRENT LIABILITIES	2023	2022
Circuit Education and Youth	180	180
One World – One Family (Formerly Justice and Peace)	1,077	794
Property Provision	41,088	36,434
Removal and Relocation Fund	9,994	10,846
TOTAL	**£52,339**	**£48,254**

CREDITORS AND ACCRUALS	2023	2022
Audit Fee	4,620	4,440
Audit Letter Charge	0	14
Blake Morgan Invoice	4,299	0
Blake Morgan Outstanding Work	1,800	0
BT Lancing Bill	0	69
BT Offington Bill	0	66
Circuit BBQ Costs	20	0
Outstanding Work at Offington Manse	0	1,550
Outstanding Work at Goring Manse	0	7,800
Outstanding Work at Goring Manse	0	2,313
Outstanding Work at Rustington Manse	0	400
Paine Manwaring Invoice	0	108
S Harmour Invoice	1,440	0
T Knight Invoice	480	0
TOTAL	**£12,659**	**£16,760**

Year ended 31 August 2023

Notes to the Accounts

BS5 Current Liabilities, Creditors, Accruals and Income in Advance Continued

INCOME IN ADVANCE	2023	2022
Assessments in Advance	121,741	117,146
Rent re Southdown Way	1,350	0
TOTAL	**£123,091**	**£117,146**

	2023	2022
GRAND TOTAL	**£188,089**	**£182,160**

BS6 Grants Payable Within 2023-24

The Circuit has approved a grant of £36,000 to Felpham Church to support a pioneer lay employee post, the first £12,000 of which is payable in the first year.
£35,000 has also been approved towards the installation of a soft play area at Offington Park Church.

BS7 Grants Payable From 2024-25

The remaining two payments of £12,000 approved by the circuit to support a pioneer lay employee at Felpham Church are due to be paid in years two and three of the project.

BS8 General Fund

The purpose of the fund is for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit and which have not been designated for other purposes.

BS9 Circuit Model Trust

The purposes of the funds are for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit. Their main source of income is legacies and formulaically determined contributions from the sale of manses and church buildings in the Circuit.
Although these are technically Unrestricted Funds under the control of the Circuit Meeting, prior approval is still required to utilise them. Methodist Standing Orders 930, 931 and 917(2) are applicable.

BS10 Restricted and Endowment Funds

£2,781 is held as restricted funds to be used for acts of benevolence at the discretion of the Circuit Superintendent.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT

England & Wales - Charity number 1139998

Accounts

REGISTERED CHARITY NUMBER: 1139998

Report of the Trustees and

Audited Financial Statements for the Year Ended 31st August 2022

For

West Sussex (Coast and Downs) Methodist Circuit

Contents	Page
Contents	1
Report of the Trustees	2 to 7
Names of Managing Trustees	8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Cash flow Statement	13
Notes to the Financial Statements	14 to 26

West Sussex (Coast and Downs) Methodist Circuit

Trustees Report for the year ending 31st August 2022

1. Preamble

Following the joining together of the former Worthing Methodist Circuit and the South West Sussex United Area, the new West Sussex (Coast and Downs) Methodist Circuit has now been in existence for six years.

The Circuit comprises 12 Methodist churches (with the former Durrington LEP now being a class of Goring) and 2 Local Ecumenical Partnerships.

2. Objectives and activities

In setting our objectives and planning our activities the Circuit Leadership Team has normally met four times a year and the Circuit Meeting has normally assembled four times a year. From September 2021 – August 2022 the Circuit Leadership Team has met more frequently via Zoom at intervals of approximately six weeks. The Circuit Meeting has now resumed face to face meetings. Meetings of the Leadership Team and the Circuit are chaired by the Superintendent Presbyter.

Our mission is to share God's love in Jesus Christ through the Holy Spirit in worship, teaching, caring and service. The circuit encourages each local church to engage with its community and to foster links with schools and ecumenical partners and to provide appropriate opportunities for worship and mission. The Circuit Meeting has established a Circuit Mission Policy Group to consider the Mission Policy Statement and to suggest ways of developing the Circuit's mission and ministry outreach. The Group has met at regular intervals, and presented a Policy Document to the Circuit Meeting which was endorsed. The Circuit Stewards have taken responsibility for each of the sections of the document and groups are scheduled to meet prior to September 2022.

3. Achievements and performance

The Circuit has a policy of making grants to ministers and other Circuit members varying from attending retreats, undergoing additional training and participating in conferences. The policy of the Circuit Meeting on grant making is to ensure that all applicants can demonstrate public benefit and show imagination and creativity as well as a perceived need for that for which the grant is being applied.

During the year there were six full time Methodist Presbyters, one URC minister with 75% scoping and one URC minister with 25% scoping appointed to the Circuit. They were assisted by a part time pastor and six part time lay employees one of whom acts as the Circuit Administrator. The Circuit also contributes to the cost of a lay employee who is employed by one of the churches.

Two of the Methodist Presbyters retired on 31st August 2022.

The Circuit Leadership Team has met regularly to review the life and ministry of the Circuit, and has made recommendations to the Circuit Meeting. The Circuit Meeting has also met and expedited the business entrusted to it, which has included a meeting specifically to approve the annual accounts.

During the course of the year the churches in the Circuit began to resume face to face meetings for worship, as government restrictions allowed. A number of churches have experimented with 'live streamed' or recorded services for those members and friends who could not attend. In addition, a number of churches continued to send out printed worship material and regular letters to those members and friends without internet access.

In order to expedite the financial affairs of the Circuit, a meeting of The Finance Committee attended by local Church Treasurers and chaired by the Circuit Superintendent with the Circuit Treasurer and Assistant Treasurer in attendance has met twice during the year by zoom to review the annual budget, the assessment figures and to examine the Circuit accounts and make recommendations to the Circuit Meeting. An extraordinary meeting was also held face to face in order to discuss the contribution to the Pension Reserve Fund recommended by Conference.

In order to improve management of circuit and local church properties the Circuit Property Committee has changed its format; within the course of a year there have been two meetings of the Property Committee (Manses) dealing specifically with the care of manses and circuit property. This meeting organises the annual inspection of circuit manses together with making the arrangements for quinquennial inspections and makes recommendations to the Circuit Meeting. This meeting is chaired by the Superintendent Minister. In addition, the Circuit Property Committee (local churches) has met twice, bringing together those responsible for local church properties to agree quinquennial inspections and to facilitate good practise in caring for properties within the circuit. In the course of 2021/2022 these meetings have been held via Zoom and face to face. This meeting is also chaired by the Superintendent Presbyter.

The Circuit Preachers and Worship Leaders Meeting normally meets on a quarterly basis to discharge its business and this year meetings have been resumed. The Circuit Meeting approved the appointment of a new Local Preacher On Note who during the course of the year was approved by the Circuit Meeting as a Local Preacher On Trial and he joins the other two On Trial preachers.

The Circuit has appointed two tutors to the training course to work with the co-ordinator of Worship Leader training.

The Circuit Safeguarding Trainers have met together to plan safeguarding training at Advanced, Foundation and Refresher levels, and a number of training sessions have been held in different parts of the Circuit. In addition, a Circuit gathering for local church safeguarding officers has begun on a twice yearly basis.

The Revd Dr. Frank Okai-Sam and Miss Bridget Quint have led Equality and Diversity training sessions for members of the Circuit Invitations Committee, the Circuit Meeting and some Church Councils. Further training will be offered in the year 2022/2023.

The Circuit had arranged a number of circuit gatherings for worship and fellowship, some of which were held physically and others were held on line. The Justice and Peace Group has met throughout the year either by Zoom or face to face. The Circuit Action for Children Group met for the first time following the pandemic in June 2022. During the course of the year a number of churches in the Circuit have held conversations on the Methodist Conference report 'God in Love United Us' and have also voted on the Conference resolutions.

The Circuit Ministerial Staff team has met bi-monthly during the year for fellowship and business both by Zoom and face to face.

The November 2021 Statistics for Mission figures indicated that although the Circuit has once again seen a decline in membership, the community role has remained reasonably stable. There is much to commend within the Circuit. Several local congregations continue to explore new ways of sharing the good news, various mid-week services have been held via Zoom and are growing; 'Fresh Expressions' of Church (for example 'Breakfast Church', 'Cafe Church' and 'Contemporary Worship') are part of several churches' regular patterns of worship and churches have experimented with various media platforms to continue these services. 'Messy Church' has become an important part of the life of a number of churches in the Circuit and new families have been drawn into these churches. These fresh expressions of church are being offered and experienced by those who have not previously been part of traditional congregations. Following the outbreak of the Covid-19 Pandemic churches have been extremely creative in continuing to provide opportunities for worship and fellowship. Services and other gatherings have been held via Zoom and YouTube; resources for worship have been emailed to church members and friends or posted to those without internet access. Local Church pastoral committee secretaries and pastoral visitors have been assiduous in maintaining contact with church members.

All the churches in the Circuit have been encouraged to engage in refurbishment and renewal projects to further their ministry and mission. To facilitate this programme of renewal grants are made by the Circuit from the Circuit Model Trust Fund. The support of the Circuit Meeting and the District Grants Committee is appreciated by churches pursuing building projects.

As the majority of churches in the Circuit are now equipped with multi-media facilities the Circuit has previously organised training events to encourage both the Ministerial Staff and Local Preachers to use this equipment to enhance the worship experience for their congregations.

The Circuit continues to support 'Greenways', the Methodist Home in Bognor Regis although regular Sunday Services in the home are still suspended due to continuing concerns about the pandemic.

Plans for future years

Encourage initiatives for mission in the community.

Engage with the connexional Stationing process to provide appropriate levels of ordained staff. The Circuit Invitations Committee has been appointed for this purpose.

Establish a new Circuit Strategy for Mission. The June 2022 Circuit Meeting agreed to the plans for Mission outlined by the Circuit Leadership Team as the successor to the Mission Policy planning group.

Ensure that all those required to do so should attend appropriate safeguarding training.

4. Financial Review

Income Trends

Circuit income is primarily drawn from the assessment paid by 15 of the churches within the Circuit as, although Durrington LEP became a class of Goring in September 2019, it is assessed independently.

Despite the impact of Covid-19 on income all churches were able to make the assessment payments due.

Monies are also received from the letting of unused properties and from investments.

Expenditure Trends

Stipend expenditure has increased each financial year in line with conference approved increases.

Approximately 21.3% of expenditure is the Circuit contribution to the District and Connexion of which a significant part is used to fund the work of the wider Methodist Church.

A contribution is also made to URC Mission.

Other major expenditure includes lay employees' salaries and staff expenses, administration costs and manse upkeep including refurbishment.

In response to an appeal from Methodist Conference for contributions to the Pension Reserve Fund £35,000 was donated from the Circuit Model Trust Fund.

Fund Balances

During the year the Circuit received a total unrestricted income of £557,618 and dispersed £564,231 which included the return to churches of £55,000 of the surplus from 2020/2021 using the assessment formula from that year. The resulting excess, allowing for the £55,000, was £48,387. The unusually large surplus was mainly due to a presbyter retiring early, some delays in the appointment of new lay employees and a saving on travelling costs due to the pandemic.

As at 31st August 2022 the unrestricted free reserves of the Circuit were £353,401.

Plans for 2022/23

Circuit financial plans for the coming year have been prepared on the basis of 7 full time ordained staff with the anticipated increases in stipend. An allowance has been made for the employment of 9 part time lay employees. An average of 1% assessment increase has been requested from churches.

The Managing Trustees have every reason to believe that the Circuit is a going concern. Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two.

4.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment are lodged with the Trustees for Methodist Church Purposes (TMCP). TMCP acts as custodian trustee for all real estate held by Circuits, for all large (over £20K) bequests and for proceeds from the sale of any property formerly owned by the Circuit. These sums are invested in unitised investments or held on deposit. The deposit income mirrors the deposit rates available elsewhere. TMCP funds may only be used for particular purposes and amounted to £368,171 at the 31st August 2022.

Short term deposits are lodged directly with the Central Finance Board (CFB) and attract good rates of interest.

4.2 Reserves Level and policy

The Circuit maintains a Reserves Policy stipulating that it should hold a minimum sum equivalent to four months' average annual expenditure. In addition the Circuit maintains an emergency fund for churches facing unexpected large expenditure and funds to support anticipated ministry in new housing estates. £50,000 was redistributed to the Circuit churches in 2022/23 as a result of cost savings during the year which resulted in a surplus. Funds amounting to circa £48,000 are designated for removal and relocation, property maintenance, Circuit education and youth etc.

Excluding property, as at 31st August 2022 the unrestricted reserves of the Circuit totalled £401,655.

The Circuit regularly reviews ways in which it can financially support its churches and expand its mission projects.

In this financial year £55,000 of the General Fund surplus was returned to churches for them to use as they chose.

5. Trustees' Responsibilities

For each financial year ending on 31st August, the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently using the accruals method

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

5.1 Risk

The Circuit is largely risk averse.

6. Structure, governance and management

The Circuit is governed by the Methodist Church Act 1976 and the Deed of Union 1932 and was registered with the Charity Commissioners on 24th January 2011.

6.1 Structure

West Sussex (Coast and Downs) Methodist Circuit is part of the South East District of the Methodist Church. As such it is represented on the District Synod which meets twice a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

6.2 Purpose of the Circuit

The primary purpose of West Sussex (Coast and Downs) Methodist Circuit is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider geographical area.

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 the discipline of the Methodist Church, and
b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

6.3 Governance

As part of the Methodist Church the Circuit operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Circuit Meeting are appointed under the terms of Standing Order 510 of the Constitutional Practice and Discipline of the Methodist Church. The Superintendent is *ex officio* chair of the Circuit Meeting, but may delegate this task to other presbyters in the Circuit. The Circuit Meeting normally meets four times per year and deals with routine and exceptional matters. It oversees the work of the Circuit as a whole.

6.4 Responsibilities of the Circuit Meeting

The responsibilities of the Circuit Meeting and other committees are set out in Standing Order 515 of the Constitutional Practice and Discipline of the Methodist Church.

7. Reference and Administrative Details

7. 1 Name of the Circuit

West Sussex (Coast and Downs) Methodist Circuit

7.2 Charity Registration number

1139998

7.3 Superintendent Minister

The Revd Ian Suttie MA

7.4 Names of Managing Trustees

See separate list

7.5 Auditor

Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Approved by:

Circuit Meeting Chair ..Rosemarie E G Clarke..

Circuit Treasurer .....

Circuit Secretary ..... **Dated: 8.12.22**

MEMBERSHIP OF WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT MEETING MARCH 2022

Revd Daniel Balsdon
Anita Hayward
Deborah Dean
Hazel Denman
Revd Anthony Brazier
Revd John Wren
Revd Helen Higgin-Botham
Graham Manson
Margaret Martin
Deborah Mabbitt
Doreen Field
Wendy Corney
Linda Leaney
Jennifer Panting
Michael Taylor
Pamela North
Margaret Hatton
Malcolm Lindo
Rev Georgina Upton
Revd Ian Suttie
Joan Kemish
Carolyn Moon
Janice Davis
Carole Ellis
Geoffrey Trueman
Suzanne Wheatley
David Taylor
Revd Ian Couchman
Lesley Barnes
John Meredith
Hugh Bond
Deacon Phyllis King

Revd Naison Hove
Revd Nigel Stapley
Christopher Azzaro
Pauline Chaloner
Revd Dawn Carn
Alison Wright
Hilary Colbourn
Michael Powell
John Carr
Joy Barnes
Adam Cook
John Bishop
John Delbridge
David Barnes
Revd Robert Sneddon
Robert Slatter
Margaret Slatter
Susan Bingham
David Dixon
Janice Walter
Julian Batstone
Margaret Bedwell
Hamish Laing
Jacqueline Gillespie
Revd Frank Okai-Sam
Philip Webb
Rosemary Dixon
Robert Draper
Julie Scarrat
Bridget Quint

Elizabeth Hall
Linda Croft
Catherine Evans
Robert Gamble
Mary-Jane Newman
Shelagh Morgan
Marilyn Hopwood
Brian Kelley
Kenneth Jones
Christopher Monkton

Opinion
We have audited the financial statements of the West Sussex (Coast and Downs) Circuit (the 'charity') for the year ended 31st August 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charity's affairs as at 31st August 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception
We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:
- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees
As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Report of the Independent Auditors to the Trustees of
West Sussex (Coast and Downs) Circuit

Responsibilities of trustees
In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is listed below:

- enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- reviewing minutes of meetings of those charged with governance;
- receiving financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- auditing the risk of management override of controls including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report
This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sheen Stickland

Sheen Stickland
Chartered Accountants
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 8 December 2021

West Sussex (Coast and Downs) Methodist Circuit Circuit No 36/08

Statement of Financial Activities (SOFA) for the year ended 31 August 2022

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Restricted Funds	Endowment Funds	Total 2021-22	Total 2020-21
		£	£	£	£	£	£
Income							
1 Donations and legacies	4	150	-	-	-	**150**	**0**
2 Income from monetary investments		1,776	2,565	-	7	**4,348**	**2,736**
3 Income from properties	5	67,384	-	-	-	**67,384**	**66,623**
4 Assessments on Churches	6	488,308	-	-	-	**488,308**	**514,456**
5 Capital Receipts		-	-	-	-	**0**	**0**
6 Grants received	7	-	-	-	-	**0**	**0**
7 Other charitable activities		-	-	-	-	**0**	**0**
8 **Total from charitable activities**		**557,618**	**2,565**	**-**	**7**	**560,190**	**583,815**
9 Other Income	8	-	-	-	-	**0**	**0**
10 **Total income and endowments**		**557,618**	**2,565**	**-**	**7**	**560,190**	**583,815**
Expenditure							
11 Grants and donations	9	-	35,000	-	-	**35,000**	**8,400**
12 Salaries and associated costs	10	331,425		-	-	**331,425**	**342,121**
13 Property maintenance	11	48,419	57,639	-	-	**106,058**	**73,314**
14 Connexional assessment	12	85,014	-	-	-	**85,014**	**85,564**
15 District Assessment & Levy	12	23,418	-	-	-	**23,418**	**18,149**
16 Depreciation		-	-	-	-	**0**	**0**
17 Office expenses	13	2,543	-	-	-	**2,543**	**4,045**
18 Other outgoings	14	73,412	24,387	30	6	**97,835**	**102,083**
19 **Total charitable expenditure**		**564,231**	**117,026**	**30**	**6**	**681,293**	**633,676**
20 Gains/(losses) on monetary investments		- -	2,080		-	**-2,080**	**5,135**
21 Gains/(losses) on investment properties			-	-	-		
22 **Net income/(expenditure)**		**- 6,613**	**- 116,541**	**- 30**	**1**	**-123,183**	**-44,726**
23 Transfers between funds	15	-	-	2,201	-2,201	**0**	**0**
24 Other gains/losses (Property)		**526,049**	-	-	-	**526,049**	**200,606**
25 **Net movement in funds**		**519,436**	**- 116,541**	**2,171**	**- 2,200**	**402,866**	**155,880**
26 Total funds brought forward		6,872,599	484,712	610	2,200	7,360,121	7,204,241
27 Total funds carried forward		**7,392,035**	**368,171**	**2,781**	**-**	**7,762,987**	**7,360,121**

West Sussex (Coast and Downs) Methodist Circuit

Circuit No 36/08

Balance Sheet as at 31 August 2022

	Notes to the Accounts	General Fund (Unrestricted) £	Circuit Model Trusts (Unrestricted) £	Restricted Funds £	Endowment Funds £	Totals 2022 £	Totals 2021 £
Fixed Assets							
Circuit Property & Equipment	BS1	7,038,634				7,038,634	6,512,585
Investment properties						0	0
Investments						0	0
Total fixed assets		**7,038,634**	**0**	**0**	**0**	**7,038,634**	**6,512,585**
Current Assets							
Debtors and Prepayments	BS2	22,470				22,470	21,202
Loans by the Circuit	BS2	3,000				3,000	0
Investments with TMCP	BS3		368,171			368,171	489,312
Central Finance Board Deposits	BS4	501,618				501,618	509,445
Cash at Bank and in hand	BS4	8,473		2,781		11,254	10,726
Total current assets		**535,561**	**368,171**	**2,781**	**0**	**906,513**	**1,030,685**
Current liabilities							
Creditors and Accruals (due in under 1 yr)	BS5	182,160				182,160	183,149
Grants payable within 2022-23						0	0
Total current liabilities		182,160		0	0	**182,160**	183,149
Net current assets/liabilities		**353,401**	**368,171**	**2,781**	**0**	**724,353**	**847,536**
Total assets less current liabilities		**7,392,035**	**368,171**	**2,781**	**0**	**7,762,987**	**7,360,121**
Long term liabilities (due after more than one year)							
Grants payable after 2022-23						0	0
Loans to the Circuit						0	0
						0	0
Net assets		**7,392,035**	**368,171**	**2,781**	**0**	**7,762,987**	**7,360,121**
Funds of the Circuit							
General Fund (Unrestricted)	BS6	7,392,035				7,392,035	6,872,599
Circuit Model Trust Fund (Unrestricted)	BS7		368,171			368,171	484,712
Total Unrestricted Funds						**7,760,206**	**7,357,311**
Restricted Funds	BS8			2,781		2,781	610
Endowment Funds	BS8				0	0	2,200
Total Funds		**7,392,035**	**368,171**	**2,781**	**0**	**7,762,987**	**7,360,121**

The financial statements were approved by the board of trustees on 8.12.22 and were signed on its behalf by:

Rosemary E G Clarke ..... Circuit Meeting Chair

..... Circuit Treasurer

..... Circuit Secretary

West Sussex (Coast and Downs) Methodist Circuit **Circuit No 36/08**

Cash flow statement for the year ended 31 August 2022

	2022	2021
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	(200,172)	(112,653)
Cash flows from investing activities:		
Dividends, interest and rents from investments	71,732	69,359
Disposal of property, plant and equipment		
Net cash provided by (used in) investing activities	**(128,440)**	**(43,294)**
Change in cash and cash equivalents in the reporting period	**(128,440)**	(43,294)
Cash and cash equivalents at the beginning of the reporting period	1,009,483	1,052,777
Cash and cash equivalents at the end of the reporting period	**881,043**	**1,009,483**
Net income / (expenditure) for the reporting period	(123,183)	(44,726)
Adjustments for:		
Dividends, interest and rents from investments	(71,732)	(69,359)
(Increase) / decrease in debtors	(4,268)	2,468
Increase / (decrease) in creditors	(989)	(1,036)
Net cash provided by (used in) operating activities	**(200,172)**	**(112,653)**

	2022	2021
Analysis of cash and cash equivalents	**£**	**£**
Investments with TMCP	368,171	489,312
Central Finance Board Deposits	501,618	509,445
Cash at Bank and in hand	11,254	10,726
Total cash and cash equivalents	**881,043**	**1,009,483**

Year ended 31 August 2022

Notes to the Accounts

Basis of accounting and accounting policies

i Accounting standard

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) – (Charities SORP (FRS 102)).*

ii Public benefit entity

The West Sussex (Coast and Downs) Methodist Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s) below.

iii Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

iv Content

The financial information presented is relevant, reliable, comparable and complete. Where estimates are used these are based on experience, research and judgement. The accounts are expressed in £Sterling, rounded to the nearest pound.

v FRS102 & THE CHARITIES SORP (FRS 102)

This is the sixth year that the FRS102 SORP 2015 has applied to the Circuit's accounts. These accounts are compliant with FRS102 (March 2018) and with the Charities SORP (FRS102) (second edition-October 2019). The accounts have been prepared in accordance with applicable charity law in England this being the Charities Act 2011 and the Charities Accounting and Reporting Regulations 2008. In accordance with Regulation 8(4) (d) of the Regulations the charity trustees have departed from the requirement of Regulation 8(5) by following the Charities SORP (FRS102) (second edition-October 2019) to the extent necessary to give a true and fair view in the circumstances.

vi Going concern

Based on the monetary assets and human resources available at 31 August 2022, the trustees believe that the Circuit is a going concern.

vii Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the Churches within the Circuit but has no legal or operational control of those Churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of Churches within the Circuit are not consolidated into these financial statements.

viii Income recognition

Income is brought into account when there is entitlement and it is more likely than not that the economic benefit of the income will be forthcoming.

No attempt is made to measure the value of services donated by volunteers.

Individual amounts categorised as "*other income*" in the SOFA will be shown separately if they are considered material.

Year ended 31 August 2022

Notes to the Accounts

viii Income recognition continued

The Circuit acts as agent in two matters:

- the collection from Churches and payment over of their contributions to various Funds controlled and administered by The Methodist Church – "Connexional Funds"
- the administration (application, collection and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the Connexion or Churches as appropriate.

The time of volunteers is not recognised. Further information on this matter is provided in the Trustees' Annual Report. If goods are donated, a value will be shown in the SOFA or Notes where the value is considered material.

ix Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable and it is considered more likely than not that there will be outflow of economic benefit.

x Grants

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant without performance conditions.

xi VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

xii Tangible fixed assets

Tangible fixed assets for use by the Circuit are capitalised if they can be used for more than one year and individually cost at least £1,000.

The freehold property is shown in the accounts at a reinstatement value provided at 25th December each year. The reinstatement value of Manses has been based on a cost provided by the Quinquennial Surveyor from time to time and adjusted annually by Methodist Insurance using indexation. Other freehold properties will in many cases have been the subject of a valuation prepared by a Methodist Insurance valuer and indexed as above. No depreciation is provided because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the buildings component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for Church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees for the property.

Year ended 31 August 2022

Notes to the Accounts

xiii (a) Monetary Investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as custodian trustees. The valuations, at market value, are those provided by TMCP.

xiii (b) Property

From time to time the Circuit may hold residential property (formerly manses) which is surplus to its current staffing requirements. Where this is the case the property is let at market rates on a six month tenancy agreement unless there is a compelling reason not to do so in furtherance of the Circuit's charitable objectives.

When worship ceased at Cornerstone Methodist Church on 31st July 2015 and the Church Council was dissolved on 31st August 2015, the associated properties were transferred to Worthing Methodist Circuit in accordance with the resolution passed by the Church Council and unanimously approved by the Circuit trustees at the Circuit Meeting of 16th June 2015.

Sale of the buildings comprising the former Cornerstone church was completed on 14th March 2018.The property known as Cornerstone Hall is included in the assets passed to the Circuit and is occupied under licence by The New Montessori Pre-School.

xiv Receivables and Payables; Bank and Cash (Basic Financial Instruments)

Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit. Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

xv Methodist Connexional Funds

The Methodist Church Connexion raises assessments against Circuits and these are paid quarterly to their Districts. The Circuits raise assessments against Churches in the Circuit. The District quarterly remits to The Methodist Church Fund most of the sum received from Churches with a small sum being retained by District to meet its own costs. The Circuit may act as an agent for *ad hoc* collections for various funds controlled and administered by the Methodist Church.

xvi Endowment Funds

Where the Circuit holds money that may not be spent and must be retained (as capital) to generate an income the money or assets to be retained are classified as an Endowment Fund. The capital will be shown in the balance sheet in the column for Endowment Funds. The income may be restricted or unrestricted depending on the terms of the endowment.

xvii Ministers' manse costs

The Circuit is required to provide residential accommodation for each minister in the Circuit and their families. The Circuit bears the cost of repairs, maintenance, buildings insurance, Council Tax and water charges. These figures are not separately disclosed as benefits in kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

xviii Pension Costs and Other Post-Retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Year ended 31 August 2022

Notes to the Accounts

2. Glossary of terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provides investment advice to those entities

Church: a group of members from fewer than 10 to more than 200

Circuit: a group of Methodist Churches near each other, typically between 10 and 30

Circuit Meeting: The trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or their local Church

CLT (Circuit Leadership Team): A group (comprising mostly but not exclusively) of Circuit trustees responsible for the day to day administration and policy formulation of the Circuit. Generally the CLT comprises the Presbyters and Deacons stationed within the Circuit, the Circuit Stewards and others by virtue of the role they undertake for the Circuit.

CMTF: Circuit Model Trust Fund

Connexion: The Methodist Church in GB which includes the Head Office at Methodist Church House, all Methodist Districts, Circuits and Churches in Great Britain

District: a group of contiguous Circuits, usually between 15 and 30

DAF: District Advance Fund

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on generally accepted employment terms

MCF: Methodist Church Fund

NEST: The National Employment Savings Trust, the organisation through which the Circuit arranges a pension scheme for its Lay Employees

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

TMCP: Trustees for Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including Legacies, Endowments and Accumulated Funds

Year ended 31 August 2022

Notes to the Accounts

3. Merger of Accounts and Change of Name

A resolution was passed at the Circuit Meeting of 13 June 2016 stating that:
"With effect from 1 September 2016, a new Circuit will be created which comprises the Churches in the current Worthing Circuit and the Methodist Churches and two Single Congregational LEPs in the current South West Sussex United Area".
South West Sussex United Area was dissolved with the Charity Commission on 14 June 2017. As a result the accounts of the South West Sussex United Area were brought into the accounts of Worthing Methodist Circuit during the financial year 2016/2017 and the necessary adjustments made.
On the 1st September 2017 the newly formed Circuit changed its name to West Sussex (Coast and Downs) Methodist Circuit and all necessary amendments were made.

4. Donations and Legacies

A £150 donation was received this year for general use.

5. Income from Property

Cornerstone Hall	£20,284	Less Costs	£ 0		
Murray Road	£13,200		£ 1,267		
Roundle Avenue	£18,360		£ 2,543		
Storrington	£15,540		£ 2,248		
	£67,384		£ 6,058	**NET INCOME**	**£61,326**

6. Assessments on Churches

For the purposes of assessment the Circuit this year comprises of 15 Churches and each is assessed for a contribution to meet the overall net costs of the Circuit.
At the Circuit Meeting of 11thSeptember 2019 it was reported that the Methodist Synod, the Baptist equivalent and the URC had given approval for Durrington to cease as an LEP and become a class of Goring as a result of which they were be brought into the assessment process with effect from the financial year 2020 to 2021.
In making its Assessment, budgeted income from investment income (including property letting) is taken into account.
In this financial year Assessment on the Churches was calculated using a formula based on two thirds membership and one third income.
Assessments are paid quarterly or monthly in advance.

Year ended 31 August 2022

Notes to the Accounts

6. Assessment on Churches Continued

Church	2022	2021
Bognor Regis	24,044	25,176
Chichester	59,372	61,592
Durrington	3,824	4,836
Felpham	36,260	36,848
Goring	38,968	39,436
Lancing	20,788	22,700
Littlehampton	19,012	20,024
Offington	80,624	84,556
Rustington	76,448	78,136
Selsey	12,204	12,684
Shoreham	21,552	22,908
Southwick	51,036	57,708
Steyning	10,216	10,732
Storrington	25,440	28,092
Westergate	8,520	9,028
TOTAL	**£488,308**	**£514,456**

7. Grants Income

This year the Circuit received no grants.

8. Other Income

This year the Circuit received no other income.

9. Grants and Donations

This year the Circuit donated £35,000 from the Model Trust Fund to the Methodist Pension Reserve Fund after an appeal by the Methodist Conference for voluntary contributions.

10. Salaries and Associated Costs

At 1st September 2021 stipends and associated expenses were paid to only 6 Methodist presbyters as the minister at Selsey Methodist Church retired on 31st August 2021. A URC minister was appointed to Chichester on a 75% stipend and a URC minister appointed to Littlehampton on a 25% stipend.

At 1st September 2021, 6 part time lay employees were contracted and a pastor responsible for Selsey Church was employed with effect from 1st January 2022.

The Circuit also made a contribution towards the costs of the lay employee contracted to Rustington.

	2022	2021
Methodist Stipends (including NI & Pension)	216,116	231,378
URC Ministry & Mission	48,680	48,711
Lay Employees	49,084	46,744
Expenses - Post Stationery etc.	843	5,432
Expenses - Telephone and Broadband	4,446	4,689
Expenses - Travel	12,256	5,167
TOTAL	**£331,425**	**£342,121**

Year ended 31 August 2022

Notes to the Accounts

10. Salaries and Associated Costs Continued

Pensions
Most ordained presbyters and deacons are members of the relevant pension scheme.
Lay employees have the option of joining a pension scheme which the Circuit has arranged with NEST.
In the case of Lay Employees, contribution levels have been set at 6% of gross salary for both employer and employee.
The Circuit as employer contributes to the pensions of those employees earning in excess of the Lower Earnings Limit used for Automatic Enrolment.

11. Property Maintenance

The Circuit is Managing Trustee for 10 manses, Lyndhurst Road Methodist Church and Cornerstone Hall.
6 manses were permanently occupied during this financial year by ministers stationed in the Circuit and the Circuit is responsible for the payment of Council Tax, Water Rates, telephone and broadband (with ministers making a contribution) and insurance.
In addition the Beth Salem, Chichester manse was occupied by a URC minister with the Circuit being responsible for 75% of Council Tax, Water Rates, telephone and broadband (with the minister making a contribution) and insurance.
The Circuit is also responsible for a third of the costs relating to the URC minister in charge of Littlehampton LEP.
Lyndhurst Road is on a 25 year lease to West Sussex County Council. Maintenance is overseen by the Circuit Managing Trustees but West Sussex County Council are responsible for the payment of all costs.
Cornerstone Hall is occupied under licence by the New Montessori Pre-School with them reimbursing gas, electricity and water charges to the Circuit. Rent is payable monthly in advance and is amended annually in line with the June Retail Price Index with effect from 1st September.
Of the remaining 3 properties, Murray Road Selsey, Southdown Way Storrington and Roundle Avenue Bognor Regis are let on 6 month tenancy agreements.
The cost of ongoing maintenance and improvements are the responsibility of the Circuit except in the case of Lyndhurst Road where financial responsibility belongs to West Sussex County Council.
As the URC have a 24.23% share in the Beth Salem, Chichester manse they have a proportionate responsibility for the cost of any capital works carried out on the property.
The Circuit are responsible for one third of costs at 24, The Plantation, Worthing as Littlehampton LEP's minister is shared with two other URC churches. During the period of the ministries the Circuit is proportionately responsible for minor maintenance but major repairs are the responsibility of the URC as they own the property.
This year an amount of £11,000 was included in Assessment for maintenance and improvements with the over spend of £13,999 being transferred from the Property Provision Fund at the end of the financial year.

Year ended 31 August 2022

Notes to the Accounts

11. Property Maintenance Continued

It is usual Circuit policy to make application to the Circuit Model Trust Fund for money to be released for the payment of major works/refurbishment.
During this financial year the following applications have been made:

Property and Project	Amount
Offington Manse Wet Room	20,000
Goring Manse Driveway Refurbishment	8,000
Chichester Manse Boiler Replacement	1,739
Goring Manse New Front Door and Replacement Window Units	2,900
Rustington Manse Creation of a Downstairs Study	6,100
Rustington Manse Bathroom Refurbishment	8,500
Goring Manse Replacement Kitchen	10,400
TOTAL	**£57,639**

West Sussex (Coast and Downs) Methodist Circuit	2022	2021
Council Tax	19,014	19,618
Insurance	7,443	8,853
Letting Costs	6,058	7,254
Maintenance	24,999	17,137
Quinquennials	1,400	560
Water Rates	3,504	4,192
TOTAL	**£62,418**	**£57,614**
Less Property Provision Transfer	-£13,999	
TOTAL	**£48,419**	

12. Connexional and District Assessments

The Assessments are calculated relative to the proportion of church members, ministers and lay workers and are payable to the District quarterly in advance.
This year the original figures calculated for budget were revised after Methodist Council agreed to reduce the MCF District Assessment by 1% for the year 2021/2022.

13. Office Expenses

	2022	2021
Plans and Publications	963	819
Postage Print and Stationery	1,038	2,501
Telephone and Website	542	725
TOTAL	**£2,543**	**£4,045**

Year ended 31 August 2022

Notes to the Accounts

14. Other Outgoings

General Fund

	2022	2021
Audit Fee/Accountancy	4,889	4,872
Bank Charges	123	99
Central Payroll	576	576
Local Preachers	64	48
Miscellaneous	1499	617
Supernumeraries	4351	1,359
Training	936	425
Contingency Transfers *	5000	10,829
Transfers to Churches **	55,000	55,000
Travel	974	140
TOTAL	**£73,412**	**£73,965**

		2022	2021
* One World – One Family	2021/2022 Provision	0	300
* Property Provision	2021/2022 Under Spend	0	5,529
* Removal and Relocation	2021/2022 Provision	5,000	5,000
TOTAL		**£5,000**	**£10,829**

It was reported at the Circuit Meeting 16.6.22 that the Justice and Peace Group had changed their name to One World – One Family

** £55,000 of the surplus from the financial year ending 31st August 2021 was returned to churches using the same formula as was used to calculate assessment in that year.

	2022	2021
Bognor	2,692	2,519
Chichester	6,585	6,988
Durrington	517	0
Felpham	3,940	3,822
Goring	4,216	4,201
Lancing	2,427	2,612
Littlehampton	2,141	2,211
Offington	9,040	8,778
Rustington	8,353	8,554
Selsey	1,356	1,237
Shoreham	2,449	2,588
Southwick	6,169	6,292
Steyning	1,147	1,292
Storrington	3003	2,870
Westergate	965	1,036
TOTAL	**£55,000**	**£55,000**

Year ended 31 August 2022

Notes to the Accounts

Payments to Trustees

It is Circuit policy to offer to reimburse Circuit Trustees for expenditure properly incurred in carrying out their duties. The Trustees are not employees of the Circuit.
Payments have been made to 6 Trustees totalling £1,600. (2021: 7 Trustees totalling £640).

TMCP

During the year the Circuit paid TMCP, the custodians of the Circuit's investments:

Administration Charges

	2022	2021
Circuit Model Trust Fund 10250	1,206	953
Circuit Various Bequests Fund 21326	182	127
Doris Brazier Bequest Fund 16673	6	4
TOTAL	**1,394**	**£1084**

Circuit/District Payment

	2022	2021
Circuit Model Trust Fund 10250	**£22,999**	**£27,003**

15. Transfers

£1 interest was transferred from the Doris Brazier Bequest Fund to the Benevolent Fund in accordance with the terms of the endowment.

BS1 Property

Properties are shown in the accounts at their insurance valuation.
Valuations are reviewed annually by Methodist Insurance.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT	31st August 2022		31st August 2021
4 Gorse Avenue, Worthing	474,340		437,175
24 Ashurst Drive, Goring	414,852		382,348
13 Southdown Way, Storrington	361,808		333,460
The Finches, Elm Grove, Lancing	406,817		374,942
Manor Road, Southwick	308,142		283,999
4 Roundle Avenue, Bognor Regis	447,615		412,544
Aldersgate, Murray Road, Selsey	389,236		358,739
60 Westlands, Rustington	562,517		518,443
Beth Salem, The Drive, Chichester	694,758		640,323
28 Kyoto Court, Bognor Regis	511,698		471,606
Cornerstone Hall, Worthing	1,083,008		1,009,320
Lyndhurst Road, Worthing	1,383,843		1,289,686
TOTAL	**£7,038,634**		**£6,512,585**

Year ended 31 August 2022

Notes to the Accounts

BS2 Debtors and Prepayments

Sums shown as Debtors and Paid in Advance at 1 September 2021 have been brought into the accounts during 2021/22.
Similarly, it is expected that payments in advance at 1st September 2022 will be expensed in 2022/23.

DEBTORS	2022	2021
	0	0
TOTAL	**£0**	**£0**

PREPAYMENTS	2022	2021
Insurance	3,039	2,932
Insurance re Littlehampton Minister's Manse	194	-
Methodist Stipends	18,686	17,802
Methodist Stipend Apprenticeship Levy	68	66
Council Tax re Littlehampton Minister's Manse	483	402
TOTAL	**£22,470**	**£21,202**

LOANS TO CHURCHES	2022	2021
Loan to Shoreham for Roof Repair	3,000	0
TOTAL	**£3,000**	**£0**

	2022	2021
DEBTORS AND PREPAYMENTS GRAND TOTAL	**£25,470**	**£21,202**

BS3 Trustees for Methodist Church Purposes

The funds that support the Circuit Model Trust, Various Bequests and the Doris Brazier Bequest Permanent Endowment are held by TMCP in CFB Managed Mixed Funds and/or Trustees Interest Funds with dividends and interest credited to the accounts each month.
These are regarded as medium and long term investments.
TMCP is the legal owner and custodian trustee of all Methodist model trust property, including legacies, endowments and accumulated funds. Trust property is held for and on behalf of local managing trustees who are responsible for the day to day management of trust property.
TMPC ensure that, through providing guidance and acting under their direction, the managing Trustees comply with charity law and Methodist law and policy as determined by the Methodist Conference.

TMCP	Trust Number	CFB Managed Mixed Fund		Trustees Interest Fund	
		2022	2021	2022	2021
Model Trust Fund	10250	31,034	33,114	273,228	390,206
Various Bequests	21326	-	-	63,909	63,792
Doris Brazier Bequest*	16673	-	-	0	2,200
TOTAL		**£31,034**	**£33,114**	**£337,137**	**£456,198**

* After the passing of the relevant resolution by the TMCP Board the balance of the Doris Brazier Bequest Fund was transferred to the General Fund where it remains restricted.

Year ended 31 August 2022

Notes to the Accounts

BS4 Central Finance Board (CFB) and Bank Balances

Monies are held at the Central Finance Board of the Methodist Church in two accounts named West Sussex (Coast and Downs) Circuit and West Sussex (Coast and Downs) Circuit 2 a/c* with interest being received monthly.
* Approval was sought at the Circuit Meeting held on 12th December 2018 to change the name of the former Cornerstone Methodist Church Worthing account .

West Sussex (Coast and Downs) Methodist Circuit hold a Cash account with CAF Bank the monthly fee for which was £8 a month until 4th August 2022 when it was reduced to £5.
A fee of £0.50 is chargeable for each cheque issued.
With effect from 17th June 2022 interest was also received on the account.
The funds in all these accounts are available on demand without charges or loss of interest.

The Circuit holds an instant access Standard Deposit account with Methodist Chapel Aid with interest being received into the General Fund half-yearly.

BS5 Current Liabilities, Creditors, Accruals and Income in Advance

All sums accrued at 31 August 2021 were paid during the year to 31 August 2022.
It is expected that all sums accrued at 31st August 2022 will be paid during the year to 31st August 2023.

CURRENT LIABILITIES	2022	2021
Circuit Education and Youth	180	194
One World – One Family (Formerly Justice and Peace)	794	1,481
Property Provision	36,434	44,348
Removal and Relocation Fund	10,846	12,849
TOTAL	**£48,254**	**£58,872**

CREDITORS AND ACCRUALS	2022	2021
Audit Fee	4,440	4,320
Audit Letter Charge	14	0
BT Lancing Bill	69	33
BT Offington Bill	66	33
Paine Manwaring Invoice	108	850
Paine Manwaring Invoice	0	94
Just Host Invoice	0	14
Shell Energy Retail Ltd re Lancing Manse	0	82
Outstanding Grant to Selsey Church	0	2,400
Outstanding Work at Offington Manse	1,550	0
Outstanding Work at Goring Manse	7,800	0
Outstanding Work at Goring Manse	2,313	0
Outstanding Work at Rustington Manse	400	0
TOTAL	**£16,760**	**£7,826**

INCOME IN ADVANCE	2022	2021
Assessments in Advance	117,146	116,451
TOTAL	**£117,146**	**£116,451**

	2022	2021
GRAND TOTAL	**£182,160**	**£183,149**

Year ended 31 August 2022

Notes to the Accounts

BS6 General Fund

The purpose of the fund is for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit and which have not been designated for other purposes.

BS7 Circuit Model Trust

The purposes of the funds are for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit. Their main source of income is legacies and formulaically determined contributions from the sale of manses and church buildings in the Circuit.
Although these are technically Unrestricted Funds under the control of the Circuit Meeting, prior approval is still required to utilise them. Methodist Standing Orders 930, 931 and 917(2) are applicable.

BS8 Restricted and Endowment Funds

Benevolent Fund Bank Account

Received interest from the Doris Brazier Bequest Fund mentioned below.
It was used for acts of benevolence at the discretion of the Circuit Superintendent.
The account was closed on 25th November 2021 and the balance transferred to the General Fund.

Doris Brazier Bequest

Only interest was available from this fund and this was transferred to the Benevolent Fund Bank account detailed above on a quarterly basis.
The fund was closed during this financial year and the balance transferred to the General Fund.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT

England & Wales - Charity number 1139998

Accounts

REGISTERED CHARITY NUMBER: 1139998

Report of the Trustees and

Audited Financial Statements for the Year Ended 31st August 2021

For

West Sussex (Coast and Downs) Methodist Circuit

Contents	Page
Contents	1
Report of the Trustees	2 to 9
Names of Managing Trustees	10
Report of the Independent Auditors	11 to 13
Statement of Financial Activities	14
Balance Sheet	15
Cash flow Statement	16
Notes to the Financial Statements	17 to 28

West Sussex (Coast and Downs) Methodist Circuit

Trustees Report for the year ending 31st August 2021

1. Preamble

Following the joining together of the former Worthing Methodist Circuit and the South West Sussex United Area, the new West Sussex (Coast and Downs) Methodist Circuit has now been in existence for five years.

2. Objectives and activities

In setting our objectives and planning our activities the Circuit Leadership Team has generally met at least four times a year and the Circuit Meeting has normally assembled four times a year. From September 2020 – August 2021 the Circuit Leadership Team has met more frequently via Zoom at intervals of approximately six weeks. The Circuit Meeting has met via Zoom and in the early summer of 2021 certain Circuit Meeting resolutions were approved by post. Meetings of the Leadership Team and the Circuit are chaired by the Superintendent Presbyter. During the Superintendent Minister's sabbatical from April – June 2021 meetings were chaired by the Revd Bob Sneddon.

Our mission is to share God's love in Jesus Christ through the Holy Spirit in worship, teaching, caring and service. The circuit encourages each local church to engage with its community and to foster links with schools and ecumenical partners and to provide appropriate opportunities for worship and mission. The Circuit Meeting has established a Circuit Mission Policy Group to consider the Mission Policy Statement and to suggest ways of developing the Circuit's mission and ministry outreach. The Group has met throughout 2020/21 via Zoom, reporting to the Circuit Meeting.

3. Achievements and performance

The Circuit has a policy of making grants to ministers and other Circuit members varying from help to attend retreats, undertake additional training or participating in conferences; these grants are temporarily in abeyance. The policy of the Circuit Meeting on grant making is to ensure that all applicants can demonstrate public benefit and show imagination and creativity as well as a perceived need for that for which the grant is being applied.

In the course of the year ending August 2021 the West Sussex (Coast and Downs) Methodist Circuit welcomed the Revd Ian Couchman who has assumed pastoral care of Lancing Methodist Church and Shoreham Methodist Church with a 25% involvement in Offington Park Methodist Church. Mr Couchman is a Probationer Presbyter line-managed by the Superintendent Minister and supervised by the Revd Deborah Cornish, Assistant Chair of the District. The Revd Dawn Carn continued to have pastoral charge of Offington Park Methodist Church, and the Revd Ian Suttie continued to have pastoral charge of Goring-by-Sea Methodist Church and Steyning Methodist Church in addition to being the Superintendent Minister. In September 2020 the the Revd John Scrivens took pastoral charge of Selsey Methodist Church, retiring on 31st August 2021. The Revd Dr. Frank Okai-Sam continued to have pastoral charge of Trinity Methodist Church, Storrington and Southwick Methodist Church and the Revd Bob Sneddon pastoral charge of Rustington Methodist Church. The Revd Dan Balsdon continued as presbyteral ordinand at Bognor, Felpham and Westergate Methodist Churches with his ordination taking place in June 2021.

The Revd Naison Hove (URC) continues to minister at Littlehampton Local Ecumenical Partnership. The Revd Helen Higgin-Botham (URC) was called to the ministry of Christ Church Local Ecumenical Partnership, Chichester. In the period 2020 - 2021 the Circuit employed the following part-time lay employees: Mr Jeremy Harrison (PA to the Superintendent and Circuit Administrator), Mr Bob Boyce (Southwick and Trinity, Storrington who retired on 31st August 2021), Mr Adam Cook (Offington Park), Mrs. Brigette Alexander (Rustington), Mrs. Gemma Clark-Davies (Goring-By-Sea), Mrs Deborah Dean and Mrs Sarah Shelton (Joint lay employees at Bognor Regis, Felpham and Westergate), and Miss Anna Vowles (Christ Church, Chichester).

The Circuit Leadership Team has met regularly to review the life and ministry of the Circuit, and has made recommendations to the Circuit Meeting. The Circuit Meeting has also met and expedited the business entrusted to it, which has included a meeting specifically to approve the annual accounts.

Due to the outbreak of the Covid-19 pandemic gathered church services only took place when government regulations allowed and were suspended during lockdown periods. During these lockdown periods no public worship services were held; local churches developed services using Zoom or YouTube for the members of their congregations with internet access. Otherwise, members were supplied with electronic or posted worship resources and pointed towards broadcast services on the television or radio. None of the presbyters or lay workers were furloughed, but their patterns of work changed dramatically, and with the closure of church offices, most of the staff worked from their homes. Pastoral visitors were encouraged to retain contact with their pastoral groups using email, telephone calls or post. In the early Spring all the churches revised their risk assessments in the light of new guidance from the government and Methodist Church House. This included making arrangements for the statutory Track and Test procedures. By June 2021 most of the churches in the Circuit were holding weekly Sunday services and considering the arrangements that they would need to make to facilitate other groups using church premises.

In order to expedite the financial affairs of the Circuit, a meeting of The Finance Committee attended by local Church Treasurers and chaired by the Circuit Superintendent with the Circuit Treasurer and Assistant Treasurer in attendance has met twice during the year via Zoom. This meeting reviews the annual budget, the assessment figures, examines the circuit accounts and makes recommendations to the Circuit Meeting.

In order to improve management of circuit and local church properties the Circuit Property Committee has changed its format; within the course of a year there have been two meetings of the Property Committee (Manses) dealing specifically with the care of manses and circuit property. This meeting organises the annual inspection of circuit manses together with making the arrangements for quinquennial inspections and makes recommendations to the Circuit Meeting. This meeting is chaired by the Superintendent Minister. In addition, the Circuit Property Committee (local churches) has met twice, bringing together those responsible for local church properties to agree quinquennial inspections and to facilitate good practise in caring for properties within the circuit. In the course of 2020/2021 these meetings have been held via Zoom. This meeting is also chaired by the superintendent presbyter.

Although the Circuit Preachers and Worship Leaders Meeting normally meets on a quarterly basis to discharge its business, this year meetings took place in September and March and a

third gathering of Local Preachers took place on 1st June 2021 via Zoom. The Circuit has one Worship Leader in training. One Local Preacher has completed his training and a Zoom Service was held to mark his accreditation. Two Local Preachers remain On Trial.

The Circuit has appointed Deacon Phyllis King, and Miss Bridget Quint to act as tutors on the training course, together with Mrs Wendy Corney who co-ordinates Worship Leader training.

The Circuit Safeguarding Trainers have met together to plan safeguarding training at Advanced, Foundation and Refresher levels, and a number of training sessions were held in different parts of the Circuit via Zoom.

The Revd Dr. Frank Okai-Sam and Miss Bridget Quint have led Equality and Diversity training sessions for members of the Circuit Invitations Committee, the Circuit Meeting and some Church Councils. Further training will be offered in the year 2021/2022.

The Circuit had arranged a number of circuit gatherings for worship and fellowship, some of which were held physically and others were held on line. The Justice and Peace Group has met throughout the year via Zoom. The Circuit Action for Children Group has not met during the year 2020/21. The result of the discussions facilitated by Mr Tim Cooper and Mrs Lyndsey Tilbrook to explore the Methodist Conference Marriage and Relationships Report, 'God in Love Unites Us,' were reported to the Zoom Circuit Meeting and the Zoom Spring District Synod.

The Circuit Ministerial Staff team has met weekly during the year for fellowship and business via Zoom.

The November 2020 Statistics for Mission figures indicated that although the Circuit has once again seen a decline in membership, the community role has remained reasonably stable. There is much to commend within the Circuit. Several local congregations continue to explore new ways of sharing the good news, various mid-week services have been held via Zoom and are growing; 'Fresh Expressions' of Church (for example 'Cafe Church' and 'Contemporary Worship') are part of several churches regular patterns of worship and churches have experimented with various media platforms to continue these services. 'Messy Church' has become an important part of the life of a number of churches in the Circuit and new families have been drawn into these churches; churches have again experimented with online versions of Messy Church. These fresh expressions of church are being offered and experienced by those who have not previously been part of traditional congregations. Following the outbreak of the Covid-19 Pandemic churches have been extremely creative in continuing to provide opportunities for worship and fellowship. Services and other gatherings have been held via Zoom and YouTube; resources for worship have been emailed to church members and friends or posted to those without internet access. Local Church pastoral committee secretaries and pastoral visitors have been assiduous in maintaining contact with church members.

All the churches in the Circuit have been encouraged to engage in refurbishment and renewal projects to further their ministry and mission. To facilitate this programme of renewal grants have been made by the circuit from the Circuit Model Trust Fund. The support of the Circuit Meeting and the District Grants Committee enabled Offington Park Methodist Church Council to complete a new audio-visual system for the church and a grant has been approved towards the replacement of the audio-visual system at Selsey Methodist Church.

As the majority of churches in the circuit are now equipped with multi-media facilities the circuit has previously organised training events to encourage both the Ministerial Staff and Local Preachers to use this equipment to enhance the worship experience for their congregations.

The Circuit continues to support 'Greenways', the Methodist Home in Bognor Regis although Services in the home had to be suspended during the pandemic.

Plans for future years

Encourage initiatives for mission in the community.

Engage with the Connexional Stationing process to provide appropriate levels of ordained staff. The Circuit Invitations Committee has been appointed for this purpose.

Establish a new Circuit Strategy for Mission. The June 2019 Circuit Meeting agreed to the establishment of a Mission Policy planning group. The Group met regularly until March 2020 when the outbreak of Covid-19 prevented physical meetings from taking place, but has met via Zoom on a number of occasions.

Ensure that all those required to do so should attend appropriate safeguarding training.

4. Financial Review

Income Trends

Circuit income is primarily drawn from the assessment paid by 15 of the churches within the Circuit.

Despite the impact on income of the partial closure of churches due to Covid-19 all churches were able to make the assessment payments due.

Monies are also received from the letting of unused properties and from investments.

Expenditure Trends

Stipend expenditure has increased each financial year in line with conference approved increases.

Approximately 19.75% of expenditure is the Circuit contribution to the District and Connexion of which a significant part is used to fund the work of the wider Methodist Church.

A contribution is also made to URC Mission.

Other major expenditure includes lay employees' salaries and staff expenses, administration costs and manse upkeep including refurbishment.

In order to assist with the additional costs incurred by churches because of Covid-19, the Circuit has in some cases reimbursed the postage and printing expenses connected with the distribution of worship material.

Fund Balances

During the year the Circuit received a total income of £581,692 and dispersed £581,458 which included the return to churches of £55,000 of the surplus from 2019/2020 using the assessment formula from that year. The resulting excess, allowing for the £55,000, was £55,234. The unusually large surplus was mainly due to the appointment of a URC minister at Christ Church Local Ecumenical Partnership, Chichester on a 75% scoping instead of the

expected 100%, some delays in the appointment of new lay employees and the reduced travel and preaching costs incurred because of Covid-19.

As at 31st August 2021 the net unrestricted general funds of the Circuit were £360,014, giving approximately 8.2 months cover for expenditure.

Plans for 2021/22

Circuit financial plans for the coming year have been prepared on the basis of 7.49 full time ordained staff with the anticipated increases in stipend. An allowance has been made for the employment of 10 part time lay employees. An average of 5.1% assessment decrease has been requested from churches.

During the 2021 Methodist Conference the following resolution was passed:

"The Conference asks every church, Circuit and District to consider giving freely, generously and according their ability, towards a target of 15% of all balances held across the Church (which equates to £45m of the estimated £300m balance) to provide additional contributions to the Pension Reserve Fund and to transfer the funds to the Connexion by 31 December 2021."

In view of this the Finance Committee will be meeting in order to discuss the amounts that should be donated across the Circuit before taking a recommendation to the December 2021 Circuit Meeting for approval.

The Managing Trustees have every reason to believe that the Circuit is a going concern. Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two.

4.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment are lodged with the Trustees for Methodist Church Purposes (TMCP). These sums are invested in unitised investments or held on deposit. The investment returns are close to tracking the movements on the FTSE100 index. The deposit mirrors the deposit rates available elsewhere. The Managing Trustees' investment policy is aligned with that of the CFB and TMCP because these organisations take into consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church.

Short term deposits are lodged directly with the Central Finance Board (CFB) and attract interest.

4.2 Reserves Level and policy

The Circuit maintains a Reserves Policy stipulating that it should hold a minimum sum equivalent to three months' average annual expenditure.

Excluding property, as at 31st August 2021 Circuit unrestricted funds totalled £844,726 of which £360,014 were Circuit Net General Funds and £484,712 were funds held with the Trustees for Methodist Church Purposes (TMCP).

The Circuit regularly reviews ways in which it can financially support its churches and expand its mission projects.

In this financial year £55,000 of the General Fund surplus and £8,400 of TMCP funds were allocated to the churches for them to use on projects of their choice.

5. Trustees' Responsibilities

For each financial year ending on 31st August, the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

5.1 Risk

The Circuit is largely risk averse.

6. Structure, governance and management

The Circuit is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

6.1 Structure

West Sussex (Coast and Downs) Methodist Circuit is part of the South East District of the Methodist Church. As such it is represented on the District Synod which meets twice a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

6.2 Purpose of the Church

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 the discipline of the Methodist Church, and
b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

The primary purpose of West Sussex (Coast and Downs) Methodist Circuit is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider geographical area.

6.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Circuit Meeting are appointed under the terms of S.O. 510. The Superintendent is *ex officio* chair of the Circuit Meeting, but may delegate this task to other presbyters in the Circuit. The Circuit Meeting normally meets four times per year and deals with routine and exceptional matters. It oversees the work of the Circuit as a whole.

6.4 Responsibilities of the Circuit Meeting

The responsibilities of the Circuit Meeting and other committees are set out in Standing Order 515 of the Constitutional Practice and Discipline of the Methodist Church.

7. Reference and Administrative Details

7. 1 Name of the Circuit

West Sussex (Coast and Downs) Methodist Circuit

7.2 Charity Registration number

1139998

7.3 Superintendent Minister

The Revd Ian Suttie MA

7.4 Names of Managing Trustees

See separate list on Page 10

7.5 Auditor

Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Approved by:

Circuit Meeting Chair I Suttie

Circuit Treasurer .....

Circuit Secretary .....

Dated: **8.12.21**

As at 9th March 2021
Circuit Meeting Membership

BOGNOR REGIS
Rev Dan Balsdon

George Poland	T/R
Valerie Poland	R
Martin Laver	R
Hazel Denman	rs
Rev Anthony Brazier	SN
Rev John Wren	SN

CHRISTCHURCH/CHICHESTER LEP
Rev Helen Higgin-Botham

Graham Manson	T
Margaret Martin	R
Doreen Field	R
Wendy Corney	CMS/LP

DURRINGTON LEP

Linda Leaney	S
Jennifer Panting	T

FELPHAM
Rev Dan Balsdon

Michael Taylor	T
Pamela North	R
Margaret Hatton	R
Lynne James	R
Rev Georgina Upton	SN

GORING
Rev Ian Suttie

Joan Kemish	SS/R
Carolyn Moon	T/R
Janice Davis	R
Carole Ellis	rs
Geoffrey Trueman	CS/AFC
Suzanne Wheatley	CT
David Taylor	AT

LANCING
Rev Ian Couchman

Lesley Barnes	T
John Meredith	R
Hugh Bond	S
Daniel Dawkins	rs
Deacon Phyllis King	SN

LITTLEHAMPTON LEP
Rev Naison Hove

Rev Nigel Stapley	T
Christopher Azzaro	R
Pauline Chaloner	R
John Stevens	rs

OFFINGTON PARK
Rev Dawn Carn

Alison Wright	T
Hilary Colbourn	SS
Michael Powell	R
John Carr	R
Joy Barnes	R
Adam Cook	LW/L/R
John Bishop	CS
Pamela Frost	CS
John (Jack) Delbridge	LP
David Barnes	CP

RUSTINGTON
Rev Robert Sneddon

Robert Slatter	T/R
Margaret Slatter	S
Susan Bingham	R

SELSEY
Rev John Scrivens

David Dixon	T/R
Janice Walter	R

SHOREHAM
Rev Ian Couchman

Julian Batstone	S
Margaret Bedwell	T
Raymond (Ray) Illman	R
Hamish Laing	rs

SOUTHWICK
Rev Frank Okai-Sam

Philip Webb	T
Pamela Jackson	R
Robert Draper	R
Julie Scarratt	rs
Bridget Quint	SCS/LP
Robert Boyce	LW

STEYNING
Rev Ian Suttie

Elizabeth Hall	S
Linda Croft	T
Jennifer Clarke	R
Catherine Evans	rs

STORRINGTON/TRINITY
Rev Frank Okai-Sam

Robert Gamble	R/S
Mary-Jane Newman	R/S/CS
Shelagh Morgan	T/MHA
Robert Boyce	LW
Marilyn Hopwood	rs
Brian Kelley	rs

WESTERGATE
Rev Dan Balsdon

Kenneth (Mike) Jones	T
Janette Brooks-Kibble	R
Christopher Monkton	CS

Key
AFC – Action for Children
AT – Ass Circuit Treasurer
CC = Circuit Committee
CFT = Conx Funds Treasurer
CMS – Circuit Meeting Sec
CP – Circuit Property
CS = Circuit Steward
CT – Circuit Treasurer
I&P – Justice & Peace Rep
L – Local Preachers' Meet Sec
LP = Local Preachers Rep
LW = Lay Worker
Net – Network
R – Church Council Rep
rs = Church Council Rep Sub
S = Church Steward
SCS – Senior Circuit Steward
SN – Supernumerary Minister
SS – Senior Church Steward
T = Church Treasurer
WM – World Mission

Report of the Independent Auditors to the Trustees of West Sussex (Coast and Downs) Circuit

Opinion

We have audited the financial statements of the West Sussex (Coast and Downs) Circuit (the 'charity') for the year ended 31st August 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st August 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of trustees

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is listed below:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.
- Auditing the risk of management override of controls including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sheen Stickland Sheen Stickland

Chartered Accountants

Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

7 East Pallant

Chichester

West Sussex

PO19 1TR

Date: 8/12/21

West Sussex (Coast and Downs) Methodist Circuit Circuit No 36/08

Statement of Financial Activities (SOFA) for the year ended 31 August 2021

	Notes to the accounts	General Fund (Unrestricted) £	Circuit Model Trust (Unrestricted) £	Restricted Funds £	Endowment Funds £	Total 2020-21 £	Total 2019-20 £
Income							
1 Donations and legacies	4		-	-	-	0	1,393
2 Income from monetary investments		613	2,116	-	7	2,736	8,301
3 Income from properties	5	66,623	-	-	-	66,623	55,138
4 Assessments on Churches	6	514,456	-	-	-	514,456	508,876
5 Capital Receipts		-	-	-	-	0	0
6 Grants received	7	-	-	-	-	0	0
7 Other charitable activities		-	-	-	-	0	0
8 **Total from charitable activities**		581,692	2,116	-	7	583,815	573,708
9 Other Income	8	-	-	-	-	0	0
10 **Total income and endowments**		581,692	2,116	-	7	583,815	573,708
Expenditure							
11 Grants and donations	9		8,400	-	-	8,400	21,262
12 Salaries and associated costs	10	342,121		-	-	342,121	324,716
13 Property maintenance	11	57,614	15,700	-	-	73,314	79,760
14 Connexional assessment	12	85,564		-	-	85,564	88,880
15 District Assessment & Levy	12	18,149		-	-	18,149	19,284
16 Depreciation		-		-	-	0	0
17 Office expenses	13	4,045		-	-	4,045	3,639
18 Other outgoings	14	73,965	28,084	30	4	102,083	106,202
19 **Total charitable expenditure**		581,458	52,184	30	4	633,676	643,743
20 Gains/(losses) on monetary investments		-	5,135		-	5,135	- 502
21 Gains/(losses) on investment properties			-	-	-		
22 **Net income/(expenditure)**		234	- 44,933	- 30	3	-44,726	-70,537
23 Transfers between funds	15			3	-3	0	0
24 Other gains/losses (Property)		200,606	-	-	-	200,606	190,235
25 **Net movement in funds**		200,840	- 44,933	- 27	-	155,880	44,230
26 Total funds brought forward		6,671,760	529,644	637	2,200	7,204,241	7,128,773
27 Total funds carried forward		6,872,600	484,711	610	2,200	7,360,121	7,084,543

West Sussex (Coast and Downs) Methodist Circuit — Circuit No 36/08

Balance Sheet as at 31 August 2021

	Notes to the Accounts	General Fund (Unrestricted) £	Circuit Model Trusts (Unrestricted) £	Restricted Funds £	Endowment Funds £	Totals 2021 £	Totals 2020 £
Fixed Assets							
Circuit Property & Equipment	BS1	6,512,585				6,512,585	6,311,979
Investment properties						0	0
Investments						0	0
Total fixed assets		6,512,585	0	0	0	6,512,585	6,311,979
Current Assets							
Debtors and Prepayments	BS2	21,202				21,202	23,670
Loans by the Circuit						0	0
Investments with TMCP	BS3		487,112		2,200	489,312	542,613
Central Finance Board Deposits	BS4	509,445				509,445	501,878
Cash at Bank and in hand	BS4	10,116		610		10,726	8,286
Total current assets		540,763	487,112	610	2,200	1,030,685	1,076,447
Current liabilities							
Creditors and Accruals (due in under 1 yr)	BS5	180,749	2,400			183,149	184,185
Grants payable within 2018-19						0	0
Total current liabilities		180,749	2,400	0	0	183,149	184,185
Net current assets/liabilities		360,014	484,712	610	2,200	847,536	892,262
Total assets less current liabilities		6,872,599	484,712	610	2,200	7,360,121	7,204,241
Long term liabilities (due after more than one year)							
Grants payable after 2018-19						0	0
Loans to the Circuit						0	0
						0	0
Net assets		6,872,599	484,712	610	2,200	7,360,121	7,204,241
Funds of the Circuit							
General Fund (Unrestricted)	BS6	6,872,599				6,872,599	6,671,760
Circuit Model Trust Fund (Unrestricted)	BS7		484,712			484,712	529,644
Total Unrestricted Funds						7,357,311	7,201,404
Restricted Funds	BS8			610		610	637
Endowment Funds	BS8				2,200	2,200	2,200
Total Funds		6,872,599	484,712	610	2,200	7,360,121	7,204,241

The financial statements were approved by the board of trustees on 8.12.21 and were signed on its behalf by:

..... Circuit Meeting Chair

..... Circuit Treasurer

..... Circuit Secretary

West Sussex (Coast and Downs) Methodist Circuit — Circuit No 36/08

Cash flow statement for the year ended 31 August 2021

	2021	2020
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	(112,653)	(126,094)
Cash flows from investing activities:		
Dividends,interest and rents from investments	69,359	63,439
Disposal of property, plant and equipment		
Net cash provided by (used in) investing activities	**(43,294)**	**(62,655)**
Change in cash and cash equivalents in the reporting period	(43,294)	(62,655)
Cash and cash equivalents at the beginning of the reporting period	1,052,777	1,115,432
Cash and cash equivalents at the end of the reporting period	**1,009,483**	**1,052,777**
Net income / (expenditure) for the reporting period	(44,726)	(70,537)
Adjustments for:		
Dividends, interest and rents from investments	(69,359)	(63,439)
(Increase) / decrease in debtors	2,468	(2,739)
Increase / (decrease) in creditors	(1,036)	10,621
Net cash provided by (used in) operating activities	**(112,653)**	**(126,094)**

	2020	2019
Analysis of cash and cash equivalents	**£**	**£**
Investments with TMCP	489,312	542,613
Central Finance Board Deposits	509,445	501,878
Cash at Bnk and in hand	10,726	8,286
Total cash and cash equivalents	**1,009,483**	**1,052,777**

Year ended 31 August 2021

Notes to the Accounts

Basis of accounting and accounting policies

i Accounting standard

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) – (Charities SORP (FRS 102)).*

ii Public benefit entity

The West Sussex (Coast and Downs) Methodist Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s) below.

iii Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

iv Content

The financial information presented is relevant, reliable, comparable and complete. Where estimates are used these are based on experience, research and judgement. The accounts are expressed in £Sterling, rounded to the nearest pound.

v FRS102 & THE CHARITIES SORP (FRS 102)

This is the fifth year that the FRS102 SORP 2015 has applied to the Circuit's accounts. These accounts are compliant with FRS102 (March 2018) and with the Charities SORP (FRS102) (second edition-October 2019). The accounts have been prepared in accordance with applicable charity law in England this being the Charities Act 2011 and the Charities Accounting and Reporting Regulations 2008. In accordance with Regulation 8(4) (d) of the Regulations the charity trustees have departed from the requirement of Regulation 8(5) by following the Charities SORP (FRS102) (second edition-October 2019) to the extent necessary to give a true and fair view in the circumstances.

vi Going concern

Based on the monetary assets and human resources available at 31 August 2021, the trustees believe that the Circuit is a going concern.

vii Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the Churches within the Circuit but has no legal or operational control of those Churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of Churches within the Circuit are not consolidated into these financial statements.

viii Income recognition

Income is brought into account when there is entitlement and it is more likely than not that the economic benefit of the income will be forthcoming.

No attempt is made to measure the value of services donated by volunteers.

Individual amounts categorised as "*other income*" in the SOFA will be shown separately if they are considered material.

Year ended 31 August 2021

Notes to the Accounts

viii Income recognition continued

The Circuit acts as agent in two matters:

- the collection from Churches and payment over of their contributions to various Funds controlled and administered by The Methodist Church – "Connexional Funds"
- the administration (application, collection and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the Connexion or Churches as appropriate.

The time of volunteers is not recognised. Further information on this matter is provided in the Trustees' Annual Report. If goods are donated, a value will be shown in the SOFA or Notes where the value is considered material.

ix Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable and it is considered more likely than not that there will be outflow of economic benefit.

x Grants

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant without performance conditions.

xi VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

xii Tangible fixed assets

Tangible fixed assets for use by the Circuit are capitalised if they can be used for more than one year and individually cost at least £1,000.

The freehold property is shown in the accounts at a reinstatement value provided at 25th December each year. The reinstatement value of Manses has been based on a cost provided by the Quinquennial Surveyor from time to time and adjusted annually by Methodist Insurance using indexation. Other freehold properties will in many cases have been the subject of a valuation prepared by a Methodist Insurance valuer and indexed as above. No depreciation is provided because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the buildings component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for Church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees for the property.

xiii (a) Monetary Investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as custodian trustees. The valuations, at market value, are those provided by TMCP.

Year ended 31 August 2021

Notes to the Accounts

xiii (b) Property
From time to time the Circuit may hold residential property (formerly manses) which is surplus to its current staffing requirements. Where this is the case the property is let at market rates on a six month tenancy agreement unless there is a compelling reason not to do so in furtherance of the Circuit's charitable objectives.

When worship ceased at Cornerstone Methodist Church on 31st July 2015 and the Church Council was dissolved on 31st August 2015, the associated properties were transferred to Worthing Methodist Circuit in accordance with the resolution passed by the Church Council and unanimously approved by the Circuit trustees at the Circuit Meeting of 16th June 2015.

Sale of the buildings comprising the former Cornerstone church was completed on 14th March 2018.The property known as Cornerstone Hall is included in the assets passed to the Circuit and is occupied under licence by The New Montessori Pre-School.

xiv Receivables and Payables; Bank and Cash (Basic Financial Instruments)
Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit. Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

xv Methodist Connexional Funds
The Methodist Church Connexion raises assessments against Circuits and these are paid quarterly to their Districts. The Circuits raise assessments against Churches in the Circuit. The District quarterly remits to The Methodist Church Fund most of the sum received from Churches with a small sum being retained by District to meet its own costs. The Circuit may act as an agent for *ad hoc* collections for various funds controlled and administered by the Methodist Church.

xvi Endowment Funds
Where the Circuit holds money that may not be spent and must be retained (as capital) to generate an income the money or assets to be retained are classified as an Endowment Fund. The capital will be shown in the balance sheet in the column for Endowment Funds. The income may be restricted or unrestricted depending on the terms of the endowment.

xvii Ministers' manse costs
The Circuit is required to provide residential accommodation for each minister in the Circuit and their families. The Circuit bears the cost of repairs, maintenance, buildings insurance, Council Tax and water charges. These figures are not separately disclosed as benefits in kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

xviii Pension Costs and Other Post-Retirement Benefits
The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Year ended 31 August 2021

Notes to the Accounts

2. Glossary of terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provides investment advice to those entities

Church: a group of members from fewer than 10 to more than 300

Circuit: a group of Methodist Churches near each other, typically between 10 and 30

Circuit Meeting: The trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or their local Church

CLT (Circuit Leadership Team): A group (comprising mostly but not exclusively) of Circuit trustees responsible for the day to day administration and policy formulation of the Circuit. Generally the CLT comprises the Presbyters and Deacons stationed within the Circuit, the Circuit Stewards and others by virtue of the role they undertake for the Circuit.

CMTF: Circuit Model Trust Fund

Connexion: The Methodist Church in GB which includes the Head Office at Methodist Church House, all Methodist Districts, Circuits and Churches in Great Britain

District: a group of contiguous Circuits, usually between 15 and 30

DAF: District Advance Fund

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on generally accepted employment terms

MCF: Methodist Church Fund

NEST: The National Employment Savings Trust, the organisation through which the Circuit arranges a pension scheme for its Lay Employees

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

TMCP: Trustees for Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including Legacies, Endowments and Accumulated Funds

Year ended 31 August 2021

Notes to the Accounts

3. Merger of Accounts and Change of Name

A resolution was passed at the Circuit Meeting of 13 June 2016 stating that:
"With effect from 1 September 2016, a new Circuit will be created which comprises the Churches in the current Worthing Circuit and the Methodist Churches and two Single Congregational LEPs in the current South West Sussex United Area".
South West Sussex United Area was dissolved with the Charity Commission on 14 June 2017. As a result the accounts of the South West Sussex United Area were brought into the accounts of Worthing Methodist Circuit during the financial year 2016/2017 and the necessary adjustments made.
On the 1st September 2017 the newly formed Circuit changed its name to West Sussex (Coast and Downs) Methodist Circuit and all necessary amendments were made.

4. Donations and Legacies

No donations have been received this year.

5. Income from Property

Cornerstone Hall	£19,523	Less Costs	£0		
Murray Road	£13,200		£1,267		
Roundle Avenue	£18,360		£3,739		
Storrington	£15,540		£2,248		
	£66,623		£7,254	**NET INCOME**	**£59,369**

6. Assessments on Churches

For the purposes of assessment the Circuit this year comprises of 15 Churches and each is assessed for a contribution to meet the overall net costs of the Circuit.
At the Circuit Meeting of 11thSeptember 2019 it was reported that the Methodist Synod, the Baptist equivalent and the URC had given approval for Durrington to cease as an LEP and become a class of Goring as a result of which they were be brought into the assessment process with effect from the financial year 2020 to 2021.
In making its Assessment, budgeted income from investment income (including property letting) is taken into account.
In this financial year Assessment on the Churches was calculated using a formula based on two thirds membership and one third income.
Assessments are paid quarterly or monthly in advance.

Year ended 31 August 2021

Notes to the Accounts

6. Assessment on Churches Continued

Church	2021	2020
Bognor Regis	25,176	23,308
Chichester	61,592	64,652
Durrington	4,836	-
Felpham	36,848	35,368
Goring	39,436	38,872
Lancing	22,700	24,164
Littlehampton	20,024	20,460
Offington	84,556	81,216
Rustington	78,136	79,144
Selsey	12,684	11,448
Shoreham	22,908	23,948
Southwick	57,708	58,212
Steyning	10,732	11,948
Storrington	28,092	26,552
Westergate	9,028	9,584
TOTAL	**£514,456**	**£508876**

7. Grants Income

This year the Circuit received no grants

8. Other Income

This year the Circuit received no other income.

9. Grants and Donations

This year the Circuit gave no grants or donations.

10. Salaries and Associated Costs

At 1st September 2020 stipends and associated expenses were paid to 6.49 Methodist presbyters with a URC minister appointed to Chichester on a 75% stipend and a URC minister appointed to Littlehampton on a 25% stipend.
A housing allowance was also paid to a presbyter who was living in his own property.
At 1st September 2020, 6 part time lay employees were contracted and a lay employee responsible for Circuit administration was employed with effect from 1st April 2021.
The Circuit also makes a contribution towards the costs of the lay employee contracted to Rustington.

	2021	2020
Methodist Stipends (including NI & Pension)	231,378	215,560
URC Ministry & Mission	48,711	37,245
Lay Employees	46,744	50,669
Expenses - Post Stationery etc.	5,432	3,704
Expenses - Telephone and Broadband	4,689	8,175
Expenses - Travel	5,167	9,364
TOTAL	**£342,121**	**£324,717**

Year ended 31 August 2021

Notes to the Accounts

10. Salaries and Associated Costs Continued

Pensions

Most ordained presbyters and deacons are members of the relevant pension scheme.
Lay employees have the option of joining a pension scheme which the Circuit has arranged with NEST.
In the case of Lay Employees, contribution levels have been set at 6% of gross salary for both employer and employee.
The Circuit as employer contributes to the pensions of those employees earning in excess of the Lower Earnings Limit used for Automatic Enrolment.

11. Property Maintenance

The Circuit is Managing Trustee for 10 manses, Lyndhurst Road Methodist Church and Cornerstone Hall.
6 manses were permanently occupied during this financial year by ministers stationed in the Circuit and the Circuit is responsible for the payment of Council Tax, Water Rates, telephone and broadband (with ministers making a contribution) and insurance.
The Beth Salem, Chichester manse was occupied by a URC minister with the Circuit being responsible for 75% of Council Tax, Water Rates, telephone and broadband (with the minister making a contribution) and insurance.
The Circuit is also responsible for a third of the costs relating to the URC minister in charge of Littlehampton LEP.
Lyndhurst Road is on a 25 year lease to West Sussex County Council. Maintenance is overseen by the Circuit Managing Trustees but West Sussex County Council are responsible for the payment of all costs.
Cornerstone Hall is occupied under licence by the New Montessori Pre-School with them reimbursing gas, electricity and water charges to the Circuit. Rent is payable monthly in advance and is amended annually in line with the June Retail Price Index with effect from 1st September. In order to assist the Pre-School financially during Covid-19 restrictions no rent increase was applied for this year.
Of the remaining 3 properties, Murray Road, Southdown Way Storrington and Roundle Avenue are let on 6 month tenancy agreements.
The cost of ongoing maintenance and improvements are the responsibility of the Circuit except in the case of Lyndhurst Road where financial responsibility belongs to West Sussex County Council.
As the URC have a 24.23% share in the Beth Salem, Chichester manse they have a proportionate responsibility for the cost of any capital works carried out on the property.
The Circuit are also responsible for one third of costs at 24, The Plantation, Worthing as Littlehampton LEP's minister is shared with two other URC churches. During the period of the ministries the Circuit is proportionately responsible for minor maintenance but major repairs are the responsibility of the URC as they own the property.
This year an amount of £23,666 was included in Assessment for maintenance and improvements with the under spend of £5529 being transferred to Property Provision at the end of the financial year.
It is usual Circuit policy to make application to the Circuit Model Trust Fund for money to be released for the payment of major works/refurbishment.
During this financial year an application has been made for £15,700 for retiling of the roof at 24 Ashurst Drive, Goring.

Year ended 31 August 2021

Notes to the Accounts

11. Property Maintenance Continued

West Sussex (Coast and Downs) Methodist Circuit	2021	2020
Council Tax	19,618	16,586
Insurance	8,853	9,492
Letting Costs	7,254	5,399
Maintenance	17,137	22,329
Quinquennials	560	570
Water Rates	4,192	3,564
TOTAL	**£57,614**	**£57,940**

12. Connexional and District Assessments

The Assessments are calculated relative to the proportion of church members, ministers and lay workers and are payable to the District quarterly in advance.
This year a refund of £2,593 representing 50% of the June 2021 payment was received from the District Expenses Assessment as the District treasurer was predicting a surplus.

13. Office Expenses

	2021	2020
Plans and Publications	819	1,395
Postage Print and Stationery	2,501	1,385
Telephone and Website	725	859
TOTAL	**£4,045**	**£3,639**

14. Other Outgoings

General Fund

	2021	2020
Audit Fee/Accountancy	4,872	4,889
Bank Charges	99	74
Central Payroll	576	576
Local Preachers	48	26
Miscellaneous	617	2,139
Supernumeraries	1,359	3,013
Training	425	495
Contingency Transfers *	10,829	6,337
Transfers to Churches **	55,000	55,000
Travel	140	883
TOTAL	**£73,965**	**£73,432**

		2021	2020
* Justice and Peace Fund	2020/2021 Provision	300	-
Property Provision	2020/2021 Under Spend	5,529	1,337
Removal and Relocation	2020/2021 Provision	5,000	5,000
TOTAL		**£10,829**	**£6,337**

Year ended 31 August 2021

Notes to the Accounts

14. Other Outgoings Continued

** £55,000 of the surplus from the financial year ending 31st August 2020 was returned to churches using the same formula as was used to calculate assessment in that year.

	2021	2020
Bognor	2,519	2,662
Chichester	6,988	6,966
Felpham	3,822	3,691
Goring	4,201	3,962
Lancing	2,612	2,759
Littlehampton	2,211	2,212
Offington	8,778	8,546
Rustington	8,554	8,285
Selsey	1,237	1,482
Shoreham	2,588	2,641
Southwick	6,292	6,208
Steyning	1,292	1,313
Storrington	2,870	2,968
Westergate	1,036	1,305
TOTAL	**£55,000**	**£55,000**

Payments to Trustees

It is Circuit policy to offer to reimburse Circuit Trustees for expenditure properly incurred in carrying out their duties. The Trustees are not employees of the Circuit.
Travel, printing, postage and stationery expenses have been paid to 7 Trustees totalling £640. (2020: 5 Trustees totalling £972).

TMCP

During the year the Circuit paid TMCP, the custodians of the Circuit's investments:

Administration Charges

	2021	2020
Circuit Model Trust Fund 10250	953	1,074
Circuit Various Bequests Fund 21326	127	127
Doris Brazier Bequest Fund 16673	4	4
TOTAL	**£1084**	**£1,205**

Circuit/District Payment

	2021	2020
Circuit Model Trust Fund 10250	**£27,003**	**£31,535**

Benevolent Fund

During the year no monies were used in the act of benevolence.

15. Transfers

£3 interest was transferred from the Doris Brazier Bequest Fund to the Benevolent Fund in accordance with the terms of the endowment.

Year ended 31 August 2021

Notes to the Accounts

BS1 Property

Properties are shown in the accounts at their insurance valuation.

Valuations are reviewed annually by Methodist Insurance.
This year there was no increase in the valuations of Cornerstone Hall and Lyndhurst Road as Index Linking was 0%.

WEST SUSSEX (COAST AND DOWNS) METHODIST CIRCUIT	31st August 2021		31st August 2020
4 Gorse Avenue, Worthing	437,175		416,361
24 Ashurst Drive, Goring	382,348		364,145
13 Southdown Way, Storrington	333,460		317,584
The Finches, Elm Grove, Lancing	374,942		357,091
Manor Road, Southwick	283,999		270,478
4 Roundle Avenue, Bognor Regis	412,544		392,903
Aldersgate, Murray Road, Selsey	358,739		341,660
60 Westlands, Rustington	518,443		493,760
Beth Salem, The Drive, Chichester	640,323		609,838
28 Kyoto Court, Bognor Regis	471,606		449,153
Cornerstone Hall, Worthing	1,009,320		1,009,320
Lyndhurst Road, Worthing	1,289,686		1,289,686
TOTAL	**£6,512,585**		**£6,311,979**

BS2 Debtors and Prepayments

Sums shown as Debtors and Paid in Advance at 1 September 2020 have been brought into the accounts during 2020/21.
Similarly, it is expected that payments in advance at 1st September 2021 will be expensed in 2021/22.

DEBTORS	2021	2020
Cornerstone Hall Electricity Reimbursement	-	58
TOTAL	**£0**	**£58**

PREPAYMENTS	2021	2020
Insurance	2,932	3,091
Insurance re Littlehampton Minister's Manse	-	180
Methodist Stipends	17,802	18,958
Methodist Stipend Apprenticeship Levy	66	-
Council Tax re Littlehampton Minister's Manse	402	447
Adur DC Overpayment re Lancing Manse	-	607
Lancing Glass Works Deposit re Offington Manse	-	329
TOTAL	**£21,202**	**£23,612**

	2021	2020
DEBTORS AND PREPAYMENTS GRAND TOTAL	**£21,202**	**£23,670**

Year ended 31 August 2021

Notes to the Accounts

BS3 Trustees for Methodist Church Purposes

The funds that support the Circuit Model Trust, Various Bequests and the Doris Brazier Bequest Permanent Endowment are held by TMCP in CFB Managed Mixed Funds and/or Trustees Interest Funds with dividends and interest credited to the accounts each month.
These are regarded as medium and long term investments.
TMCP is the legal owner and custodian trustee of all Methodist model trust property, including legacies, endowments and accumulated funds. Trust property is held for and on behalf of local managing trustees who are responsible for the day to day management of trust property.
TMPC ensure that, through providing guidance and acting under their direction, the managing Trustees comply with charity law and Methodist law and policy as determined by the Methodist Conference.

TMCP	Trust Number	CFB Managed Mixed Fund		Trustees Interest Fund	
		2021	**2020**	**2021**	**2020**
Model Trust Fund	10250	33,114	27,978	390,206	448,730
Various Bequests	21326	-	-	63,792	63,705
Doris Brazier Bequest	16673	-	-	2,200	2,200
TOTAL		**£33,114**	**£27,978**	**£456,198**	**£514,635**

BS4 Central Finance Board (CFB) and Bank Balances

Monies are held at the Central Finance Board of the Methodist Church in two accounts named West Sussex (Coast and Downs) Circuit and West Sussex (Coast and Downs) Circuit 2 a/c* with interest being received monthly.
* Approval was sought at the Circuit Meeting held on 12th December 2018 to change the name of the former Cornerstone Methodist Church Worthing account .

West Sussex (Coast and Downs) Methodist Circuit hold a Cash account with CAF Bank the monthly fee for which increased on 4th January 2021 from £5 a month to £8 a month.
A fee of £0.50 was also introduced for each cheque issued.
The funds in all these accounts are available on demand without charges or loss of interest.

The Circuit holds an instant access Standard Deposit account with Methodist Chapel Aid with interest being received into the General Fund half-yearly.

BS5 Current Liabilities, Creditors, Accruals and Income in Advance

All sums accrued at 31 August 2020 were paid during the year to 31 August 2021.
It is expected that all sums accrued at 31st August 2021 will be paid during the year to 31st August 2022.

CURRENT LIABILITIES	**2021**	**2020**
Property Provision	44,348	36,985
Removal and Relocation Fund	12,849	7,849
Circuit Education and Youth	194	194
Justice and Peace Fund *	1,481	181
TOTAL	**£58,872**	**£45,209**

*During the year the Circuit received a £1,000 legacy from Audrey Gray which at the discretion of the Circuit Superintendent was credited to this fund.

Year ended 31 August 2021

Notes to the Accounts

BS5 Current Liabilities, Creditors, Accruals and Income in Advance Continued

CREDITORS AND ACCRUALS	2021	2020
Audit Fee	4,320	4,200
BT Lancing Bill	33	72
BT Offington Bill	33	72
Paine Manwaring Invoice	850	-
Paine Manwaring Invoice	94	-
Just Host Invoice	14	-
Shell Energy Retail Ltd re Lancing Manse	82	68
Lay Employee Expenses	-	104
DW Electrical Invoice re Lancing Manse	-	144
Guy Leonard Gas Repair Invoices re Southdown Way	-	150
Minister's Expenses	-	90
Our Move Rent Repayment re Roundle Avenue	-	625
Outstanding Grant to Littlehampton Church		10,769
Outstanding Grant to Selsey Church	2,400	
TOTAL	**£7,826**	**£16,294**

INCOME IN ADVANCE	2021	2020
Assessments in Advance	116,451	122,682
TOTAL	**£116,451**	**£122,682**

	2021	2020
GRAND TOTAL	**£183,149**	**£184,185**

BS6 General Fund

The purpose of the fund is for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit and which have not been designated for other purposes.

BS7 Circuit Model Trust

The purposes of the funds are for use at the discretion of the trustees in the furtherance of the general objectives of the Circuit. Their main source of income is legacies and formulaically determined contributions from the sale of manses and church buildings in the Circuit. Although these are technically Unrestricted Funds under the control of the Circuit Meeting, prior approval is still required to utilise them. Methodist Standing Orders 930, 931 and 917(2) are applicable.

BS8 Restricted and Endowment Funds

Benevolent Fund

Receives interest from the Doris Brazier Bequest Fund mentioned below.
It is used for acts of benevolence at the discretion of the Circuit Superintendent.

Doris Brazier Bequest

Only interest is available from this fund and this is transferred to the Benevolent Fund detailed above on a quarterly basis.