

Sprowston Methodist Church

Wroxham Road, Norwich.

Report of the Trustees

For the year ending 31 August 2021

The Trustees present their annual report for the year ended 31 August 2021

Reference and Administrative Details

Registered Charity Number

1144417

Principle Address

Cozens Hardy Road

Sprowston

Norwich

NR7 8AD

Norfolk. UK

The Church Council is Constituted in accordance with the Standing Orders of the Methodist Church, and officers are appointed by the members of the Church at its General Church Meeting.

TRUSTEES

The Minister and workers:

The Minister – Reverend Andrew Burrows (Chairman)

Pastoral Lay worker – Ruth Burrows

Church Stewards: Martin Callam, Marilyn Hood, Gillian Horth, Pauline Butler, Jane Lovett, Kathryn Hughes, Bev Townsend, and Martin Horth.

The Church Treasurer: Marilyn Hood

The Secretary of the Pastoral Committee: Jane Lovett

The Secretary of the Council: Paula Callam

Representatives elected annually by the General Church Meeting:

Safeguarding: Janice Norman and Paula Callam

Health & Safety: John Manson

Property Steward: David Hood

Church Members' Representatives: Jackie Lawrence, Sarah Muscroft, Charles Townsend, Diana Meadows, Grace Muscroft, Jessica Parrott, Janet Mayes, June Ling

Additional persons appointed by the Council to ensure that all areas of the Church's life are adequately represented and in particular that, wherever possible, young people are included in its membership:

Junior Church – Barbara Manson

Missions – Kathryn Hughes

Messy Church – Janet Mayes

Local Preachers – Paul Lawrence, Janice Norman

Methodist Homes for the Aged representative – Rev Alec Callaby
Youth Council – Grace Muscroft
Property & Room Booking – David Hood

One circuit steward appointed by the circuit stewards:

John Brittain

Independent Examiner

Mr Eric Steward
70A Aylsham Rd.,
Norwich
Norfolk
NR3 2HE

Bankers

Barclays Bank
St Stephens Branch
5-7 Red Lion Street
NORWICH
NR1 3QH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Deed of Union (1932) and The Methodist Church Act (1976). It constitutes an unincorporated charity.

Related parties

The Church is a constituent member of the Norwich Circuit of the Methodist Church.

Risk assessment.

The premises are properly insured, and Health and Safety reviews take place annually with Fire Evacuation Practices held from time to time. A risk register is maintained to safeguard the Church's assets and future work and the Disclosure and Barring Service is consulted as appropriate. All trustees and others working with children, young people and vulnerable adults are required to attend a safeguarding CSS Foundation module training course. An asset register is maintained by the Treasurer. At intervals over the year the premises were closed in accordance with Government guidelines because of the Covid 19 pandemic with access to the buildings being limited to only essential maintenance by approved persons. Public lets were reduced. When the property was opened to the public the Health & Safety guidelines produced by the Methodist Church in accordance with Government guidelines were followed.

OBJECTIVES AND ACTIVITIES

Objectives and aims

We are a medium sized and diverse church set on the outskirts of Norwich, England. We believe that all disciples of Jesus are called to be faithful and fruitful in their lives and this must be outworked not only in terms of worship, fellowship and care, but also in terms of mission, through using God's gifts.

The church sees its mission in terms of developing a process of disciple-making that will incorporate *not-yet-believers* and encourages Christian maturity in mission among all its members – by serving and witnessing – in the power of the Spirit.

ACHIEVEMENT AND PERFORMANCE

The Church has continued its as best as possible in the circumstances with its on-going programme of Christian work and care.

During the lockdown services were produced by the Minister in her home and shared online via YouTube and via a phone link. Various fellowship and business meetings were conducted via Zoom. Members of the congregation and the wider community who were isolating were supported during lockdown either in collecting of prescriptions or groceries and various other acts of help. The church “family” has been very active with phoning, socially distanced garden visits and letter writing in making sure that everybody is supported and cherished.

Our Junior Church has focused on the younger people within our church and neighbourhood. Regrettably the Pushchair Club that met on the premises shut down this year. Messy Church which focuses on young people and families in the area has not yet resumed. Our Cameo group, which did not meet for most of the year has restarted and has welcomed new-comers and others not usually involved in the normal Sunday activities of the church.

Art Fellowship has shut down, but a new Craft Group is planned. Men’s Breakfasts has not yet restarted.

Special events are held occasionally, though with the Covid 19 lockdown our annual Community Fun Day usually held in the summer had to be cancelled.

Our building is also normally widely used by other organisations in the local community, though during lockdown there has been no community use of the premises.

FINANCIAL REVIEW

The accounts show that the on-going costs of administration of the Church were covered by income.

Reserves Policy

Funds are held in accordance with the Church’s Reserves Policy and are believed to be adequate for the declared aims and objectives of the Church and necessary maintenance of the building.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provision of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charity SORP.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulation 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE CHURCH COUNCIL:

Paula Callam: Secretary

Date: 15th October 2021

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Sprowston	Church
------------------	---------------

FOR THE YEAR ENDED

31 August 2021

Norwich	Circuit	Circuit no	14/1
----------------	----------------	-------------------	-------------

Registered Charity - Charity Registration number

1144417

If not a registered charity **Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev A Burrows

Church Stewards:

Mr Martin Horth - Senior Steward	Mrs Gillian Horth
Mrs Marilyn Hood	Mr David Hood
Mrs Beverley Townsend	Mrs Kathryn Hughes
Miss Jane Lovett	Ms Pauline Butler
Mrs Paula Callam	Mr Martin Callam

Treasurer:

Mrs Marilyn Hood

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021			Sprowston Methodist				Church
			Unrestricted Funds	Restricted Funds	Totals this year		Totals last year

SECTION A

a1	RECEIPTS	Note	£	£	£	£
a2	Offerings and Tax recovered		70,353	238	70,591	123,254
a3	Bank and CFB interest and investment income		113		113	547
a4	Lettings		6,848	0	6,848	13,509
a5	Other receipts		9,051	2,787	11,838	49
a6	TOTAL RECEIPTS		86,365	3,024	89,389 (a7)	137,359

SECTION B

b1	PAYMENTS					
b2	Circuit Assessment or Share		54,000	0	54,000	52,500
b3	Donations		1,104	13,295	14,399	10,345
b4	Repairs and Maintenance		3,194	0	3,194	18,798
b5	Utilities (Insurances, water charges, heating & lighting)		6,331	0	6,331	6,828
b6	Other payments		1,936	697	2,633	6,733
b7	TOTAL PAYMENTS		66,565	13,992	80,557 (b9)	95,203

SECTION C

c1	NET RECEIPTS/PAYMENTS FOR THE YEAR					
			19,800	(10,967)	8,833	42,157
c2	Total funds brought forward from last year		73,151	12,828	85,979 (c6)	43,822
c3	Sub total	(c1+c2)	92,951	1,861	94,812	85,979
c4	Transfers and adjustments		(13,143)	13,098	(45) (c7)	0
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	79,808	14,959	94,767 (c8)	85,979 (c6)

SECTION D

d	FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts are not to be included in total)					
d1	Balance brought forward from last year				25	75
d2	Offerings/Gifts - received for external organisations				4,223	5,429
d3	Offerings/Gifts - passed to external organisations				4,298	5,479
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)			(50)	25

**SUMMARY OF CHURCH
ACCOUNTS AND INTERNAL
ORGANISATIONS REPORTING
TO THE CHURCH COUNCIL**

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Men's breakfast	0	0	0		134	134
e2 Pushchair Club	0	0	0		723	723
e3 Box		80	(80)		80	0
e4 CAMEO	112	43	69.18		47	116
e5 Sunday Fellowship lunch	0	0	0		107	107
			0			0.00
			0			0.00
e8 Sub total of Internal Organisations funds	112	123	(11)	0	1,091 (e11)	1,080 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	89,390 (a7)	80,557 (b9)	8,833	(45) (c7)	85,979 (c6)	94,768 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	89,502	80,680	8,823	(45)	87,070 (x)	95,848 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

f1 Cash in hand		
f2 Bank Current Account		
f3 Bank Deposit Account		
f4 Central Finance Board Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts Organisations (the closing balance total from above)		
f8 TOTAL CASH FUNDS HELD BY CHURCH		

Difference; not shown on previous year's summary in error

OPENING BALANCES	CLOSING BALANCES
0	0
3,015.45	3,050.40
1,693.59	15.97
19,092.78	35,553.22
62,127.34	56,148.23
50	
85,979 (c6)	94,768 (c7)
1,091 (e11)	1,080 (e12)
87,070 (x)	95,848 (y)

SECTION G

OTHER ASSETS and LIABILITIES

g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)		
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

At
1 September 2020

0
£1.875m
0
0
0

At
31 August 2020

0
£1.895m
0
0
0

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

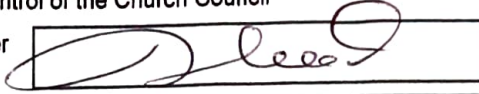
g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer



Date

30/09/2021

Name

Marilyn Hood

Address

3 Glenburn Avenue, Norwich, NR7 8DU

Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

20/10/2021

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

Rev Andrew Burrows

Date

20/10/2021

Independent Examiner's Report to the Trustees of the

Sprowston Methodist

Church

This Report is on the Church Accounts for the year ended 31st August

2021

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Eric Steward

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;

• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply appropriate*

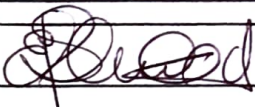
- (3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

** Please circle as appropriate*

Name

Mr Eric James Steward

Signature



Relevant Professional qualification or body

Address

70A Aylsham Road, Norwich, NR3 2HE

- 26.10.2021

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Sprowston	Church
------------------	---------------

FOR THE YEAR ENDED

31 August 2021

Norwich	Circuit	Circuit no	14/1
----------------	----------------	-------------------	-------------

Registered Charity - Charity Registration number

1144417

If not a registered charity **Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev A Burrows

Church Stewards:

Mr Martin Horth - Senior Steward	Mrs Gillian Horth
Mrs Marilyn Hood	Mr David Hood
Mrs Beverley Townsend	Mrs Kathryn Hughes
Miss Jane Lovett	Ms Pauline Butler
Mrs Paula Callam	Mr Martin Callam

Treasurer:

Mrs Marilyn Hood

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021			Sprowston Methodist				Church
			Unrestricted Funds	Restricted Funds	Totals this year		Totals last year

SECTION A

a1	RECEIPTS	Note	£	£	£	£
a2	Offerings and Tax recovered		70,353	238	70,591	123,254
a3	Bank and CFB interest and investment income		113		113	547
a4	Lettings		6,848	0	6,848	13,509
a5	Other receipts		9,051	2,787	11,838	49
a6	TOTAL RECEIPTS		86,365	3,024	89,389 (a7)	137,359

SECTION B

b1	PAYMENTS					
b2	Circuit Assessment or Share		54,000	0	54,000	52,500
b3	Donations		1,104	13,295	14,399	10,345
b4	Repairs and Maintenance		3,194	0	3,194	18,798
b5	Utilities (Insurances, water charges, heating & lighting)		6,331	0	6,331	6,828
b6	Other payments		1,936	697	2,633	6,733
b7	TOTAL PAYMENTS		66,565	13,992	80,557 (b9)	95,203

SECTION C

c1	NET RECEIPTS/PAYMENTS FOR THE YEAR					
c1			19,800	(10,967)	8,833	42,157
c2	Total funds brought forward from last year		73,151	12,828	85,979 (c6)	43,822
c3	Sub total	(c1+c2)	92,951	1,861	94,812	85,979
c4	Transfers and adjustments		(13,143)	13,098	(45) (c7)	0
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	79,808	14,959	94,767 (c8)	85,979 (c6)

SECTION D

d	FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts are not to be included in total)					
d1	Balance brought forward from last year				25	75
d2	Offerings/Gifts - received for external organisations				4,223	5,429
d3	Offerings/Gifts - passed to external organisations				4,298	5,479
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)			(50)	25

**SUMMARY OF CHURCH
ACCOUNTS AND INTERNAL
ORGANISATIONS REPORTING
TO THE CHURCH COUNCIL**

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Men's breakfast	0	0	0		134	134
e2 Pushchair Club	0	0	0		723	723
e3 Box		80	(80)		80	0
e4 CAMEO	112	43	69.18		47	116
e5 Sunday Fellowship lunch	0	0	0		107	107
			0			0.00
			0			0.00
e8 Sub total of Internal Organisations funds	112	123	(11)	0	1,091 (e11)	1,080 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	89,390 (a7)	80,557 (b9)	8,833	(45) (c7)	85,979 (c6)	94,768 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	89,502	80,680	8,823	(45)	87,070 (x)	95,848 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

f1 Cash in hand		
f2 Bank Current Account		
f3 Bank Deposit Account		
f4 Central Finance Board Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts Organisations (the closing balance total from above)		
f8 TOTAL CASH FUNDS HELD BY CHURCH		

Difference; not shown on previous year's summary in error

OPENING BALANCES	CLOSING BALANCES
0	0
3,015.45	3,050.40
1,693.59	15.97
19,092.78	35,553.22
62,127.34	56,148.23
50	
85,979 (c6)	94,768 (c7)
1,091 (e11)	1,080 (e12)
87,070 (x)	95,848 (y)

SECTION G

OTHER ASSETS and LIABILITIES

g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)		
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

At
1 September 2020

0
£1.875m
0
0
0

At
31 August 2020

0
£1.895m
0
0
0

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

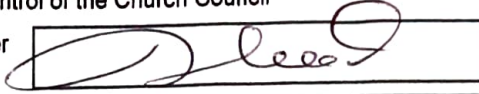
g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer



Date

30/09/2021

Name

Marilyn Hood

Address

3 Glenburn Avenue, Norwich, NR7 8DU

Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

20/10/2021

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

Rev Andrew Burrows

Date

20/10/2021

Independent Examiner's Report to the Trustees of the

Sprowston Methodist

Church

This Report is on the Church Accounts for the year ended 31st August

2021

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Eric Steward

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

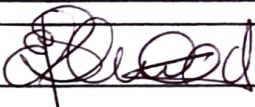
In connection with my examination, no matter has come to my attention (other than that disclosed below*):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply appropriate*

- (3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

** Please circle as appropriate*

Name	<div>Mr Eric James Steward</div>
Signature	<div></div>
Relevant Professional qualification or body	<div></div>
Address	<div>70A Aylsham Road, Norwich, NR3 2HE</div>

- 26.10.2021