

**Sprowston Methodist Church
Wroxham Road, Norwich**

**Report of the Trustees
For the year ending 31 August 2023**

The Trustees present their annual report for the year ending 31 August 2023

REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity Number
1144417**

Principle address

Sprowston Methodist Church
Cozens Hardy Road
Sprowston
Norwich
NR7 8AD

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 Annual General Meeting.

TRUSTEES

Name	Role	Date appointed	Additional Roles	Date appointed
Jacky Lawrence	Church rep	01/05/2018		
Sarah Muscroft	Church rep	01/05/2018	Steward	21/09/2022
Charles Townsend	Church rep	21/05/2019		
Parrott Jessica	Church rep	01/06/2020		
Ben Lawrence	Church rep	16/06/2021		
Beverley Townsend	Church rep	21/09/2022		
Jane Lovett	Church rep	21/09/2022	Pastoral Secretary	01/04/2017
Grace Muscroft	Church Youth rep	01/05/2018		
John Walters	Circuit rep	01/09/2023		
Paul Lawrence	Lay Preacher	2003		
Paula Callam	Minute Secretary	01/04/2016	Safeguarding, Steward GDPR	01/04/2016 21/05/2019 07/03/2023
David Read	Health & Safety	21/09/2022		
David Hood	Property	01/03/2018	Steward	01/05/2014
Pauline Butler	Steward	21/05/2019		
Martin Callam	Steward	01/05/2015		
Gillian Horth	Steward	01/05/2015		
Martin Horth	Steward	01/05/2016		
Kathryn Hughes	Steward	01/05/2018		
Andy Burrows	Superintendent / Minister	01/09/2020		
Marilyn Hood	Treasurer	01/05/2014	Steward	01/05/2014
Ruth Burrows	Lay Worker	24/02/2021		

One circuit steward appointed by the circuit stewards:

John Walters

Independent Examiner

Mr Eric Steward
70A Aylsham Road
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.

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 on-going programme of Christian work and care.

Our Junior Church has focused on the younger people within our church and neighbourhood. Messy Church has focused on young people and families in the area. Our Cameo group, Craft group, Men's Breakfast and the Wellbeing Café have welcomed new-comers and others not usually involved in the normal Sunday activities of the church. Veg bank has supported the local community with bags of free vegetables available to any callers. Our Community Garden has proved to be a popular spot for relaxing in and produce grown is available to all.

Special events are held occasionally, and an open Community Fun Day held each summer.

Our building is also widely used by other organisations in the local community.

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: May 2024

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

Sprowston	Church
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FOR THE YEAR ENDED

31 August 2023

Norwich	Circuit	Circuit no	14/1
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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:

Mrs Judy Read - Senior Steward	Mrs Sarah Muscroft
Mrs Marilyn Hood	Mr David Hood
Ms Pauline Butler	Mrs Kathryn Hughes
Mr Martin Horth	Mrs Gillian Horth
Mrs Paula Callam	Mr Martin Callam

Treasurer:

Mrs Marilyn Hood

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022		Sprowston Methodist				Church
		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year

SECTION A

a1	RECEIPTS	Note	£	£	£	£
a2	Offerings and Tax recovered		66,354	470	66,824	62,860
a3	Bank and CFB interest and investment income		2,898	0	2,898	262
a4	Lettings		18,373	0	18,373	14,172
a5	Other receipts		728	7,334	8,062	25,792
a6	TOTAL RECEIPTS		88,352	7,804	96,156 (a7)	103,085

SECTION B

b1	PAYMENTS					
b2	Circuit Assessment or Share		59,400	0	59,400	55,350
b3	Donations		757	2,782	3,539	6,489
b4	Repairs and Maintenance		10,022	1,991	12,012	8,326
b5	Utilities (Insurances, water charges, heating & lighting)		8,342	0	8,342	7,284
b6	Other payments		3,891	9,054	12,946	33,542
b7	TOTAL PAYMENTS		82,412	13,827	96,239 (b9)	110,992

SECTION C

c1	NET RECEIPTS/PAYMENTS FOR THE YEAR		5,940	(6,024)	(83)	-7,906
c2	Total funds brought forward from last year		79,374	8,195	87,570 (c6)	94,767
c3	Sub total (c1+c2)		85,314	2,172	87,486	86,861
c4	Transfers and adjustments		0	0	0 (c7)	709
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)		85,314	2,172	87,486 (c8)	87,570 (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				660	-50
d2	Offerings/Gifts - received for external organisations				4,042	4,853
d3	Offerings/Gifts - passed to external organisations				4,402	4,144
d4	BALANCE STILL TO BE PAID (d1+d2-d3)				300	660

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/Purchasing Meeting. Note that the funds of an internal organisation should normally be presented funds, unless it could be clearly shown that they are not used for any Methodist purpose. This section must be completed to give a true and fair view of the financial position of the Church. If gross income exceeds the acceptable threshold, then the Accruals method of accounting AND A DIFFERENT accounting system must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District.

Supplementary

See Note 1

Please follow the Guidance Notes to complete this page

Accounts 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 Vtg Bank	1,358	1,358	0		0	0
e2 Methodist Club	0	318	(318)	(5)	323	0
e3 CANEO	1,647	1,137	510		38	548
e4 Sunday Fellowship lunch	2,502	2,506	(420)		102	98
e5 Craft Group	34	50	(16)		47	31
e6 Messy Church		19	(19)		19	0
e7 Renew Wellbeing cafe	19	98	(79)		79	0
e8 Sub total of internal Organisations funds	5,560	5,486	74	(5)	609 (e11)	678 (e12)
Church accounts (totals brought forward from page 2 - totals column)	96,156 (e7)	96,239 (b9)	(83)	0 (c7)	87,570 (c6)	87,486 (c7)
e9 TOTAL CASH FUNDS HELD BY CHURCH	101,716	101,725	(9)	(5)	88,179 (x)	88,165 (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		
f5 Trustees for Methodist Church		
f6 Purposes		
f7 Other funds		
f8 SUB TOTAL - Church accounts		
f9 Organisations (the closing balance total from above)		
TOTAL CASH FUNDS HELD BY CHURCH		

OPENING BALANCES

0
699
16
31,361
56,252
-757
87,570 (c6)
609 (e11)
88,179 (x)

CLOSING BALANCES

0
1,365
11
28,214
57,897
87,487 (c7)
678 (e12)
88,165 (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 2023

0
£1.875m
0
0
0

At 31 August 2022

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

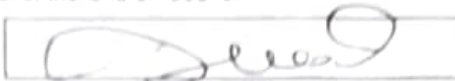
g1 Include any other Investments (not the cash element of TMCP trusts accounts this is included in line f5)

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

18.10.23

Name

Marilyn Hood

Address

3 Glenburn Avenue
Norwich
NR7 8DU

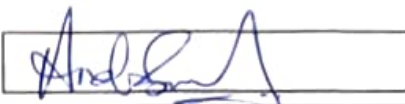
Presentation to the *Church Council for approval.

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

25th October 2023

and were approved.

Signature of the Chair of the
meeting



Name of the Chair of the meeting

Rev Andrew Burrows

Date

25th October 2023

Independent Examiner's Report to the Trustees of the

Wroxham Rd, Sprowston Methodist

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

2023

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 JAMES 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;

- (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

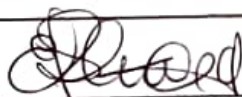
- (3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand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

* Please circle as appropriate

Name

ERIC JAMES STEWARD

Signature



Relevant Professional qualification or body

Address

70A AYLSHAM ROAD
NORWICH, NR3 2HE

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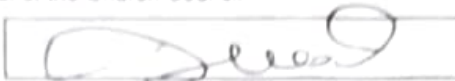
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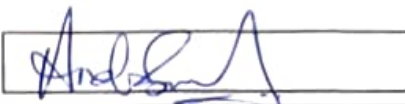
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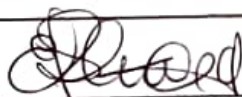
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* Please circle as appropriate

Name

ERIC JAMES STEWARD

Signature



Relevant Professional qualification or body

Address

70A AYLSHAM ROAD
NORWICH, NR3 2HE