



**ANNUAL REPORT
FOR EPWORTH OLD RECTORY
(OPERATIONS)
CIO REGISTRATION 1165487

FOR THE YEAR ENDED
31st DECEMBER 2020**

9 February 2021	For approval	Accounts unexamined
20/April/2021	Accounts (CIO) examined	Accounts approved
19/July 202	AR and SA approved by Directors	Report and Account approved

EOR 093 ISSUE 1: EPWORTH OLD RECTORY (OPERATIONS) ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2020

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INTRODUCTION AND BACKGROUND

1a Background details to the 2020 Report

- Epworth Old Rectory (Operations), EOR (Ops), is registered with the Charities commission as a Charitable Incorporated Organisation (CIO) in England and Wales. Its Charity Registration Number is 1165487.
- It operates in partnership with Epworth Old Rectory (Trust) which is registered with and overseen by the Methodist Church in Great Britain (MCIGB).
- The relationship between EOR (Ops) and EOR (Trust) is set out in a Partnership agreement which is documented as EOR016

1b Historical Information

- Epworth Old Rectory (EOR) was, from 1695 to 1745, the family home of Samuel and Susanna Wesley and their 19 children (of whom 10 survived) including John and Charles Wesley, founders of Methodism. In 1709 the existing rectory was burned to the ground and the current building erected in its place.
- The Old Rectory is a Queen Anne Grade I Listed Building. It had a number of extensions during the early 19th century. Some outbuildings were added in the late 19th and 20th centuries. The property still retains over 4 acres of glebe land - referred to by the Wesleys as 'the croft' - in addition to formal gardens.
- The building continued to be used by the Church of England as a rectory for St. Andrew's parish until 1954 when it was bought by funds raised by the World Methodist Council (WMC) and registered by the Trustees for Methodist Church Purposes (TMCP).
- In 1957 it was opened to the general public as a museum dedicated to the life and times of John and Charles Wesley, and in particular, to the influence on them by their parents Samuel and Susanna Wesley.
- A collection of historical objects and "Wesleyana" has grown over the years, with a library of books and documents connected to the Wesleys being donated to the museum in the 1980s.
- In 2015 an agreement was reached to house the archives of successive Methodist women's movements and to mount exhibitions featuring their work.
- Epworth Old Rectory opens for eight months of the year and receives visitors from all over the world.

1c Legal status

- Epworth Old Rectory is owned by the WMC.
- The Title Deeds are held by the TMCP on behalf of the WMC;
 - TMCP are therefore the custodian Trustees;
 - WMC and MCIGB are represented on EOR (Trust), a Board of Trustees which is appointed by the Conference of MCGIB. This Trust manages the property and oversees the charitable activity which together are described as Epworth Old Rectory (EOR).
- EOR (Ops) is responsible for the day to day activities. It is supported and overseen by EOR (Trust)
- The constitutions of EOR (Trust) and EOR (Ops) are documented as EOR006 and EOR017 respectively.
- The formal agreement which sets out the relationship between EOR(Trust) and EOR (Ops) is documented as EOR016

2. ADMINISTRATIVE DETAILS

2a Charity details

Charity name Epworth Old Rectory (Operations)

Registered charity number 1165487 (Registered 2/2/2016)

Charity's principal address
1 Rectory Street
Epworth
North Lincolnshire
DN9 1HX

website www.epwortholdrectory.org.uk

Independent Examiner:
Glover and Co
High Street
Epworth
North Lincolnshire
DN9 1ET

Principal Bankers:
HSBC Bank plc
21 Market Place
Gainsborough
Lincolnshire
DN21 2BU

Contact Person
Mr John Purdy (Secretary)
Marina House
Hatfield Road
Thorne
Doncaster DN8 5RA

2b Directors who have held office during 2020

CHAIR	Mrs Sarah Friswell
VICE-CHAIR	
SECRETARY:	Mr John Purdy
TREASURER:	Rev Stuart Gunson
	Mr Barry Clarke
	Mrs Kate Close
	Mrs Angela Creswick
	Revd Angela Long
	Mr John Lambert
	Mr Owen Roberts
	Ms Gillian Crawley
	Ms Elizabeth Denton
	Mr Michael Turnpenny
	Ms Jo Hibbard

Non-voting 'others'
Manager
Museum Development Officer
Museum Adviser
Museum Heritage Officer
Methodist Director of engagement

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3a Date and nature of the governing document

Epworth Old Rectory (Operations) is registered as a CIO under the Charities Act 2006. The Charity Registration Number is 1165487.

Governance of EOR (Ops) is the responsibility of the Directors.

- The Directors consist of a Chair, Secretary, Treasurer, and up to a maximum of 12 in total.
- At least 8 are appointed by EOR(Trust)
- Included in the above 8 there will be one ex-officio Trustee.
- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.
- During 2020 Mrs Jennifer Carpenter resigned as a director in July 2020 and Mrs Kate Close was appointed.

In addition five people attend the Directors Meetings in a non-voting capacity.

- A Manager who is employed by the Trustees and is responsible for the day to day running of EOR and for overseeing the proposed development.
- A Museum Development Officer
- A Museum Adviser
- The Methodist Heritage Officer.
- The Methodist Director of engagement

The Directors operate the site as follows:

- Regular meetings of the Directors
- Supported by the General Management Committee (or House Committee) which is responsible for the day-to-day running of the site.

Additional governance issues

During 2020 the Business plan was reviewed, and a 5 year Forward Plan was prepared. This is included in our portfolio of documents as EOR 031 All the policies referred to in the business plan are available for inspection. Epworth Old Rectory is an Accredited Museum and the review of accreditation was completed November 2020. The report was submitted and a response is awaited (Jan 2121)

3b Recruitment, nominations and appointment of new Trustees

The appointment of new Directors will be made in accordance with the Constitution document.

3c Management Issues

Epworth Old Rectory employs a full-time Manager and 3 part-time staff

4 FINANCIAL REVIEW

4a Annual accounts

The Annual accounts for 2020 are included in this report.

These accounts show that income exceeded expenditure by £13,200.

The financial situation for 2020 was extraordinary due to the Coronavirus pandemic. Operations were suspended in mid-March and resumed in a very limited way between July and September (See 4d below)

An analysis of the funds that are held is shown with the account. These funds are referred to below in the statement of policy on reserves.

The Directors offer their thanks to:

- Staff and volunteers who work so hard to make the Old Rectory such a pleasure to visit.
- Friends and donors who give to help the work of the Old Rectory.
- The various organisations that have made grants for special projects and the general running of the Old Rectory (these are listed below).

4 b Statement of the CIO's policy on reserves

At 31 December 2020, the following funds were held in the accounts:

Restricted Funds	£ 4800
Designated	£85200
Unrestricted/general fund	£ 16500
Totalling	£106800 *

Reserves Policy for General and Designated Funds

The annual turnover of Epworth Old Rectory is usually in the region of £100,000. This is income from trading, grants and donations that support its core work. This core work includes the employments of staff, maintenance of our mission, and the running and maintenance expenses of the property.

The desired level of reserve which we feel can be justified is about half the annual turnover on this core work (i.e. £50,000)

At 31/12/2020 the unrestricted and designated funds included £38,000 for employment and governance, £36,000 as a sinking fund for the maintenance of property, £11,000 in advocacy and £4000 in fabric development funds.

Note* Before the accounts were completed, the Directors approved a transfer (by change of designation) of £6000 from Advocacy to the sinking fund (WMC). These property related funds (sinking fund and development) have now been directed to decoration and repairs in 2021, so our reserves are fully committed.

Reserves Policy for the Restricted Funds

The only restricted fund that we hold is the Samuel Wesley Library Fund. The money in this account is restricted for this specified purpose.

4 c Funds materially in deficit

There are no funds in deficit at the time of reporting.

4d Exceptional circumstances

Since the Government imposed lockdown in March 2020 due to the Coronavirus pandemic the trading element of EOR, which depends almost entirely on footfall, has been severely curtailed.

The finances have benefitted from the business rate of the property being rebated for the whole of the year and from a business support grant (BSG) at the early stages.

The directors protected vulnerable staff, encouraged working from home and took the decision to ensure that no member of staff was financially disadvantaged because of the pandemic, and not to seek Job Retention support (JRS).

At the second lockdown in November, further BSG support was provided and the directors sought JRS support. They still held to the commitment to pay staff their full entitlement.

This is the situation that prevails at the beginning of 2021.

4 Principal sources of fund raising

The Trustees of Epworth Old Rectory wish to acknowledge the following bodies which have supported their work:

- The Property Fund of the British Methodist Church (Grant)
- The World Methodist Council (Annual Grant)
- The Connexional Grants Committee (Heritage funding stream) of the British Methodist Church
- The Priority Fund of the British Methodist Church (The Methodist Conference which met in July 2014 approved an annual Grant. This is to be directed to the employment of a suitable qualified Manager and will be increased annually in line with measure of inflation).
- Association of Independent Museums (various Grants)
- Museum Development Yorkshire (Grant)
- NADFAS
- Business Support Grant administered by North Lincolnshire Council on behalf of HM Government
- Job retention funding (The furlough scheme) administered by HMRC on behalf of HM Government
- MWiB with whom an agreement has been established (see below)
- The Friends of Epworth Old Rectory (Annual Membership and Donations)
- The volunteers at Epworth Old Rectory (see 4.a above)
- Donations
- Gift Aid

5 OBJECTIVES AND ACTIVITIES

5a Summary of the objects of the charity set out in its governing documents

The Objects of EOR(Ops) are: "To advance education by the establishment and maintenance of a museum at Epworth Old Rectory dedicated to the historical and religious importance of the Wesley family and their influence on contemporary Methodism worldwide".

This object is supported by

- Preserving and caring for the fabric of the historic building (Grade I listed: Epworth Old Rectory, 1 Rectory Street, Epworth, Lincolnshire), the site and its immediate surroundings, and the collections.
- Providing an enhanced visitor experience and making Epworth Old Rectory accessible to as wide an audience as possible.
- Ensuring that Epworth Old Rectory is financially secure in both long and short term.

5b How these objects are addressed and strategies for achieving them

In 2020 it was challenging to fulfil these objects due to the COVID-19 pandemic. All activity had to be carried out under Government guidelines and when permissible. However, we were still able to

- have the museum open during restricted opening hours.
- broaden our audience by offering an online events programme.
- re-imagine our interpretation work with display upgrades following COVID secure guidelines enabling a better understanding of the Wesley family, and the impact of Methodism on both past and on present day society.
- conserve our collections through accessioning, documentation and continued care.
- ensure that the building is well cared for and maintained until funds permit us to complete our development plans.

Due to the pandemic it was not possible to fulfil the following objects

- welcoming groups who wish to visit the Rectory and ensuring that they are given a bespoke service.
- delivering an Education programme targeted to the guest group and, where appropriate, relating to National Curriculum Attainment Targets.

The following strategies were applied:

- Ensuring that there were sufficient staff and volunteers to keep the house open to visitors.
- Supporting the staff and volunteers to be able to deliver a premier service working to COVID secure guidelines, ensuring the health and welfare of them and the visitors.
- Sourcing and securing funding to enable us to deliver our stated objectives, including business support from the Government due to the pandemic.

5c Review of the charitable activities during 2020

Due to the COVID-19 pandemic, Epworth Old Rectory was only able to open from 1-17 March and 20 July to 29 October during which time it was able to provide:

- Pre-booked Guided visits
- Open gardens (a member of the Quiet Gardens Trust). The Gardens remained open all year, free of charge, and were a resource for local people undertaking their permissible daily exercise.

In addition it developed online resources and offered 2 heritage talks and several online engagement activities via social media.

5d Levels of engagement

2020 was an extraordinary year and our activities: visitor experiences, group tours and our event programme were severely curtailed. We initially, as expected, opened for the start of our visitor season on 1 March 2020 only to be closed by Covid restrictions on 18 March. In the summer there were a few weeks respite as we reopened on 20 July for Covid secure pre-booked visits and remained open until the end of our visitor season (29 October) and have remained closed to date.

BREAKDOWN OF USERS	NUMBER	PERCENTAGE
Organised tour group visits (4 tour groups)	96	20.1%
Education sessions	0	0%
Outreach to Schools	0	0%
Physical talks by staff/volunteers about House/gardens/collections/Wesley family	0	0%
Events organised or hosted by EOR	0	0%
'Casual' visitors	214	44.9%
Virtual Zoom-hosted talks (2)	167	35%
Total audience	477	100%

5e particular activities that have taken place in 2020

- Created a seasonal exhibition, exhibition of paintings by John Hurst, David de Keal & Richard Douglas, three former EOR volunteers.
- The physical closure of the building encouraged us to find virtual ways to engage with our audience via social media campaigns; paint stone snake, sunflower growing competitions etc.
- The team created a DL 2-fold leaflet to our outside space and gardens. In hard copy, these are available to passers-by in a leaflet holder at our gate.
- We further encouraged use of the gardens as an outdoor permitted exercise destination by having a large banner at the front of the house welcoming free entry.
- All 2020's event and exhibition calendar had to be cancelled and suppliers contacted.
- Considered planning and effort went into reopening the museum within Covid-19 safety guidelines as soon as were able in July 2020; some of the activities that were completed enabling us to do so included, Covid 19 risk assessment with regular reviews, purchase of necessary personal safety equipment, creation of a pop-up retail offer in the main museum, re-routing the house tour and reviewing the tour script to minimise face to face contact time with members of the public by enabling them to free-explore rooms at their own pace, the production of new interpretation panels for the period rooms, Covid safe Wesley Walk for those who were uncomfortable with being enclosed in the building, training and counselling to support the volunteer cohort, instigation of regular and delivery of thorough cleaning regimes.
- Active participation in completing Audience Agency's Audience Finder surveys.
- Enrolling 8 volunteers to attend virtual BSL basic training.
- Creating and establishing Zoom hosted talks from "Susanna's Kitchen", a virtual space to discuss the heritage of the site and its impact on modern-day Methodists/Methodism.
- Maintaining communication with the Rectory's volunteers through Zoom meeting, e-newsletters, e-curatorial updates and telephone calls with individual member of the team.
- Executive and Trustee meetings were also hosted via Zoom.

6 Plans for the Future, 2021

6a key Objectives set for the future	6b Activities planned to achieve them	6c How these will funded/resourced
Inspiring, raising awareness of Spiritual Heritage	<ul style="list-style-type: none"> Active recruitment campaign for new volunteers Curate an exhibition to celebrate the first 10 years of Methodist Women in Britain Also, host this exhibition virtually on our website Run an e-workshop programme to appeal to MWiB members Continue the presentation of Zoom talks "From Susanna's Kitchen" Host a temporary exhibition, scheduled for July, of textile artworks made by the Gransby Embroidery Group Maintain our membership of the Retreat Association Maintain our membership of the Quiet Garden's Trust 	<ul style="list-style-type: none"> Utilising internal resources, Volunteer Liaison in North Lincs, social media and our own volunteers Staff time + Internal resource of c£500 Recouping costs from participators' donations EOR budget and donations EOR budget EOR budget EOR budget
Interpretation of the Collection	<ul style="list-style-type: none"> The opening of the seasonal exhibition "A celebration of the first 10 years of MWiB" Make public the research findings 'Extraordinary Ordinary' objects held in the Women's Collection, via e-exhibitions and inviting academic leads Drs Slatter and Wilson to lead a Zoom discussion "from Susanna's Kitchen" Continue to add objects to website Continue to accession donated objects 	<ul style="list-style-type: none"> Manager's and volunteer time, EOR budget EOR budget CIO, Manager & volunteers' time Manager and administrator's time
Audience Development	<ul style="list-style-type: none"> Deliver a Covid-appropriate events programme: outdoor theatre, craft fairs, community events Continue to support and be a 	<ul style="list-style-type: none"> Events designed to deliver a profit, with starter seed budget of £200 Staff & volunteers' time EOR budget, staff & volunteers' time

	<p>contributor to village events, though much of this will now happen on-line</p> <ul style="list-style-type: none"> • Host more smaller events to appeal to MWiB and family groups • Create a lively social media profile for the Rectory • Keep the website current • Implement the landscaping and planting scheme for the shop garden • Install the already purchased portable induction loop into the shop • Support the Friends Co-ordinator • Support the CIO Executive charged with leading on fundraising and innovation strategies for the Rectory • Plan a Volunteers' 2021 social event • Continue to contribute to the Art's Council visitor survey • Prepare interim business and audience development plans • Gain Trustee consent for the recently authored Safeguarding Policy and procedures, ensure that all staff and volunteers are in receipt of Safeguarding training 	<ul style="list-style-type: none"> • Administrator's time • Manager, administrator and volunteers' time • Administrator's time • Administrator's time • Manager & gardener's time • Volunteer's time • EOR budget & staff time • EOR budget & staff time • Manager's & Administrator's time + £100 budget • Staff time & volunteers' time • CIO and manager's time • CIO, staff & volunteers' time
Conserving	<ul style="list-style-type: none"> • Ensure a successful deep clean of the house • Routine housekeeping • Preventative care • Establish a maintenance sub-group • When restrictions are lifted test the 2020 Emergency Plan and make necessary amends • Design and implement a plan, with budget, for the partial replacement of the smoke detection system 	<ul style="list-style-type: none"> • Staff time + <£200 for any additional equipment • Staff time • Staff time + < £200 for cleaning equipment • Manager's time • Manager's & volunteer time • CIO, manager & volunteers' time

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	<ul style="list-style-type: none"> • Commission the conservation repair and repainting of the external doors and windows • Commission the 2021 Quinquennial buildings survey 	<ul style="list-style-type: none"> • CIO, Manager's time + EOR budget • CIO, Manager's time + EOR budget
Sustaining	<ul style="list-style-type: none"> • Devise a Covid recovery plan and action • Market the Rectory's shop in order to recover and improve volume of shop sales • Refresher training for the shop volunteers on the recently installed EPOS till system • Recruit new volunteers • Encourage all UK tax payers to gift-aid • Run an active e-events programme and encourage participants to make a donation via the PayPal button on our website • Apply for Covid recovery grants where applicable 	<ul style="list-style-type: none"> • CIO & Manager's time • Administrator and volunteer time • Replenish stock and introduce new lines • Administrator and volunteer time • Retain and recruit more volunteers • Staff and volunteer time • Administrator and volunteer time • EOR budget, staff & volunteer time • CIO & Manager's time

7 ANNUAL ACCOUNTS FOR EPWORTH OLD RECTORY 2020

7a Independent examiner's report to the Directors of Epworth Old Rectory (Operations) on the accounts for year ended 31 December 2020 (set out on pages 13-16)

The charity's trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 1994 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 44 of the Act).
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 44(7) (b) of the Act). and
- to state whether particular matters have come to my attention.

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 you as 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.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1994 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.

Signed



Date 20/4/2021

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7b.1 Income – expenditure Account for CIO 1165387

INCOME

INCOME ACCOUNT				2020		2019		2018		2017	
Trading Income		Admission	2	1468		13034		14251		15529	
		Shop sales	2	1103		5947		6887		5786	
		Catering	2	485		4024		3817		5094	
		Events	2	330		7823		5682		4211	
		Interest and GA	2	1149		1352		1708		1606	
		Alice Lockmillar	3	2213		1954		2133			
	Sub total 1I				6748		34134		34478		32226
Supporters of EOR	Sustainable don	Friends	4	1541		1285		1449		1453	
	Unrestricted donations	(Variable)		2607		1847		2664		2742	
	suib Total 2I				4147		3132		4113	1900	6095
Trust commitment (Restricted funds)	Employment	MCiGB Core	5	39525		38751		37806		36741	
	Property	WMC Core	6	11573		19608		3606		10489	
	Sub Total 3I				51098		58359		41412		47230
Fundraising	Application	Grants (Restricted purposes)	6	0		61058		8300		2430	
	Appeals	Designated donations		60						0	
	Development fund	Mixed Donation	7			1021		462		1664	
	Sub Total 4I				60		62079	0	8762		4094
Others	Miscellaneous		8	280		2629		843			
	Covid grants		9	30000			2629		843	1084	1084
					30280						
Total Income				92334	92334	160334	160334	89608	89608	90729	90729

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EXPENDITURE

		EXPENDITURE ACCOUNT							
Trading expenditure		P/T staff	10	20516		19784		17417	
		Shop	2	1816		3752		2781	
		Catering	2	297		2153		2243	
		Garden	2	380		286		292	
		Office	2	882		730		514	
		Events	2	494		2867		1366	
		Gas/Electric/Water	0	3518		3283		4419	
		Digital (Tel, B band and Cr Cd)	8	1641		1934		1845	
		Routine maintenance and small repairs	8	2826		704		4512	
		Travel		62	32432	530		384	
	Sub total 1E						36021		35771
Expenditure related to Mission statement		Education	8	0		0		56	
		Hospitality (House/Volunteer exs)	8	614		835		881	
		Collection Care	8	62		43		10	
		Collection Acquisition	8	0		0		73	
		Friends exs	8	168		92		141	
		Publicity	2	900		1943		1221	
		Training	2	21		195		78	
		Subscriptions	8	102		125		300	
	Sub Total 2E				1867		3233		2760
Expenditure of income from EOR (Trust)	MWiGB Core	Manager employment	5	32233		31311		33536	
		Payroll	10	600					
		Governance	11	158					
	WMC Core	Insurance	3	2668		2648		2468	
		Inspections	3	1576		998		1549	
		Property Rates	3	125		812		697	
		Property Maintenance	3	1687		8068		1510	
	Sub Total 3E				6057		43837		39760
Additional funding		Grant spending	12	5084					
		Advocacy				3819		1314	
		Hospitality				107693		0	
		IT				1033		1155	
		Development	7			5785		1552	
		Covid	9	99					
	Sub Total 4E				5183		118329		4021
Miscellaneous				467		1600		1615	
	Sub Total Misc E		8		467		1600		1615
	Total Expenditure			78997	78997	203020	203020	83928	83928
	INCOME - EXPENDITURE			13337		-42686	-42686	5680	5680
	Increased value of stock	13		1084					
	I-E adjusted for increased value of stock			14421					

TRADING	1I-1E			-25683		-1887		-1293	
SUPPORTERS	2I-2E			2280		-101		1353	
TRUST	3I-3E			12050		14523		1652	
FUNDRAISING	4I-4E			-5024		-56250		4741	
	Misc I-Misc E			-186		1029		-773	
	Covid			29901					
	Total I-E			13338					

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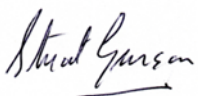
7c Balance sheet

BALANCE SHEET	2020	2019	2018	2017	2016
ASSETS					
CFB Account	100112	80166	130873	122460	115321
HSBC Account	13403	22345	13604	21172	16375
Uncleared cheques	65				
Invoiced but not reconciled	241				
Stock	4823	3584	3263	4051	4331
Debtors (note 14)	-25	6	217	1465	116
Retentions cleared (note 15)	0	2620			
TOTAL	118489	108721	147957	149148	136143
LIABILITIES					
Creditors (Note 16)	2006	4160	3163	10081	1030
Petty Cash			3		
Till Deficit			44		
Retentions (note 15)	0	5000	5120	5120	5120
Sum of liabilities	2006	9160	8329	15201	6150
NET CURRENT ASSETS	116483	99562	139627	133947	129991
REPRESENTED BY					
Balance at 1 Jan 2019	99562	139627	133947	129991	127494
Adjustment to 2019 balance (note 15)	2500	2620			
Add Net Income - Expenditure	14421	-42685	5680	3956	2367
	116483	99562			

The accounts were approved by the Directors on 19 July 2021

And signed on their behalf by:

Sarah Friswell  (Chair)

Stuart Gunson  (Treasurer)

7d NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Notes

1. Accounting policies

(a) Basis of preparation : These financial accounts have been prepared on the historical cost basis.

(b) Assets employed: The ownership of the property is with the World Methodist Council, and therefore no value for the property is included.

2. These are the items of income and expenditure which are dependent of footfall. During 2020 the impact of the Coronavirus pandemic reduced the net income on these to about £200.

3. Alice Lockmillar: an Endowment Fund administered by Florida United Methodist Foundation and paid via WMC

4. The friends of EOR produce a small but dependable income of approximately £2000 after the addition of Gift Aid.

5. The annual grant from the Methodist Church in Great Britain (MCiGB). It is designated mainly to the employment of the manager.

6. The core grant from the World Methodist Council (WMC). This is designated to long term property work, the annual inspection of the services and rates, all of which would be seen to be the responsibility of 'the owner'.

In 2019 it was divided between advocacy and property but in 2020 it has been designated wholly to the property (WMC) fund and then re-designated by the Directors to where it is the most useful at the time (this year to enable the hospitality project). In addition to the grant (ca 11,000, the Insurance pay-out for the replacement boiler (ca 8500) was placed into this fund as it is the appropriate fund from which the boiler should be paid.

6. The income here in 2019 was the grant for the hospitality project, there were no applications for grants this year.

7. The Development fund was cleared in 2020 of any restricted funds. It is now a designated fund by donations for small projects.

8. "Miscellaneous" covers a number of items: petty cash withdrawal, till floats (£130) taken and returned and sundry items.

9. Grants have been received from the Government support funding during the Covid pandemic. (Business support Grant administered by the Local Authority and the Job Retention Scheme administered by HMRC.

10. In previous years, payroll charges were included in this employment figure, in 2020 it is identified as a separate item and this will continue into future years.

11. Governance is travel and other expenses incurred by Directors and Trustees . (Friends costs and other publicity are shown separately.)

12. This collective funding brings to a close a number of pieces of work all of which have required draw-down from the reserves. It has included clearing the retention on the hospitality project. This section of the accounting (both income and expenditure) will be revised into 2021 to give greater clarity. The IT project has been closed and is now included separate expenditure item.

13. The value of our stock has increased. This is because very little of the new stock has been sold.

14. This is a small overpayment made in error.

15. Retentions of £5000 were carried forward from 2019 (2500 to J Mark on the Hospitality Project/Reception and Toilets, and a further £2500 from the work carried out in 2013 by Bullen). The retention to J Mark was cleared through the accounts during 2021 and the retention to Bullen was cancelled and therefore shown as a credit in the assets.

16. The creditors identified here are the prepayments for utilities and other services which were paid for in the 2020 accounts, but not reconciled until January 2021.

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7e Analysis of Funds

Type of fund	Unrestricted	Designated	Designated	Unrestricted	Restricted	Designated	Project	Designated	Designated	TOTALS
Name of Fund		WMC Core (Note 6)	BMC Core (Note 5)	Development (Note 7)	SW Library	Advocacy Project (Note 11)	IT Project (Note 11)	Hospitality Project (Note 6)	COVID	
Opening Balances	5879	31160	30995	1021	4778	13167	312	5765		92986
Income	10895	11573	39525		68	0	280	0	30000	92333
Expend	-34299	-6057	-32991	-99		-2044	-260	-2780	-99	-78629
Covid to unrestricted	29901								-29901	
Advocacy to WMC core		6123				-6123				
Hospitality to Develop				2894				-2894		
IT to Development				333			333			
Current balance	12376	42798	37529	4149	4838	5000	0	0	0	106690

The directors agreed to close the hospitality project as all the retentions had been paid and also to transfer the supporting IT resources to the general budget. The surpluses were transferred to other funds.

The advocacy project is continuing with the social media and audience development work. The directors agree to transfer part of that to the WMC core fund which is set aside for long term maintenance.

The funding that is supporting EOR during the Coronavirus is identified in a separate fund though in practice it is immediately transferred into the unrestricted account for its intended purposes: business support and job retention.