



Southwick Methodist Church Trustees Report for the year ending 31st August 2021

1. Objectives and activities

In setting our objectives and planning our activities the Church Council meets three times a year under the leadership of the presbyter in Pastoral Charge. The General Church Meeting takes place annually as a forum for all members and friends.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing the worship, learning, social and outreach activities that currently exist, and by seeking new ways to extend to others the fellowship of the Church family.

2. Achievements and performance

The Church funds and grants made to other bodies are all detailed in the Church accounts. The policy of the Managing Trustees 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, Southwick Methodist Church has provided regular acts of public worship on Sundays and other significant days of the Christian year. Southwick Methodist Church has joined with the members of other churches in Southwick to organise festive Messy Church in a bag, and weekly Prayer meetings on zoom. It has joined with other churches in the West Sussex (Coast and Downs) Circuit to celebrate other Christian festivals. In the course of the year the Church held a gift day fund-raising event to which members of the wider Southwick community were invited. The Church provides opportunities for Christian education and companionship through its regular Bible Study Groups and Prayer meeting. The Church provides opportunities for children and young people to meet through its Boys' and Girls' Brigade Companies, Junior Church and Busy Bees Pre-School.

During the lockdown, the church conducted weekly Bible Study, Coffee and Chat sessions, and Prayer times on zoom. Opportunities for children and young people to meet through Boys' and Girls' Brigade Companies and Connexions Group has also been taking place on zoom. The Busy Bees Preschool has continued to meet on the premises. The leadership team of the church has been meeting weekly to consider how the church can be present in the community during and after the lockdowns. This has led to many programmes and activities that have helped to pastor and support members of the community.

During the summer, the church spearheaded a Churches' Together mission programme, "Smile for Sunflower" project, that saw many people in the community growing and tendering sunflower plants.

During the year the church has engaged in regular maintenance of the premises.

2.1 Plans for future years

Encourage initiatives for mission in the community.

Support Churches Together in Southwick.

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

3. Financial Review

Please see the accompanying accounts.

The Managing Trustees have every reason to believe that the Church 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.

The church holds no freehold property.

The church's principal sources of funds are from the free-will gifts of the members of the congregation, from fund-raising events and the hire of the church halls.

3.1 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 good rates of interest.

3.2 Reserves Level and policy

Please see the accompanying Reserves level and policy agreed by the Church Council.

4. 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 using The Methodist Church Standard Form of Accounts

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 enable them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

4.1 Risk

The Church is largely risk averse.

5. Structure, governance and management

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

5.1 Structure

Southwick Methodist Church is part of the West Sussex (Coast and Downs) Circuit. As such it is represented on the Circuit Meeting which meets four times 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.

5.2 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 Southwick Methodist Church is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Southwick Community.

5.3 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 Church Council are appointed under the terms of S.O. 610(1). The Superintendent Minister is ex officio chair of the Church Council but may delegate this task to other presbyters in the Circuit. The Church Council normally meets three times per year and deals with routine and exceptional matters. It oversees the work of other groups within the life of the Church.

5.4 Responsibilities of the Church Council

The responsibilities of the Church Council and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

6. Reference and Administrative Details

6.1 Name of the Church

Southwick Methodist Church

6.2 Charity Registration number

1172433

6.3 Superintendent Minister

The Revd Ian Suttie MA

6.4 Presbyter in Pastoral Charge

The Revd Dr. Frank Okai-Sam

6.5 Names of Managing Trustees

The Rev. Dr. Frank Okai-Sam, Mrs Jill Aylward, Ms Emily Berry, Mrs Deirdre Blaker, Mrs. Pam Frost, Mr David Bruce, Mrs Wendy Bruce, Mr Robert Disney, Mrs Rosemary Dixon, Mr Robert Draper, Mrs Anne Harris, Miss Jenny Harris, Mrs Norah Ireland, Mrs Pamela Jackson, Mr Laurence Johnson, Mrs Heather McKay, Mr Gary Pickett, Mr Alan Pymer, Mrs Joyce Pymer, Miss Bridget Quint, Mrs June Rushton, Mrs Heather Rye, Mr Brian Smart, Mrs June Smith, Mrs Rosemary Thompson, Mrs Christine Tucknott, Mrs Kim Upton, Mr Philip Webb, and Mrs Yvonne Yates.

6.6 Independent Examiner

Mr John Young (7 The Crescent, Southwick, West Sussex, BN42 4LB)

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

SOUTHWICK METHODIST

Church

FOR THE YEAR ENDED

31 August 2021

WESTSUSSEX (COAST AND DOWNS)

Circuit

Circuit no

3609

Registered Charity - Charity Registration number

1172433

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 Dr Frank Okai-Sam

Church Stewards:

Bridget Quint

Philip Webb

Robert Draper

Julie Scarratt

Treasurer:

Philip webb

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	44,398		44,398	40,438
a3	Bank and CFB interest and Investment income	46		46	313
a4	Lettings	10,713		10,713	6,288
a5	Other receipts	20,898		20,898	55,326
a6	TOTAL RECEIPTS	76,054.32		76,054 (a7)	102,365

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	56,040		56,040	58,086
b3	Donations	652		652	1,089
b4	Repairs and Maintenance	5,703		5,703	9,913
b5	Utilities (Insurances, water charges, heating & lighting)	8,724		8,724	9,216
b6					
b7	Other payments	7,504		7,504	10,610
b8	TOTAL PAYMENTS	78,622.86		78,623 (b9)	88,914

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(2,569)	(2,569)	13,451
c2	Total funds brought forward from last year		51,942	165	52,105 (c6)
c3	Sub total	(c1+c2)	49,373	165	49,536
c4	Transfers and adjustments		(23)	(165)	(188) (c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	49,350	49,349 (c8)	52,105 (c6)

SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)			£	£
d1	Balance brought forward from last year			2,536	
d2	Offerings/Gifts - received for external organisations			2,760	3,597
d3	Offerings/Gifts - passed to external organisations			823	1,165
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)		4,473	2,432

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

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 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.

	INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	Wednesday Fellowship					3,670	3,670
e2	3rd Southwick GB	3490.00	3,189	301		13,983	14,284
e3	CAMEO		77	(77)		105	28
e4	Connexions					426	426
e5	Busy Bees	132326.89	121,776	10,551		36,684	47,235
e6	Boys Brigade	1035	1,495	(461)		10,706	10,246
	Coffee Shop					50	50
	Teddy Bears	264	420	(156)		748	592
e7	Little Lights					213	213
e8	Sub total of Internal Organisations funds	137,115	126,956	10,159		66,584 (e11)	76,743 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	76,054 (a7)	78,623 (b9)	(2,569)	(c7)	52,105 (c6)	49,536 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	213,170	205,579	7,591		118,689 (x)	126,280 (y)
	TOTAL RECEIPTS		TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	19,710	26,946
f3	Bank Deposit Account		
f4	Central Finance Board	30,235	20,239
f5	Trustees for Methodist Church Purposes	2,165	2,165
f6	Other funds		
f7	SUB TOTAL - Church accounts	52,110 (c6)	49,350 (c8)
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	66,584 (e11)	76,743 (e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH	118,694 (x)	126,093 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2020	At 31 August 2021
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	

f4 Include only Funds held at the Central Finance Board

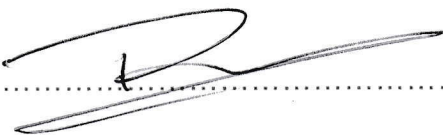
f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of ChurchSouthwick Methodist Church No.....

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

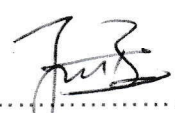
Signature of treasurer  Date... 1/11/2021

Name and address of treasurer Philip Webb

422 Upper Shoreham Road, Shoreham By Sea, West Sussex.... Post Code BN43 5NE

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be* presented to the meeting of the Church trustees held on ..7 FEB 2022

Signature of the Chair of the meeting 

Name of the Chair of the meeting FRANK OKA-SAM Date 7 FEB 2022

Independent Examiner's Report to the Trustees of the

Southwick Methodist Church

Charity Number 1172433

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Southwick Methodist Church for the year ended 31 August 2021 set out on pages 2 to 3. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Name of ChurchSouthwick Methodist Church..... No

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signature of independent examiner JB/oung

Name of independent examiner JOHN RICHARD YOUNG

Relevant professional qualification of independent examiner FCCA (retired)

Name of firm (where appropriate) -

Address 7 THE CRESCENT SOUTHWICK

SUSSEX Post Code BN42 4LB

Date 22/11/21

* delete or circle as appropriate

Southwick Methodist Church

Income and Expenditure - Year Ended 31st August 2021

Year Ended 31st Aug 2020		Church Income		Year Ended 31st Aug 2021	Notes
		Income from Giving			
£	13,952.00	Giving - Direct Bank		£ 23,063.28	
£	7,463.09	Giving - Cash & Cheques		£ 3,682.46	
£	11,305.95	Giving - Envelopes		£ 10,009.00	
£	7,718.00	Gift Aid Claim		£ 7,643.03	
£	40,439.04			£ 44,397.77	(1)
		Income from Property			
£	6,288.54	Letting		£ 10,712.50	
£	17,475.00	Donations from Internal Organisations		£ 620.00	
£	23,763.54			£ 11,332.50	(2)
		Donations for Church Use			
£	21,250.00	In Memoriam		£ 4,040.49	
£	4,648.16	General		£ 4,784.05	
		Gift Day			
£	673.90	Newsletter		£ 750.16	
£	1,586.70	Catering		£ -	
£	297.04	Flowers		£ 415.00	
£	28,455.80			£ 9,989.70	
		Other Income			
£	313.60	Account Interest		£ 46.47	
£	485.00	Fees - Wedding & Funerals		£ 200.00	
£	1,933.29	Payments for Photocopying & Telephone		£ 754.90	
£	6,374.80	Refunds from Circuit Assessments		£ 6,472.27	
£	153.07	Utility Refunds		£ 1,432.50	(3a)
£	450.19	Other Receipts		£ 1,428.21	
£	9,709.95			£ 10,334.35	
£	102,368.33	Total Church Income		£ 76,054.32	(4)

Year Ended 31st Aug 2020		Church Expenditure		Year Ended 31st Aug 2021		Notes
		Direct Expenses				
£	58,086.00	Circuit Assessment		£	56,040.00	
£	58,086.00			£	56,040.00	
		Property				
£	3,168.96	Maintenance & Repairs		£	847.95	
£	6,840.14	Cleaning		£	3,831.68	
£	2,657.07	Insurance		£	2,689.10	
£	2,972.33	Gas		£	2,175.38	
£	3,305.52	Electricity		£	2,636.44	
£	281.11	Water		£	1,223.27	(3b)
£	19,225.13			£	13,403.82	
		Office and Administration				
£	947.06	Stationary & Office Consumables		£	283.74	
£	3,286.22	Printer		£	2,164.66	
£	713.77	Telephone & Broadband Service		£	649.96	
		Copyright Licence		£	668.58	(5a)
£	1,481.15	Technology Licences & Software		£	683.61	(5b)
		Technology Hardware		£	831.95	
£	6,428.20			£	5,282.50	
		Church Expenses				
£	500.17	Worship Books & Cards		£	504.29	
£	583.57	Flowers		£	170.05	
£	355.51	Other Supplies (Candles/Communion)		£	405.92	
£	450.00	Ministers Fund		£	244.50	
£	811.30	Other Payments		£	191.01	
£	2,700.55			£	1,515.77	
		Other Expenditure				
£	1,212.96	Professional Services		£	-	
£	25.00	Wedding Expenses		£	-	
£	50.00	Hall Deposit Refund		£	55.00	
£	815.46	Catering		£	-	
£	94.00	Magazine		£	1,673.50	
		Other Payments		£	652.27	
£	2,197.42			£	2,380.77	
£	90,081.29	Total Church Expenditure		£	78,622.86	
£	12,287.04	Overall Surplus/Loss		-£	2,568.54	

Year Ended 31st Aug 2020		Mission		Year Ended 31st Aug 2021	
£	383.00	Balances brought forward from previous year		£	2,536.23
		Donations for Mission Organisations			
£	3,597.22	Church Mission (Uganda for 2020-21)		£	1,923.91
£	-	Other Mission Collections		£	647.63
		Transfers to Mission		£	187.87
£	3,597.22	Total Mission Income		£	2,759.41
		Donations to Mission Organisations			
£	1,045.79	National Charities		£	822.50
£	398.20	Local Charities		£	-
£	1,443.99	Total Mission Expenditure		£	822.50
£	2,536.23	Balance Held for distribution		£	4,473.14

Notes

(6a)

(6b)

7

8

Notes:

1	Our Giving income unexpectedly increased this year, even though overall we had a reduced income. Some of this is because as can be seen a high number of people have moved onto Direct Payment and clearly a number of people reviewed and increased their regular giving, plus a number of additional donations where given.
2	Letting looks to have increased but this is because I moved the Busy Bees payments from being recorded as 'Donations' to 'Letting' as they are a regular income. Therefore, 'Lettings' now cover income which either regular and expected, or 'hired' as opposed to 'Donations' which mainly church organisations who gift as opposed to have a regular agreed charge. As expect overall there was a substancial deficit this year as most organisations didn't meet.
3	3a & 3b reflect a change in the way we pay water - due to a change in supplier we used to pay in advance whereas now we pay as we use - therefore we received a refund (major element of 3a) against a previously high bill (3b). We also changed energy suppliers which resulted in a refund and a £100 cashback.
4	The difference in income from last year was not only due to the loss of earning on the halls but also that last year we received a large legacy.
5	Last year all licences were accounted for under one heading - this year I have split these into two - one to cover technology licences and one to cover copyright licences to make the differential clear. There is little change from last year, mainly covered by an additional licence to cover zoom services.
6	At the beginning of the year Mission donations were only tracked as one fund. In order to differentiate the Churches Annual Project as opposed to other periodic mission events (MHA, Leprosy etc) a new fund for the Church Mission (6a) which was Uganda in 2020-21 and is now clearly differentiated from other mission activities (6b).
7	During 2020-21 year a number of organisations made donations which show in the accounts as transfers as they are not paid in from an external source - I have shown these separately for clarity. This also includes a claim for Gift Aid in relation to the Leprosy Mission which was paid early from general funds.
8	The total held over for the Uganda Project is £4460.14.
9	
10	

Summary:

Following on from 2019-20, this year was always going to be a challenge and whilst at the end of the financial year we are (excluding Mission Funds) only £2,591 less than the end of the previous year much of this has been because we stopped several projects that were planned. Two of these projects are currently underway and by the end of October 21 we will have paid a further £15,000 which will much reduce our balances at the start of the 2021-22 financial year.

RESERVES POLICY

Report on behalf of

Southwick Methodist Church
(*Church Council/ Circuit Meeting/District)

To

West Sussex (Coast and Downs)
(*Circuit Meeting/District)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charity Commission guidance in CC19.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s

- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report

- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion

- (v) Our Report is attached overleaf →

* please delete as appropriate

To be completed by Receiving Body

The **West Sussex Coast & Downs**

*Circuit Meeting/District received the RESERVES POLICY of

Southwick Methodist Church

*Church Council/Circuit Meeting/District

Policy accepted and acknowledgement sent to the trustees

YES ☐ / NO ☐

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

*Circuit/District

Signatures Date.....

* Please delete as appropriate

RESERVES POLICY of

Southwick Methodist Church(*Church Council ☒/Circuit Meeting ☐/District ☐)

1.	General Funds held at Y/E 31/08/2021	£49,349
2.	Restricted Funds held "	£4,473
3.	Endowment Funds held "	£0

4. **Reserves policy for General Funds**

We aim to hold reserves of up to 6 months of our annual normal expenditure ie:

50% of £51,000 (Circuit Assessment)

£19,500 (Premises Costs & Maintenance)

£70,500

Reserves - £35,250

5. **Policy for Restricted Funds**

Our Restricted Funds relate only to our Mission Offerings which are normally collected and fully donated to the appropriate mission during the year. However, at the end of the 2020-21 financial year we were holding £4,473 as this was not able to be spent because of Covid. This should be paid away during 2021-22 year.

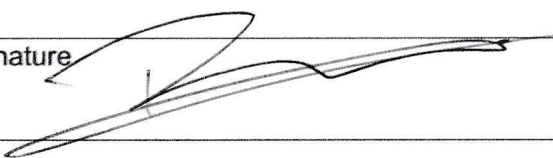
6. **Terms relating to Endowment Funds held**

N/A

This Reserves Policy has been approved by

Southwick Methodist Church

(*Church Council ☒/Circuit Meeting ☐/District ☐)

Treasurer	Trustee
Full name Philip Webb	Full Name FRANK OKA-SAM
Signature 	Signature 