



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From Period start date 1.09.2021 To 31.08.2022 Period end date**

**Charity name: Tiverton United Church (Methodist & URC)**

**Charity registration number: 1174508**

## **Objectives and Activities**

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The purpose of the Charity is to advance the Christian faith in the area of benefit in accordance with the principles and practices of the participating Churches which form the LEP.  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The Church undertakes many outreach initiatives including coffee mornings, toddler group and pre-school. The Pre-School is part of our caring for others at the same time as attracting people to the premises.</p> <p>The Church was forced to close until Easter owing to Covid-19. Many of us got used to using Zoom for delivery of services run by one of our Circuit churches at Halberton. This was used for services, bible study and trustee meetings and many of us wondered how we managed without it. Some housebound folk were able to join in. Those not on the internet had worship sheets hand delivered or sent to them and received pastoral support over the telephone.</p> <p>Our commitment is to work with the community to help isolation, include all people from all strands of society as well as sharing the love of God and to include:</p> <p>a) The celebration of public worship; b) the teaching of the Christian faith; c) mission and evangelism; d) pastoral work, including visiting the sick and bereaved; e) the provision of facilities with a Christian ethos for the local community, including (but not restricted to) the elderly, the young and other groups with special needs; and f) the support of other charities in the UK and overseas</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | We confirm the trustees have had regard to the Charity Commission's guidance on public benefit, policy on grant making, policy programme related investment and contributions made by volunteers.  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by volunteers                                  | Para 1.38      | The coffee mornings and toddler group are run by volunteers. |
| Other  |                |  |

**Achievements and Performance**

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>The Church continues to re-evaluate its achievements and looks at different ways of working within the community and for the community. The Church has quite an elderly congregation which needs continual support.</p> <p>On the other end of the scale the Church has been continuing with the running of the pre-school in challenging times. The pre-school committee meet regularly to discuss the children's activities, their involvement at community events and the financial issues.</p> <p>The Methodist Circuit employs an Outreach Community Worker funded by the rental on a Manse in Tiverton and from grants received.</p> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
|                                     |           |  |

|  |           |  |
|--|-----------|--|
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 |  |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | We aim to retain balances equating to six months expenditure |
| Amount of reserves held  | Para 1.22 | £25,000  |
| Reasons for holding zero reserves  | Para 1.22 |  |
| Details of fund materially in deficit  | Para 1.24 | None known   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | The receipts are accounted for by offerings and tax recovered together with Bank and CFB interest and investment income. Other receipts received are from lettings. In addition the Accounts show the receipts received from the Pre-School which is run and owned by the Church |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |



## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution adopted 2 <sup>nd</sup> September 2012 which is a LEP   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | The Superintendent Minister chairs all meetings and the body of trustees appointed by a Congregational Meeting who serve for a period of 3 years |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Appointed by a Congregational Meeting as above as laid down in the Constitution  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | The Church has a named Safeguarding Officer and has adopted a safeguarding policy. DBS checks are undertaken and a safeguarding course is completed by in-house training, this is an ongoing process. All required members have attended a Foundation Course.<br>A Risk Assessment of the premises and PAT testing of electrical equipment is undertaken annually.                          |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The URC members have joined with the Methodist members in a Local Ecumenical Partnership to worship as a single congregation. The Methodist members who form by far the larger part of the congregation are one of nine churches that form the Tiverton and Wellington Methodist Circuit. The Church building is vested in the Trustees for Methodist Church Purposes as custodian trustees |
| Relationship with any related parties   | Para 1.51 |   |
| Other   |           |   |

## Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | Tiverton United Church (Methodist and URC)            |
| Other name the charity uses |   |
| Registered charity number   | 1174508   |
| Charity's principal address | 11 St Peter Street,<br>Tiverton,<br>Devon<br>EX16 6NU |
|                             |   |

**Names of the charity trustees who manage the charity**

|    | Trustee name            | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------------|-----------------|-----------------------------------|---|
| 1  | Booth Paul Howard       | Minister/Chair  |                                   |   |
| 2  | Allington Richard John  | Trustee         |                                   | Congregational Meeting  |
| 3  | Chilcott Doreen Lily    | Trustee         |                                   | Congregational Meeting  |
| 4  | Hill Harold John        | Trustee         | 1.9.20 to 8.3.21                  | Congregational Meeting  |
| 5  | Blackwell Joyce May     | Trustee         |                                   | Congregational Meeting  |
| 6  | Clatworthy Gordon Leach | Trustee         |                                   | Congregational Meeting  |
| 7  | Lepper John             | Trustee         | 1.9.20 to 5.3.21                  | Congregational Meeting  |
| 8  | Richardson Eric James   | Trustee         |                                   | Congregational Meeting  |
| 9  | Richardson Sandra May   | Trustee         |                                   | Congregational Meeting  |
| 10 | Vigurs Hazel Christine  | Trustee         |                                   | Congregational Meeting  |
| 11 | Wall Angela Arendina    | Trustee         |                                   | Congregational Meeting  |
| 12 | Dummett Sarah Jane      | Trustee         |                                   | Congregational Meeting  |
| 13 |                         |                 |                                   |   |
| 14 |                         |                 |                                   |   |
| 15 |                         |                 |                                   |   |
| 16 |                         |                 |                                   |   |
| 17 |                         |                 |                                   |   |
| 18 |                         |                 |                                   |   |
| 19 |                         |                 |                                   |   |
| 20 |                         |                 |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser      | Name          | Address   |
|----------------------|---------------|---|
| Independent Examiner | Mr J Anderson | Meadowside, High Street, Halberton, Tiverton, Devon |
|                      |               |   |
|                      |               |   |
|                      |               |   |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information


|  |
|--|
|  |
|--|



## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Sandra May Richardson   |  |
| Position (eg Secretary, Chair, etc) | Secretary   |  |
| Date                                | 11.04.2022  |  |

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Tiverton United

Church

FOR THE YEAR ENDED

31 August 2021

|                       |         |            |       |
|-----------------------|---------|------------|-------|
| Tiverton & Wellington | Circuit | Circuit no | 24/16 |
|-----------------------|---------|------------|-------|

Registered Charity - Charity Registration number

1174508

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 Paul Booth

Church Stewards:

Richard John Allington

Hazel Christine Vigurs

Leslie Rendell

Treasurer:

Jean Hill

| SECTION A |   | Unrestricted Funds | Restricted Funds | Totals this year   | Totals last year |
|-----------|---|--------------------|------------------|--------------------|------------------|
|           |   | £                  | £                | £                  | £                |
| a1        | <b>RECEIPTS</b>                             | <b>Note</b>        |                  |                    |                  |
| a2        | Offerings and Tax recovered                 | 24,839             |                  | <b>24,839</b>      | 29,223           |
| a3        | Bank and CFB interest and Investment income | 1,593              |                  | <b>1,593</b>       | 1,974            |
| a4        | Lettings                                    | 1,921              |                  | <b>1,921</b>       | 5,002            |
| a5        | Other receipts                              | 9,883              |                  | <b>9,883</b>       | 10,963           |
| a6        | <b>TOTAL RECEIPTS</b>                       | <b>38,236</b>      | <b>0</b>         | <b>38,236 (a7)</b> | <b>47,162</b>    |

| SECTION B |   |               |          |                    |               |
|-----------|---|---------------|----------|--------------------|---------------|
| b1        | <b>PAYMENTS</b>   |               |          |                    |               |
| b2        | Circuit Assessment or Share                               | 26,928        |          | <b>26,928</b>      | 26,916        |
| b3        | Donations   |               |          | <b>0</b>           | 0             |
| b4        | Repairs and Maintenance                                   | 11,922        |          | <b>11,922</b>      | 8,977         |
| b5        | Utilities (Insurances, water charges, heating & lighting) | 5,711         |          | <b>5,711</b>       | 5,613         |
| b6        |   |               |          | <b>0</b>           | 0             |
| b7        | Other payments  | 4,554         |          | <b>4,554</b>       | 1,466         |
| b8        | <b>TOTAL PAYMENTS</b>                                     | <b>49,115</b> | <b>0</b> | <b>49,115 (b9)</b> | <b>42,972</b> |

| SECTION C |  |                |                 |               |                    |
|-----------|--|----------------|-----------------|---------------|--------------------|
| c1        | <b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>  | <b>(a6-b8)</b> | <b>(10,879)</b> | <b>0</b>      | <b>(10,879)</b>    |
| c2        | Total funds brought forward from last year |                | 80,988          | 154           | <b>81,142 (c6)</b> |
| c3        | <b>Sub total</b>                           | <b>(c1+c2)</b> | <b>70,109</b>   | <b>154</b>    | <b>70,263</b>      |
| c4        | Transfers and adjustments                  |                |                 | <b>0 (c7)</b> |                    |
| c5        | <b>TOTAL FUNDS AT END OF YEAR</b>          | <b>(c3+c4)</b> | <b>70,109</b>   | <b>154</b>    | <b>70,263 (c8)</b> |
|           |  |                |                 |               | <b>81,142 (c6)</b> |

| SECTION D   |   |          |          |
|---|---|----------|----------|
| <b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b> |   |          |          |
| d   | (these amounts are not to be included in total receipts/payments figures above) | £        | £        |
| d1  | Balance brought forward from last year  | 0        |          |
| d2  | Offerings/Gifts - received for external organisations                           | 221      | 690      |
| d3  | Offerings/Gifts - passed to external organisations                              | 221      | 690      |
| d4  | <b>BALANCE STILL TO BE PAID</b>   | <b>0</b> | <b>0</b> |
|   | <b>(d1+d2-d3)</b>   |          |          |



**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/<br>Payments | Adjustments | Opening<br>balances | Closing balances |
|---|----------------|----------------|---------------------------|-------------|---------------------|------------------|
| f1 Tiverton Little Stars  | 52,108         | 59,974         | (7,866)                   |             | 4,684               | (3,182)          |
| f2 Parents & Toddlers   | 50             | 106            | (56)                      |             | 1,002               | 946              |
| f3  |                |                | 0                         |             |                     | 0                |
| f4  |                |                | 0                         |             |                     | 0                |
| f5  |                |                | 0                         |             |                     | 0                |
| f6  |                |                | 0                         |             |                     | 0                |
| f7  |                |                | 0                         |             |                     | 0                |
| f8 Sub total of Internal Organisations funds                            | 52,158         | 60,080         | (7,922)                   | 0           | 5,686 (e11)         | (2,236) (e12)    |
| f9 Church accounts (totals brought forward from page 2 - totals column) | 38,236 (a7)    | 49,115 (b9)    | (10,879)                  | (c7)        | 81,142 (c6)         | 70,263 (c8)      |
| f10 TOTAL CASH FUNDS HELD BY CHURCH                                     | 90,394         | 109,195        | (18,801)                  | 0           | 86,828 (x)          | 68,027 (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**

|  | OPENING<br>BALANCES | CLOSING<br>BALANCES |
|--|---------------------|---------------------|
| f1 Cash in hand  |                     |                     |
| f2 Bank Current Account  | 14,174              | 9,419               |
| f3 Bank Deposit Account  |                     |                     |
| f4 Central Finance Board   | 42,252              | 36,095              |
| f5 Trustees for Methodist Church Purposes  | 24,716              | 24,749              |
| f6 Other funds   |                     |                     |
| f7 SUB TOTAL - Church accounts   | 81,142 (c6)         | 70,263 (c8)         |
| f8 Total funds held by Internal Organisations (the closing balance total from above) (e12) | 5,686 (e11)         | (2,236) (e12)       |
| f9 TOTAL CASH FUNDS HELD BY CHURCH   | 86,828 (x)          | 68,027 (y)          |

**SECTION G****OTHER ASSETS and LIABILITIES**

|  | At<br>1 September 2020 | At<br>31 August 2021 |
|--|------------------------|----------------------|
| g1 Investments (include Endowments)                |                        |                      |
| g2 Land & Buildings (see notes re Insurance value) |                        |                      |
| g3 Other Assets – temp loan to TLS                 |                        | 3,000                |
| 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 Church .....Tiverton United..... 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.....28.10.21.....

Name and address of treasurer .....MRS. JEAN HILL.....

.....7 LOCKYER CRESCENT, TIVERTON..... Post Code.....EX16 5QF

### 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 .....

Signature of the Chair of the meeting .....  .....

Name of the Chair of the meeting .....PAUL BOOTH..... Date .....2/11/21.....

### Independent Examiner's Report to the Trustees of the

.....Tiverton United.....Church

Charity Number .....

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Tiverton United Church for the year ended 31 August 2021 set out on pages 2 and 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.

\* delete or circle as appropriate

Name of Church .....Tiverton United..... 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 .....

Name of independent examiner .....John Anderson.....

Relevant professional qualification of independent examiner .....BA CPFA.....

Name of firm (where appropriate) .....N/A.....

Address .....Meadowside, High Street, Halberton.....

.....Tiverton, Devon..... Post Code .....EX16 7AG...

Date .....28/10/21.....

Sep-20

## THE METHODIST CHURCH

### INTERNAL ORGANISATION REPORT FORM

**FINANCIAL YEAR ENDED 31 AUGUST 2021**

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.


The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Circuit/District   | CIRCUIT: <u>24</u>                 | DISTRICT: <u>16</u> |
| Group/Organisation | <u>Tiverton Little Stars (TLS)</u> |                     |

Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation

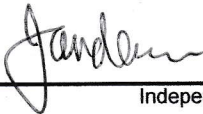
  
\_\_\_\_\_  
Treasurer of Group or Organisation

21/11/21  
\_\_\_\_\_  
Date

I confirm that I have examined the accounts and records of the

Tiverton Little Stars (TLS)

and that the information overleaf is in accordance therewith.

  
\_\_\_\_\_  
Independent Examiner/Registered Auditor


28/10/21  
\_\_\_\_\_  
Date

I confirm that the information overleaf has been prepared from independently examined/audited\* accounts which were/will be\* presented to

Trustees Meeting

at a meeting which I chaired/intend to chair on

1/11/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Chair of Meeting

23/11/21  
\_\_\_\_\_  
Date

This form can be used by Church, Circuit and District Internal Organisations who report to their respective Methodist bodies.



# INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

## RECEIPTS AND PAYMENTS ACCOUNT

Note

### SECTION H

#### RECEIPTS

|    |   |  |              |
|----|---|--|--------------|
| h1 | Gifts & donations   |  | 212          |
| h2 | Other receipts  |  | 51,896.00    |
| h3 | <b>TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)</b> |  | <b>52108</b> |

### SECTION I

#### PAYMENTS

|    |   |  |              |
|----|---|--|--------------|
| i1 | Donations   |  |              |
| i2 | Other payments  |  | 59,974.00    |
| i3 | <b>TOTAL PAYMENTS (to Payments col page 3 in the main accounts)</b> |  | <b>59974</b> |

### SECTION J

|    |  |              |              |
|----|--|--------------|--------------|
| j1 | <b>NET RECEIPTS (PAYMENTS)</b>   | (h3 - i3)    | <b>-7866</b> |
| j2 | <b>OPENING BALANCE (to Opening balance column page 3 in the main accounts)</b> |              | 4684         |
| j3 | Adjustments (show any negative adjustments in brackets)                        |              |              |
| j4 | <b>CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)</b>   | (j1+j2+/-j3) | <b>-3182</b> |

### SECTION K

#### HOW THE FUNDS ARE HELD

|    |   |            |              |
|----|---|------------|--------------|
| k1 | Cash in hand  |            | 130.00       |
| k2 | Cash at Bank/CFB etc                                      |            | 558.00       |
| k3 | Other accounts  |            | -3,870.00    |
| k4 | <b>TOTAL FUNDS HELD (should agree with line j4 above)</b> | (k1+k2+k3) | <b>-3182</b> |

### SECTION M

#### FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

|    |   |            |          |
|----|---|------------|----------|
| m1 | Balance brought forward from last year                |            |          |
| m2 | Offerings/Gifts - received for external organisations |            |          |
| m3 | Offerings/Gifts - passed to external organisations    |            |          |
| m4 | <b>BALANCE STILL TO BE PAID</b>                       | (m1+m2-m3) | <b>0</b> |



## THE METHODIST CHURCH

### INTERNAL ORGANISATION REPORT FORM

**FINANCIAL YEAR ENDED 31 AUGUST 2021**

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

|                           |  |                            |
|---------------------------|--|----------------------------|
| <b>Circuit/District</b>   | <b>CIRCUIT:</b> <u>24</u>              | <b>DISTRICT:</b> <u>16</u> |
| <b>Group/Organisation</b> | <u>Tiverton Parents &amp; Toddlers</u> |                            |

**Signatures section**

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation

\_\_\_\_\_

Treasurer of Group or Organisation

J. G. and

Date 28-10-21

I confirm that I have examined the accounts and records of the

Tiverton Parents & Toddlers

and that the information overleaf is in accordance therewith.

J. G. and

Independent Examiner/Registered Auditor

28/10/21

Date

I confirm that the information overleaf has been prepared from independently examined/audited\* accounts which were/will be\* presented to

TRUSTEES MEETING

at a meeting which I chaired/intend to chair on

1/11/21

Date

Paul I. I.

Signature of Chair of Meeting

1/11/21

Date

# INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

## RECEIPTS AND PAYMENTS ACCOUNT

Note

### SECTION H

#### RECEIPTS

|    |   |  |           |
|----|---|--|-----------|
| h1 | Gifts & donations   |  |           |
| h2 | Other receipts  |  | 50.00     |
| h3 | <b>TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)</b> |  | <b>50</b> |

### SECTION I

#### PAYMENTS

|    |   |  |            |
|----|---|--|------------|
| i1 | Donations   |  |            |
| i2 | Other payments  |  | 106.00     |
| i3 | <b>TOTAL PAYMENTS (to Payments col page 3 in the main accounts)</b> |  | <b>106</b> |

### SECTION J

|    |  |              |            |
|----|--|--------------|------------|
| j1 | <b>NET RECEIPTS (PAYMENTS)</b>   | (h3 - i3)    | <b>-56</b> |
| j2 | <b>OPENING BALANCE (to Opening balance column page 3 in the main accounts)</b> |              | 1002       |
| j3 | Adjustments (show any negative adjustments in brackets)                        |              |            |
| j4 | <b>CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)</b>   | (j1+j2+/-j3) | <b>946</b> |

### SECTION K

#### HOW THE FUNDS ARE HELD

|    |   |            |            |
|----|---|------------|------------|
| k1 | Cash in hand  |            |            |
| k2 | Cash at Bank/CFB etc                                      |            | 946.00     |
| k3 | Other accounts  |            |            |
| k4 | <b>TOTAL FUNDS HELD (should agree with line j4 above)</b> | (k1+k2+k3) | <b>946</b> |

### SECTION M

#### FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

|    |   |            |          |
|----|---|------------|----------|
| m1 | Balance brought forward from last year                |            |          |
| m2 | Offerings/Gifts - received for external organisations |            |          |
| m3 | Offerings/Gifts - passed to external organisations    |            |          |
| m4 | <b>BALANCE STILL TO BE PAID</b>                       | (m1+m2-m3) | <b>0</b> |