

**Bowthorpe Road Methodist Church**  
**Trustees' Annual Report**  
**for the year ended 31 August 2024**

**Charity Number: 1202520**

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**1. Reference and Administrative Details**

Name of Charity : Bowthorpe Road Methodist Church

Charity Number : 1202520

Address : Bowthorpe Road Methodist Church, Bowthorpe Road, Norwich NR5 8AB

Managing Trustees:

The church is managed by the Church Council, which acts as the managing trustee body under the constitution of the Methodist Church in Britain. Members of the Church Council during the year were:

Man Shan Hilda Lai

Chi Wai Lai

Chau Lui Lam

Kai Chiu Liu

San Peng Tan

Yuen Chui

Minister in Pastoral Charge:

Ka Fai Stephen Lau

Independent Examiner or Auditor:

Fung Yee Chan, 38 Aspen Drive NR18 9FT

Bankers:

HSBC UK, 18 London Street, Norwich NR2 1LG

## 2. Structure, Governance and Management

Bowthorpe Road Methodist Church is part of the Norwich Methodist Circuit. The Church is governed by the Constitutional Practice and Discipline of the Methodist Church (CPD) and is an exempt charity under the Charities Act 2011.

The Church Council is the managing trustee body and meets at least three times a year. The council members are appointed by the church members every two years and are given guidance on their responsibilities.

## 3. Objectives and Activities

The primary purpose of Bowthorpe Road Methodist Church is the advancement of the Christian faith through worship, fellowship, mission, service, and outreach in the local community and beyond.

### **The Church seeks to:**

- Provide regular worship services
- Engage in pastoral care and community service
- Support spiritual growth through Bible studies and fellowship groups
- Promote ecumenical partnerships
- Provide space for community activities and organisations

## 4. Achievements and Performance

### **Worship & Fellowship:**

- Chinese and English weekly Sunday services, plus a combined Chinese and English Holy Communion services once a month. In addition, special services at Christmas, Easter, and Church Anniversary
- Sunday schools take part during the Sunday services.
- Weekly bible studies and other fellowships, serving different subsets of our church community
- Fellowship serving the university students from University of East Anglia and young professionals.
- Annual Youth Summer Camps and Vacation Bible School in the summers

### **Community Engagement:**

- Weekly coffee mornings involving our local communities, organised by our volunteers. Every year they will organise collection for Foodbank and Shoe box collections for Christmas gifts to children overseas.
- Hosting of community groups in church premises (Girl Guides)

**Pastoral and Spiritual Care:**

- Ongoing pastoral care for members and the wider community
- House groups and prayer meetings (in-person and/or online)

**Mission & Outreach:**

- Support for Chinese Methodist Mission, Mission Fund of the Norwich Circuit and various mission organisations.

## 5. Financial Review

During the year, income was generated from collections, donations, lettings, and fundraising activities. Expenditure was directed towards ministry, maintenance of the church building, and mission work.

**Summary of Financial Position:**

- Total income: £ 172,616
- Total expenditure: £ 140,884
- Net surplus: £ 31,732
- Reserves at year-end: £ 211,493

The church seeks to maintain a prudent level of reserves to ensure sustainability and meet unforeseen expenses.

## 6. Reserves Policy

The Church Council aims to maintain unrestricted reserves equivalent to at least 6 months of normal operating costs. This is reviewed annually and adjusted as necessary.

## 7. Plans for the Future

Bowthorpe Road Methodist Church remains committed to:

- Strengthening its witness and outreach in the Bowthorpe community
- Enhancing its worship and spiritual life
- Exploring ways to engage younger people and families
- Improving the use of the church premises for mission and community service
- Continuing to maintain and improve the church buildings

## 8. Declaration

The trustees declare that they have approved this trustees' report.

Signed on behalf of the Trustees,

A handwritten signature in black ink, appearing to read 'Ka Fai', written in a cursive style.

Ka Fai Stephen Lau  
Chair of Church Council  
Date: 31 May 2025

**THE METHODIST CHURCH**  
**STANDARD FORM OF ACCOUNTS**

BOWTHORPE ROAD METHODIST

Church

FOR THE YEAR ENDED  
Saturday, August 31, 2024

NORWICH	Circuit	Circuit no.	1134358
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Registered Charity - Charity Registration number

1202520

If not a registered charity His 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:

Ka Fai Stephen Lau

Church Stewards:

Man Shan Hilda Lai

Chi Wai Lai

Chau Lui Lam

Kai Chiu Liu

San Peng Tan

Yuen Chui

Treasurer:

Chi Wai Lai

## ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

**BOWTHORPE ROAD  
METHODIST**

Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	Note			
a2	Offerings and Tax recovered	132,621		132,621	124,268
a3	Bank and CFB interest and Investment income	5,435		5,435	2,536
a4	Lettings	34,560		34,560	34,790
a5	Other receipts	0		0	0
a6	<b>TOTAL RECEIPTS</b>	<b>172,616</b>	<b>0</b>	<b>172,616</b>	<b>161,594</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	62,700		62,700	48,400
b3	Donations	1,900		1,900	503
b4	Repairs and Maintenance	876		876	1,225
b5	Utilities (Insurances, water charges, heating & lighting)	15,867		15,867	14,875
b6				0	
b7	Other payments	59,541		59,541	66,539
b8	<b>TOTAL PAYMENTS</b>	<b>140,884</b>	<b>0</b>	<b>140,884</b>	<b>131,542</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>31,732</b>	<b>0</b>	<b>31,732</b>
c2	Total funds brought forward from last year		179,761		179,761
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>211,493</b>	<b>0</b>	<b>211,493</b>
c4	Transfers and adjustments			0	
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>211,493</b>	<b>0</b>	<b>211,493</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				
d3	Offerings/Gifts - passed to external organisations				
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>0</b>		<b>0</b>

**BOWTHORPE ROAD METHODIST Church**

**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 2024 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			0			0
e2			0			0
e3			0			0
e4			0			0
e5			0			0
e6			0			0
e7			0			0
e8	Sub total of Internal Organisations funds					
	0	0	0	0	0 (e11)	0 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)					
	172,616 (a7)	140,884 (b9)	31,732	(c7)	179,761 (c6)	211,493 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>172,616</b>	<b>140,884</b>	<b>31,732</b>	<b>179,761 (x)</b>	<b>211,493 (y)</b>
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>			

**SECTION F**

**STATEMENT OF ASSETS AND LIABILITIES**

**CHURCH - CASH FUNDS HELD at 31 August 2024**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	0	0
f2 Bank Current Account	60,974	58,956
f3 Bank Deposit Account	20,728	9,313
f4 Central Finance Board	98,059	143,224
f5 Trustees for Methodist Church Purposes	0	0
f6 Other funds	0	0
f7 SUB TOTAL - Church accounts	179,761 (c6)	211,493 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	0 (e11)	0 (e12)
f9 <b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>179,761 (x)</b>	<b>211,493 (y)</b>

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2023	At 31 August 2024
g1 Investments (include Endowments)	0	0
g2 Land & Buildings (see notes re Insurance value)	0	0
g3 Other Assets	0	0
g4 Loan(s) - show amount outstanding at year end	0	0
g5 Other Liabilities	0	0

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of Church : Bowthorpe Road Methodist Church    No : 1202520

### 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

Fung Yee Chan

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address

38 Aspen Drive

Wymondham

Post Code

NK18 9FT

Date

7/4/25

\* delete or circle as appropriate



Name of Church : Bowthorpe Road Methodist Church No: 1202520

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 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..... 7 APR 2025.

Name and address of treasurer : Chi Wai Lai at 26 Sorrel Grove, Cringleford, Norwich

Post Code : NR4 7WR

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2024 were/will be\* presented to the meeting of the Church trustees held on ..6 OCT 2024

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

Name of the Chair of the meeting ..Ka Fai Stephen Lau..... Date ..... 7 APR 2025

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

### Bowthorpe Road Methodist Church

Charity Number 1202520

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Bowthorpe Road Methodist Church for the year ended 31 August 2024 set out on pages ..1 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.

\* delete or circle as appropriate