



Leeds South & West Methodist Circuit

Trustees Annual Report & Accounts 2018/19

Leeds South & West Circuit

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31st Aug 2019

Introduction

The Circuit exists to support churches in their current worship, mission and service through the centralised provision of ordained staff (& their accommodation) and lay employees. Presbyters are given pastoral oversight of specific churches whilst other roles act as points of reference for their areas of expertise. We coordinate the provision of Sunday worship and also offer strategic ideas and plans for shaping the Church for the future.

Aims and organisation

The Circuit is part of the Methodist Church. We exist to increase the awareness of God's presence, to celebrate God's love, to help people learn and develop as Christians, act as a good neighbour and challenge injustice. Our strategic objectives (Worship, Service, Learning & Caring and Evangelism) are detailed in the "Our Calling" document available from www.methodist.org.uk/about-us/the-methodist-church/our-calling

Review of the year

2018/2019 was a year where we continued to plan for the future. Church consultations on resourcing and equipping our churches for a sustainable future continued as the Circuit looked to deploy its resources as effectively as possible to nurture and care for people, and find new and sustainable ways of working to continue to build God's Kingdom. Changes in stationing meant our Deacon and a Presbyter moved on and we look forward to receiving a new presbyter in Sep 2019. We also employed our first lay pastor. These changes in staffing gave us the opportunity to improve our housing stock as part of our long term planning. We replaced 2 aging manses with new properties, although one old manse is still to sell next year. The circuit was also able to agree decisions allowing us to rearrange pastoral loads, freeing up time for the work of the Superintendent, the new monastic project as well as discipleship work from Sep 2019. We also submitted plans to station a new Deacon in support of some of these initiatives in 2020/21. We look forward to making further progress in these areas in the coming year. In the meantime, the ordained team continues to spend significant time with the wider community through the provision of pastoral care as well as the demands for weddings, funerals & baptismal services. The Children and Families Development Worker remains highly valued by those churches receiving this support. Centralized safeguarding training is being delivered regularly. The admin team offers more churches advice and help regarding finance, governance and administrative matters than ever and demand continues to grow. Churches are able to enjoy a varied programme of preachers and the training of new preachers continues. Churches continue to offer a tremendous range of activities in difficult financial circumstances, and we assist them through the central provision of ministers and lay people and the coordination of Sunday worship. Grants have been made for churches to develop their facilities for the 21st century. Morale in the team remains high and we are grateful for the teamwork of ordained people, lay staff and volunteers, which enables both the care of our people and the continuance of day to day operations.

Income trends

General circuit income is primarily drawn from the assessment paid by the circuit churches £392,975 (94.5%). Additionally some income is received from rental and donations for multiple occupation of manses and investment income.

Expenditure trends

Stipend expenditure increases each financial year in line with Conference approved amounts. The circuit also applies the same increase to its lay employees. 50% of our general expenses was to pay our people and associated costs (£261,111) plus another £50,000 in provisions for the Lay pastor salary (10%)

18% of General expenditure and 72% of CMTF expenditure is the Circuit contributions to District and Connexional needs. (£94,600) This is used to fund the work of the wider Methodist Church.

Other expenditure £112,020 (22%) includes the upkeep of our ministers residences and associated running costs, admin, and grants to support churches.

Our provisions relate to the employment of a lay pastor.

Fund balances

As at the year end the net current assets of the Circuit were £ 333,831

This has decreased, but would be enough to cover the expenditure of the charity for at least 9 months and will increase when the redundant property is sold in due course

Plans for 19/20

Circuit financial plans for the coming year have been prepared on the basis that there remains 6 full time ordained staff with anticipated cost of living and stipend increases, 1 children & families worker and 2 part time administrators. Provisions will pay for the lay pastor appointment. Increases in assessment of between 3 and 5% have been agreed with churches. A reserves policy is attached to this document

Leeds South & West Circuit

Trustee's Annual Report on Finance and Governance

Basis of preparation and legal framework

The Charity's annual report and accounts for the year ended 31 August 2019 have been prepared in accordance with *Accounting and reporting by Charities: Statement of Recommended Practice (SORP)* applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from Jan 2015) - Charities SORP (FRS 102).

Full Name of Charity: Leeds South & West Circuit

Registration Charity Number: 1129529

Date of registration: 2009

Charity in present formed 2015/16

but became the continuing entity of the Charity no of Leeds Headingley and West registered in 2009)

Main communication address:

Circuit Office, Wesley Road Chapel, Wesley Road, Leeds LS12 1UL

The members of the Leeds South & West Methodist Circuit meeting are the Charity Trustees, membership being made up of circuit office holders, ministers and representatives appointed by the local churches.

A Trustee List is attached as Appendix A to this report.

Circuit Ministers and officers

Active Circuit Ministers

Rev Jo Lightowler (Superintendent), Rev Tim Boocock, Rev Mark Godfrey,
Rev Keith Hunt, Rev Godfrey Nicholson, Rev Dan Woodhouse,
Deacon Pam Luxton

Children & Families Development Worker (Paid Lay Staff)

Mrs Sharon Brocksom

Circuit Stewards (Lay Volunteers)

Miss Anne Jackson (Senior), Miss Audrey Wilks, Mr Paul Berry, Mr Peter Cordwell,

Administrators (Paid Lay Staff):

Mrs A E Hartley & Miss H C Boocock

Miss H C Boocock acted as the principal officer overseeing the day to day financial management and accounting for the circuit during the year.

Independent examiner Sleight & Story Chartered Certified Accountants
Thornhill Brigg Mills, Thornhill Beck lane, Brighouse HD6 4AH

Investment Bankers Central Finance Board of the Methodist Church
Trustees for Methodist Church Purposes

Leeds South & West Circuit

Aims and Organisation

The Charity's objective is to act as a Resource provider within the area around South & West Leeds for the Methodist 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 discipline of The Methodist Church;
- b) Any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of The Methodist Church;
- c) Any charitable purpose for the time being of any society or institution subsidiary or ancillary to The Methodist Church;
- d) Any purpose for the time being of any charity being a charity subsidiary or ancillary to The Methodist Church

The organisation and resourcing of regular public acts of worship open to members of the church and non members alike.

The teaching of Christianity through sermons, courses and small groups.

The resourcing of pastoral work including visiting the sick and bereaved.

Taking religious assemblies in local schools.

Promotion of Christianity through the staging of events and services.

Provision of chaplaincy services to the local university and other institutions.

Public Benefit

The Leeds South & West Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Structure, Governance and Management

The governing document for the circuit is the Deed of Union (1932) and Methodist Church Act (1976) .

Detailed governance arrangements are outlined within the Constitutional Practice and Discipline of the Methodist Church by order of the annual conference (CPD). All Governance Documents can be found online at the Methodist Church of Great Britain Website

Day to day management of the circuit is undertaken by the Circuit Leadership Team along with the Local Preachers' Meeting, the Circuit Governance Committee and the Circuit Meeting.

Trustee Training

A range of guidance produced by Methodist Connexion to support the effective running of the circuit , specifically the leaflet 'The Role of a Trustee in The Methodist Church' is made available to all new Circuit meeting members as induction to their role as trustees.

Related Parties

The Circuit is part of the Yorkshire West District and is also accountable to the Methodist Conference.

The following Methodist Churches are linked to the circuit

Churches within Leeds South & West Circuit

Adel Methodist Church	Lower Wortley Methodist Church
Beeston Hill UFC (LEP)	Meanwood Methodist Church
Central Methodist Church	The Church In Rodley (LEP)
The Church in Cottingley (LEP)	St Andrew's Methodist Church, Beeston
Cookridge Methodist Church	St Andrew's Methodist Church, Pudsey
The Church in Farsley (LEP)	St John's Methodist Church
The Grove Methodist Church	St Mark's Methodist Church
Headingley Methodist Church	Trinity Bramley Methodist Church
Highfield Methodist Church	Wesley Road Chapel (LEP)
Hunslet Methodist Church	Whingate Methodist Church
Hyde Park Methodist Church	Woodside Methodist Church

Leeds South & West Circuit

Risk Management

The major risks have been identified and recorded.

There is a regular annual review process undertaken.

Income and Expenditure is being monitored and is compared with the approved annual budget on a half yearly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves. There is also crisis contingency amount included within the reserves policy.

Safeguarding

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Methodist Connexional practice outlines commitment to the following principles:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice

The Leeds South & West Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation, guidance and safe practice in the circuit and in the churches.

The Leeds South & West Circuit commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

Reserves Policy

The Reserves Policy for the Circuit is attached at the end of this document. We confirm that it is sufficient to meet any unforeseen item of major expenditure on manses and / or to be able to continue, in the short term, funding planned activities in the event of any inability to raise the full Circuit Assessment from churches.

The following additional policies have been formally adopted by the trustees

Disciplinary & Dismissal Procedure	Working at Heights
Equality Diversity Inclusion	Lone Workers
Safeguarding Policy	Photography and recording
Grievance Procedure	Social Media
Health & safety	Working at Heights
Redundancy	Whistleblowing
Lone Workers	Anti-Bribery
Photography and recording	Staff Pay and Training
Social Media	

Leeds South & West Methodist Circuit

Accounts

**For the year ended 31st Aug 2019
(Accruals Basis)**

Charity Number 11295929

District: Yorkshire West 27
Circuit no 01

Ministers

Rev Jo Lightowler (Superintendent)
Rev T Boocock, Rev M Godfrey, Rev G Nicholson,
Rev K Hunt, Rev D Woodhouse, Deacon P Luxton

Stewards

Miss V A Jackson (Senior)
Miss A Wilks, Mr P Cordwell, Mr S Westerman, Mr P Berry,
Mr S Kelly, Mrs K Butler, Mr E Linfield, Mr P Maud

Treasurer

Miss H C Boocock



Leeds South & West Methodist Circuit

Statement of Financial Activities to 31st Aug 2019

	No.	General	Property	CMTF	Total Designated	18/19	2017/18
Income							
Donations & Legacies	4	2,859		-		2,859	9,156
Charitable Activities	5						-
Assessments from Churches		392,975				392,975	380,878
Other Charitable Activities		4,326			-	4,326	19,695
Other Trading Activities	6						-
Income from Lettings		11,715				11,715	14,007
Misc						-	-
Investments	7	3,990		3,308		7,298	6,438
Other Income	8			914		914	-
Total Income		415,865	-	4,223	-	420,087	430,173
Expenditure							
Stipends, Sals, NIC, Pensions	9	261,111				261,111	240,608
District Assessment	10	13,092				13,092	13,140
Methodist Church Fund	11	81,188				81,188	78,768
Telephone & Travel	12	13,412				13,412	14,380
Insurance & Utility costs	13	23,629				23,629	22,957
Maintenance on Manses	14	35,914				35,914	27,341
Expenditure on other Church Property		-				-	-
Depreciation		-				-	-
Provisions	15	50,000			-	50,000	40,000
Other Outgoings	16	37,169		1,129	-	38,297	30,935
Grants and Donations	17	1,896		-	-	1,896	27,677
District Advance Fund	18			2,859	-	2,859	2,667
Total Charitable expenditure		517,410	-	3,987	-	521,397	498,473
Net Income/Exp before gain/loss		- 101,545	-	235	-	- 101,310	- 68,300
Transfers between Funds	19	- 374,036	374,101	(4,106)	4,041	-	-
		- 475,582	374,101	- 3,871	4,041	- 101,310	- 68,300
Gain/Loss on reval/sale of fixed as	20		35,894			35,894	-
Gain/Loss on investment assets	20			1,159		1,159	3,810
Balances brought forward		615,558	2,003,801	107,171	130,000	2,856,530	2,921,019
TOTAL Funds		139,976	2,413,796	104,458	134,041	2,792,272	2,856,530
Monies received for others	28					37,943	47,843
Monies passed on to others						37,943	47,843
						-	-



Leeds South & West Methodist Circuit

Balance Sheet as at 31st Aug 2019

		Unrestricted			2018/19	2017/18
		General	CMTF	Designated		
					£	£
Fixed Assests						
	Circuit Manses & Equipment	2,320,308			2,320,308	1,910,313
	Investment Properties	93,488			93,488	93,488
	Investments TMCP		94,645		94,645	93,486
21	Total fixed assets	2,413,796	94,645	-	2,508,441	2,097,287
Current Assets						
22	Debtors & Prepayments	18,405			18,405	19,942
	Loans by the Circuit				-	-
	Trustee for Methodist Purposes		9,813	4,041	13,854	18,692
	Central Finance Board	257,582		130,000	387,582	870,119
	Cash at bank and in hand	48,682			48,682	25,799
	Total current assets	324,669	9,813	134,041	468,524	934,552
23	Creditors (due under 1 year)	99,693			99,693	95,258
24	Grants agreed	35,000			35,000	45,000
	Net current assets/liabilities	189,976	9,813	134,041	333,831	794,294
	Total assets less current liabilities	2,603,772	104,458	134,041	2,842,272	2,891,581
	Creditors and Accruals > 1 year				-	-
	Provisions for liabilities and charges	50,000			50,000	35,052
	Net assets	2,553,772	104,458	134,041	2,792,272	2,856,530
25 Funds of the Circuit						
	General Fund (unrestricted)	2,553,772			2,553,772	2,619,359
	Circuit Model Trust Fund (Unrestricted)		104,458		104,458	107,171
	Designated Funds (Unrestricted)			134,041	134,041	130,000
	Total Unrestricted Funds				2,792,272	2,856,530
	Restricted Funds				-	-
	Total Funds	2,553,772	104,458	134,041	2,792,272	2,856,530

Leeds South & West Methodist Circuit 27/01

Year ended 31st Aug 2019

Notes to the Accounts

1 Basis of accounting and accounting policies

a. Accounting Standard

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice (SORP)* applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and ROI (FRS 102) (effective from 1 Jan 2015) - (Charities SORP (FRS102)).

b. Public Benefit Entity

The Leeds South & West Circuit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated.

c. Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year. The accruals basis has been used and trustees present accounts that show a true and fair view of the Circuit's financial position and activities.

d. Content

The financial information presented is relevant, reliable, comparable and complete. Where estimates are used these are based on experience, research and judgment. The accounts are expressed in £Sterling, rounded to the nearest pound.

e. FRS 102 SORP 2015

This is the third year that the FRS102 SORP 2015 has applied to the Circuit's accounts. These accounts are compliant with FRS102 and with the FRS102 SORP 2015. The previous year's published accounts have been restated, where necessary to be on the same basis: details of any adjustment appear in Note 3 below. The accounts have been prepared in accordance with applicable charity law in England, this being the Charities Act 2011 and SI 2008/629 (Charities Accounting and Reporting Regulations) and, pending the making of replacement Regulations specific to SORP 2015 in accordance with Reg.8(4)(d) of SI 2008/629, the charity trustees have departed from the requirement of Reg.8(5) by following SORP (FRS102) instead of SORP 2005 to the extent necessary to give a true and fair view in the circumstances.

f. Going Concern

Based on the monetary assets and human resources available at 31 August 2019, the trustees believe that the Circuit is a going concern

g. Consolidation

The Circuit has denominational regulatory oversight in respect of the work of the churches within the circuit but has no legal or operational control of those churches and their governing bodies except in extreme circumstances. For this reason, the financial statements of churches within the circuit are not consolidated into these financial statements

h. Income Recognition

Income is brought into account when there is entitlement and the amount is reliably measurable once it is more likely than not that the economic benefit of the income will be forthcoming.

Individual amounts categorised as Other income in the SOFA will be shown separately if they are considered material.

The Circuit acts as Agent in three matters

the collection from Churches and payment over of their contributions to various Funds controlled and administered by the Methodist church - "Connexional Funds"

the administration (application, collection and disbursement) of grants requested by Churches within the Circuit from, but not limited to, the District and Connexion.

the administration(payment and reimbursement) of church employee wages.

In all these matters the transactions are not reflected in the SOFA because they are the income of either the connexion or church as appropriate. Instead the transactions are disclosed in the Notes to the Accounts as required by SORP(FRS102), module 19.12. In accordance with the Charities SORP (FRS102), the time of volunteers is not recognised.

If goods are donated, a value will be shown in the SOFA or Notes where a value is considered material.

i. Expenditure

This is recognised when a liability is incurred, or a constructive obligation arises, where the amount is reliably measurable and it is considered more likely than not that there will be an outflow of economic benefit.

j. Grants & fixed term appointments

Grants made by the Circuit from its own funds are recognised in full at the time of agreement to make a grant or when the Circuit accepts that there is a legal or operational obligation to make the payment if it subject to performance conditions. When the grant is recurrent over more than one year the balance payable in future years is treated as a provision for future commitments in the Balance Sheet against the appropriate fund, the provision being released in future years in accordance with the originally agreed terms. In cases where the grant has been charged to one fund but for ease of payment has been transferred to another fund any future payment provision is applied to the fund from which the grant will ultimately be paid. Salaries agreed for fixed term employees are also treated as such and a provision will be made.

k. VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

l. Tangible fixed assets for use by the Circuit

These are capitalised if they can be used for more than one year, and individually cost at least £1,000.

The freehold property and/or long leasehold residential property is shown in the accounts at deemed historical cost representing each property's gross carrying value as at 1 September 2015. No depreciation is provided on the building because the trustees consider the current residual value of the property in its present condition to be not less than its historical cost and, in the absence of any evidence of impairment, any depreciation provision for the building component of the property would be immaterial.

From time to time the Circuit may be required to assume responsibility for church premises following closure and cessation of worship. This results in the Circuit becoming Managing Trustees of the property. At that time the property is recognised as an asset at its anticipated sale price as determined by professional valuation. Any expenditure on such assets if held for reinvestment of the proceeds, as the trustees determine, that is likely to enhance the sale value is capitalised at the time the expenditure is incurred. Where the proceeds are intended to be spent on activities, the property is included in current assets at the lower end of cost and realisable value

The Circuit has made use of the deemed cost option on transitioning to FRS102, as outlined above.

m. Monetary investments

The Circuit's investments are in monetary assets classified as basic financial instruments under FRS102 and are held by the Trustees for Methodist Church Purposes (TMCP) as Custodian Trustee. The valuation, at market value, are those provided by TMCP. The unrealised gains arising on investments at the end of the year are shown in the SOFA.

n. Investment Properties

From time to time the Circuit may hold residential property (formerly manses) which is surplus to its normal staffing

o. Receivables and Payables: Bank and Cash (Basic Financial Instruments)

Debtors are stated at the amounts owed to the Circuit or prepaid. Creditors are initially recognised at settlement amount after any trade discounts, where normal credit terms apply, or the amount advanced to the Circuit.

Subsequently creditors that are current liabilities are measured at the cash or other consideration expected to be paid. The liquid funds of bank balances and deposit fund balances are shown at their realisable values.

p. Methodist Connexional Funds

The Methodist Church Connexion raises assessments against circuits and these are paid quarterly to their districts. The circuits raise assessments against churches in their circuit. The district quarterly remits the sum received from the circuits. The district retains a portion from this circuit assessment to meet its own cost and is listed separately to the connexional total in these accounts. The circuit act as Agent for ad hoc collections for various funds controlled and administered by the Methodist Church and these are detailed in the Related Parties section.

q. Funds

The trustees have adopted a policy for all unrestricted reserves which is included as Appendix B. The funds held constitute: General Funds held for any purpose of the Circuit which are Unrestricted. The Circuit Model Trust Fund which has wide purposes defined in Standing Orders and is categorised as unrestricted. Restricted funds which are held for a narrower specified purpose. Designated funds are for earmarked projects but can be reallocated according to priorities. We have no Endowment funds. Details of each material fund are disclosed in the accounts. Any funds may be represented by more than just cash.

r. Minister's Manse Costs

The Circuit is required to provide accommodation for each minister in the circuit and their families and this is seen as a benefit to the circuit. Ministers are expected to occupy the manse provided for them. The circuit bears the costs of repairs, maintenance, buildings insurance, council tax and water charges. These figures are not separately disclosed as benefits-in-kind for ministers as HMRC does not seek to tax these receipts in the hands of ministers.

2 Glossary of Terms

CFB: Central Finance Board of the Methodist Church manages a Common Deposit Fund and a series of pooled investment funds for Methodist entities in Great Britain and provide investment advice to those entities

Church: a group of members from 6 to more than 300
geographically defined area, typically between 10 and 30

Circuit Meeting: The Trustees of the Circuit, most of whom are appointed by their local Churches and others by virtue of a role they undertake for the Circuit and/or local Churches.

CLT: Circuit Leadership Team: A group (comprising mostly, but not exclusively) of Circuit Trustees responsible for the day to day administration and policy formulation of the Circuit. Generally the CLT comprises the Presbyters and Deacons stationed within the Circuit, The Circuit Stewards, including a finance steward and the Lay employees.

CMTF: Circuit Model Trust Fund

Methodist Districts, Circuit and Churches in Great Britain
its charitable and mission objectives

Deacon: A Deacon is an ordained role within the Methodist Church and a religious order. It is a way of life which expresses the servant ministry of Christ by the whole people of God to the world. Deacons exercise caring, pastoral, evangelistic and outreach ministries in accordance with their gifts.

District: a group of contiguous Circuit, usually between 15 and 30

FRS: Financial Reporting Standard

HMRC: Her Majesty's Revenue and Customs

Lay Employees: Personnel employed by the Circuit on generally accepted commercial employment terms may be to share buildings, worship or financial and governance structures and may vary in detail from Partnership to

MMPS: Methodist Ministers' Pension Scheme

Pensions Trust: The organisation through which the Circuit arranges a pension scheme for its lay employees

Presbyters (including Superintendent): Probationer or Ordained Methodist Minister who have pastoral and administrative responsibility for the Churches within a Circuit. They are placed (stationed) in a circuit who look after their accommodation, stipends and welfare and they usually take pastoral charge of a designated set of churches. The Superintendent carries the additional responsibility for overseeing the running of the Circuit.

SOFA: Statement of Financial Activities

SORP: Statement of Recommended Practice

Stipend: A regular fixed sum paid to ordained staff in lieu of a Salary. It is taxed in the same way as a salary.

TMCP: Trustees of Methodist Church Purposes, the legal owner and Custodian Trustee of all Methodist Model Trust property, including legacies, Endowments and Accumulated Funds.

3 Restatement of previous year's figures

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 [Not Section 1A] and the Charities SORP FRS 102 the statement of comparative items was required.

Restatement has not been necessary and a reconciliation of opening balances is also therefore not required.

A copy of the previous year's SOFA and Balance sheet is included at Appendix C for clarity.

Leeds South & West Methodist Circuit 27/01

Year ended 31 August 2019

Notes to the Accounts

4 Donations & Legacies

One bequest received this year and some donations by individuals received towards our running costs.

Donations & Legacies	General	CMTF	Desig	18/19 Total	17/18
Collections & Donations	1,859			1,859	4,156
Bequests	1,000			1,000	5,000
Total	2,859	-	-	2,859	9,156

5 Charitable Activities

In 2018/19 the circuit had 22 churches. Each is assessed for a contribution to meet the Circuit costs. Known income from other sources is taken into account. The circuit aims to cover all its costs excluding the Deacon and part of the Children & Families Worker total. The circuit is currently transitioning from 3 different calculation methods to one, aiming to assess contributions more fairly by membership and relative financial strength. The plan allows for saving to be used to help manage this change. One church was unable to pay their assessment.

5a Assessments from Churches

Church	General	CMTF	Desig	18/19 Total	17/18
Adel	12,457			12,457	12,213
Beeston Hill	12,801			12,801	11,511
Central	10,191			10,191	9,991
Cookridge	32,626			32,626	31,986
Cottingley	-			-	180
Farsley	13,235			13,235	13,235
The Grove	51,147			51,147	48,252
Headingley	29,872			29,872	29,286
Highfield	13,425			13,425	12,665
Hunslet	18,090			18,090	17,066
Hyde Park	9,136			9,136	11,492
Lower Wortley	13,432			13,432	13,121
Meanwood	11,628			11,628	11,400
Rodley	3,345			3,345	3,156
St Andrew's, Beeston	20,813			20,813	20,405
St Andrew's, Pudsey	38,452			38,452	37,698
St John's	6,686			6,686	6,308
St Mark's	11,583			11,583	10,927
Trinity, Bramley	32,805			32,805	30,948
Wesley Road	17,707			17,707	16,705
Whingate	14,923			14,923	14,078
Woodside	18,620			18,620	18,255
Total	392,975	-	-	392,975	380,878

The Circuit Office acts as treasurer for Cottingley, Adel, and St Andrew's Pudsey for which a charge is made where possible. Sales income represents bulk-buying/reselling to churches for regular resources. Every other year a Circuit Trip is sponsored by ourselves but donations are received towards the costs. Our youth are supported to attend 3Generate and some are able to contribute to this cost.

5b Other Charitable Activities

Other Charitable Activities	General	CMTF	Desig	18/19 Total	17/18
AwayDay	2,268			2,268	2,900
Circuit Finance Support	850			850	850
Sales Income	789			789	1,199
Training	200			200	-
Youth	120			120	110
Tech Repair	100			100	-
Occupational Health Grant	-			-	3,000
Balances fwd OP/Trinity	-			-	3,456
WR Resource Centre Grant	-			-	7,974
Hospitality	-			-	205
Total	4,326	-	-	4,326	19,695

6 Other Trading Activities

The Becketts Park Manse is currently empty and has been let. We no longer have staff from other areas of Methodism for which contributions were formerly received.

6a Income from Lettings	General	CMTF	Desig	18/19 Total	17/18
Becketts Park Manse	11,715			11,715	12,650
Aire & Calder Manse Contribution	-			-	1,357
Total	11,715	-	-	11,715	14,007

7 Investments

Investments	General	CMTF	Desig	18/19 Total	17/18
Interest	3,990	492		4,482	3,624
Dividend		2,816		2,816	2,814
Total	3,990	3,308	-	7,298	6,438

8 Stipends, Sals, NIC, Pensions

The Superintendent and the other presbyters are considered Key Management personnel. The members of the Circuit Meeting are the trustees of the charity. No employees received benefits of more than £60,000. There is no accrual for holiday pay as it is immaterial. Holidays for ordained staff ends 31st Aug and for lay staff to 31st Dec. All staff are paid at or above the living wage.

Stipends were paid to 6 Presbyters and 1 Deacon who were all fulltime. Salaries were paid to 1 Full Time Children & Families Worker based on 37.5hrs per week) and 2 part time administrators (0.33 and 0.52 FTE) based on 40 hrs pw. We used our provisions to pay some of the Children & Families Worker & all of the Deacon.

Most ordained people are members of the Methodist Ministers' Pension Scheme (MMPS). This is a defined benefit scheme. The Connexion accounts for this in the annual Methodist Church in Great Britain accounts. The MMPS is in deficit but a plan for removal of the deficit is in implementation.

A defined contribution pension scheme has been set up for lay employees in line with the Government guidelines on auto enrolment. Employers and employees both contribute 6%. Rather than setting multiple schemes, some churches moved their staff onto our payroll to share ours which removes local bureaucracy for paying employees. We currently act as agents for the payment and collection of salaries to Methodist Payroll for employees of The Grove and St Andrew's Pudsey. These figures are not in the accounts except in the "collected/received for others" total and amount to £35,607. FTE = Full time equivalent

Stipends, Sals, NIC, Pensions	General	18/19	Provisions	17/18
Ministers				
Stipends	152,576	152,576	18,413	158,142
Pensions	37,608	37,608	5,418	37,103
NIC	16,605	16,605	1,826	19,481
Expenses	2,200	2,200	-	1,330
Lay Staff				
Salaries	44,383	44,383	8,166	20,372
Pensions	2,663	2,663	490	1,113
NIC	2,791	2,791	739	704
Admin Charge	576	576	-	576
Expenses	337	337	-	634
Apprenticeship levy (all people)	1,372	1,372	-	1,154
Total	261,111	261,111	35,052	240,608

9 District Assessment

The District Assessment is calculated relative to the proportion of church members and ordained staffing levels across all circuits in the Yorkshire West District. The Methodist Church Fund is also calculated on the same basis and collected by the District to pass onto the Connexion.

District Assessment	General	CMTF	Desig	18/19 Total	17/18
District Assessment	13,092			13,092	13,140
Total	13,092	-	-	13,092	13,140

10 Methodist Church Fund	General	CMTF	Desig	18/19 Total	17/18
Methodist Church Fund	81,188			81,188	78,768
Total	81,188	-	-	81,188	78,768

11 Telephone & Travel

The Circuit provides or pays for 1 broadband and phone connection for each ordained member of staff. Where possible, this is provided directly to avoid a tax liability for the individual. In addition the Children & Families worker is provided with a mobile phone with internet access. The office at Wesley Road also has phone and broadband. Travel is reimbursed at the Inland Revenue guide of 0.45p per mile

Telephone & Travel	General	CMTF	Desig	18/19 Total	17/18
Ministers					
Telephone/Internet	2,886			2,886	4,985
Travel	8,477			8,477	7,669
Lay Staff & Office					
Telephone/Internet	958			958	760
Travel	1,090			1,090	965
Total	13,412	-	-	13,412	14,380

12 Insurance & Utility costs

The Circuit maintains 8 manses to house their ministers but currently owns 9. Currently 1 resides at their own accommodation and so 1 manse is empty pending the next incumbent and was let during the year. 2 houses were purchased as replacement manses this year and 1 was sold. The other is due to be sold next year.

Insurance & Utility costs	General	CMTF	Desig	18/19 Total	17/18
Manses					
Insurance	5,425			5,425	5,093
Council Tax	14,817			14,817	14,261
Water	3,114			3,114	3,562
Gas & Electric	272			272	41
Total	23,629	-	-	23,629	22,957

	Insurance	Council Tax	Water & Misc Heating	18/19 Total	17/18
Costs by Manse					
Armley Grange Drive	397	1,596	387	2,380	2,206
Becketts Park Drive	752	503	44	1,299	765
Chestnut Drive	629	2,306	526	3,461	3,383
Cross Flatts	697	1,596	288	2,581	2,596
Edmund Close	693	2,306	316	3,315	3,073
Fraser Avenue	673	1,975	376	3,023	2,904
Swallow Hill	199	-	114	314	-
Town Street	429	959	132	1,521	2,468
Whitecote Hill	712	1,947	755	3,414	3,198
Own residence	-	1,628	448	2,077	1,983
Other Circuit Insurance	244	-	-	244	380
Total	5,425	14,817	3,386	23,629	22,957

13 Maintenance on Manses

£2350 per manse is budgeted yearly in the assessment for repairs. In addition, £50,000 is designated from reserves for more major repairs and quinquennial work. Major kitchen renewal work was undertaken at Chestnut Drive. Becketts Park, Chestnut Drive and Swallow Close were decorated internally and Swallow Close had some carpets and kitchen improvements in readiness for a new minister.

Maintenance on Manses by Manse	General	CMTF	Desig	18/19 Total	17/18
Chestnut Drive	17,742			17,742	972
Swallow Close	9,115			9,115	
Becketts Park Drive	3,619			3,619	2,209
Whitecote Hill	1,589			1,589	3,000
Armley Grange Drive	1,278			1,278	1,343
Cross Flatts	909			909	2,811
Fraser Avenue	737			737	15,945
Edmund Close	672			672	661
Town Street	253			253	399
Total	35,914	-	-	35,914	27,341

13b Maintenance on Manses by Work	General	CMTF	Desig	18/19 Total	17/18
Kitchen	12,723			12,723	4,612
Internal Decoration	7,935			7,935	790
Gas Maintenance & Repair	4,048			4,048	3,459
Gardening & other small maintenance	3,187			3,187	2,112
Carpets	2,412			2,412	742
Fence	1,717			1,717	3,120
Plumbing Repairs	1,165			1,165	1,755
Electrical Maintenance & Repair	992			992	2,046
Study Costs	553			553	-
Guttering	510			510	-
Fire Place repair	360			360	-
Alarm Maintenance & Repair	272			272	242
Window & Door Maintenance & Repair	40			40	366
Toilet replace/repair	-			-	305
Damp Course/Drainage	-			-	7,792
Total	35,914	-	-	35,914	27,341

14 Provisions

The Circuit Diaconal appointment finishes this year and will not be replaced immediately. Provisions for the Children and Families worker appointment finished and is now paid from General funds. Provision for a lay Pastor's salary for 2 years has been agreed. The post will begin in the Autumn.

Provisions	General	CMTF	Desig	18/19 Total	17/18
Agreed Grants				-	40,000
Salaries<1yr	25,000			25,000	
Salaries>1yr	25,000			25,000	
Total	50,000	-	-	50,000	40,000

15 Other Outgoings

House Purchase Costs - 2 replacement manses were bought during the year and 1 sold. **Governance Costs** includes church /manse quinquennial inspections, surveys, legal and account inspection fees

Admin is mainly the office costs of printing and purchases of materials. It includes Safeguarding costs, and website maintenance. **Training courses** and resources include first Aid training, preaching and local arrangement material. **Payments to Trustees**. 3 Trustees are employees of the circuit and are in receipt of a salary and employment related expenses. Some 7 preachers are also trustees of the circuit and have received preaching expenses totalling £2423. **Bank charges** - During the year the circuit paid TMCP, the custodians of the circuit's investments, management charges based on 0.2% of the value of the individual funds at the beginning of the year. **Purchase costs** are the bulk purchasing of items for churches to minimise costs to them. **The Grove** is the on-going charge for the use of car spaces in their carpark. **Youth** charges are mainly the costs of 3 Generate. **Benevolence Payments** are discretionary funds to relieve hardship, paid to individuals or charities who are in need. The restricted fund was exhausted during the year but a new policy was agreed allowing up to 1.5% of the general balance to be used if required.

House Purchase/Sale Costs	6,164	914		7,078	
Governance Costs	5,496			5,496	4,741
Admin	4,922			4,922	6,543
AwayDay	4,838			4,838	5,469
Training courses and resources	3,900			3,900	1,768
Preaching Expenses	3,696			3,696	3,658
Tech Repair/Purchases	2,001			2,001	678
Letting charges	1,751			1,751	1,700
Removal Costs	1,254			1,254	
The Grove	1,000			1,000	1,000
WR Resource Centre	611			611	1,264
Youth Expenses	592			592	1,086
Purchase costs	428			428	1,094
Bank Charges	130	214		344	327
Other Misc	299			299	139
Safe new/decommissioning	44			44	437
Benevolence Payments	43			43	105
Occupational Health	-			-	927
Total	37,169	1,129	-	38,297	30,935

16 Grants and Donations

When a grant has been agreed, a provision is made for its payment if not paid immediately- see note 14.

Grants and Donations	General	CMTF	Desig	18/19 Total	17/18
Hunslet	1,396			1,396	2,257
Headingley	500			500	
Hyde Park	-			-	4,420
St Andrew's, Beeston	-			-	1,000
Meanwood - InterAct & Holy Trinity	-			-	20,000
Total	1,896	-	-	1,896	27,677

Previously agreed grants paid		18/19 Total	17/18
Meanwood - InterAct		10,000	-
Total		10,000	-

17 District Advance Fund

The District Advance Fund is financed by a levy to support District grants to projects. It is calculated on all circuits on their CMTF account balance as at 31st Aug the previous accounting year. It is a sliding scale from 2.5% to 7.5%

District Advance Fund	General	CMTF	Desig	18/19 Total	17/18
District Advance Fund		2,859		2,859	2,667
Total	-	2,859	-	2,859	2,667

18 Transfers/adjustments

	General	CMTF	Desig	18/19 Total	17/18
Transfers between funds	65	- 4,106	4,041	-	-
Total	65	- 4,106	4,041	-	-

19 Investment gains

	General	CMTF	Desig	18/19 Total	17/18
Gain/loss on value of unit trusts		1,159		1,159	3,810
Total	-	1,159	-	1,159	3,810

20 Property & Investments

	General	CMTF	Desig	18/19 Total	17/18
4 Chestnut Ave LS16 (Manse)	236,891			236,891	236,891
176 Town St LS10 3TH (Manse)				-	190,000
33 Becketts Park Dr LS6 3PD (Inv Prop)	233,720			233,720	233,720
7 Armley Grange Dr LS12 3GH (Manse)	163,190			163,190	163,190
7 Fraser Avenue LS18 5EA (Manse)	300,000			300,000	300,000
15 Edward Close LS28 7FG (Manse)	310,000			310,000	310,000
54 Whitecote Hill LS13 2HU (Manse)	320,000			320,000	320,000
36 Crossflatts Ave. LS11 7BG (Manse)	250,000			250,000	250,000
6 Swallow Close LS12 3TH (Manse)	320,000			320,000	-
10 Salamanca Cres LS10 4GJ (Manse)	279,995			279,995	-
CFB Mixed Mgd fund 15180 units@426.3p		94,645		94,645	93,486
Total Fixed assets	2,413,796	94,645		2,508,441	2,097,287

21 Debtors & Prepayments

All sums shown as debtors in 17/18 were received in the following year. All sums paid in advance at 18/19 were for activities in 19/20

Debtors & Prepayments	General	CMTF	Desig	18/19 Total	17/18
Stipends	17,205			17,205	19,502
Church Salaries				-	440
Prepaid 3 Generate	1,200			1,200	
Total	18,405	-	-	18,405	19,942

22 Creditors and Accruals

All sums accrued in 18/19 will be paid in 19/20

Creditors and Accruals	General	CMTF	Desig	18/19 Total	17/18
Assessment	99,693			99,693	95,258
Subtotal	99,693	-	-	99,693	95,258
23 Liabilities - see note 14					
Agreed Grants	35,000			35,000	45,000
Total	134,693	-	-	134,693	140,258

24 Provisions used

Provision	Amount	Provision	See note 14 for new Provisions
Salaries	35052	35,052	-

25 How funds are held

Monetary Balances held at the CFB and at the CAF bank are all available on demand without loss of interest. The split of these balances across the funds is arbitrary but wherever possible balances are not shown as negative. The funds that support the Circuit Model Trust Fund is held by TMCP in the Trustees Interest or managed mixed equity funds on which interest and dividends are credited to the account regularly. They are regarded as medium or long term investments. TMCP is the legal owner and custodian trustee of all our methodist church property

Bank Balances	General	CMTF	Desig	18/19 Total	17/18*
Cash	252			252	124
CAF Bank Current Account	48,079		-	48,079	24,137
CAF Bank Debit Card Account	352			352	1,539
CFB Account	257,582		130,000	387,582	870,119
TMCP Trustees Investment Fund		9,813		9,813	13,684
TMCP Mixed managed fund		94,645		94,645	93,486
TMCP Webber Fund (TIF)	4,041			4,041	5,008
Total	310,306	104,458	130,000	544,764	1,008,097

26 Payment to Trustees	General	CMTF	Desig	18/19 Total	17/18
Payments made to trustees	2,423			2,423	1,158

No. of trustees who were paid expenses	7	8
--	---	---

Nature of the expenses

Expense payments primarily relate to reimbursement for local preaching or travel costs

27 Fees for examination/audit of accounts	General	CMTF	Desig	18/19 Total	17/18
Independent examiner's fees	924			924	1,158

The Circuit acted as Agent either in the collection or facilitation of the monies below and they do not form part of the Circuit's accounts. Related party transaction has been paid on and logged as received directly from the church.

28 Collected and passed to others	18/19 Total	17/18
Church Salaries	35,608	43,432
Purchases on behalf of churches	2,336	3,931
Leaving Gifts		
Chqs to Circuit meant for related parties		480
Total	37,943	47,843

Leeds South & West Methodist Circuit 27/01

Year ended 31 August 2019

Notes to the Accounts

29 Detailed analysis of individual fund movements

Unrestricted Funds	Opening Balance	Income	Expenditure	Transfers /Adjustments	Closing Balance	Purpose of the funds
General	615,558	415,865	517,410	-374,036	139,976	General operations
General Property	2,003,801	0	0	409,995	2,413,796	Value of property
Designated - Meanwood	130,000	0	0	0	130,000	Sale proceeds designated for 5yrs for church to reinvest
Designated Bequests	0	0	0	4,041	4,041	Now designated for Community House development
CMTF	107,171	4,223	3,987	-2,948	104,458	property sales/investment income, use per standing orders
Totals	2,856,530	420,087	521,397	37,052	2,792,272	

Restricted Funds	Opening Balance	Income	Expenditure	Transfers	Closing Balance	Purpose of the fund
Totals	0	0	0	0	0	

30 Tangible Fixed Assets

The Circuit owns 8 Residential properties. 1 is currently let as it is surplus to our current needs

There are no other fixed assets of significant value.

	Residential Land*	Other Land*	Manses	Investment property	Investments	Total
Bal B/fwds	1,202,281		708,032.40	93,488	93,486	2,097,287
Additions	359,997		239,998			599,995
Revaluation	21,536		14,357		1,159	37,052
disposals	- 135,536		- 90,357			- 225,894
Transfers						-
Balance C/Forward	1,448,278	-	872,030	93,488	94,645	2,508,441

Accumulated Depreciation

	Basis Rate		SL or RB	SL or RB	SL or RB	
Bal B/fwds						
Additions						
Revaluation						
disposals						
Transfers						
Balance Carried Forwards						

Net Book Value

Bal B/fwds	1,202,281	-	708,032	93,488	93,486	2,097,287
Balance C/Forward	1,448,278	-	872,030	93,488	94,645	2,508,441

*Land/building split estimated at 60/40 of deemed valuations last year

Related party transactions

This year

Name of related party	Relationship	Description of transaction	Income from related party during the year	Payments to related party during the year	Loans to related party during the year	Amounts owed by related party as on 31-Aug-2016
			£	£	£	£
Methodist Church Fund	National Church Fund	Circuit Assessment		81,188		
Methodist District	Yorkshire - West District Funds	Circuit Assessment		13,092		
Methodist District	Yorkshire - West District Funds	Fund for Training Collection		198		
Mission in Britain Fund	Methodist Charity	Church Funds banked direct		1,786		
Fund for Support of Presbyters & Deacons	Methodist Charity	Church Funds banked direct		1,041		
Fund for Property	Methodist Charity	Church Funds banked direct		1,847		
World Mission Fund (inc JMA)	Methodist Charity	Church Funds banked direct		4,655		
Methodist Fund for Training	Methodist Charity	Church Funds banked direct		422		
Methodists Ministers' Housing	Methodist Charity	Church Funds banked direct		290		
Total			0	104,519	0	0

Leeds South & West Circuit DECLARATIONS

Treasurer

I confirm that these accrual based accounts for the year ended 31 August 2019 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit Meeting.

Signature of Treasurer

Helen Boocock

Date

01-Dec-19

Name of Treasurer

Miss H C Boocock

Address

22 Burnett Rise, Queensbury, Bradford, West Yorkshire, BD13 2DX

Presentation to the Circuit Meeting for approval.

I confirm that the accounts for the year ended 31 Aug 2019 were presented to the Circuit Meeting at its meeting on

09-Sep-19

and were approved.

Signature of the Chair
of meeting

Rev Jo Lightowler

Name of the Chair of the
meeting

Rev Jo Lightowler

Date

13/5/2020

Independent Examiner's Report to the Trustees of the

Leeds South & West Circuit

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

2019

Respective responsibilities of Trustees and Examiner

The Circuit's trustees are responsible for ensuring that the annual report and accounts for the year to 31 August 2019 present a true and fair view of the Circuit's income and expenditure for the year and of its assets and liabilities at the balance sheet date. The trustees consider that an audit is not necessary for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the Charities act; and
- to state whether particular matters have come to my attention.

Leeds South & West Circuit

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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, in nature or scale, or disclosures in the accounts, seeking explanations from the Trustees concerning 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. My report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than as disclosed below*)

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

- to keep accounting records in accordance with Section 130 of the Charities Act.
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011

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.

(3) 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.

Name of independent examiner

Peter Sleigh

Signature of independent examiner

P Sleigh

Relevant Professional qualification of independent examiner

FCCA

Name of firm (where appropriate)

Sleigh & Story Chartered Certified Accountants

Address

Thornhill Brigg Mills,
Thornhill Beck Lane,
Brighouse HD6 4AH

Date

31/03/2020

** Please delete or circle as appropriate*

Appendix A

Leeds South and West 27/01 Constitution of the Circuit Meeting

S.O. 510 (i) Circuit Ministers and Supernumeraries

Rev'd Jo Lightowler	Rev'd Godfrey Nicholson	Rev'd Mark Godfrey
Rev'd Dan Woodhouse	Rev'd Keith Hunt	Rev'd Tim Boock
Deacon Pam Luxton		
Rev'd Madeline Andrews	Rev'd Dr Albert Jewell	Rev'd Peter Reasbeck

Circuit Stewards

Miss Anne Jackson	Miss Audrey Wilks	Mr Paul Berry
Mrs Kirsty Butler	Mr Stuart Westerman	Mr Sean Kelly
Mr Peter Cordwell	Mr Edmund Linfield	Mr Philip Maud

S.O. 510 (ii) Residing in the Circuit

S.O. 510 (iv) Lay employees

Miss Cathy Boock (Treasurer)
Mrs Erica Hartley (CM Sec) (& S.O. 510 v)
Mrs Sharon Brocksom (Children & Families Development Worker)
Mr Chris Coleman (Pastoral Worker)

S.O. 510 (vi) Mrs Pat Goacher (sec of Local Preachers' & Worship Leaders' Meeting)

S.O. 510 (vii & viii) Church Representatives and Office holders

From each church, 1 church steward 1 church treasurer, 1 church rep

Church	Steward - S.O 510 (vii)	Treasurer S.O 510 (vii)	Rep S.O 510 (viii)
Adel	Mrs Beryl Chadwick	Miss Cathy Boock*	Mrs Cherrie Dacre
Beeston Hill	Mr Roy Sheard	Mrs Carol Normanton	Mrs Pauline Peacock
Central	Mr Michael Cooke	Mrs Margaret Metcalfe	Mrs Victoria Rose
Cookridge	Miss Elizabeth Beetham	Mrs Linda Storey	Mrs Sheila Eyre
Cottingley	Work suspended		
Farsley	Mrs Linda Kellett	Miss Susan Rhodes	Mr John Procter
The Grove	Mrs Kath Ashby	Mr Bryan Whitham	Mr Philip Maud*
Headingley	Prof Gordon Andrews	Mrs Jean Townsend	Mrs Margaret Appleyard
Highfield	Mr Aidan Jewitt	Mr Fred Jewitt	Mrs Andrea Evers
Hunslet	Mrs Barbara Hartley	Mrs Caroline Mason	Mr Ian Hartley
Hyde Park	Mrs Jackie Hillyard	Mr Simon Brocksom	Mrs Pat Hemingway
Lower Wortley	Mr Paul Cloke	Mrs Glynis Clarke	Mrs Alison Starkey
Meanwood	Mrs Anne Matthews	Mrs Shela King	Mrs Joan Ripley
Rodley	Mr John Uren	Mr Brian Thornton	Mrs Sharon Snowden
St Andrew's, Beeston	Mrs Joyce Brown	Mrs Elizabeth Smith	Mrs Helen Ingleby
St Andrew's Pudsey	Mrs Dorothy Stefanidis	Miss Cathy Boock*	Mrs Beryl Nicholson
St John's	Mrs Susan Hogarth	Mr Stuart Pedder	Mr Emmanuel Oikelome
St Mark's	Miss Barbara Edwards	Mr David Braithwaite	Miss Sophie Lockwood
Trinity, Bramley	Mrs Pam Bruce	Mrs Frances Wood	Mr David Wood
Wesley Road	Mr Peter Cordwell*	Mrs Iris Smith	Mrs Janet Taylor
Whingate	Mr Brian Draper	Mr Keith Harrison	Mr John Sowden
Woodside	Mr Geoff Crosby	Mrs Jeanette Hopkinson	Mrs Josephine Richards

S.O. 510 (ix) to be reviewed annually

Mrs Gill Jewell (MWiB Representative)
Mrs Mollie Falkiner (ex Steward)
John Goacher (Synod Rep)

Methodist Standing Order 010 Qualification for appointment states: (2(ii)) no person who has been convicted of or has received a formal caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies.

RESERVES POLICY of

Leeds South & West Methodist Circuit

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

1. Unrestricted Funds held at Y/E 31/08/2019 (includes Circuit Model Trust Funds and excludes Property)	£ 139 976 Gen £ 104 458 CMTF £ 4 041 Webber <u>£ 130 000 Meanwood</u> £ 378 475 Total
---	--

2. Restricted Funds held	£ nil
---------------------------------	-------

3. Endowment Funds held	£ nil
--------------------------------	-------

4. Reserves policy for General Funds and CMTF

Aims

- (1) To secure and sustain the Circuit's viability and future
- (2) To carry out its mission strategy
- (3) To give reassurance to the general public that the Circuit, which is a charity, intends to use all the resources in its care for the purposes of the charity

Strategy

Essentially the grouping provides for

- a) The ministerial oversight and pastoral care of 22 churches, including 5 local ecumenical partnerships
- b) The support of a staff team of 6 Presbyters, 1 Children & Families worker, 1 Lay pastor and 2 lay staff responsible for admin and finance (1.05 FTE). *FTE = Full time Equivalent.
- c) The maintenance and upkeep of 8 manses (1 currently rented, 1 to be sold)
- d) Mission Activities and Fresh Expression projects
- e) Training and Development of all its people
- f) Financial provision for Churches in difficulties

Financial Plans

General Accounts	£ 139 976
Circuit Model Trust Funds	<u>£ 104 458</u>
Subtotal	£ 244,434
J Webber Funds	£ 4,041
Meanwood	<u>£ 130,000</u>
Unrestricted Funds Total	£ 378,475 (plus Building Assets)

Under Standing Orders, the Circuit must meet its financial obligations in relation to the support of its staff team and the maintenance of its property.

The Circuit Assessment is reviewed annually and covers the cost of our permanent staff apart from the Lay Pastor

We also make provision for our property maintenance programme by:

- Designating £2,350 per annum on average to maintain each manse within the assessment
- A further £30,000 (see below) is designated within reserves designated for anticipated medium term expenditure, particularly in relation to Quinquennial Inspections.

We are advised to hold up to six month's General account expenditure in hand for emergencies and this has been set at £230,000. The accounts do not currently carry this total with the other projects in hand until the sale of the Armley Grange and/or if the Meanwood funds comes into general funds by the end

of next year. It has been set at 3.5 months for the interim period and will be increased in due course.
Circuit Model Trust (unrestricted fund) £104 458 this fund is derived mainly from the sales of Chapels and manses and is used to support the needs of the circuit, along with General Fund, as outlined in the totals below.

In summary, the Circuit has agreed the following designations to our finances across both the General & CMTF funds.

£ 135,000 3.5 month's Expenditure
£ 30,000 Property Maintenance plan
£ 10,000 Church Contingency fund for unexpected concerns
£ 10,000 Grant support to churches
£ 10,000 Church Worship improvements
£ 3,000 Training & Resources
£ 5,000 provision for costs regarding Trinity
£ 4,434 Admin Support
£ 10,000 for Grants which are not yet fully confirmed
£ 10,000 Community House set up costs
£ 17,000 to meet the assessment deficit.
£ 244,434 (total of General & Model Trust)

The finance for a deacon in 20/21 is expected to be met by the sale of the Manse at Armley Grange Dr.

Meanwood

£130, 000 has been designated from the sale of Meanwood for use by the Meanwood Community
This has a 5yr limitation and expires at the end of 19/20 at which point any balance left would revert to be used as general funds.

Amounts already recognised in the circuit accounts and provisions made outside of this policy

£50,000 1 Lay Pastor x 2yrs

£35,000 for future Grants to Churches/Charities already agreed

Jean Webber Fund

Legacy given to Oxford Place Methodist Church £4,041 has been designated for use by the community house project by the Circuit Meeting previously.

Benevolence Policy

The Superintendent and/or CLT to be authorised to respond to crisis situations with individuals, as necessary, up to 1.5% of our cash resources as listed above (Gen/Model Trust).

5. Policy for Restricted Funds

None held


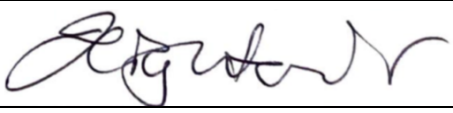
6. Terms relating to Endowment Funds held

None held

This Reserves Policy has been approved by

Leeds South & West Methodist Circuit

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

Treasurer	Trustee
Full name Miss Helen C Boockock	Full Name Rev Jo Lightowler
Signature 	Signature 



Leeds South & West Methodist Circuit

Statement of Financial Activities to 31st Aug 2018

Appendix C

	No.	General	Property	CMTF	Total Designated	17/18	2016/17
Income							
Donations & Legacies	4	9,156				9,156	190
Charitable Activities	5						-
Assessments from Churches		380,878				380,878	391,115
Other Charitable Activities		19,695			-	19,695	17,793
Other Trading Activities							-
Income from Lettings	6	14,007				14,007	10,297
Misc						-	
Investments	7	3,549		2,889		6,438	6,470
Other Income	8					-	
Total Income		427,284	-	2,889	-	430,173	425,865
Expenditure							
Stipends, Sals, NIC, Pensions	8	240,608				240,608	248,298
District Assessment	9	13,140				13,140	10,393
Methodist Church Fund	10	78,768				78,768	78,489
Telephone & Travel	11	14,380				14,380	14,088
Insurance & Utility costs	12	22,957				22,957	21,909
Maintenance on Manses	13	27,341				27,341	39,364
Expenditure on other Church Property		-				-	-
Depreciation		-				-	-
Provisions	14	-			40,000	40,000	5,000
Other Outgoings	15	30,728		207	-	30,935	38,636
Grants and Donations	16	7,677		-	20,000	27,677	6,750
District Advance Fund	17			2,667	-	2,667	8,035
Total Charitable expenditure		435,599	-	2,874	60,000	498,473	470,961
Net Income/Exp before gain/loss		- 8,315	-	15	- 60,000	- 68,300	- 45,096
Transfers between Funds							
		-		-		-	
		- 8,315	-	15	- 60,000	- 68,300	- 45,096
Gain/Loss on reval/sale of fixed assets						-	-
Gain/Loss on investment assets	18			3,810		3,810	4,965
Balances brought forward		623,873	2,003,801	103,346	190,000	2,921,019	2,961,150
TOTAL Funds		615,558	2,003,801	107,171	130,000	2,856,530	2,921,019
Monies received for others						47,843	43,595
Monies passed on to others						47,843	43,595
						-	-



Leeds South & West Methodist Circuit

Balance Sheet as at 31st Aug 2018

Appendix C

	Unrestricted				
	General	CMTF	M'wood	2017/18	2016/17
				£	£
Fixed Assests					
Circuit Manses & Equipment	1,910,313			1,910,313	1,910,313
Investment Properties	93,488			93,488	93,488
Investments TMCP		93,486		93,486	89,676
Total fixed assets	2,003,801	93,486	-	2,097,287	2,093,477

Current Assets					
Debtors & Prepayments	19,942			19,942	27,348
Loans by the Circuit				-	-
Trustee for Methodist Purposes	5,008	13,684		18,692	13,669
Central Finance Board	680,119		190,000	870,119	942,267
Cash at bank and in hand	25,799			25,799	34,710
Total current assets	730,868	13,684	190,000	934,552	1,017,994

Creditors (due under 1 year)	95,258			95,258	90,670
Grants agreed	45,000			45,000	5,000
Net current assets/liabilities	590,610	13,684	190,000	794,294	922,324

Total assets less current liabilities	2,594,411	107,171	190,000	2,891,581	3,015,801
--	------------------	----------------	----------------	------------------	------------------

Creditors and Accruals > 1 year				-	
Provisions for liabilities and charges	35,052			35,052	94,782
Net assets	2,559,359	107,171	190,000	2,856,530	2,921,019

Funds of the Circuit

General Fund (unrestricted)	2,619,359			2,619,359	2,627,674
Circuit Model Trust Fund (Unrestricted)		107,171		107,171	103,346
Designated Funds (Unrestricted)			130,000	130,000	190,000
Total Unrestricted Funds				2,856,530	2,921,019
Restricted Funds				-	
Total Funds	2,619,359	107,171	130,000	2,856,530	2,921,019