

**THE METHODIST CHURCH  
REPORT AND ACCOUNTS  
(ACCRUALS BASIS)**

**For the year ended 31 August 2019**

**WEALD OF KENT METHODIST CIRCUIT**

**Registered Charity – Registration Number**

**1155413**

**South East District No 36 Circuit No 18**

**Ministers**

Rev John Ritson  
Rev Gillian Le Boutillier – Scott  
Rev John Butt (retired 1<sup>st</sup> August 2019)  
Rev Sharon Lovelock  
Rev Dermot Thornberry (appointed 1<sup>st</sup> August 2019)  
Rev Jonathan Todd

**Circuit Stewards**

Mr Peter Swan (retired 31<sup>st</sup> August 2019)  
Ms Sue Wilkins  
Dr Helen Richardson  
Mrs Julia Bevis  
Mr Rodney Stone (appointed 18 September 2018)

**Circuit Treasurer**

Mr Christopher Towers

**Weald of Kent Methodist Circuit  
TRUSTEES ANNUAL REPORT ON FINANCE AND GOVERNANCE  
FOR THE YEAR ENDED 31 AUGUST 2019**

## **Introduction**

Included in the report are the aims of the circuit and a commentary of the financial aspects of its work. The report has been prepared based on the activities and plans as they are known at the current time. The circuit exists for the benefit of the six Methodist churches, one joint Anglican/Methodist church, and one joint URC/Methodist Church, employing the circuit staff and providing financial support for major projects.

## **Circuit Mission Statement**

Led by the Spirit to work together to enable our churches to share the Good News of Jesus. This we do through :

**Leadership:** to encourage, support and challenge each church to worship God, fulfil its own mission and spread God's word.

**Communication:** to facilitate effective and relevant communication between churches and encourage two-way communication with wider Methodism.

**Maximising Resources:** to ensure the most effective use of all resources across the circuit and the development and use of our God-given gifts.

## **Review of the Year**

### **Income Trends**

Circuit income is primarily drawn from the assessment paid by the circuit churches.

### **Expenditure Trends**

Stipend expenditure has increased each financial year in line with conference approved increases. 20% of general fund expenditure is the circuit contribution to the District and Connexion, of which a significant part is used to fund the work of the wider Methodist Church.

Expenditure includes £2000 from the Model Trust Fund to circuit churches following requests for financial support.

### **Significant Transactions**

During the year two of the circuit churches ceased to meet. The members have generally transferred to other churches in the circuit. One of the premises is being sold and the future of the other premises is under discussion including the possibility of a sale in the future. In the event of a sale the circuit Model Trust Fund will receive a proportion of the sale proceeds.

One of the circuit manse properties became surplus to requirements at the end of this year. The property is shown as an asset in these financial statements at sale value instead of insurance value. Under Methodist Church rules the proceeds of sale will be placed in the Model Trust Fund subject to a proportion of the receipts which are due to the Connexional Priority Fund of the Methodist Church.

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In the year to 31 August 2018 the Model Trust Fund received a proportion of the sale proceeds from the church at Wadhurst. As disclosed in note 16 of the financial statements the property was sold with the expectation of further proceeds when the site development is complete. The additional proceeds cannot yet be quantified and they have not been recognised in these financial statements.

**Fund balances**

As at 31 August 2019 the net current assets on general fund of the circuit were £92079 giving approximately 4 months cover for expenditure. There are substantial funds held in the Model Trust Fund which support the circuit and individual churches' development plans.

**Plans for 2019 – 2020**

Circuit financial plans for the coming year have been prepared on the basis that there remains 4 ordained staff with anticipated cost of living stipend increases combined with an increase in the assessment paid to the district such that on average a 2% assessment increase has been requested from the circuit churches. The Reverend Jonathan Todd is attached to the Kent College School Pembury who are responsible for his stipend.

The circuit is actively considering the redevelopment of the premises at one of the churches. The project is at an early stage and is likely to include some purchase of land as well as building costs. A project manager and an architect have been appointed and funds have been allocated from the Model Trust Fund to enable preliminary drawings to be prepared and costed. It is hoped that significant progress will be made in 2020.

The circuit Model Trust Fund amounted to £763310 at 31<sup>st</sup> August 2019. The circuit plans to utilise part of these funds in the redevelopment of a circuit church and to support other circuit activities.

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**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 the Charities Act 2011 and the Accounting and Reporting by Charities; Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard 102.

|                            |  |
|----------------------------|--|
| Full name of Charity       | Weald of Kent Methodist Circuit  |
| Registration Number        | 1155413  |
| Date of Registration       | 21 January 2014  |
| Main communication address | Otford Methodist Church<br>High Street<br>Otford<br>Sevenoaks TN14 5PH |

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

Full membership is shown as Appendix A to this report.

**Circuit Ministers and Officers**

|   |  |
|---|--|
| Active Circuit Ministers  | Rev John Ritson<br>Rev Gillian Le Boutillier – Scott<br>Rev John Butt (retired 1 <sup>st</sup> August 2019)<br>Rev Sharon Lovelock<br>Rev Dermot Thornberry (appointed 1 <sup>st</sup> August 2019)<br>Rev Jonathan Todd |
| Circuit Lay Worker  | Mr Philip Staddon  |
| Circuit Stewards  | Mr Peter Swan (retired 31 <sup>st</sup> August 2019)<br>Ms Sue Wilkins<br>Dr Helen Richardson<br>Mrs Julia Bevis<br>Mr Rodney Stone (appointed 18 September 2018)  |
| Administrator   | Mrs Helen Atkinson   |
| Mr Christopher Towers acted as the principal officer overseeing the day to day financial management and accounting for the circuit during the year. |  |
| Independent examiner  | Roy Thomas Hollingsworth<br>8 Leconsfield Close<br>Tonbridge<br>Kent TN9 2QU   |
| Investment Bankers  | Central Finance Board of the Methodist Church<br>Trustees for Methodist Church Purposes  |

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## **Aims and organisation**

Charity objective is to act as a resource provider within the area around Sevenoaks, Tonbridge and Tunbridge Wells 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**

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

## **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)

Day to day management of the circuit is undertaken by the Circuit Leadership team along with the Local Preachers meeting and the Circuit Finance and Property Committee.

## **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 given to all new circuit meeting members as induction to their role as trustees.

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## **Related Parties**

The circuit is part of the South East District and is also accountable to the Methodist Conference.

The following Methodist Churches are linked to the circuit:

East Peckham

Hawkhurst

Horsmonden

Otford

Paddock Wood (jointly with Church of England)

Sevenoaks

Tonbridge

Tunbridge Wells (jointly with URC)

## **Risk Management**

The major risks have been identified and recorded by the Circuit Finance and Property committee with professional advice taken as required.

There is a regular annual review process undertaken and recorded.

Income and Expenditure is being monitored in total and is compared with the approved annual budget on a regular basis to detect trends as part of the risk management process.

## **Safeguarding**

*Every person has a value and dignity which comes directly from the creation of male and female in God's 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 Safe 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.

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- 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 Weald of Kent Methodist Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation and safe practice in the circuit and in the churches.

The Weald of Kent Methodist Circuit commits itself to the provision of support, advice and training to 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 to hold a minimum sum equivalent to 15% of the general fund annual expenditure budget plus twice the annual budget for manse repairs. This should be 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 balance on General Fund at 31 August 2019 disregarding the value of land and buildings complies with the Circuit Reserves Policy.

Funds are retained in the Model Trust Funds to be available to meet grant and loan requests for expenditure from the Circuit and the Churches in the circuit falling within the categories approved by the Methodist Church.

WEALD OF KENT METHODIST CIRCUIT  
STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 August 2019

|  | Note | General<br>Fund<br>£ | Model<br>Trust<br>Fund<br>£ | Total<br>2018/19<br>£ | Total<br>2017/18<br>£ |
|--|------|----------------------|-----------------------------|-----------------------|-----------------------|
| Charitable activities:                           |      |                      |                             |                       |                       |
| Assessments                                      |      | 250411               |                             | 250411                | 253185                |
| Investment income                                |      | 753                  | 6692                        | 7445                  | 5500                  |
| Other income                                     | 5    | 1000                 | 28364                       | 29364                 | 407603                |
| Total Income                                     |      | <u>252164</u>        | <u>35056</u>                | <u>287220</u>         | <u>666288</u>         |
| Stipends and salaries                            | 7    | 160337               |                             | 160337                | 154562                |
| District assessment                              |      | 8128                 |                             | 8128                  | 7785                  |
| Methodist Church Fund                            |      | 42866                |                             | 42866                 | 43443                 |
| Telephone and travel                             |      | 18849                |                             | 18849                 | 19045                 |
| Insurance and utilities                          |      | 20338                |                             | 20338                 | 19067                 |
| Maintenance of manses                            |      | 9742                 |                             | 9742                  | 22725                 |
| Expenditure on circuit property                  |      |                      | 32272                       | 32272                 | 95501                 |
| Other expenditure                                |      | 16340                | 1653                        | 17993                 | 6813                  |
| Grants and donations                             |      | 100                  | 2000                        | 2100                  | 2100                  |
| Contributions to Connexional<br>Priority Fund    | 8    |                      | 53226                       | 53226                 | 183834                |
| Total Expenditure                                |      | <u>276700</u>        | <u>89151</u>                | <u>365851</u>         | <u>554875</u>         |
| Net Income (Expenditure)                         |      | (24536)              | (54095)                     | (78631)               | 111413                |
| Transfers between funds                          |      | 29794                | (29794)                     | -                     | -                     |
| Gains (losses) on revaluation<br>of fixed assets |      | (13306)              |                             | (13306)               | 99381                 |
| Gains on investment assets                       |      |                      | 36                          | 36                    | 153                   |
| Net movement in funds                            |      | <u>(8048)</u>        | <u>(83853)</u>              | <u>(91901)</u>        | <u>210947</u>         |
| Reconciliation of Funds                          |      |                      |                             |                       |                       |
| Total funds brought forward                      |      | 2084843              | 847163                      | 2932006               | 2721059               |
| Total funds carried forward                      |      | <u>2076795</u>       | <u>763310</u>               | <u>2840105</u>        | <u>2932006</u>        |



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**WEALD OF KENT METHODIST CIRCUIT**

**BALANCE SHEET AT 31 AUGUST 2019**

|  | Note | General<br>Fund<br>£ | Model<br>Trust<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|--|------|----------------------|---------------------|--------------------|--------------------|
| <b>Tangible Fixed Assets</b>                       |      |                      |                     |                    |                    |
| Land and buildings                                 | 9    | 1984716              |                     | 1984716            | 1998022            |
| Investments  | 10   |                      | 3694                | 3694               | 3659               |
| <b>Total Fixed Assets</b>                          |      | <u>1984716</u>       | <u>3694</u>         | <u>1988410</u>     | <u>2001681</u>     |
| <b>Current Assets</b>                              |      |                      |                     |                    |                    |
| Debtors and prepayments                            | 11   | 24185                |                     | 24185              | 26711              |
| Trustees for Methodist Church<br>Purposes deposits |      |                      | 756300              | 756300             | 822687             |
| Central Finance Board deposits                     |      | 161289               |                     | 161289             | 114634             |
| Cash at bank                                       |      | 3367                 |                     | 3367               | 2958               |
| <b>Total Current Assets</b>                        |      | <u>188841</u>        | <u>756300</u>       | <u>945141</u>      | <u>966990</u>      |
| <b>Creditors and Accruals</b>                      |      |                      |                     |                    |                    |
| Due under 1 year                                   | 12   | -96762               | 3316                | -93446             | -36665             |
| <b>Net Current Assets</b>                          |      | <u>92079</u>         | <u>759616</u>       | <u>851695</u>      | <u>930325</u>      |
| <b>Net Assets</b>                                  |      | <u>2076795</u>       | <u>763310</u>       | <u>2840105</u>     | <u>2932006</u>     |
| <b>Funds of the Circuit</b>                        |      |                      |                     |                    |                    |
| General Fund unrestricted                          |      | 2076795              |                     | 2076795            | 2084843            |
| Model Trust Fund unrestricted                      |      |                      | 763310              | 763310             | 847163             |
| <b>Total Funds</b>                                 |      | <u>2076795</u>       | <u>763310</u>       | <u>2840105</u>     | <u>2932006</u>     |

## Notes to the Accounts

### 1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) and the Companies Act 2008.

Weald of Kent Methodist 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.

### 2. Funds

The funds held constitute: General Funds held for any purpose of the circuit which are Unrestricted. The Circuit Model Trust Fund has wide purposes defined in Standing Orders and is categorised as unrestricted. There are no Restricted funds. Details of each material fund are disclosed in note 14 to these accounts. Any funds may be represented by more than just cash.

### 3. Accounting Policies

#### 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, on the accruals basis to show a true and fair view of the circuit's financial position and activities.

#### Income Recognition

Income is included in the Statement of Financial Activities (SOFA) when the circuit becomes entitled to the resources, and the trustees are reasonably certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

#### Resources Expended

This is recognised when a liability is incurred or a constructive obligation arises, that results in the payment being unavoidable. Liabilities are recognised as soon as an outflow of economic benefit is considered more likely than not under the legal or constructive obligation committing the circuit to pay out resources.

#### Grants

Grants made by the circuit from its own funds are recognised in full at the time of agreement or when the circuit accepts that there is a legal or operational obligation to make the payment. 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 as instalments are paid in accordance with the originally agreed terms.

#### VAT

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

### **Tangible fixed assets for use by the Circuit**

The freehold property is shown in the accounts at 2019 values based on the sums insured except where a sale is anticipated in the near future where realisable value has been used. The land component is not recognised in these figures. No depreciation is provided on the buildings because the trustees consider the current residual fair value of the manse buildings (on the assumption that it had reached the end of its useful economic life by the year-end) to be not less than its current value. Any depreciation would not be material. The property has been reviewed for impairment.

### **Investments**

Investments are valued in the balance sheet at market value at the year end. Investment income is included in the accounts when receivable and any gains or losses on revaluation at the year end are shown in the SOFA.

### **Debtors and Prepayments**

Debtors relate to the payment of the September stipend in August and other debtors and prepayments.

### **Creditors**

Creditors include receipts in advance, sundry expenses and specifically the 1<sup>st</sup> quarter assessments received in August.

### **Cash Flow Exemption**

The financial statements do not include a cash flow statement because, as a small charity, it has taken exemption for cashflow in accordance with FRS 102, update bulletin one, in preparation of these financial statements.

## **4. Investment Income**

The income consists of interest of £6582 from deposits with the Trustees for Methodist Church Purposes, £753 from deposits with the Central Finance Board of the Methodist Church and dividends of £110 from listed investments.

## **5. Other Income**

The receipt shown for the general fund was a legacy. The receipts in the Model Trust Fund were monies from the churches that closed during the year.

## **6. Payments to Trustees**

There were no payments for additional services to trustees for the current and previous year excluding the amounts reported under note 7 relating to stipends and salaries.

## **7. Stipends and Salaries**

The total amounts paid relating to stipends amounted to £116562 (£112975).

Staff costs paid during the year were:

|                              |               |               |
|------------------------------|---------------|---------------|
| Gross salaries               | 38485         | 36748         |
| Pension costs                | 2086          | 1998          |
| Employers National Insurance | 2472          | 2298          |
| Apprentice Scheme Levy       | 732           | 543           |
|                              | <u>£43775</u> | <u>£41587</u> |

Average number of full time equivalent employees were 3 (3).

## **8. Contributions to Connexional Priority Fund**

As required by the Methodist Church contributions are made from property sales to the Connexional Priority Fund. An annual levy is also required and the total paid over during the year amounted to £53226 (£183834).

## **9. Land and Buildings**

The total relates to the five manses held by the circuit throughout the year.

|                         |                 |
|-------------------------|-----------------|
| Balance brought forward | 1998022         |
| Revaluation deficit     | (13306)         |
| Balance carried forward | <u>£1984716</u> |

## **10. Investments**

The funds that support the Circuit Model Trust Fund and the Manses Fund are held by TMCP in Trustees Interest Funds on which interest is credited monthly. These are regarded as medium and long term investments.

TMCP is the legal owner and Custodian Trustee of all Methodist Model Trust property, including Legacies, Endowments and Accumulated Funds. Trust property is held for and on behalf of local Managing Trustees who are responsible for the day to day management of trust property. TMCP ensure that, through providing guidance and acting under their direction, the Managing Trustees comply with charity law and Methodist law and policy as determined by Methodist Conference.

Analysis of investment movements:

|                              |              |
|------------------------------|--------------|
| Market value brought forward | 3658         |
| Gains on revaluation         | 36           |
| Market value carried forward | <u>£3694</u> |

All investments are listed on a registered Stock Exchange and generated income of £110 (£110) for the year.

## Weald of Kent Methodist Circuit

### 11. Analysis of Current Assets

|                               |               |               |
|-------------------------------|---------------|---------------|
| Debtors and prepayments       |               |               |
| Stipends in advance           | 8732          | 9702          |
| Other debtors and prepayments | 15453         | 17009         |
|                               | <u>£24185</u> | <u>£26711</u> |
|                               | _____         | _____         |

The bank balance is held at HSBC Plc.

### 12. Current Liabilities

The liabilities for the current and previous year relate to Other Creditors.

There are no long term liabilities.

### 13. Capital Commitments and Contingent Liabilities

At 31 August 2019 the Circuit has no capital commitments.

No contingent liabilities were identified at 31 August 2019

### 14. Detailed Analysis of Individual Fund Movements

| Unrestricted Funds | General Fund    | Model Trust Fund | Total           |
|--------------------|-----------------|------------------|-----------------|
| Opening balance    | 2084843         | 847163           | 2932006         |
| Income             | 252164          | 35092            | 287256          |
| Expenditure        | (290006)        | (89151)          | (379157)        |
| Transfers          | 29794           | (29794)          | -               |
|                    | <u>£2076795</u> | <u>£763310</u>   | <u>£2840105</u> |
|                    | _____           | _____            | _____           |

The purpose of the general fund is the administration of the Circuit.

The purpose of the model trust fund is to make grants and loans to the circuit churches and to improve the manses.

The transfers between the funds were related primarily to support from the Model Trust Fund for the ministry of the Circuit.

## 15. Related Party Transactions

The following schedule shows the related party transactions for the year and amounts outstanding at the year end. The circuit churches and other Methodist organizations are considered related parties for the purpose of determining related party transactions.

|  | 2019    | 2018   |
|--|---------|--------|
| Circuit Churches:                                |         |        |
| Assessment income                                | 250411  | 253185 |
| Grants   | 2000    | 2000   |
| Funds transferred on closure                     | 11132   |        |
| Loan made/(repaid) in year                       | (17000) | 17000  |
| Debtor for assessments                           | -       | 8500   |
| Assessments paid in advance                      | 29801   | 35359  |
| Methodist Church Organizations:                  |         |        |
| District Assessment                              | 8128    | 7785   |
| Chairman's Benevolent Fund                       | 100     | 100    |
| Methodist Church Fund contribution               | 42866   | 43443  |
| Connexional Priority Fund contribution           | 53226   | 183834 |
| Deposit – Trustees for Methodist Church Purposes | 756300  | 822687 |
| Deposit – Central Finance Board                  | 161289  | 114634 |

## 16. Post Balance Sheet Events

During December 2017 the redundant church premises at Wadhurst were sold for £450000 subject to a potential uplift on the completion of the proposed development. The uplift, which cannot yet be quantified, is expected in 2020.

Following the closure of two churches during the year their premises have become vacant. One of the premises is being sold and is expected to realise about £330000. Under Methodist policies a proportion of the receipts are due to the Connexional Priority Fund and a balance of about £200000 will be due to the Model Trust Fund. The future of the other premises is under discussion including the possibility of a sale in the future. The anticipated receipts will be reflected in the year of receipt.

One of the Circuit manses has been sold after the financial year and the sum of £232500 has been received in the Model Trust Fund. This amount is net of sale costs and the levy due to the Methodist Church Property Fund.

## 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 .....C Towers ..... Date...20.04.20

Name of Treasurer Christopher Towers

Address 40 Willow Park Otford Kent TN14 5NF

### Presentation to the Circuit Meeting for approval.

I confirm that the annual report and accounts for the year ended 31 August 2019 were presented to the Circuit Meeting at its meeting on 20<sup>th</sup> April 2020 and were approved.

Signature of the Chair of the Meeting J Ritson

Name of the Chair of the Meeting Rev John Ritson

Date...20.04.20

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### Independent Examiner's Report to the Trustees of the Weald of Kent Methodist Circuit

This report is based on the Circuit Accounts for the year ended 31<sup>st</sup> August 2019

### Respective responsibilities of Trustees and Examiner

The Circuit 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.

## 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

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 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                      Roy Thomas Hollingsworth

Signature of independent examiner              R T Hollingsworth

Relevant Professional qualification of independent examiner              IPFA (Retired)

Address              8 Leconfield Close, Tonbridge, Kent TN9 2QU

Date              20.04.20



**Appendix A**

**CIRCUIT MEETING MEMBERSHIP**

**At 31 August 2019**

**MINISTERS**

Rev John Ritson  
Rev Gillian Le Boutillier-Scott  
Rev Sharon Lovelock  
Rev Jonathan Todd  
Rev Dermot Thornberry

**MINISTERS IN OTHER APPOINTMENTS**

Rev Bryan Knapp  
Rev Helen Warmington

**SUPERNUMERARY MINISTERS**

Rev Keith Lyon  
Rev John Curnow  
Rev Gerald Gardiner  
Rev John Butt

**LAYWORKERS**

Mr Philip Staddon  
Mr Richard Cannam

**CIRCUIT STEWARDS**

Mrs Sue Ward  
Mr Peter Swan  
Dr Helen Richardson  
Miss Sue Wilkins  
Mr Rodney Stone  
Mrs Julia Bevis

**Circuit Local Preachers & Worship Leaders representative**

Mr Peter Swan

**Circuit Safeguarding Co-ordinators**

Mrs Carol Oakley  
Mr Philip Staddon  
Dr Helen Richardson

**Property and TMCP Advisor**

Mr Michael Richardson

**CIRCUIT CHURCH REPRESENTATIVES**

**East Peckham**

Mrs Julia Beavis  
Mrs Alison Farr  
Mrs Eileen Hayward

**Hawkhurst**

Mr Ken Barnes  
Miss Valerie Manser  
Mr Reg Rummery

**Horsmonden**

Mr Henry Edwards  
Mr Stuart Hughes  
Mrs Rachel Sheppard

**St Andrew's Paddock Wood**

Mrs Jean Saggars  
Mr Peter Crouch  
Mr Carl Warren  
Mrs Carol Barnett

**Otford**

Dr Armanda Rowell  
Mrs Rosemary Cracknell  
Mrs Ann Suaznabar  
Mrs Kathryn Ritson

**Southborough**

Mr Brian Gregory  
Mr Philip Leese

**The Drive Sevenoaks**

Mr John Archer  
Mrs Grace Archer  
Mr Robert Bright  
Mrs Sally Dagnall  
Mr Philip Smith

**Tunbridge Wells**

Mrs Gillian Langstaff  
Mr Derek Legg  
Mr Alan Spencer

**Tonbridge**

Mrs Margaret Swan  
Mr Roi Arden  
Mrs Lee Athwal  
Mr Hugh Taylor  
Ms Victoria Lawrence  
Mr Ron Davis