

STAINES AND FELTHAM METHODIST CIRCUIT

TRUSTEES REPORT SEPTEMBER 2016 – AUGUST 2017

Aim and purposes

Staines and Feltham Methodist Circuit, Circuit Meeting (Circuit Meeting) of working with the ministerial staff of the Circuit; Rev Andrew Reed, Rev Peter Clark, Rev Barbara McIntivey,

The Circuit Meeting is also specifically responsible for the maintenance of Stationing process to appoint and reinstate ministers as necessary and the 3 x Circuit Manses and providing support to the churches in the Circuit.

Objectives and Activities

As a Methodist Circuit we will endeavour to:

- Underpin everything we do with God centred worship and prayer
- Supporting community development and action for justice, especially among the most deprived and poor - in Britain and worldwide
- Developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved
- Encouraging fresh ways of being Church
- Nurturing a culture in the Church which is people-centred and flexible

Achievements and Performance

Worship and Prayer

Services are held regularly at all churches in the Circuit apart from Virginia Water who have begun the process to close the church later this year. The number of Churches holding evening Services has reduced to four over the past year. We have a team of thirteen Local Preachers who provide valuable support to the Presbyters in fulfilling the Services on the Plan, but on occasion it is necessary to call upon Visiting Preachers or to arrange "Own Arrangement" Services.

Some Churches hold Prayer Meetings either as Formal events on the Calendar or as part of their weekly House Groups. These provide invaluable support for the Circuit.

District Synod

The Ministerial Staff and elected members attend two with a further one Ministerial Synod each year.

Pastoral Care

Those Churches with large enough congregations have Pastoral Committees or the equivalent in SCLEP's. In smaller churches the Church Councils review pastoral situations as part of their meetings, Each church has a team of pastoral visitors who maintain contact with members and those associated with the local church, In addition the Ministers in the Circuit make regular home visits and provide Holy Communion when requested.

Mission and Evangelism

Work continues from the meeting held in the autumn of 2015 where members of each church met to discuss the future of the Circuit and in particular its' mission. It was interesting to learn

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the wide range of activities taking place in the Circuit. Each church was invited to identify two specific areas for mission and outreach. Work has begun on giving effect to these choices. The Anglican church in the Circuit is working upon an initiative organised by the Diocese of Guildford, "Transforming Church, Transforming Lives". It is interesting that the documents relating to this cover much the same ground that we have explored as part of our process.

Ecumenical Relationships

Each church in the Circuit has a relationship with their own "Churches Together". Ministers endeavour to attend meetings whenever possible although this is complicated by the fact that this can mean attendance at multiple groups. Joint events between the churches are arranged and Methodist representation is good. At Easter 2016 the final performance of the Wintershall "Passion" was given on The Green at Staines.

Financial Review

Total receipts on unrestricted funds were £138,435, this used for all day to day expenditure including Ministerial and lay employee salaries, Methodist Church Fund, District Expenses (running costs for the district) and the 3 Ministerial Manses. Full details are in the attached Financial Statements.

Most of the financial income comes from the churches via their assessment / share.

Reserves policy

The Circuit Meeting's policy is to maintain a balance of unrestricted funds, which equates to at least six months unrestricted payments, equivalent to £126,350. This is to cover emergency situations that may arise from time to time. The balance of £82,085 held on unrestricted funds, after designations, at the year end did not match this target.

It is our policy to invest Reserve funds with the CFB (Methodist Church Central Finance Board).

Volunteers

Like many circuits, volunteers are not great in number and some posts are difficult to fill. This does impose an additional load on many of the active volunteers already in post.

Structure, governance and management

The method of appointment of Circuit Meetings representatives are Election by the Churches of the Circuit from their members. Designated office holders of the Circuit are elected by the Circuit Meeting.

The Circuit Meeting is responsible for making decisions on all matters of general concern and importance to the Circuit including deciding on how the funds of the Circuit are to be raised and spent.

The full Circuit Meeting representatives meet 3 times during the year with an average level of attendance of 75%. Given its wide responsibilities the Circuit Meeting has some committees each dealing with a particular aspect of Circuit and Wider life. These committees which include Local Preachers Meeting, Circuit Leadership Team and the Invitation Committee report back to it regularly with minutes of their deliberations being received by the full Circuit Meeting and discussed as necessary.

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Administrative information

The Circuit is situated in Surrey and Greater London. It is part of the South East District of the Methodist Church. The correspondence address is The Circuit Office, Ashford Methodist Church, Clarendon Road, Ashford, Middlesex. TW15 2QR.

The Circuit Meeting members are the Trustees and those who have served from 1st September 2015 – 31st August 2016:

Church Representatives:

ASHFORD:	Jill Btitton (Treasurer), Verna Doe (Church Steward), Don Burt	
STAINES:	Geoff Nicholson (Treasurer), Avril Pye, Joan Gardam, Chris Gardam, John Bennett	
LALEHAM:	Barrie Bullimore (Treasurer), Joyce Bullimore, Graham Wells	
CHRIST CHURCH:	Roger Griffiths (Treasurer), Joyce Goodall (Church Secretary), Alan Cuthbert, Viv Randles	
SOUTHVILLE:	Marilyn Woodley (Treasurer), Frank Phillips, Robina Howliston, Maggie Netto	
ASHFORD COMMON:	Justin Camis (Treasurer), Tony McKenner (Church Steward) Chris Morton	
EGHAM	Diane Humphries, Patricia Harper Bill (Church Secretary), Jane Leckie	
ENGLEFIELD GREEN	Brian Hooker (Treasurer), Margaret Willis (Church Steward) Rita Berry	
VIRGINIA WATER	Jonathan Perkins	
WENDOVER ROAD	Valerie Barbet (Treasurer), Sheila Hassan (Church Steward) Anne Hebenton	
CIRCUIT MINISTERS	Andrew Reed, Peter Clark, Barbara McIntivey Alan Wickens	
CIRCUIT STEWARDS	Roger Griffiths, Marilyn Woodley, Jonathan Griffiths	
SECRETARY	Joyce Griffiths (Died June 2017)	
L.P. SECRETARY	Paul Murphy	
6 LOCAL PREACHERS	Margaret Ash, Carol McKenner, Sheila Hassan, Shirley Price, Vacancy, Vacancy	
REPS. FROM CIRCUIT:	Property Missions	Marilyn Woodley Vacancy

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Network	Vacancy
Missions	Vacancy
MWiB	Vacancy
MHA	Stephanie Cliffe
G.P.	Frank Hughes
Connexional Funds	Jonathan Griffiths
Webmaster	Jonathan Griffiths
Safeguarding:	Verna Doe

4 REPS. NOMINATED BY THE CIRCUIT MEETING:

Vacancy, Vacancy, Vacancy, Vacancy



THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

STAINES AND FELTHAM	Circuit
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**FOR THE YEAR ENDED
31 AUGUST 2017**

South East	District	Circuit no	36/05
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Registered Charity - Charity Registration number

1135633

If not a registered charity **Her Majesty's Revenue and Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Ministers:

REV ANDREW REED
REV PETER CLARK (50%)
REV BARBARA MACINTIVEY (50%)

Circuit Stewards:

MR ROGER GRIFFITHS
MRS MARILYN WOODLEY
MR JONATHAN GRIFFITHS

Treasurer:

MR ROGER GRIFFITHS

SECTION A			Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	RECEIPTS	Note	£	£	£	£	£
a1	Assessment/Share		137,594			137,594	175,939
a3	Capital receipts						
a4	Bank and CFB interest and Investment income		12		129	141	202
a5	Grants				1,000	1,000	7,482
a6	Other receipts		13,628		22,506	36,134	50,072
a7	TOTAL RECEIPTS		151,234		23,635	174,869 (a8)	233,695

SECTION B							
b1	PAYMENTS						
b2	Stipends, salaries, NIC, Pension and travel costs		88,463		48,679	137,142	136,413
b3	Manse Costs		21,357			21,357	18,849
b4	Administration etc		4,856			4,856	5,132
b5	District Assessment		3,046			3,046	3,278
b6	Grants & donations		500			500	1,200
b7	Methodist Church Fund		18,556			18,556	17,795
b8	Other payments		2,358		1,393	3,751	7,544
b9	TOTAL PAYMENTS		139,136		50,072	189,208 (b9)	190,211

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	12,098		(26,437)	(14,339)	43,484
c2	Total funds brought forward from last year					83,922 (c6)	40,438
c3	Sub total	(c1+c2)	12,098		(26,437)	69,583	83,922
c4	Transfers and adjustments					(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	12,098		(26,437)	69,583 (c8)	83,922 (c6)

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

SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING**SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2017 and Internal Organisations reporting to the Circuit Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross receipts and payments totals of the Circuit. If gross income exceeds the Accruals threshold of £250,000, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the Circuit and connected Circuit Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	174,869 (a8)	189,208 (b9)	(14,339)	(c7)	83,922 (c6)	69,583 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	174,869	189,208	(14,339)		83,922 (x)	69,583 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2017**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	51,052	36,583
f3 Bank Deposit Account		
f4 Central Finance Board	32,870	33,000
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL	83,922 (c6)	69,583 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	83,922 (x)	69,583 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2016	At 31 August 2017
g1 Investments (include Endowments)	983	983
g2 Land and Buildings (see notes re Insurance value)	1,159,000	1,159,000
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only CFB Funds held at Trustees for Methodist Church Purposes

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

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Circuit and that they include all funds under the control of the Circuit

Signature of Treasurer Date

Name

Address

Presentation to the *Circuit Meeting for approval.

I confirm that the Accounts have been presented to the Circuit Meeting on
and were approved.

Signature of the Chair of the meeting

Name of the Chair of the meeting

Date

Independent Examiner's Report to the Trustees of the

Circuit

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

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an examination is not required 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 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 or disclosures in the accounts, and seeking explanations from the trustees concerning any 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 and the 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 that 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.

** Please delete the words in the brackets if they do not apply appropriate*

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

** Please circle as appropriate*

Name	<input type="text" value="Margaret Fowler"/>
Signature	<input type="text"/>
Relevant Professional qualification or body	<input type="text" value="FMAAT"/>
Address	<input type="text" value="55 Gilmore Crescent Ashford Middlesex TW15 2DD"/>
Date	<input type="text"/>