

ORPINGTON METHODIST CHURCH

Trustees' Annual Report for the period 1 September 2017 to 31 August 2018

Registered Charity Number: 1129331

Charity Principal Address:

Orpington Methodist Church, Sevenoaks Road, Orpington, Kent. BR6 9JH

Managing Trustees:

Revd David Gillman	(Chair) (Rtd: 31/08/2018)
Revd Terry Wright	(Chair) (Apt: 01/09/2018)
Mr Christopher Price	(Secretary)
Mr Keith Hickey	(Treasurer)

Mrs Kathryn Barriskill	Mrs Pamela Howkins (Rtd: 01/05/2018)
Mrs Anne Barnes	Mrs Kate Kwafo-Akoto (Rtd: 01/05/2018)
Mrs Margaret Benskin	Mr Osei Kwafo-Akoto (Rtd: 01/05/2018)
Mrs Stephanie Boswell	Mrs Alison Lancaster
Mrs Irene Cotterell	Mr Roger Lancaster
Mr Glenn Crane (Apt: 01/05/2018)	Mrs Carolyn Licence
Mrs Elizabeth Dobb	Mr Robin Licence
Ms Margaret Donkin (Apt: 01/05/2018)	Mrs June Meeks (Apt: 07/06/2018)
Mrs Lois East	Mr John Pedley
Mr Alan Gamwell	Miss Margaret Sanderson
Mrs Rosemary Gamwell	Mr Charles Stewart (Apt: 07/06/2018)
Ms Janet Haley	Mrs Gillian Walker
Mr Peter Hibble	Mrs Elizabeth Weller
Mrs Deborah Hickey	Ms Angela Willis
Mr David Howkins (Rtd: 01/05/2018)	

Custodian Trustee:

The Trustees for Methodist Church Purposes

Bankers:

National Westminster Bank
Central Finance Board of the Methodist Church

Independent Examiner:

Mr John Cox

Structure, Governance and Management

Type of Governing Document: Deed of Union (1932) and Methodist Church Act (1976)

How the Charity is Constituted: Act of Parliament

Trustee Selection Method: Appointed at the Annual General Meeting

Induction/Training:

There is a range of guidance produced by the Methodist Connexion
All Trustees receive a copy of CC3, 'The Essential Trustee: What You Need To Know'

Structure:

Part of the Orpington and Chislehurst Circuit
Part of the London Methodist District
Accountable to the Methodist Conference
A member of Churches Together in Orpington

Risks:

The Church has a Risk Management Policy and has a Risk Assessment
Risks relating to Finance are considered by the Finance Committee
Risks relating to Property are considered by the Property Committee
Both Committees report to the Church Council (Board of Trustees)
Professional advice is taken as necessary
There is a regular review process
The Church has adopted a Safeguarding Policy – covering Children and Vulnerable Adults – and has ensured all relevant members of the Church receive appropriate training which is an ongoing process

Objectives and Activities**Objects of the Charity:**

These are set out in the Methodist Church Act 1976 (Clause 4) – Advancement of Religion and any charitable purpose of the Methodist Church or church organisation

Summary of Main Objectives:

The purposes of the Methodist Church are and shall be deemed to have been since the Date of Union the advancement of:

- The Christian faith in accordance with the doctrinal standards and discipline of The Methodist Church
- Any charitable purpose for the time being of any Connexional, District, Circuit and local or other organisation of the Methodist Church
- Any charitable purpose for the time being of any society or institution subsidiary or ancillary to The Methodist Church
- Any purpose for the time being of any charity being a charity subsidiary or ancillary to The Methodist Church

Achievements and Performance**Summary of Main Achievements During the Year:**

Orpington Methodist Church continues to provide a range of services and activities for the whole community. Worship takes place every Sunday with provision for other services midweek. Service styles vary according to age group and occasion. There are regular baptisms and funerals, but less marriages. There are opportunities to study and pray in groups both at church and in people's homes.

The after school club and holiday club in half terms has attracted children and families. This year one of the themes was about reducing, re-using and recycling. The uniformed organisations run with maximum numbers – this is enabled by the willingness of volunteers whose commitment to training, supervision of activities and care is a significant contribution to the whole community.

Work continues to raise funds for redevelopment work with a total of £647,815 in funds designated to the redevelopment, gifts received or pledged and grants secured towards our target of £930,000. Further grant applications are being made alongside a continuing programme of fundraising.

Improvements to digital presentation and seating in the church have been accomplished through the year.

The church continues to explore how to make the best use of its facilities and has made new links with community organisations. Hospitality is at the heart of our work and this is expressed to individuals and groups in pastoral care and provision of amenities.

On the 31st August 2018 Rev David Gillman moved on to a new circuit; we are very grateful to David and Gillian for the tremendous work they have undertaken in their time with us. On 1st September 2018 the church welcomed a new minister, Rev Terry Wright and we wish Terry and Shirley well in their time with us. We also employ a part-time administrator and convener of children's work and a part time cleaner/caretaker, along with a wide range of volunteers to share in our ministry and outreach.

There are many people who give of their time, money and energy enable a diverse programme to be offered. The Church has 126 members and around 65 volunteers many of whom are also Church members. The church is supported by the Orpington and Chislehurst Methodist Circuit, the London District and the wider Methodist Connexion. We are thankful for the support of all those around us in helping us fulfil our responsibilities and realise our vision.

Public Benefit:

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Financial Review

Reserves Policy:

Within General Reserves there are 3 main funds:

Society & Property Account £80,689 (2017: £102,599): We aim to ideally hold in reserve sufficient money to cover six months expenditure plus £20,000 as a capital contingency. The Church is dependent on voluntary donations and hall lettings to cover the costs of its ministerial team, property costs and general expenses. As this income and property costs can be volatile, this level of reserves is considered prudent to manage the day to day running of the Church in an organised manner and give time for thorough review if any difficult decisions have to be made. Six months expenditure plus £20,000 is £71,055, so at £80,689 reserves stand at 7 months plus £20,000

Legacies £41,654 (2017: £41,512): These are monies received through legacies which the Church Council will allocate to the work of the Church as it deems appropriate. The Church Council has decided to designate the balance on the Legacy Fund towards the Building Development Project.

Other Designated Funds £69,200 (2017: £5,000): This is made up of 3 separate funds; £44,700 is designated for use on the Building Redevelopment Project; £17,000 is designated to cover lost income when the Building Development Project goes ahead; and, £2,500 is designated towards improved Sound and Vision systems in the Church.

Within Restricted Reserves there are 3 main funds:

Building Development Fund £110,966 (2017: £47,432): A project to develop the potential of the Church building to create a flexible space in the Church, bringing the opportunity to tell the story of our faith in exciting new ways. A new bold entrance will allow immediate access and visibility into a renewed church. There will be much greater opportunities for worship, events and exhibitions and other activities to serve and involve the community.

Sound and Vision Fund £1,563 (2017: £0): money donated specifically towards improved sound and vision systems in the Church.

Internal Organisations £18,544 (2017: £22,939): these are balances held by separate organisations within the Church who report to the Church Council and are restricted to the use of that organisation.

Financial Overview:

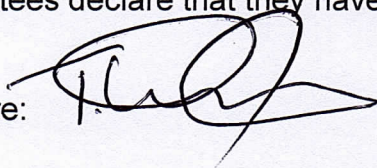
The Church's income was £237,097 (2017: £189,166), the principle components of which were offerings and taxes recovered, lettings and fundraising towards the Building Development project. The Church's expenditure was £135,526 (2017: £128,607), the principle components of which were the Orpington and Chislehurst circuit assessment, expenditure on the Building Development Project and repairs, maintenance, utilities and insurance costs on the Church Buildings. The overall improvement in funds £322,616 (2017: £221,045) was mainly due to increased net fundraising on the Building Development Project, £63,000, and a one off donation of £25,000.

The Trustees decided in 2014/5 to develop the Church Buildings as described in the reserves policy above and submitted plans to the London Borough of Bromley to obtain planning permission. (Planning permission was successfully re-obtained in October 2017). In 2015/6 the Church worked with consultants to develop the technical design for the development. Fundraising continued for the project with an aim to raise £930,000 through donations, fundraising and grants. At 31 August 2018 £205,846 had been raised for the project out of which expenditure of £94,880 has been incurred through various firms of consultants in order to submit a planning proposal, completing the technical design and purchasing new easily stackable chairs for the Church. A further £441,969 has been pledged, earmarked or been offered as a grant when the development goes ahead. So at the 31 August 2018 the fundraising total stands at £647,815, 70% of the target. This includes grants totalling £309,000 offered by Orpington & Chislehurst Circuit (£200,000), London District (£50,000), The Methodist Connexion (£39,000) and The Garfield Weston Foundation (£20,000) for which we are very grateful.

Declaration:

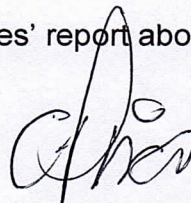
The trustees declare that they have approved the trustees' report above:

Signature:



Revd. Terry Wright
Chair

Signature:



Mr Christopher Price
Church Secretary

Date: 8th November 2018

Date: 8th November 2018

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

ORPINGTON

Church

FOR THE YEAR ENDED

31 August 2018

Orpington & Chislehurst	Circuit	Circuit no	35/43
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Registered Charity - Charity Registration number

1129331

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

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

Minister:

Rev David Gillman

Church Stewards:

Glenn Crane

Janet Haley

Peter Hibble

Treasurer:

Keith Hickey

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		Note	£	£	£	£
a1	RECEIPTS					
a2	Offerings and Tax recovered		85,778	73,830	159,608	108,158
a3	Bank and CFB interest and Investment income		554	395	949	566
a4	Lettings		48,895		48,895	48,067
a5	Other receipts		3,093		3,093	5,682
a6	TOTAL RECEIPTS		138,320	74,225	212,545 (a7)	162,473

SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		50,133		50,133	54,310
b3	Donations		4,745		4,745	4,745
b4	Repairs and Maintenance		17,749		17,749	21,147
b5	Utilities (Insurances, water charges, heating & lighting)		16,060		16,060	14,898
b6						
b7	Other payments		13,423	11,316	24,739	14,374
b8	TOTAL PAYMENTS		102,110	11,316	113,426 (b9)	109,474

SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	36,210	62,909	99,119	52,999
c2	Total funds brought forward from last year		149,111	48,995	198,106 (c6)	142,033
c3	Sub total	(c1+c2)	185,321	111,904	297,225	195,032
c4	Transfers and adjustments		6,222	625	6,847 (c7)	3,074
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	191,543	112,529	304,072 (c8)	198,106 (c6)

SECTION D				
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS				
d	(these amounts are not to be included in total receipts/payments figures)		£	£
d1	Balance brought forward from last year			
d2	Offerings/Gifts - received for external organisations		2,767	2,291
d3	Offerings/Gifts - passed to external organisations		2,767	2,291
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)		

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E****Please follow the Guidance Notes to complete this page**

Summary of the Church accounts for the year ended 31 August 2018 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Childrens Work	2,894	1,748	1,146	(1,000)	2,164	2,310
e2 Youth Clubs	4,864	3,050	1,814	(3,795)	3,857	1,876
e3 Wednesday Circle	284	163	121	(100)	74	95
e4 Amateur Dramatics	2,674	1,124	1,550	(1,487)	1,303	1,366
e5 Luncheon Club	1,890	1,205	685		900	1,585
e6 Volunteer Youth Project	10,975	14,378	(3,403)		13,916	10,513
e7 Art Club	971	432	539	(465)	725	799
e8 Sub total of Internal Organisations funds	24,552	22,100	2,452	(6,847)	22,939 (e11)	18,544 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	212,545 (a7)	113,426 (b9)	99,119	6,847 (c7)	198,106 (c6)	304,072 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	237,097	135,526	101,571		221,045 (x)	322,616 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2018**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	36,654	32,704
f3 Bank Deposit Account	227	228
f4 Central Finance Board	126,274	236,047
f5 Trustees for Methodist Church Purposes	34,951	35,093
f6 Other funds		
f7 SUB TOTAL - Church accounts	198,106 (c6)	304,072 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	22,939 (e11)	18,544 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	221,045 (x)	322,616 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2017	At 31 August 2018
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	3,835,968	4,016,167
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 Funds held at Trustees for Methodist Church Purposes

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

DECLARATIONS

Treasurer

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

Signature of Treasurer



Date

22/10/2018

Name

Keith Robin Hickey

Address

67 Sevenoaks Road, Orpington, Kent, BR6 9JN

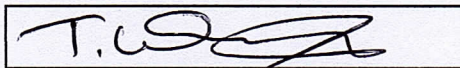
Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

08/11/2018

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

Rev Terry Wright

Date

08/11/2018

Independent Examiner's Report to the Trustees of the

Orpington Methodist Church

Church

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

2018

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 audit 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 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

Signature

Relevant Professional qualification or body

Address

Date