

**REGISTERED CHARITY NUMBER: 1129256**

**Report of the Trustees and Financial Statements  
for the Year Ended 31 August 2018  
for**

**Chapel Field Road Methodist Church  
Norwich**

**Chapel Field Road Methodist Church,  
Norwich**

**Report of the Trustees  
for the year ended 31 August 2018**

The Trustees present their annual report with the financial statements for the charity for the year ended 31 August 2018. The trustees have adopted the provisions of 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 1 January 2015.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
1129256

**Principal address**  
Chapel Field Road  
Norwich  
NR2 1SD

**Trustees**

In accordance with the Standing Orders of the Methodist Conference, which is the governing body of the Methodist Church, the trustees of the Church are the members of the Church Council. The names of the Trustees who served during 2017/2018 are as follows:

Revd Catherine Hutton (left 31/08/18)	Christina Potter	Malcolm Lovatt (left 31/08/18)
Revd Deborah Caulk	David Everitt	Paul Binney
Geoffrey Brown	Roger Drake	Linda Sutton
Pauline Mann	Ann Waterhouse	Stephen Osborn
Roderick Moore	Terence Dunning	Nina Coughlan (left 31/08/18)
Margaret Terry (left 01/06/18)	David Ingham	Lynette Watts
Michael Garratt	Sophia Irving	John Ferguson (left 01/06/18)
Pamela Parker Brown	Daphne Buxton	Ian Terry (left 01/06/18)
Zing Eagling	Frances Middleton	Margaret Snelling (from 01/10/18)

The Church Council is elected by the members of the Church.

**Independent Examiner**

Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
Norwich  
NR3 1RT

**Advisers**

Bankers  
Lloyds Bank plc  
Surrey Street  
Norwich  
NR1 3NF

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a Deed of Union (1932) and The Methodist Church Act (1976). It constitutes an unincorporated charity.

**Related parties**

The Church is a constituent member of the Norwich Circuit of the Methodist Church.

**Risk assessment**

The premises are properly insured and Health and Safety reviews take place annually with Fire Evacuation Practices held from time to time. A risk register is maintained to safeguard the Church's assets and future work and the Disclosure and Barring Service is consulted as appropriate. All trustees and others working with children, young people and vulnerable adults are required to attend a safeguarding foundation module training course. An asset register is maintained by the Treasurer.

**OBJECTIVES AND ACTIVITIES****Objectives and aims**

We are a large and diverse church set within the city centre of Norwich, England with attractive premises which are intended to speak of welcome and access for all.

Through our Ministry and Leadership Teams and through the many resources within our congregation we are always looking to be more effective in our witness for Christ within a city centre context.

**Public benefit**

The trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Volunteers**

The church is sincerely grateful to very many members who give freely of their time and talents to further its work and Christian witness.

**ACHIEVEMENT AND PERFORMANCE**

The Church has continued its ongoing programme of Christian worship, work and care.

Older members of the church and local community have benefited from the care of our Day Centre and our work amongst children and young people is evolving in new ways.

Many local community groups continue to meet on our premises including some Syrian refugee families in the People from Abroad project. We are part of the Norwich City of Sanctuary initiative.

**FINANCIAL REVIEW**

The ongoing costs of administration of the Church were covered by income.

Two new legacies were received during the year.

**Reserves Policy**

Funds are held in accordance with the Church's Reserves Policy and are believed to be adequate for the declared aims and objectives of the Church and the necessary maintenance of its Grade Two listed premises.

Approved by the Church Council on 15 October 2018 and signed on its behalf by:

P Mann - Trustee

**Independent Examiner's Report to the Trustees of  
Chapel Field Road Methodist Church,  
Norwich**

I report on the accounts for the year ended 31 August 2018 set out on pages 4 to 12.

**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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the 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 or disclosures in the accounts, and seeking explanations from you as 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 statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (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 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.



Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

Date: 1st March 2019

Statement of Financial Activities  
for the year ended 31 August 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>INCOMING &amp; ENDOWMENTS FROM</b>						
Donations and legacies	2	117,602	1,295		118,897	140,309
Activities for generating funds	3	34,475	2,115		36,590	31,901
Investment Income	4	7,050			7,050	5,653
<b>Incoming resources from charitable activities</b>						
Charitable activities	5	7,489	10,574		18,063	14,695
<b>Total incoming resources</b>		<b>166,616</b>	<b>13,984</b>	<b>0</b>	<b>180,600</b>	<b>192,558</b>
<b>EXPENDITURE ON</b>						
Charitable activities	6	176,928	14,870		191,798	176,473
<b>Total resources expended</b>		<b>176,928</b>	<b>14,870</b>	<b>0</b>	<b>191,798</b>	<b>176,473</b>
<b>NET INCOME/(EXPENDITURE) before transfers</b>		<b>-10,312</b>	<b>-886</b>	<b>0</b>	<b>-11,198</b>	<b>16,085</b>
Gross transfers between funds	14	3,060	-3,060		0	0
<b>Net income/(expenditure) before other recognised gains and losses</b>		<b>-7,252</b>	<b>-3,946</b>	<b>0</b>	<b>-11,198</b>	<b>16,085</b>
Net gains/losses on investments	10	8,727		35	8,762	10,775
<b>Net movement in funds</b>		<b>1,475</b>	<b>-3,946</b>	<b>35</b>	<b>-2,436</b>	<b>26,860</b>
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<b>5,697,792</b>	<b>68,097</b>	<b>884</b>	<b>5,766,773</b>	<b>5,739,913</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>5,699,267</b>	<b>64,151</b>	<b>919</b>	<b>5,764,337</b>	<b>5,766,773</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

**Balance Sheet**  
**At 31 August 2018**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>FIXED ASSETS</b>						
Tangible assets	9	5,306,985			5,306,985	5,303,132
Investments	10	253,655		862	254,517	195,740
		<u>5,560,640</u>	<u>0</u>	<u>862</u>	<u>5,561,502</u>	<u>5,498,872</u>
<b>CURRENT ASSETS</b>						
Debtors	11	44,478			44,478	37,608
Investments	12	37,538	57,792	57	95,387	217,741
Cash at Bank		65,743	6,359		72,102	17,982
		<u>147,759</u>	<u>64,151</u>	<u>57</u>	<u>211,967</u>	<u>273,331</u>
<b>CREDITORS</b>						
Amounts falling due within one year	13	(9,132)			(9,132)	(5,430)
<b>NET CURRENT ASSETS</b>		<u>138,627</u>	<u>64,151</u>	<u>57</u>	<u>202,835</u>	<u>267,901</u>
<b>NET ASSETS</b>		<u><u>5,699,267</u></u>	<u><u>64,151</u></u>	<u><u>919</u></u>	<u><u>5,764,337</u></u>	<u><u>5,766,773</u></u>
<b>FUNDS</b>						
Unrestricted funds	14				5,699,267	5,697,792
Restricted funds					64,151	68,097
Endowment funds					919	884
<b>TOTAL FUNDS</b>					<u><u>5,764,337</u></u>	<u><u>5,766,773</u></u>

The financial statements were approved by the Church Council on 15th October 2018 and were signed on its behalf by:

G Brown - Trustee

Revd D Caulk - Trustee

**Notes to the Financial Statements  
for the year ended 31 August 2018**

**1 ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at bid value.

**Incoming resources**

These are included in the Statement of Financial Activities (SOFA) when the church becomes entitled to the resources; the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

**Resources expended**

Expenditure is recognised when a liability is incurred, or a constructive obligation arises that results in the payment being unavoidable. Expenditure is accounted for on an accruals basis.

**Tangible fixed assets**

Church land and buildings are owned by the Trustees for Methodist Church Purposes (TMCP) and the local Church Council acts as Managing Trustee.

On adoption of FRS102 on 1.9.2016, the Church land and buildings and the Church organ were valued at their replacement costs of £4,950,000 and £350,000 respectively. We have elected to treat this value as deemed cost in line with transition exemptions available. The original costs were £987 for the land, £5,420 for the building and £576 for the organ, all purchased in the 1880s.

The building and the organ are subject to a regular maintenance programme, thus maintaining their value; for this reason it is not considered necessary to provide for depreciation of these assets.

All other tangible fixed assets with a value of £1000 and over are capitalised and included in the Balance Sheet. Their value is depreciated on a straight line basis over 5 years.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Notes to the Financial Statements  
for the year ended 31 August 2018**

**Fixed asset investments**

Investments held in TMCP trusts are valued in the balance sheet at bid 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.

**Current asset investments**

These are held in interest bearing accounts operated by TMCP and the Central Finance Board. Interest earned is shown on the SOFA.

**Liability recognition**

Liabilities are recognised as soon as there is legal or constructive obligation committing the church to pay out resources.

**Irrecoverable VAT**

This is included within the relevant costs incurred by the charity.

<b>2</b>	<b>DONATIONS AND LEGACIES</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Offerings, donations and tax recoverable	<b>112,305</b>	116,351
	Legacies	<b>5,297</b>	20,000
	Special collections for other charities	<b>1,295</b>	3,458
	Grants (Methodist Insurance Grant for EvacChair 2017)	<b>0</b>	500
		<b>118,897</b>	<b>140,309</b>
<b>3</b>	<b>ACTIVITIES FOR GENERATING FUNDS</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Fundraising activities	<b>5,086</b>	4,933
	Lettings	<b>31,504</b>	26,968
		<b>36,590</b>	<b>31,901</b>
<b>4</b>	<b>INVESTMENT INCOME</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Investments and deposit income	<b>7,050</b>	5,653
<b>5</b>	<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Church Groups	<b>10,574</b>	10,041
	Other income from charitable activities	<b>7,489</b>	4,654
		<b>18,063</b>	<b>14,695</b>



**Notes to the Financial Statements  
for the year ended 31 August 2018**

<b>6</b>	<b>DIRECT COSTS OF CHARITABLE ACTIVITIES</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Staff costs	<b>23,059</b>	21,173
	Insurance, utilities and telephone	<b>14,777</b>	13,733
	Circuit Assessment, (Lay Worker and Administration Assistant 2017)	<b>100,000</b>	88,621
	Donations	<b>13,810</b>	12,199
	Special collections for other charities	<b>1,295</b>	3,458
	Repairs and maintenance	<b>16,497</b>	12,146
	Other expenditure	<b>10,985</b>	12,944
	Church Groups	<b>7,584</b>	6,635
	Depreciation	<b>2,351</b>	4,124
	Independent Examination Fee	<b>1,440</b>	1,440
		<b>191,798</b>	<b>176,473</b>

Donations 2017 include a £950 grant to an individual to support voluntary work in Uganda.

**7 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2018 nor for the year ended 31 August 2017.

There were no trustees' expenses paid for the year ended 31 August 2018 nor for the year ended 31 August 2017.

<b>8</b>	<b>STAFF COSTS</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Wages and salaries	<b>23,059</b>	21,173
	Social security costs	<b>0</b>	0
		<b>23,059</b>	<b>21,173</b>
	The average monthly number of employees during the year was as follows:		
		<b>2018</b>	<b>2017</b>
	Full time employees	<b>1</b>	1

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements  
for the year ended 31 August 2018

9 TANGIBLE FIXED ASSETS

	Church building £	Organ £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>					
At 1 September 2017	4,950,000	350,000	116,031	22,000	5,438,031
Additions			6,204		6,204
Disposals					0
At 31 August 2018	<u>4,950,000</u>	<u>350,000</u>	<u>122,235</u>	<u>22,000</u>	<u>5,444,235</u>
<b>DEPRECIATION</b>					
At 1 September 2017			112,899	22,000	134,899
Charge for year			2,351		2,351
Eliminated on disposal					0
At 31 August 2018	<u>0</u>	<u>0</u>	<u>115,250</u>	<u>22,000</u>	<u>137,250</u>
<b>NET BOOK VALUE</b>					
At 31 August 2018	<u>4,950,000</u>	<u>350,000</u>	<u>6,985</u>	<u>0</u>	<u>5,306,985</u>
At 31 August 2017	<u>4,950,000</u>	<u>350,000</u>	<u>3,132</u>	<u>0</u>	<u>5,303,132</u>

10	<b>FIXED ASSET INVESTMENTS</b>	Listed investments
	<b>BID VALUE</b>	£
	At 1 September 2017	195,740
	Additions	50,015
	Redemptions	
	Revaluations	8,762
	At 31 August 2018	<u>254,517</u>
	There were no investment assets outside the UK.	

11	<b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2018 £	2017 £
	Prepaid Circuit Assessment and Solar Project deposit	32,860	25,000
	Other debtors	11,618	12,608
		<u>44,478</u>	<u>37,608</u>
12	<b>CURRENT ASSET INVESTMENTS</b>	2018 £	2017 £
	Central Finance Board and TMCP deposits	95,387	217,741
13	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2018 £	2017 £
	Creditors	9,132	5,430

14	MOVEMENT IN FUNDS	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
	<b>Unrestricted funds</b>				
	General	39,205	1,638	-2,340	38,503
	Property	234,449	-11,788	12,000	234,661
	Legacy Reserve	109,847	14,024	-12,000	111,871
	Book	159	-12		147
	Donations	11,000	-9,300	5,400	7,100
	Fixtures and Fittings	3,132	3,853		6,985
	Church Buildings and Organ	5,300,000			5,300,000
		<u>5,697,792</u>	<u>-1,585</u>	<u>3,060</u>	<u>5,699,267</u>
	<b>Restricted funds</b>				
	Legacy (Minibus)	1,513	-1,481		32
	Legacy (Property/Benevolence)	60,000		-2,240	57,760
	Benevolent	155	-2,395	2,240	0
	Church Groups	6,429	2,990	-3,060	6,359
		<u>68,097</u>	<u>-886</u>	<u>-3,060</u>	<u>64,151</u>
	<b>Endowment funds</b>				
	Endowment trusts	884	35		919
	<b>TOTAL FUNDS</b>	<u>5,766,773</u>	<u>-2,436</u>	<u>0</u>	<u>5,764,337</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General	157,821	-156,183		1,638
Property	3,325	-15,113		-11,788
Legacy Reserve	5,297		8,727	14,024
Book	173	-185		-12
Donations		-9,300		-9,300
Fixtures and Fittings	6,204	-2,351		3,853
	<u>172,820</u>	<u>-183,132</u>	<u>8,727</u>	<u>-1,585</u>
<b>Restricted funds</b>				
Legacy (Minibus)		-1481		-1481
Legacy (Property/Benevolence)				0
Benevolent		-2395		-2395
Church Groups	10,574	-7,584		2,990
Fundraising	2,115	-2,115		0
Special Collections	1,295	-1,295		0
	<u>13,984</u>	<u>-14,870</u>	<u>0</u>	<u>-886</u>
<b>Endowment funds</b>				
Endowment trusts			35	35
<b>TOTAL FUNDS</b>	<u>186,804</u>	<u>-198,002</u>	<u>8,762</u>	<u>-2,436</u>

Notes to the Financial Statements  
for the year ended 31 August 2018

14	COMPARATIVE MOVEMENT IN FUNDS	At 1.9.16 £	Net movement in funds £	Transfers between funds £	At 31.8.17 £
	<b>Unrestricted funds</b>				
	General	39,046	8,879	-8,720	39,205
	Property	238,947	-4,498		234,449
	Legacy Reserve	85,085	24,762		109,847
	Book	82	-548	625	159
	Donations			11,000	11,000
	Fixtures and Fittings	7,256	-4,124		3,132
	Church Buildings and Organ	5,300,000			5,300,000
		<u>5,670,416</u>	<u>24,471</u>	<u>2,905</u>	<u>5,697,792</u>
	<b>Restricted funds</b>				
	Legacy (Minibus)	1,617	-104		1,513
	Legacy (Property/Benevolence)	60,000			60,000
	Benevolent	526	-971	600	155
	Church Groups	6,528	3,406	-3,505	6,429
		<u>68,671</u>	<u>2,331</u>	<u>-2,905</u>	<u>68,097</u>
	<b>Endowment funds</b>				
	Endowment trusts	826	58		884
	<b>TOTAL FUNDS</b>	<u><u>5,739,913</u></u>	<u><u>26,860</u></u>	<u><u>0</u></u>	<u><u>5,766,773</u></u>

Net comparative movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General	158,307	-149,428		8,879
Property	710	-5,208		-4,498
Legacy Reserve	17,930	-3,885	10,717	24,762
Book	144	-692		-548
Donations				0
Fixtures and Fittings		-4,124		-4,124
	<u>177,091</u>	<u>-163,337</u>	<u>10,717</u>	<u>24,471</u>
<b>Restricted funds</b>				
Legacy (Minibus)		-104		-104
Legacy (Property/Benevolence)				0
Benevolent		-971		-971
Church Groups	10,041	-6,635		3,406
Fundraising	1,968	-1,968		0
Special Collections	3,458	-3,458		0
	<u>15,467</u>	<u>-13,136</u>	<u>0</u>	<u>2,331</u>
<b>Endowment funds</b>				
Endowment trusts			58	58
<b>TOTAL FUNDS</b>	<u><u>192,558</u></u>	<u><u>-176,473</u></u>	<u><u>10,775</u></u>	<u><u>26,860</u></u>

**Notes to the Financial Statements  
for the year ended 31 August 2018**

**14 MOVEMENT IN FUNDS - continued**

<b>Fund</b>	<b>Purpose of the fund</b>
General	Working capital to support ongoing commitments
Property	Building costs and purchase of equipment, including minibuses
Legacy Reserve	Church projects and contingencies
Legacy Reserve - Restricted	Restricted purposes as shown
Book	Purchase of books
Benevolent	Benevolence
Church Groups	Balances held by these groups
Fundraising	The Vidiyal Trust and Kenyan Water Pump
Special Collections	Collections for other charities
Donations	Donations from church funds to other charities
Church Buildings and Organ	Deemed replacement costs on adoption of FRS102
Fixtures and Fittings	Identification of the book value of these assets at the year end
Endowment	Legacy capital cannot be spent. Interest used in General Fund

**Summary of Church Group funds as at 31 August 2018**

<b>Church group</b>	<b>Opening balance</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Closing balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Badminton	670	721	0	-500	891
Cameo	16	1,873	-1,678	-200	11
CFR Traidcraft	119	3,345	-3,520	144	88
Choir	116	38	0	0	154
Day Centre	3,010	2,094	-1,449	-360	3,295
Friendship Club	430	0	0	-430	0
Mary Chapman Club	1,780	1,195	-718	-430	1,827
Monday Rendezvous	37	368	-6	-360	39
Short Tennis	92	520	-193	-370	49
Senior Table Tennis	55	420	-20	-450	5
Toddlers	104	0	0	-104	0
<b>TOTAL</b>	<b>6,429</b>	<b>10,574</b>	<b>-7,584</b>	<b>-3,060</b>	<b>6,359</b>

**15 COMMITMENTS**

At the year end the Charity had ordered solar panels which were installed in the current year. The deposit has been treated as a prepayment. The net cost of the solar panels came to £40,672.