

# **Alderley Edge and Knutsford Methodist Circuit**

## **Trustees' Annual Report and Circuit Reserves Policy**

### **Introduction**

Alderley Edge and Knutsford Methodist Circuit is situated in a rural area of North East Cheshire. Alderley Edge is the larger church in the east of the circuit, sheltering under the Edge, a natural sandstone ridge standing on the Cheshire plain. Knutsford, a thriving market town, is at the western end.

Around the two centres, the circuit includes the village chapels of Mottram St Andrew, Mobberley, Snelson and Plumley, along with the Welcome Church in Longridge, Knutsford. The Circuit is part of the Manchester and Stockport Methodist District

### **Circuit Aims and Objectives**

The Charity objective is to act as a resource provider within the area around Alderley Edge and Knutsford 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:

- 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, 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

Aims and objectives will be met by:

- 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

### **Financial Aims**

- To secure and sustain the Circuit's viability and future
- To give reassurances to the general public that the Circuit, which is a charity, intends to use all of the money coming into its care for the purposes of the charity

### **Circuit Mission Statement**

Developing Our Calling through Whole Life Discipleship

- In Worship – To grow deeper into God by underpinning everything we do with God-centred worship and prayer.
- In Service – To be a good neighbour to people in need and to challenge injustice.
- In Learning and Caring – To help people grow and learn as Christians, through mutual support and care.
- In Evangelism – To increase awareness of God's presence and to celebrate God's love.

## **Circuit Mission Policy**

Developing Our Calling Through Whole Life Discipleship, was approved by the Circuit meeting (as the charity trustees) in 25<sup>th</sup> September 2014

## **Financial Overview**

This document includes all funds held by the Circuit Meeting as Charity Trustees. Our Reserves Policy relates to our general (unrestricted) funds which are freely available to be used for any or all of the purposes of the Circuit.

Other funds are also included for the sake of clarity and openness and to show that the Circuit has a policy for the management of all of its money not simply those which are defined as reserves.

### **Income**

Circuit income is drawn from the assessment paid by the circuit churches and is used to provide for:

- the ministerial oversight and pastoral care of seven local churches in the circuit
- the support of a ministry team of three presbyteral ministers and five lay workers: Pastoral Worker; Circuit Administrator; Children and Families Worker
- the maintenance of the three Circuit manses

### **Expenditure 2017/2018**

- Stipend expenditure and salaries for Lay Workers increase each financial year in line with conference approved increases

As at 31 August 2018, the Circuit Fund (unrestricted general fund) has a balance of £44,658, giving approximately two month's expenditure. Under Standing Orders, the Circuit must meet its financial obligations in relation to the support of its ministers and the maintenance of the manses. The total cost for the last financial year was £248,074.

Our Reserves Policy is to hold approximately three months' expenditure in hand

Circuit Advance Fund (Restricted Fund) balance at the year end is £3400. This fund derives from sales of chapels and manses and is restricted by the Conference. This restriction is an internal regulation though the fund can be used for a variety of purposes.

The Charity Commission have agreed that it is appropriate for the trustees to set a policy for the management of the CAF. That policy is that the funds held in the CAF are to be used for general Circuit purposes: ministerial expenses, manse repairs and decoration, maintenance of the graveyard at Over Peover.

The Charity's annual report and accounts for the year ended 31 August 2018 have been prepared in accordance with the Charities Act 2011 and the Charities Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard

## **Trustees**

### **Appointment of Trustees**

As at October 2018, there were 36 members of the Circuit Meeting made up of:

- Presbyteral Ministers
- Circuit Stewards
- Circuit Officers

and from each church in the Circuit:

- the Senior Church Steward
- the Church Treasurer
- representatives appointed by each Church Council

#### **Trustee Training**

The leaflet 'The Role of a Trustee in The Methodist Church', provided by Methodist Connexion, is given to all new Circuit meeting members as induction to their role as trustees.

#### **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, the Circuit Finance and Property Committee and the Circuit Policy Committee.

#### **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 half yearly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

#### **Safeguarding**

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

Methodist Connexional practice outlines commitment to the following principles:

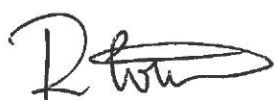
- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is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

- we will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- in all these principles we will follow legislation, guidance and recognised good practice

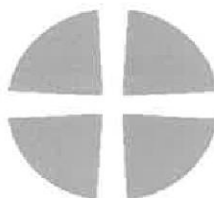
The Alderley Edge and Knutsford Methodist Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation, guidance and safe practice in the circuit and in the churches.

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

January 2019

A handwritten signature in black ink, appearing to be 'R. W.' followed by a stylized flourish.

20th March 2019



**Circuit  
Accruals Accounts  
2017-2018**

**THE METHODIST CHURCH  
REPORT AND ACCOUNTS  
(ACCRUALS BASIS)  
for the year ended 31 August 2018**

**Alderley Edge and Knutsford**

**Circuit**

**Registered Charity - Registration number**

**1127258**

**District No / 19/19**

**Ministers**

Rev Rob Cotton
Rev Susan Swires
Rev J Scott Manning

**Circuit Stewards**

Mr H Foster
Mr P Thompson
Mrs J Povey
Mrs E Hall

**Circuit Treasurer**

Mrs C Fleming
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Name of Circuit - Alderley Edge and Knutsford

Circuit No - 19/19

**Balance Sheet as at 31 August 2018**

	Notes to the Accounts	General Fund (Unrestricted)	Circuit Model Trusts (Unrestricted)	Designated Funds (Unrestricted)	Restricted Funds	Endowment Funds	Totals 2018	Totals 2017
		£	£	£	£	£	£	£
<b>Fixed Assets</b>								
Circuit Manses & Equipment		1,300,000					1,300,000	1,300,000
Investment properties							0	
Investments							0	
<b>Total fixed assets</b>		<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>	<b>1,300,000</b>
<b>Current Assets</b>								
Debtors		-1,677					-1,677	-1,354
Loans by the Circuit							0	
Investments with TMCP			60,007				60,007	3,259
Central Finance Board Deposits		47,169					47,169	33,277
Cash at Bank and in hand		3,352					3,352	4,496
<b>Total current assets</b>		<b>48,843</b>	<b>60,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108,851</b>	<b>39,650</b>
<b>Current liabilities</b>								
Creditors (due in under 1 year)		7,585					7,585	18,301
Grants payable within 2018-19							0	
<b>Total current liabilities</b>		<b>7,585</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,585</b>	<b>18,301</b>
<b>Net current assets/liabilities</b>		<b>41,259</b>	<b>60,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>101,266</b>	<b>21,379</b>
<b>Total assets less current liabilities</b>		<b>1,341,259</b>	<b>60,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401,266</b>	<b>1,321,379</b>
<b>Long term liabilities (due after more than one year)</b>								
Grants payable after 2018-19							0	
Loans to the Circuit							0	
<b>Net assets</b>		<b>1,341,259</b>	<b>60,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401,266</b>	<b>1,321,379</b>
<b>Funds of the Circuit</b>								
General Fund (Unrestricted)		1,341,259					1,341,259	1,318,120
Circuit Model Trust Fund (Unrestricted)			60,007				60,007	3,259
Designated Funds (Unrestricted)				0			0	
<b>Total Unrestricted Funds</b>							<b>1,401,266</b>	<b>1,321,379</b>
Restricted Funds					0		0	
Endowment Funds						0	0	
<b>Total Funds</b>		<b>1,341,259</b>	<b>60,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401,266</b>	<b>1,321,379</b>

Signed

Circuit Treasurer

**Statement of Financial Activities (SOFA) for the year ended 31 August 2018**

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Designated Funds (unrestricted)	Restricted Funds	Endowment Funds	Total 2017- 2018
		£	£	£	£	£	£
<b>Income</b>							
1 Donations and legacies		600	56,405				57,005
2 Income from monetary investments		127	568				695
3 Income from investment properties							0
4 Assessments on Churches		262,877					262,877
5 Capital Receipts							0
6 Grants received							0
7 Other charitable income		7,607					
<b>8 Total income</b>		<b>271,212</b>	<b>56,973</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>328,184</b>
<b>Expenditure</b>							
9 Grants and donations		10,000					10,000
10 Salaries and associated costs		160,617					160,617
11 Property maintenance		18,033					18,033
12 Connexional assessment & model trust levy							0
13 District Assessment & Levy		33,083					33,083
14 Depreciation							0
15 Office expenses		12,756					12,756
16 Other outgoings		13,584	224				13,808
<b>17 Total charitable expenditure</b>		<b>248,074</b>	<b>224</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>248,298</b>
18 Gains/(losses) on monetary investments							0
19 Gains/(losses) on investment properties							
<b>20 Net income/(expenditure)</b>		<b>23,138</b>	<b>56,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,887</b>
21 Transfers between funds							0
22 Other gains/(losses)							
<b>23 Net movement in funds</b>		<b>23,138</b>	<b>56,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,887</b>
24 Total funds brought forward		1,318,120	3,259				1,321,379
<b>25 Total funds carried forward</b>		<b>1,341,258</b>	<b>56,748</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401,266</b>

## Declarations and Scrutiny

I confirm that these accruals-based accounts for the year to 31 August 2018 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit.

Signature of treasurer ..... CJ Fleming ..... Date 18/01/2019 .....

Name and address of treasurer:

Mrs Carol Fleming, 11 Rowley Way, Knutsford, Cheshire, WA16 9AU

### Presentation to the Circuit Meeting

I confirm that the annual report and accounts for the year ended 31 August 2018 ~~were~~, or will be,\* presented to the Circuit Meeting at its meeting on 13.02.2019

Signature of the Chair of the meeting ..... [Signature] .....

Name of the Chair of the meeting REV R.C. COTTON ..... Date 20/3/19 .....

### Independent Examiner's Report to the Trustees Circuit, named above

The Circuit's trustees are responsible for ensuring that the annual report and accounts for the year to 31 August 2018 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 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011
- state whether particular matters have come to my attention.

\*delete or circle as appropriate

**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 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 2011
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- (3) I have/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner.....



Name of independent examiner ..... BRIAN STAMPER .....

Relevant professional qualification of independent examiner ..... A.C.M.A., A.F.M.A. ....

Name of firm (where appropriate) .....

Address ..... 9, GOMPHS LANE .....

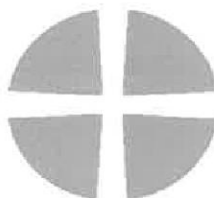
..... KNUTSFORD, CHESHIRE .....

Post Code WA16 8QL .....

Date .....

26<sup>th</sup> Feb 2019 .....

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**Circuit  
Accruals Accounts  
2017-2018**

**THE METHODIST CHURCH  
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(ACCRUALS BASIS)  
for the year ended 31 August 2018**

**Alderley Edge and Knutsford**

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Circuit Treasurer

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Name and address of treasurer:

Mrs Carol Fleming, 11 Rowley Way, Knutsford, Cheshire, WA16 9AU

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Signature of the Chair of the meeting ..... [Signature] .....

Name of the Chair of the meeting REV R.C. COTTON ..... Date 20/3/19 .....

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\*delete or circle as appropriate

**Basis of Independent Examiner's Report**

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Signature of independent examiner.....



Name of independent examiner ..... BRIAN STAMPER .....

Relevant professional qualification of independent examiner ..... A.C.M.A., A.F.M.A. ....

Name of firm (where appropriate) .....

Address ..... 9, GOMGHAM LANE .....

..... KNUTSFORD, CHESHIRE .....

Post Code WA16 8QL .....

Date ..... 26<sup>th</sup> Feb 2019 .....

\* delete or circle as appropriate