

**CHURCH  
RECEIPTS AND PAYMENTS  
ACCOUNTS**

**THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS**

**BAMBER BRIDGE METHODIST**

**Church**

**FOR THE YEAR ENDED**

**31 August 2018**

<b>PRESTON RIBBLE</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>21/11</b>
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**Registered Charity - Charity Registration number**

**1129810**

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:**

**REVEREND ANDREW WEBB**

**Church Stewards:**

<b>MR D G ROSCOE</b>	
<b>MRS D JEFFERSON</b>	<b>MRS L ROSS</b>
<b>MRS S LIVESEY</b>	<b>MRS L WARING</b>
<b>MR M PERRY</b>	<b>MR L YATES</b>

**Treasurer:**

**Mr David Evans**

## ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018

**BAMBER BRIDGE  
METHODIST**

Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	<b>Note</b>			
a2	Offerings and Tax recovered	44,199	1,953	<b>46,152</b>	61,043
a3	Bank and CFB interest and Investment income	40		<b>40</b>	32
a4	Lettings	10,743		<b>10,743</b>	11,452
a5	Other receipts	8,972		<b>8,972</b>	35,022
a6	<b>TOTAL RECEIPTS</b>	<b>63,955</b>	<b>1,953</b>	<b>65,907 (a7)</b>	<b>107,549</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	51,000		<b>51,000</b>	50,450
b3	Donations	2,817	361	<b>3,178</b>	4,182
b4	Repairs and Maintenance	8,090		<b>8,090</b>	11,303
b5	Utilities (Insurances, water charges, heating & lighting)	9,377		<b>9,377</b>	5,071
b6					
b7	Other payments	3,211	423	<b>3,633</b>	22,207
b8	<b>TOTAL PAYMENTS</b>	<b>74,495</b>	<b>784</b>	<b>75,279 (b9)</b>	<b>93,213</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>(10,540)</b>	<b>1,169</b>	<b>(9,371)</b>
c2	Total funds brought forward from last year		34,935	875	<b>35,810 (c6)</b>
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>24,395</b>	<b>2,044</b>	<b>26,439</b>
c4	Transfers and adjustments				<b>(c7)</b>
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>24,395</b>	<b>2,044</b>	<b>26,439 (c8)</b>
					<b>35,810 (c6)</b>

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

**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						
e2						
e3						
e4						
e5						
e6						
e7						
e8	Sub total of Internal Organisations funds				(e11)	(e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	65,907 (a7)	75,279 (b9)	(9,371)	35,810 (c6)	26,439 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>65,907</b>	<b>75,279</b>	<b>(9,371)</b>	<b>35,810 (x)</b>	<b>26,439 (y)</b>
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>			

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

	OPENING BALANCES	CLOSING BALANCES
f1	144	23
f2	18,759	9,221
f3		
f4	16,907	17,196
f5		
f6		
f7	35,810 (c6)	26,439 (c8)
f8	(e11)	(e12)
f9	35,810 (x)	26,439 (y)

**SECTION G****OTHER ASSETS and LIABILITIES**

	At 1 September 2017	At 31 August 2018
g1		
g2	605,980	605,980
g3		
g4		
g5		

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

12/2/19

Name

David Evans

Address

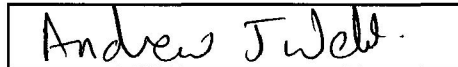
1 Edward Street, Bamber Bridge, Preston. PR5 6FB

### Presentation to the \*Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on  
and were approved.

12/02/2019

Signature of the Chair of the meeting



Name of the Chair of the meeting

Rev Andrew Webb

Date

12/2/19

### Independent Examiner's Report to the Trustees of the

BAMBER BRIDGE METHODIST Church

This Report is on the Church Accounts for the year ended 31<sup>st</sup> 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*

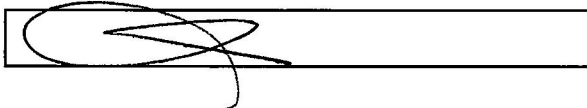
- (3) I have/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand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

*\* Please circle as appropriate*

Name

GRAHAM ALAN HOWST

Signature



Relevant Professional qualification or body

EMAST, Jsc Nons APP ACC

Address

Chester CD 20 MANNING WAY,  
LANCASTER JAMES PARK,  
LANCASTER LA1 3SW

Date

20.6.19

# **Bamber Bridge Methodist Church**

## **Annual Report of the Church Council**

### **For the year ended 31 August 2018**

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#### **Administrative Information**

Bamber Bridge Methodist Church is situated in the centre of Bamber Bridge in the Preston Ribble Methodist. The circuit is part of the Lancashire District.

The correspondence address is The Methodist Church, Station Road, Bamber Bridge, Preston PR5 6ED.

The Church was a charity excepted from registration with The Charity Commission (SI 2002 no. 1598), however, following the implementation of the Charities Act 2006 the church became a separately registered charity on 22 May 2009 with registration number 1129810.

Church Council Members who have served from 1<sup>st</sup> September 2017 until the date this Report was approved are:

Minister	The Rev'd Andrew Webb	
Church Secretary	Dr A Andrews	
Church Treasurer	Mr D Evans	
Senior Steward	Mr D Roscoe	
Church Stewards	Mrs D Jefferson	Mrs C Billington
	Mrs S Livesey	Mrs L Waring
	Mr G Poole	Mr L Yates
	Mrs C Poole	
Worship Leaders	Mrs K Roscoe	Mrs S Webb
Property & Finance reps	Mr R Clapham	Mr G Poole
Pastoral Secretaries	Mrs L Trafford	
Elected Members	Mrs D Johnson	Mr J Wilson
	Mr J McMahon	Ms S Toman
	Mrs W Yates	Mrs F Smith
	Mrs J Laycock	Mrs E Parkin
	Mr L Bosman	
Safeguarding	Mrs P Cooper	
Cradle Roll Secretary	Mrs C Perry	
Women's Fellowship representative	Mrs P Bertram	
Messy Church	Mrs L Morgan	
Kurios Representative	Mrs N Quegan	

## **Structure, Governance and Management**

The method of appointment of Church Council Members is set out in the Constitutional Practice and Discipline of the Methodist Church. Any Church Member is entitled to offer themselves for election to the Church Council at the Annual Church Meeting which is usually held in May of each year. Whilst there is at present no formal training for the members of the Church Council those who have served on the Council for a number of years aid newcomers in understanding the procedures. To serve on the Church Council the individual has to be a member of the Methodist Church and the process of church membership includes consideration of the distinctive nature of Methodism. All significant decisions relating to Church life require the agreement of the Church Council while the Minister of the Church has day-to-day responsibility for the pastoral life of the Church. As part of the Preston Ribble Circuit, the Lancashire District and the wider Methodist Connexion the Church locally is bound by the Constitutional Practice and Discipline of the Methodist Church and therefore adheres to nationally agreed policies.

## **Objectives and Activities**

The Church Council has the responsibility of co-operating with the minister of the Church in promoting whole the Mission of the Church, pastoral, evangelistic, social and ecumenical. The trustees organise the activities of the wider mission of the Church with consideration of the wider public benefit to the community at large by the provision of first-rate community facilities and the opportunities that these afford.

These objectives are satisfied in the main by offering varied forms of worship with 2 services each Sunday (either locally or at Circuit level) and a fortnightly lunch-time service on a Thursday. The premises provide facilities for worship and other community based activities to operate in comfortable surroundings. Additional services and study groups are held during Advent, Lent and at other appropriate seasons of the year. Fellowship is extended through a Thursday Fellowship (affiliated to Methodist Women in Britain), house fellowships, Kurios (previously known as Sunday School), Messy Church which meets monthly on a Saturday afternoon, an evening fellowship known as Lighthouse for younger children and Friday Youth for secondary school aged children. The worship group under the direction of Kath Roscoe enhances the life and witness of the Church. The minister of the Church has also shared responsibility for the pastoral oversight of the joint Methodist/Church of England School (Cuerden Church School) which operates from adjoining premises.

The Minister also acts in conjunction with the other clergy in the village to foster Christian beliefs.

The Church Council has maintenance responsibilities for the Church buildings together with a wider responsibility through the Preston Ribble Circuit and the Lancashire District.

The church aims to provide a public benefit by providing opportunities for all within the community to access both the premises and the opportunities for worship, learning and mission afforded by the church both as a place and a people.

## **Committees**

The Church Council meets generally three times a year. There are 2 main Committees which meet between the full meetings of the Church Council; these are Finance and Property, and Pastoral. Other groups reporting to the Church Council are established as the need arises and a Church Vision Group of senior leaders in the Church meets regularly with the Minister to assist him in discerning a direction for the church

## **Financial Review**

Sacrificial giving from members and friends of the Church has enabled the work and witness of the Church to continue. Extensive use by outside groups fulfils the community aims behind the project to build a multi-purpose community and worship resource with usage continuing to mean that the building is in use 7-days each week. The accounts show a deficit on General Fund of £10,540 which arose largely as the result of the claim for Gift Aid recovery being delayed.

The challenges of managing the varying requirements of the multi-user building with our partners in the venture, Cuerden Church School and Cuerden Nursery are met reasonably well. As stated last year the Upper Room is now more generally available and opportunities are still being developed both to use this facility for church activities and to enable wider community use. In addition the wider use of the buildings through extended coffee mornings, luncheon club and other occasional users such as Skylark Community Choir, Foster Carers Group, Pre-School Learning Alliance, ME Support Group, Alanon and AA, together with others as they arise continues to enhance the service to the community. In building this facility we have committed to a wide community use of the building and are pleased to report continuing daily use of the facilities. During the year a plan was developed to replace the chairs in the community hall with lighter, more flexible seating to facilitate greater community use of the building.

### **Reserves Policy**

The Church Council has adopted a policy that they will endeavour to hold in reserve on general account a sum (not invested in fixed assets) equivalent to between three and six months routine expenditure (approximately £35,000). At 31 August 2018 free reserves stood at £24,395.

The Church Council aims to maintain reserves at the current level in order to maintain the premises in the best possible condition. The quality of the premises is important in continuing to provide comfortable and welcoming facilities. Reserves are also required to meet the challenges of modern society. As the building is in use 7 days a week throughout the year it is planned to maintain a level of reserves where a planned maintenance programme is possible with a rolling programme of redecoration and replacement of the furnishings and equipment to keep pace with the changing needs of the community.

### **Risk policy**

The major risks to which the charity has been exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

The Church Council continues to keep all its risk policies under review and procedures are in place to improve the management of the risks as appropriate to the size and nature of the organisation. Particular attention is to be placed on Health & Safety, Safe from Harm (Child and vulnerable adults safeguarding) and Fire Hazards and written policies are updated to reflect the changed circumstances as guidance is received.



## **Investment policy**

Temporarily surplus funds have been placed on deposit with the Central Finance Board of the Methodist Church in order to obtain the best investment return whilst retaining access to the funds as required to meet the ongoing commitments of the church to fulfil its role in the community. The general policy is to utilise suitable funds within the portfolio of the Central Finance Board of the Methodist Church for a secure investment return.

## **Summary**

Church Membership was reviewed and following some deaths and moves from the area showed a decline to approximately 130 active members. The church is now consolidating its position to move forward and meet the further challenges of the 21<sup>st</sup> century.

## **Responsibilities of the Church Council as Managing Trustees**

The law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing these statements giving a true and fair view, the trustees should follow best practice and:

- ❖ Select suitable accounting policies and apply them consistently;
- ❖ Make judgements and estimates that are reasonable and prudent;
- ❖ State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- ❖ Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


The financial statements are prepared using the format prescribed by the Methodist Church in the Standard Form of Accounts and comply with the Charities SORP.

## **Independent Examiners**

CWR served as independent examiners for the year.

Signed on behalf of the Church Council

Rev Andrew Webb  
Minister  
Dated

  
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12/2/19