

TRUSTEES ANNUAL REPORT 2018

Objectives and activities

In line with the *Constitutional Practice and Discipline of the Methodist Church* the objectives are

- Provision of public worship open to all
- The teaching and promotion of Christianity as a way of life through worship and other events
- Provision of pastoral care to those who require it
- Evangelism appropriate to the context
- Mission to the local community by provision of a safe space
- Good stewardship of resources

We are part of *Churches Together in Bolton Town Centre* and seek to work ecumenically with other sisters and brothers when possible. The Superintendent minister is a member of the Faith Leaders' Forum and this is one way in which we seek to express our common humanity and commitment to peaceable and enriched living.

The Victoria Hall is an important part of the Methodist heritage and in the history of Bolton; we seek to continue that legacy for the good of the church and the town.

Achievements of the year

In recognition of social shifts, demographically and culturally, we try to make changes so that the church remains relevant. More acts of Sunday morning worship take place in the Walker Suite – the 1930s extension rather than the Main Hall. The rationale is two-fold: firstly, particularly in the winter months, this results in a considerable saving on heating costs (see final bullet above); secondly, a different dynamic is created in a smaller room which is nearly full rather than a large room which is nearly empty.

The nature of the use of the building is changing. Thanks to considerable efforts by the Facilities Manager and volunteer staff, we have seen an increase in the number of smaller lettings. Some of these have been "one-offs" and others have resulted in a regular use of the premises. evidence The Walker building is generating almost as much income as the Main Hall now. The reader may wonder why this point is being made under the heading of "Achievements of the year" rather than the financial review below. This is because, part of our *raison d'être*, is to be a 'safe space' where all manner of groups can find a home, and we would like to be a hub for different organisations who are committed to personal wellbeing and the building up of community.

Financial Review

Partly because of increased lettings, our financial position has improved. However, the Mission is still being heavily subsidised by the Bolton and Rochdale District (of which it is a part) through the provision of a Superintendent minister – a role being adopted by the Chair of the District. With a large suite of premises, there is inevitably a high degree of financial vulnerability; for example, if a major rewire was necessary we would struggle to meet those costs and would have to seek grants and loans. Furthermore, if one of our major lets was to move out we would quickly need to find other users of the space in order to maintain cash-flow.

That being said, the demonstrable need for the space we offer is evidence of our place in the town. If, and when, we go out to seek major grants we anticipate that our significance, and increased number of partnerships, will improve our prospects of success.

Although we have made small loss this year our financial position is improving all the time. Our lettings are increasing considerably. We have reviewed and improved our use of gas and electricity and as a result are making savings. We have therefore budgeted for a surplus of £15000 in the next financial year.

Structure, governance and management

The annual Methodist Conference is the decision-making body which governs our structure and management which is laid out in the *Constitutional Practice and Discipline of the Methodist Church*. Locally we have a Circuit Meeting and a Church Council which meet on a quarterly basis and are made up of trustees but also open to non-voting members. Church and Circuit Stewards and additional members to the Circuit Meeting and Church Council are elected at our Annual Church meeting.

Day to day decision making is exercised by the Superintendent Minister in consultation with the Church and Circuit Stewards who are advised by the Treasurer and Facilities Manager.

One of the areas of tension is between decisions about church matters and decisions concerning use of the suite of premises. This is monitored and the Mission Resources Committee is in place to exercise more detailed thinking around major decisions – although it acts under the authority of the Circuit Meeting and Church Council. The relationship between the Church and Victoria Hall is one which we will continue to address

Safeguarding of children and vulnerable adults is a responsibility we take seriously. We have a Church and Circuit policy and also seek to ensure that other people using our premises either have their own policy or comply with that of the Methodist Church.

Reference and administrative details

The Charity is known as the Bolton Methodist Mission, Charity Number 1130745 and the address is Knowsley Street, Bolton BL1 2AS. The premises encompass the Victoria Hall (1300-seater concert venue) used frequently for events, the Victoria Buildings (front of the building at Knowsley Street) some of which is rented out) and the Walker Memorial building (backing on to Central Street car park) which similarly is home to a number of different groups.

The list of Trustees (19 in total) is available on the Charity Commission website. The responsible Trustees are:

- Rev Paul Martin (Superintendent Minister)
- Mr Philip Glanvill (Circuit Steward)
- Mr Robert Marshall (Circuit Steward)
- Mrs Christine Heppolette (Church Steward)
- Mrs Diana Bradley (Treasurer)
- Mrs Mary Glanvill (Circuit Meeting and Church Council Secretary)

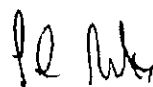
Paid staff are:

- Pastoral Worker
- Facilities Manager
- Administrator
- Caretaker
- Cleaner

Their work is supplemented by a small army of volunteers who give of their time and talents as part of their daily discipleship; the Mission could not function without them.

Date of approval by Bolton Methodist Mission Trustees: Date: 15.9.19

Signed: Paul Martin (Superintendent Minister)



Signed: Mary Glanvill (Circuit Meeting and Church Council Secretary)



THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

Bolton Methodist Mission

FOR THE YEAR ENDED
31 AUGUST 2018

Bolton and Rochdale	District	Circuit no	6/2
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Registered Charity - Charity Registration number

1130745

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 Paul Martin

Circuit Stewards:

Mr. Philip Gianvill
Mr Rober Marshall

Treasurer:

Mrs Diana Bradley

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018
Bolton Methodist Mission
Circuit

SECTION A			Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£	£
a2	Assessment/Share						
a3	Capital receipts						
a4	Bank and CFB Interest and Investment income		151			151	84
a5	Grants		5,550			5,550	16,886
a6	Other receipts		209,084			209,084	169,623
a7	TOTAL RECEIPTS		214,785			214,785 (a8)	186,593

SECTION B							
b1	PAYMENTS						
b2	Stipends, salaries, NIC, Pension and travel costs		99,712			99,712	84,435
b3	Manse Costs		5,603			5,603	2,362
b4	Administration etc		4,794			4,794	7,332
b5	District Assessment		14,000			14,000	13,886
b6	Grants & donations		NII			NII	NII
b7							
b8	Other payments		79,205		12,500	91,705	89,027
b9	TOTAL PAYMENTS		203,314		12,500	215,814 (b9)	197,042

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	11,471		(12,500)	(1,029)	(10,449)
c2	Total funds brought forward from last year		3,888	19,340	48,585	71,813 (c6)	66,593
c3	Sub total	(c1+c2)	15,359	19,340	36,085	70,784	56,144
c4	Transfers and adjustments					(c7)	15,669
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	15,359	19,340	36,085	70,784 (c8)	71,813 (c9)

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 2018 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)	(e1)
e9	Circuit accounts (totals brought forward from page 2 - totals column)					
	214,785 (a8)	215,814 (b9)	(1,029)	(c7)	71,813 (c5)	70,784 (c1)
e10	TOTAL CASH FUNDS HELD BY CIRCUIT					
	214,785	215,814	(1,029)		71,813 (x)	70,784 (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 2018**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	12,007	32,147
f3 Bank Deposit Account		
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL	12,007 (c8)	32,147 (c1)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e1)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	12,007 (x)	32,147 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2017	At 31 August 2018
g1 Investments (include Endowments)	58255	45380
g2 Land and Buildings (see notes re Insurance value)	15,108	15,108
g3 Other Assets	4,519	1,662
g4 Loan(s) - show amount outstanding at year end		(7,000)
g5 Other Liabilities	(18,076)	(16,513)

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)

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

DAN TOMKINS

Signature

DAT

Relevant Professional qualification or body

INSTITUTE OF CHARTERED
ACCOUNTANTS

Address

28 TEWLANS DRIVE
GARSTANG P23 1SP
LANCS

Date

26.6.19

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

Diana Bradley

Date

14.5.19

Name

Diana Bradley

Address

15 Shrewsbury Road

Bolton BL1 4NW

Presentation to the *Circuit Meeting for approval.

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

8.7.19

Signature of the Chair of the meeting

Paul Martin

Name of the Chair of the meeting

Rev Paul Martin

Date

8.7.19.

Independent Examiner's Report to the Trustees of the

Bolton Methodist Mission

Circuit

This Report is on the Circuit 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 audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and the 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.