

STAINES AND FELTHAM METHODIST CIRCUIT

TRUSTEES REPORT SEPTEMBER 2017 – AUGUST 2018

Aim and purposes

Staines and Feltham Methodist Circuit, Circuit Meeting (Circuit Meeting) of working with the ministerial staff of the Circuit; Rev Andrew Reed, Rev Juliet Ushewokunze.

The Circuit Meeting is also specifically responsible for the maintenance of Stationing process to appoint and re-invite ministers as necessary and the 3 x Circuit Manses and providing support to the churches in the Circuit.

Objectives and Activities

As a Methodist Circuit we will endeavour to:

- Underpin everything we do with God centred worship and prayer
- Supporting community development and action for justice, especially among the most deprived and poor - in Britain and worldwide
- Developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved
- Encouraging fresh ways of being Church
- Nurturing a culture in the Church which is people-centred and flexible

Achievements and Performance

Worship and Prayer

Services are held regularly at all churches in the Circuit apart from Virginia Water who have begun the process to close the church in 2017. The number of Churches holding evening Services regularly was 4. We have a team of 14 Local Preachers who provide valuable support to the Presbyters in fulfilling the Services on the Plan, but on occasion it is necessary to call upon Visiting Preachers or to arrange "Own Arrangement" Services.

Some Churches hold Prayer Meetings either as Formal events on the Calendar or as part of their weekly House Groups. These provide invaluable support for the Circuit.

District Synod

The Ministerial Staff and elected members attend two with a further one Ministerial Synod each year.

Pastoral Care

Those Churches with large enough congregations have Pastoral Committees or the equivalent in SCLEP's. In smaller churches the Church Councils review pastoral situations as part of their meetings, Each church has a team of pastoral visitors who maintain contact with members and those associated with the local church, In addition the Ministers in the Circuit make regular home visits and provide Holy Communion when requested.

Mission and Evangelism

The Work continues where members of each church met to discuss the future of the Circuit and in particular its' mission. It was interesting to learn the wide range of activities taking place in the Circuit. Each church was invited to identify two specific areas for mission and outreach. Work has begun on giving effect to these choices. The Anglican church in the Circuit is

STAINES AND FELTHAM METHODIST CIRCUIT

TRUSTEES REPORT SEPTEMBER 2017 – AUGUST 2018

working upon an initiative organised by the Diocese of Guildford, “Transforming Church, Transforming Lives”. It is interesting that the documents relating to this cover much the same ground that we have explored as part of our process.

Ecumenical Relationships

Each church in the Circuit has a relationship with their own “Churches Together”. Ministers endeavour to attend meetings whenever possible although this is complicated by the fact that this can mean attendance at multiple groups. Joint events between the churches are arranged and Methodist representation is good.

Financial Review

Total receipts on unrestricted funds (General Funds) were £130,872, this used for all day to day expenditure including Ministerial and lay employee salaries, Methodist Church Fund, District Expenses (running costs for the district) and the 3 Ministerial Manses. Full details are in the attached Financial Statements.

Most of the financial income comes from the churches via their assessment / share.

Reserves policy

The Circuit Meeting’s policy is to maintain a balance of unrestricted funds, which equates to at least six months unrestricted payments, equivalent to £106,529 . This is to cover emergency situations that may arise from time to time. The balance of £13104 held on unrestricted funds, after designations, at the year end did not match this target.

It is our policy to invest Reserve funds with the CFB (Methodist Church Central Finance Board).

Volunteers

Like many circuits, volunteers are not great in number and some posts are difficult to fill. This does impose an additional load on many of the active volunteers already in post.

Structure, governance and management

The method of appointment of Circuit Meetings representatives are Election by the Churches of the Circuit from their members. Designated office holders of the Circuit are elected by the Circuit Meeting.

The Circuit Meeting is responsible for making decisions on all matters of general concern and importance to the Circuit including deciding on how the funds of the Circuit are to be raised and spent.

The full Circuit Meeting representatives meet 3 times during the year with an average level of attendance of 75%. Given its wide responsibilities the Circuit Meeting has some committees each dealing with a particular aspect of Circuit and Wider life. These committees which include Local Preachers Meeting, Circuit Leadership Team and the Invitation Committee report back to it regularly with minutes of their deliberations being received by the full Circuit Meeting and discussed as necessary.

STAINES AND FELTHAM METHODIST CIRCUIT

TRUSTEES REPORT SEPTEMBER 2017 – AUGUST 2018

Administrative information

The Circuit is situated in Surrey and Greater London. It is part of the South East District of the Methodist Church. The correspondence address is The Circuit Office, Ashford Methodist Church, Clarendon Road, Ashford, Middlesex. TW15 2QR.

The Circuit Meeting members are the Trustees and those who have served from 1st September 2017 – 31st August 2018:

Church Representatives:

ASHFORD:	Jill Btitton (Treasurer)
STAINES:	Geoff Nicholson (Treasurer), Avril Pye, Joan Gardam, Chris Gardam, John Bennett
LALEHAM:	Barrie Bullimore (Treasurer), Joyce Bullimore, Graham Wells
SOUTHVILLE:	Marilyn Woodley (Treasurer), Frank Phillips, Robina Howliston, Maggie Netto
ASHFORD COMMON:	Justin Camis (Treasurer), Chris Morton (Church Steward)
EGHAM	Diane Humphries, Patricia Harper Bill (Church Secretary), Jane Leckie
ENGLEFIELD GREEN	Brian Hooker (Treasurer), Margaret Willis (Church Steward) Rita Berry
VIRGINIA WATER	Jonathan Perkins
WENDOVER ROAD	Valerie Barbet (Treasurer), Sheila Hassan (Church Steward) Anne Hebenton
CIRCUIT MINISTERS	Andrew Reed, Juliet Ushewokunze, Alan Wickens
CIRCUIT STEWARDS	Roger Griffiths, Marilyn Woodley, Jonathan Griffiths
SECRETARY	Maggie Netto
L.P. SECRETARY	Paul Murphy
6 LOCAL PREACHERS	Margaret Ash, Carol McKenner, Sheila Hassan, Shirley Price, Vacancy, Vacancy

REPS. FROM CIRCUIT:

Property	Marilyn Woodley
Missions	Vacancy
Network	Vacancy
Missions	Vacancy
MWiB	Vacancy
MHA	Stephanie Cliffe
G.P.	Frank Hughes

STAINES AND FELTHAM METHODIST CIRCUIT TRUSTEES REPORT SEPTEMBER 2017 – AUGUST 2018

Connexional Funds	Jonathan Griffiths
Webmaster	Jonathan Griffiths
Safeguarding:	Verna Doe

4 REPS. NOMINATED BY THE CIRCUIT MEETING:

Vacancy, Vacancy, Vacancy, Vacancy

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Staines and Feltham	Circuit
---------------------	---------

**FOR THE YEAR ENDED
31 AUGUST 2018**

South East	District	Circuit no	36/05
------------	----------	------------	-------

Registered Charity - Charity Registration number

1135633

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. ANDREW REED
REV. JULIET USHEWOKUNZE

Circuit Stewards:

MR ROGER GRIFFITHS
MRS MARILYN WOODLEY
MR JONATHAN GRIFFITHS

Treasurer:

MR ROGER GRIFFITHS

1 2 3

SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	£	£	£	£	£
a2	Assessment/Share	130,862			130,862	137,594
a3	Capital receipts					
a4	Bank and CFB interest and Investment income			131	131	141
a5	Grants					1,000
a6	Other receipts	10,500		66,472	76,972	36,134
a7	TOTAL RECEIPTS	141,362		66,603	207,965 (a8)	174,869

check totals down and across (a8)
TRUE

SECTION B		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
b1	PAYMENTS	£	£	£	£	£
b2	Stipends, salaries, NIC, Pension and travel costs	104,073		45,603	149,676	137,142
b3	Manse Costs	23,657			23,657	21,357
b4	Administration etc	3,192			3,192	4,856
b5	District Assessment	3,300			3,300	3,046
b6	Grants & donations	1,000			1,000	500
b7						18,556
b8	Other payments	18,127		105	18,232	3,751
b9	TOTAL PAYMENTS	153,350		45,708	199,057 (b9)	189,208

check totals down and across (b9)
TRUE

SECTION C		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS	£	£	£	£	£
c1	NET RECEIPTS/PAYMENTS (a7-b9)	(11,988)		20,896	8,908	(14,339)
c2	Total funds brought forward from last year	17,532		(18,360)	69,583 (c6)	83,922
c3	Sub total (c1+c2)	5,544		2,536	78,491	69,583
c4	Transfers and adjustments				(c7)	
c5	TOTAL FUNDS AT END OF (c3+c4)	5,544		2,536	78,491 (c8)	69,583 (c6)

check c6=c6 TRUE

check totals down and across TRUE

check totals down and across TRUE

SECTION D		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
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				1,644	
d2	Offerings/Gifts - received for external organisations				2,771	
d3	Offerings/Gifts - passed to external organisations					
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)				4,415	

check last year's b/fwd TRUE

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)	(e12)
e9	Circuit accounts (totals brought forward from page 2 - totals column)		8,908	c7	69,583 (c6)	78,491 (c8)
e10	207,965 (a8)	199,057 (b9)	8,908		69,583 (x)	78,491 (y)
	TOTAL CASH FUNDS HELD BY CIRCUIT					
	207,965	199,057	8,908		69,583 (x)	78,491 (y)
	TOTAL RECEIPTS	TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CIRCUIT - CASH FUNDS HELD at 31 August 2018	OPENING BALANCES	CLOSING BALANCES
f1		
f2	36,583	48,140
f3		
f4	33,000	33,140
f5		
f6		
f7	SUB TOTAL	81,279 (c8)
f8	Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)
f9	TOTAL CASH FUNDS HELD BY CIRCUIT	81,279 (y)
	69,583 (x)	

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2017	At 31 August 2018
g1	983	983
g2	1,159,000	1,159,000
g3		
g4		
g5		

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)

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 Date

Name

Address

Presentation to the *Circuit Meeting for approval.

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

Signature of the Chair of the meeting

Name of the Chair of the meeting

Date

Independent Examiner's Report to the Trustees of the

Stanes and Feltham **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 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:

- (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 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	<input type="text" value="Margaret Fowler"/>
Signature	<input type="text"/>
Relevant Professional qualification or body	<input type="text" value="FMAAT"/>
Address	<input type="text" value="55 Gilmoie Crescent, Ashford, Middlesex, TW15 2DD"/>
Date	<input type="text" value="16/02/2019"/>