

**THE METHODIST CHURCH**  
**STANDARD FORM OF ACCOUNTS**

.....CHURCH

FOR THE YEAR ENDED

31 AUGUST 20.....

.....Circuit	Circuit No .... / .....
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Minister:

.....

Church Stewards:

.....

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.....

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Treasurer:

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## ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 20.....

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
a1	<b>RECEIPTS</b>	Note	£	£	£
a2	Offerings and Tax recovered				
a3	Bank and CFB interest and Investment income				
a4	Lettings				
a5	Other receipts				
a6	<b>TOTAL RECEIPTS</b>				(a7)

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share				
b3	Donations				
b4	Repairs and Maintenance				
b5	Utilities (Insces, water rates, heating & lighting)				
b6					
b7	Other payments				
b8	<b>TOTAL PAYMENTS</b>				(b9)

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b> (a6-b8)				
c2	Total funds brought forward from last year				(c6)
c3	<b>Sub total</b> (c1+c2)				
c4	Transfers and adjustments				(c8)
c5	<b>TOTAL FUNDS AT END OF YEAR</b> (c3+c4)				(c7) (c6)

SECTION D					
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER 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>				

**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 20... & Internal Organisations reporting to the 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 total receipts and payments of the Church. If gross income exceeds £100,000, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts. Contact Resourcing Mission Office, Manchester tel: 0161 236 5194. Please refer to the guidance notes regarding transfers between the Church and its Internal Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Adjustments	Opening balances	Closing balances
e1					
e2					
e3					
e4					
e5					
e6					
e7					
e8	Sub total of Internal Organisations funds		55	(e11)	(e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	(a7)	(b9)	(c6)	(c7)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>		55	(x)	(y)
<b>TOTAL RECEIPTS</b>		<b>TOTAL PAYMENTS</b>			

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

**SECTION F**  
**STATEMENT OF ASSETS AND LIABILITIES**

CHURCH - CASH FUNDS HELD at 31 August	OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand	
f2	Bank Current Account	
f3	Bank Deposit Account	
f4	Central Finance Board	
f5	Trustees for Methodist Church Purposes	
f6	Other funds	
f7	<b>SUB TOTAL - Church accounts</b>	(c6)
f8	Total funds held by Internal Organisations (the closing balance total from above)	(e11)
f9	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	(x)

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

g1	Investments	
g2	Buildings (see notes re Insurance value)	
g3	Loan(s) - show amount outstanding at year end	
g4	Other Liabilities	

## 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 .....

Name..... Address.....

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

.....Church

This report is on the Church Funds for the year ended 31 August 20... which are set out within these pages, and is in respect of an examination carried out under section 43 of the Charities Act 1993.

Respective responsibilities of the Church Council and the Examiner  
As Trustees, you are responsible for maintaining proper accounting records and the preparation of the appropriate accounts. It is my responsibility to issue this report on those accounts in accordance with the Charities (Accounts and Reports) Regulations 1995.

**Basis of Examiner's report**  
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. This examination includes a review of the accounting records kept by the Church Treasurer and a comparison of the accounts with those records. The procedures undertaken do not provide evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Signature .....Name & Address .....

Relevant professional qualification or body: .....Date: .....

### CHAIR OF THE CHURCH COUNCIL

I confirm that the accounts have been/will be presented to the Church Council which I chaired/intend to chair on .....

Name..... Office/Position..... Date .....