



# Money Updates

# Year-End Statements and the Trust Information System

🕒 Updated 15 Sep 2020

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As we move into the new Connexional Year, the Trust Statements for 2019/20 are now available for download from the [Trust Information System](#) (TIS). Treasurers and other users registered on the TIS will have received an email from the system on Friday 11th September to advise the statements were available and that these should be downloaded and checked as soon as possible. We've kept to our normal timetable; statements are normally released around this time as we have to wait for certain investment valuations from other sources.

Due to current circumstances and to encourage 'paper free' working where possible, we will not be sending our hard copy statements this year unless absolutely necessary. Statements should be downloaded by local users or, where internet access is a problem, by circuit users for passing on to local treasurers in whatever format is required.

## Downloading Statements

Statements can be found using the 'Reports' tab at either district, circuit, church or trust level in the system and are downloadable as pdf files. At circuit level you can select 'All Statements for the Circuit' which will download all statements as a batch for convenience. Similarly, at Church level you can download 'All statements for Church' to avoid having to print each trust individually. Individual trust statements can also be printed if required by selecting the trust and then clicking the 'reports' tab for that trust.

## Adding New Users

If you or any other new users need adding to the system (e.g. new church Treasurers) this can be performed by Circuit Superintendents or Circuit Treasurers / Administrators via the 'User Access' tab for the relevant church. Further information on managing local users is available in [this guidance note](#). If a Treasurer has changed, please also [contact our Finance section](#) to request a 'Treasurer Update Form' so that we have the correct contact details and signatures on file. New Superintendents will be added by TMCP each year so they can manage their local users.

## Removing Users

If a user no longer requires access to the TIS, they can delete their own profile by logging on, clicking their user name (top right of screen) and selecting 'My Details'. There is a button there which will delete your details from the TIS system so you no longer receive emails and notifications when statements are released. Please ensure any retiring Treasurers are aware of this.

## Problems

If you have any problems in using the TIS or encounter any errors, please contact us as soon as possible and with details of the problem and we will do our best to assist. Any queries on transactions in your statements should be sent to [statements@tmcp.methodist.org.uk](mailto:statements@tmcp.methodist.org.uk)

***If you have any queries in relation to the guidance in this document please [contact the TMCP Finance Team](#) for further assistance.***

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