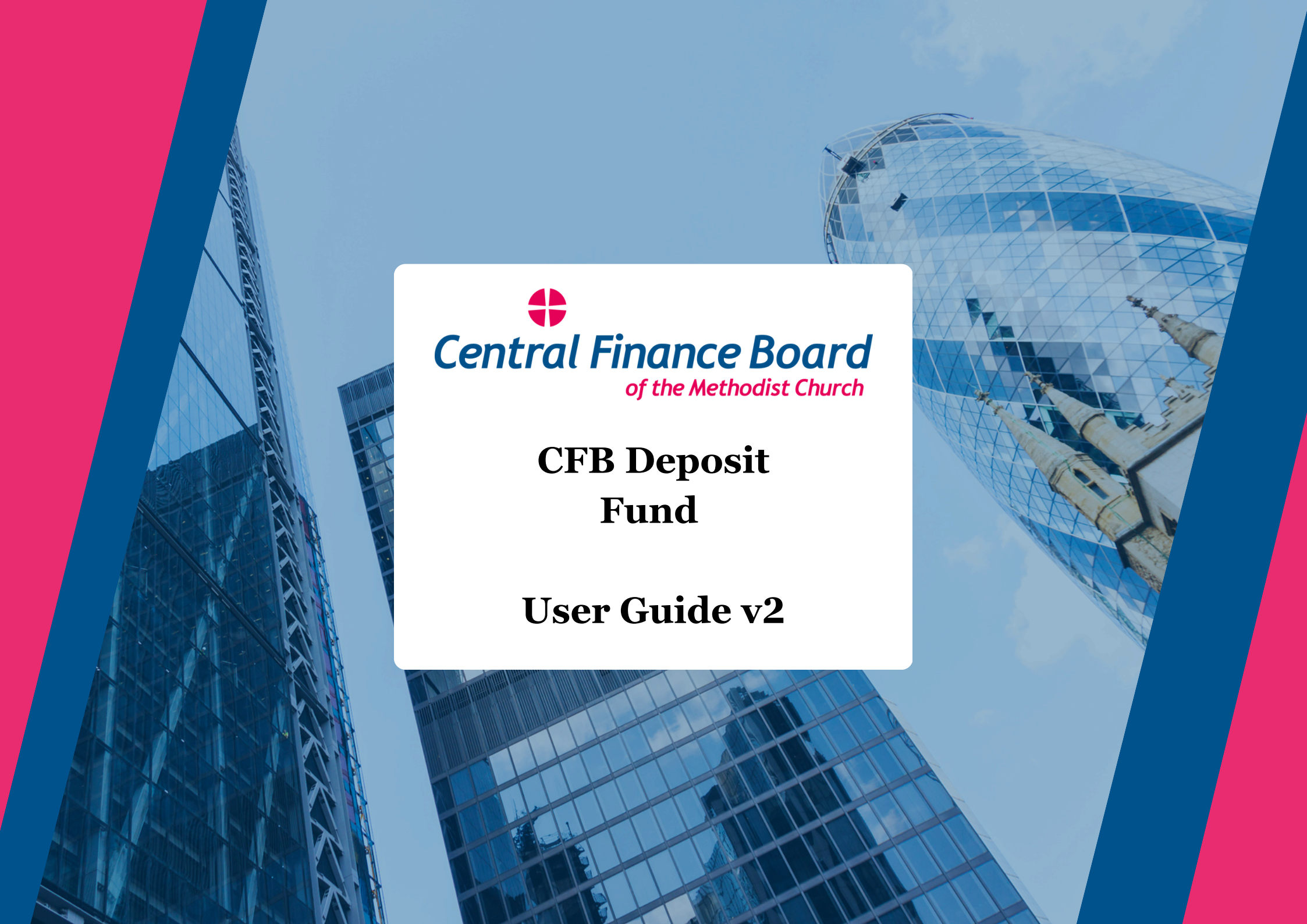


Central Finance Board
of the Methodist Church

CFB Deposit Fund

User Guide v2

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Introduction

This document is designed to provide an overview of the current functionality of the online portal for the CFB Deposit Fund following the system upgrade which took place in October 2026. The following pages highlight the key areas of the portal to assist you in navigating the system and accessing the information that you need. We have also included a glossary with explanations of some of the terminology you may come across on the portal.

We hope that this document will assist you, but please don't hesitate to contact us using the details listed below should you require any further assistance.

Email: cfb@jtcgroup.com
Telephone: +44 20 3832 3970

Glossary

Please see below some terminology, listed alphabetically, which you may come across when navigating the new CFB Deposit Fund portal, viewing documentation or communicating with the Client Service Team.

BACS (Bankers Automated Clearing Service) – the default method of payment when processing withdrawal requests from the CFB Deposit Fund. BACS payments typically take between two to three working days to reach your bank account.

CCY – abbreviation for "Currency". This refers to the currency in which your account is denominated which, in the case of the CFB Deposit Fund, will always be GBP (Sterling).

CHAPS (Clearing House Automated Payment System) – a same day payment system that is available for processing withdrawals when specifically requested. CHAPS payments incur a £25 charge which is passed onto the depositor. Should you require a withdrawal to be paid by CHAPS please contact cfb@jtcgroup.com with your request.

Contract Currency – the currency in which your account is denominated which, in the case of the CFB Deposit Fund, will always be GBP (Sterling)

Contract Note – a legal document confirming the subscription (deposit) or redemption (withdrawal) of monies into and out of the CFB Deposit Fund, confirming the type of transaction, amount and date

Contract Amount – the total monetary value of the subscription or redemption

Cut Off – this is the latest time by which a withdrawal can be instructed or a deposit received to be actioned on the same day. For the CFB Deposit Fund, deposits must reach our bank account by 10am to start receiving interest on the same day. Withdrawal instructions need to be received by the team at JTC by 10am to be processed on the same day. Any instructions received after 10am will be processed on the following working day.

Dealing Date – the date on which your deposit was received or your withdrawal was paid out.

Direct Debit – the means by which regular but variable amounts are transferred from Churches to Circuits and from Circuits to Districts, primarily to pay quarterly assessments.

Electronic transfer – the transfer of monies from your bank account into the CFB Deposit Fund via a digital instruction. Actioned by logging into your bank account online and submitting an instruction detailing the amount and the CFB's bank details, detailed below:

Sort Code: 40-05-30
Bank Account No: 84594010
Bank Account Name: Central Finance Board
Reference: Please ensure you quote your CFB account number

Entity Ref (entity reference) – a unique identifier assigned to your church or organisation. This reference starts with a C and is followed by 6 numbers. One entity may have several portfolios.

MFA (Multi Factor Authentication) – a security protocol that requires users to verify their identity using two or more methods in order to access the online portal. This includes something the user knows (a password) and something they have (a mobile device or telephone). MFA helps protect against unauthorised access and is increasingly standard in financial service platforms.

NAV Date – the date at which the value of your account was last calculated

Nominated account – this is the bank account that you have registered with us to which all withdrawals will be directed and from which all deposits should be received. For security purposes, clients must provide documentary evidence (e.g. a bank statement or paying in slip) to register or update their nominated account.

Portal – the online system that our clients can use to access the balances and transactions for their CFB Deposit Fund account(s).

Portfolio – your CFB Deposit Fund account

Portfolio Ref (portfolio reference) – a unique identifier assigned to your CFB Deposit Fund account. This reference starts with a P and is followed by 6 numbers and should be used when submitting any instructions relating to your account.

Redemption – the withdrawal of monies from the CFB Deposit Fund

Standing Order – a regular payment of a fixed amount from your CFB Deposit Fund either to your bank account or to another CFB Deposit Fund account.

Shares – one share in the CFB Deposit Fund represents one pound

Subscription – the deposit of monies into the CFB Deposit Fund from an external bank account, or from TMCP

Tran. Ref (transaction reference) – every transaction on your account will have a unique transaction reference. This can be used for tracking, and audit purposes and is referenced in the relevant contract note for each trade.

Transfer In/Out – refers to the movement of monies between CFB Deposit Fund accounts

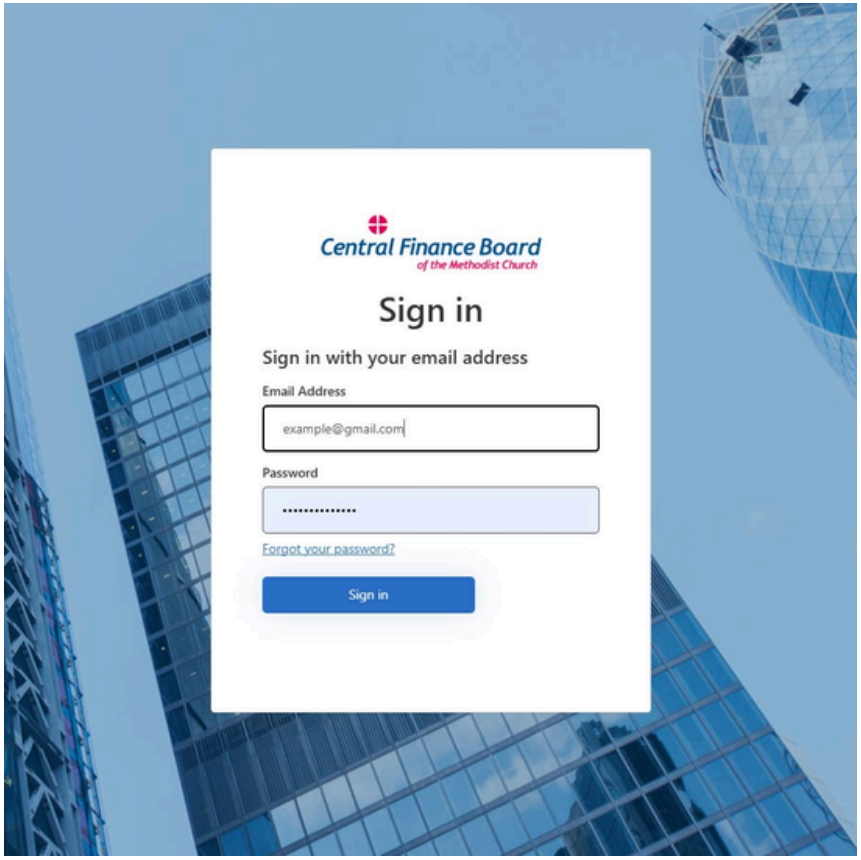
Transfer In – monies have been deposited into your account from another CFB Deposit Fund account

Transfer Out – monies have been withdrawal from your account and deposited into another CFB Deposit Fund account

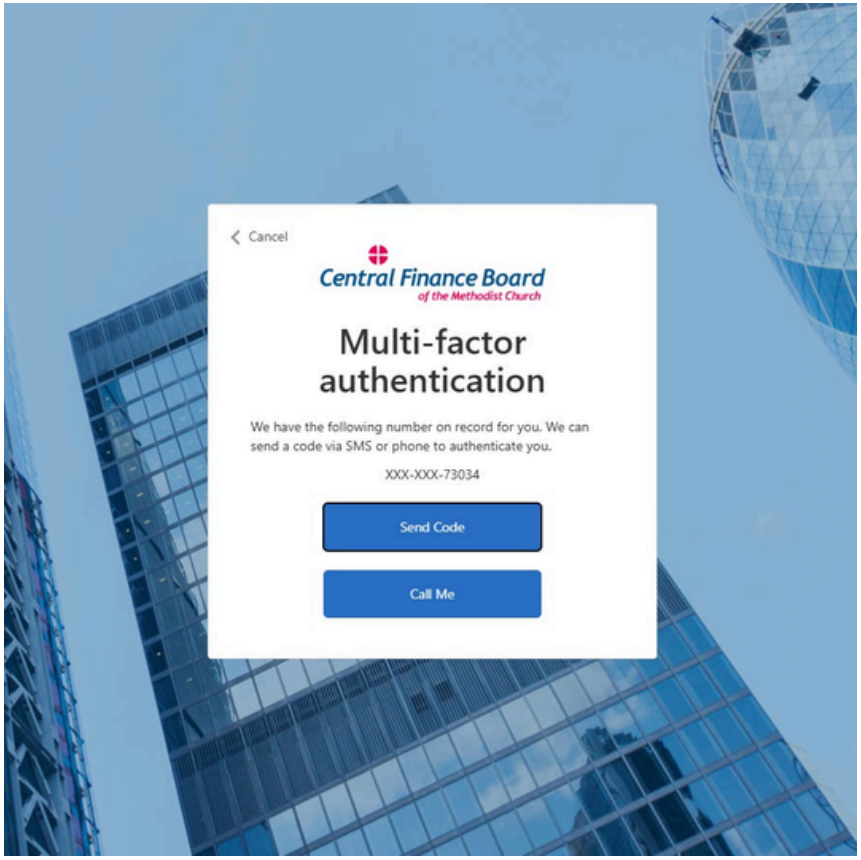
Unit – one unit in the CFB Deposit Fund represents one pound

Logging into the portal

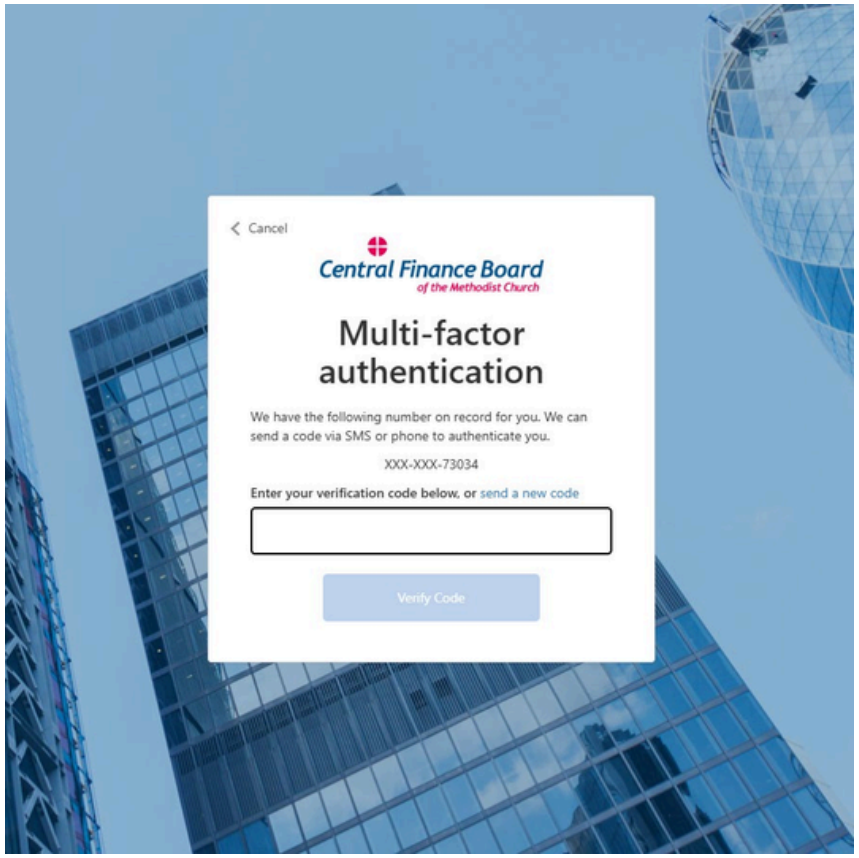
1. Enter your email address and password, then click “Sign In”



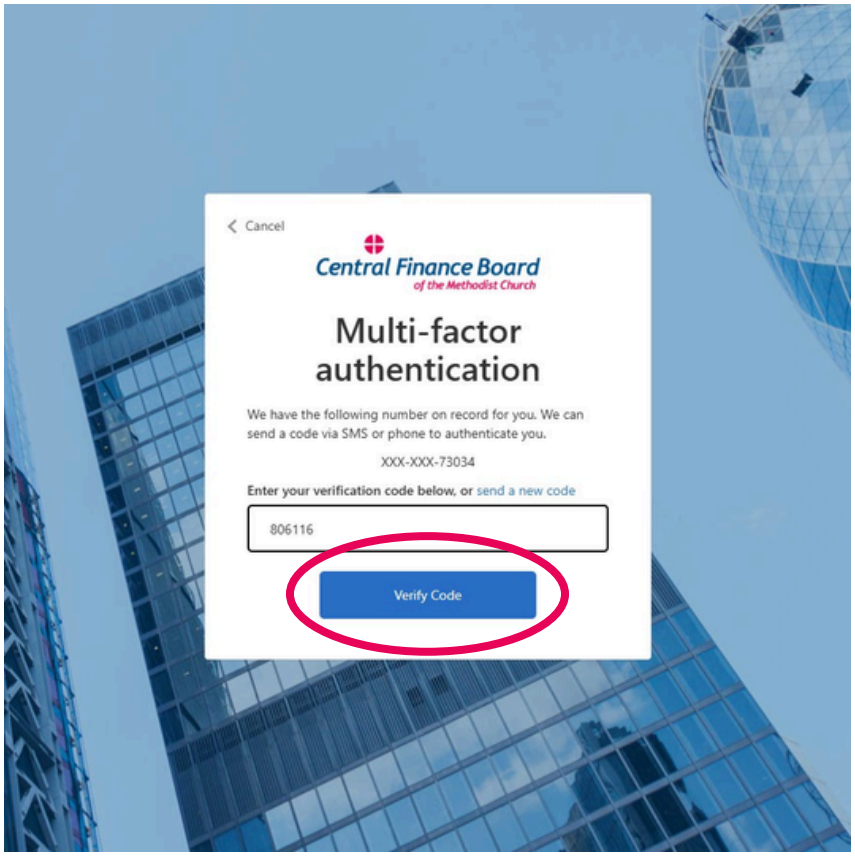
2. Click on either “Send Code” to receive a text message sent to your mobile phone, or “Call Me” to receive a phone call



3. Enter the six digit code you have received either via text message or phone call



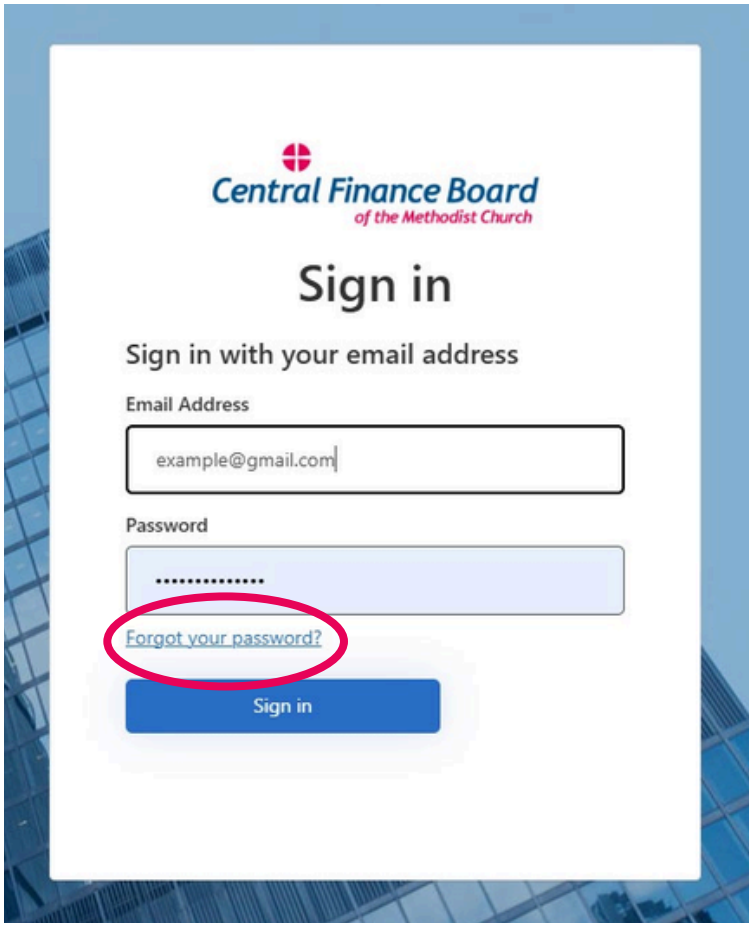
4. Click on “Verify Code”



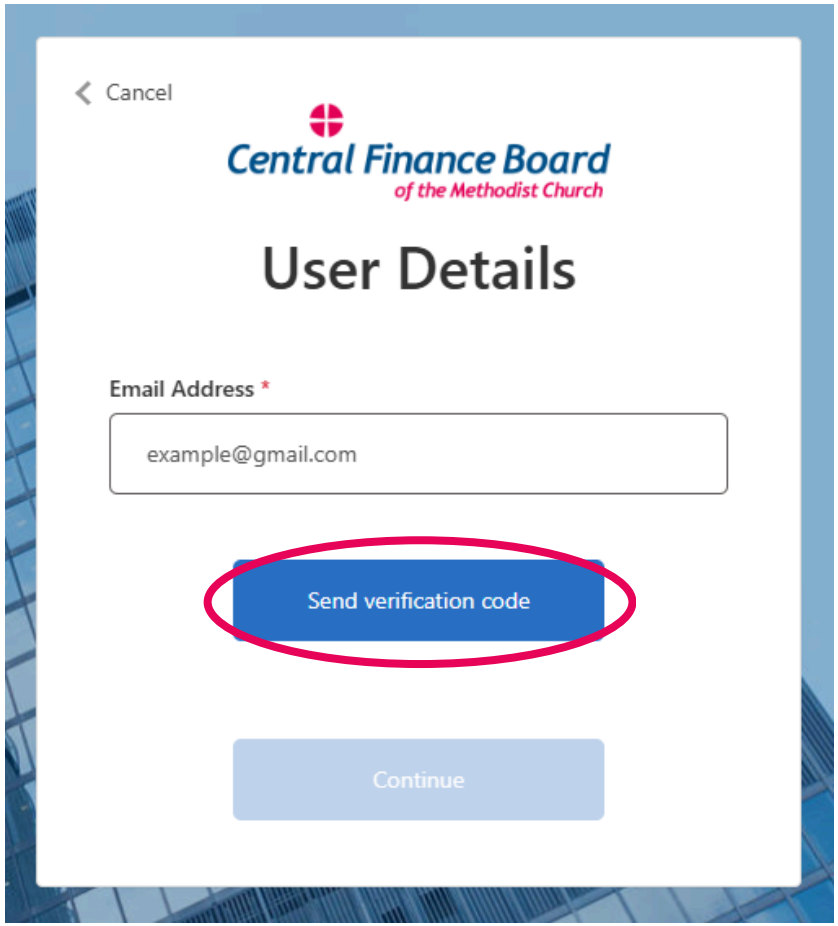
Forgotten Password - How to Reset

If you have forgotten your password or your password is not being accepted, you can request a reset directly from the portal. Please follow the steps below:

1. Click on the 'Forgot your password?' link



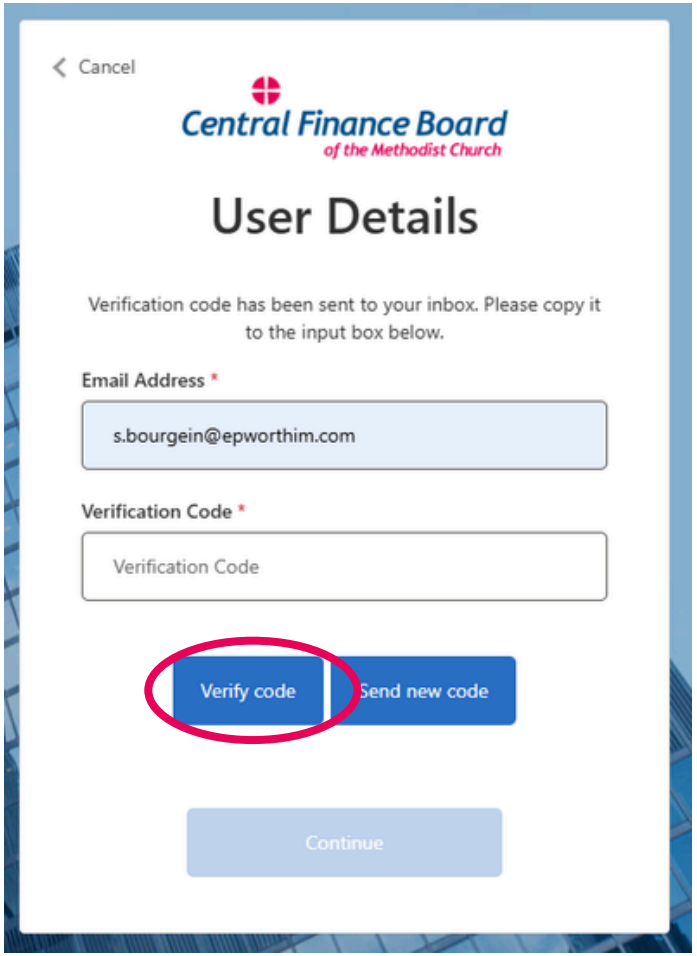
2. Enter your email address and click 'Send Verification Code'



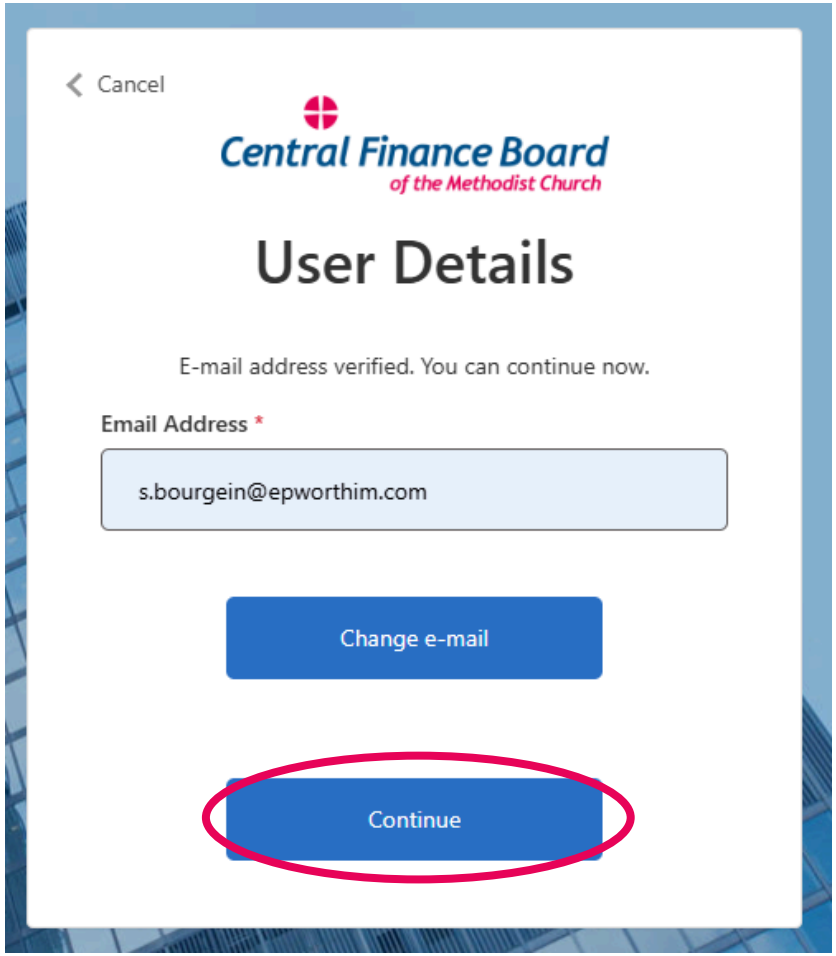
Forgotten Password - How to Reset

The verification code will be sent to your email address

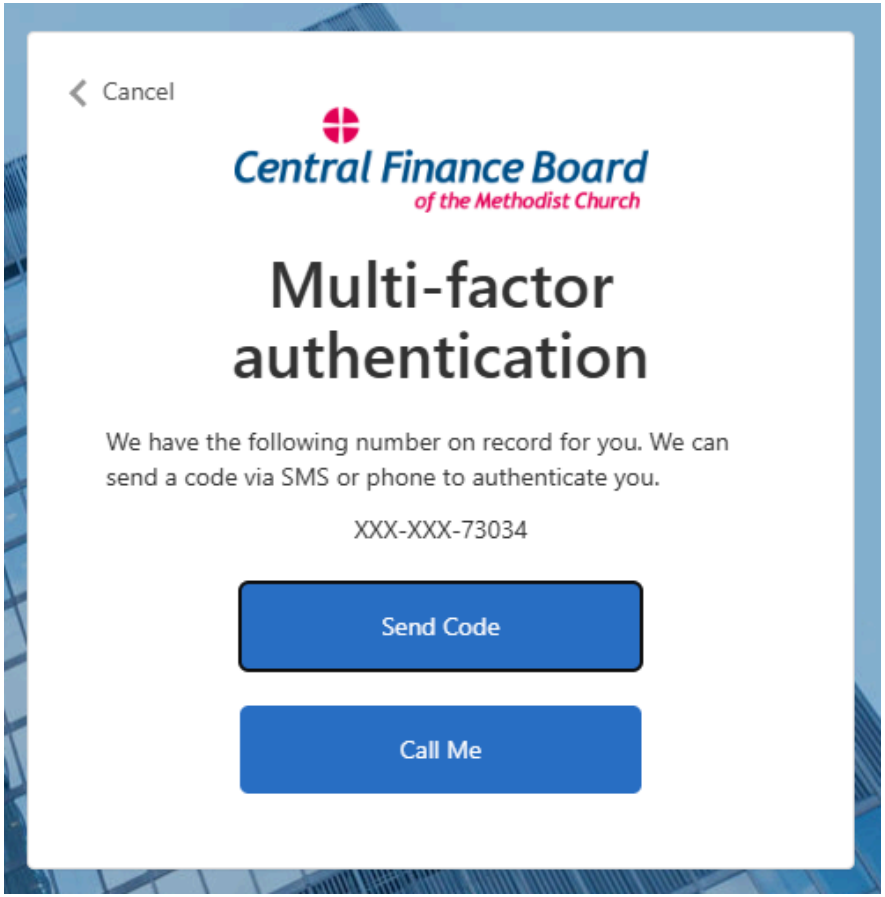
3. Enter the code you have received via email and click ‘Verify Code’



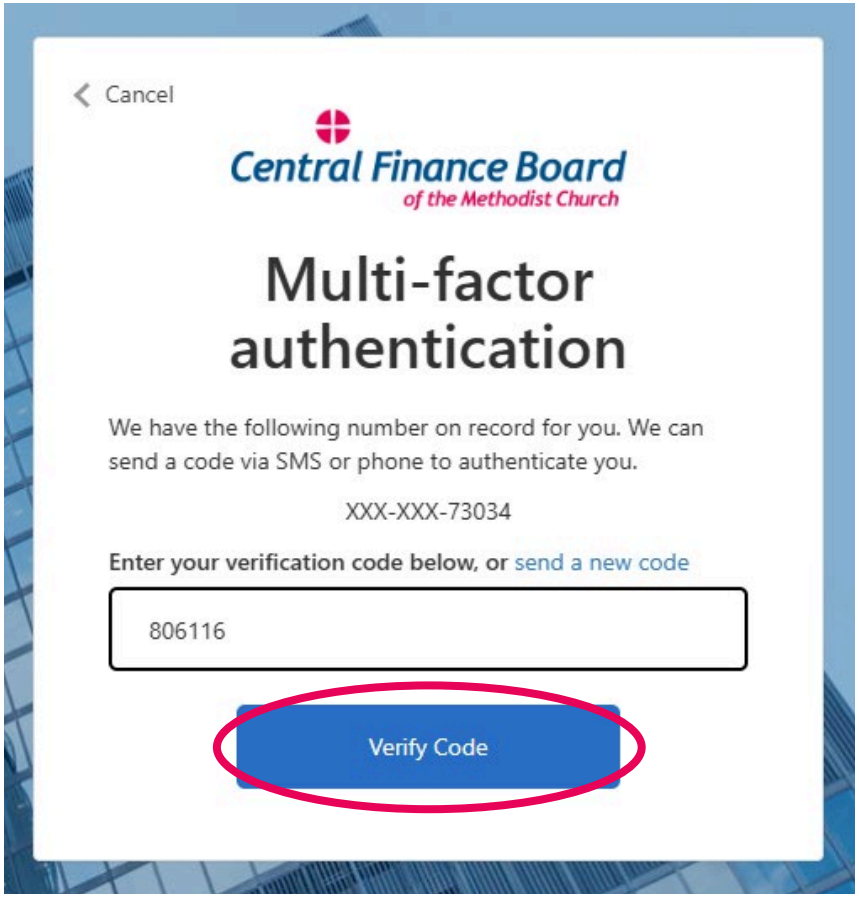
4. Click ‘Continue’ (ignore the ‘change email’ option)



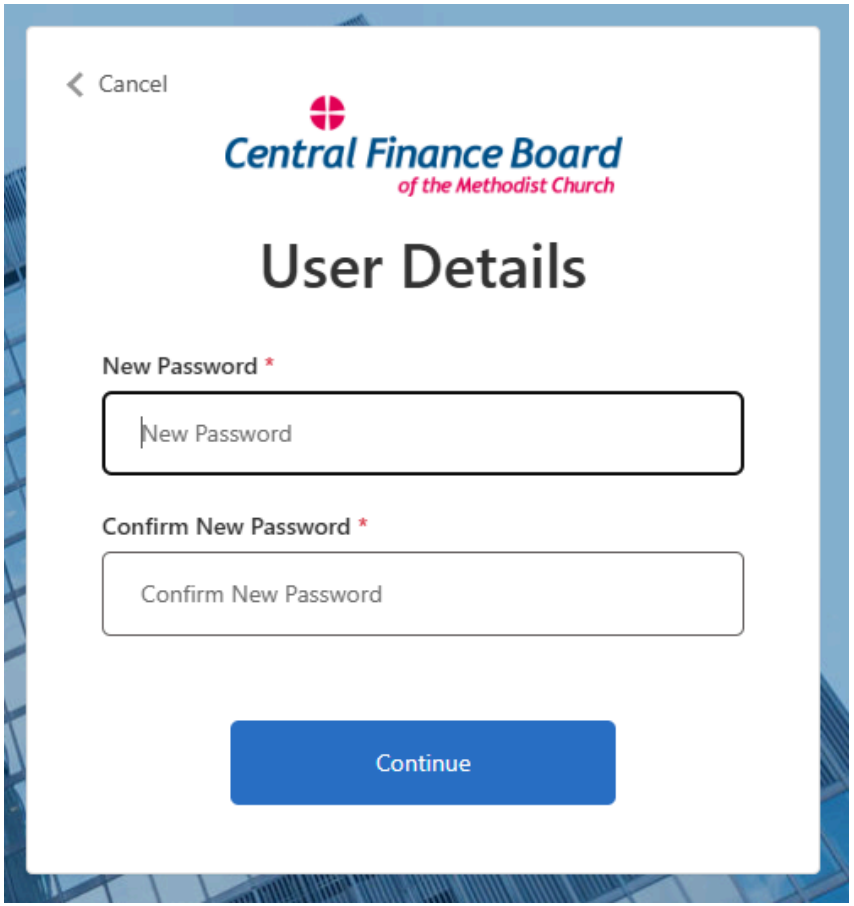
5. Select either ‘Send Code’ to receive a text message, or ‘Call Me’ to receive code via a phone call



6. Enter the six digit code you have received either via text message or phone call and click ‘Verify Code’

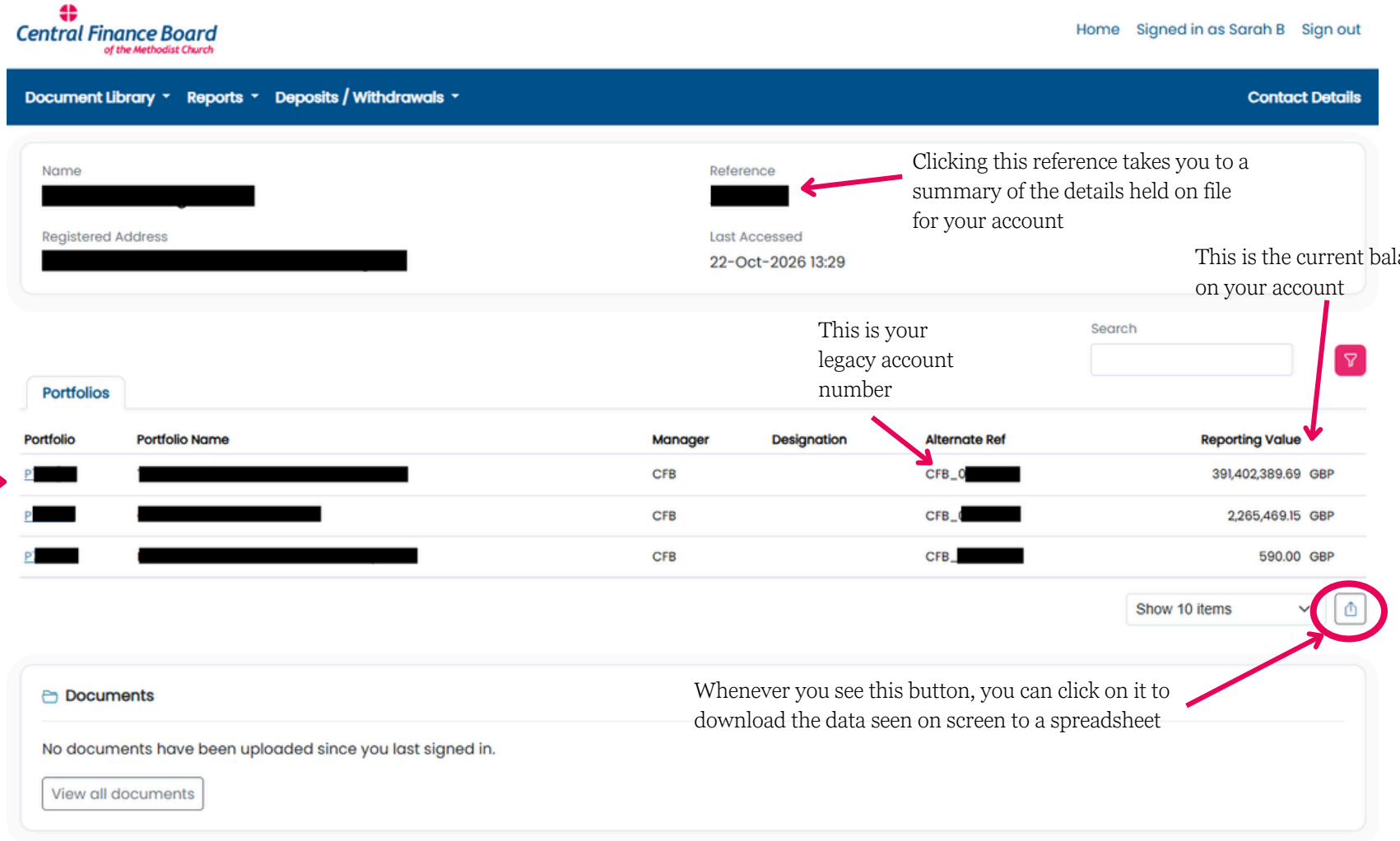


7. Enter your new password and re-enter the new password to confirm. Click Continue. You will then be able to access the portal.



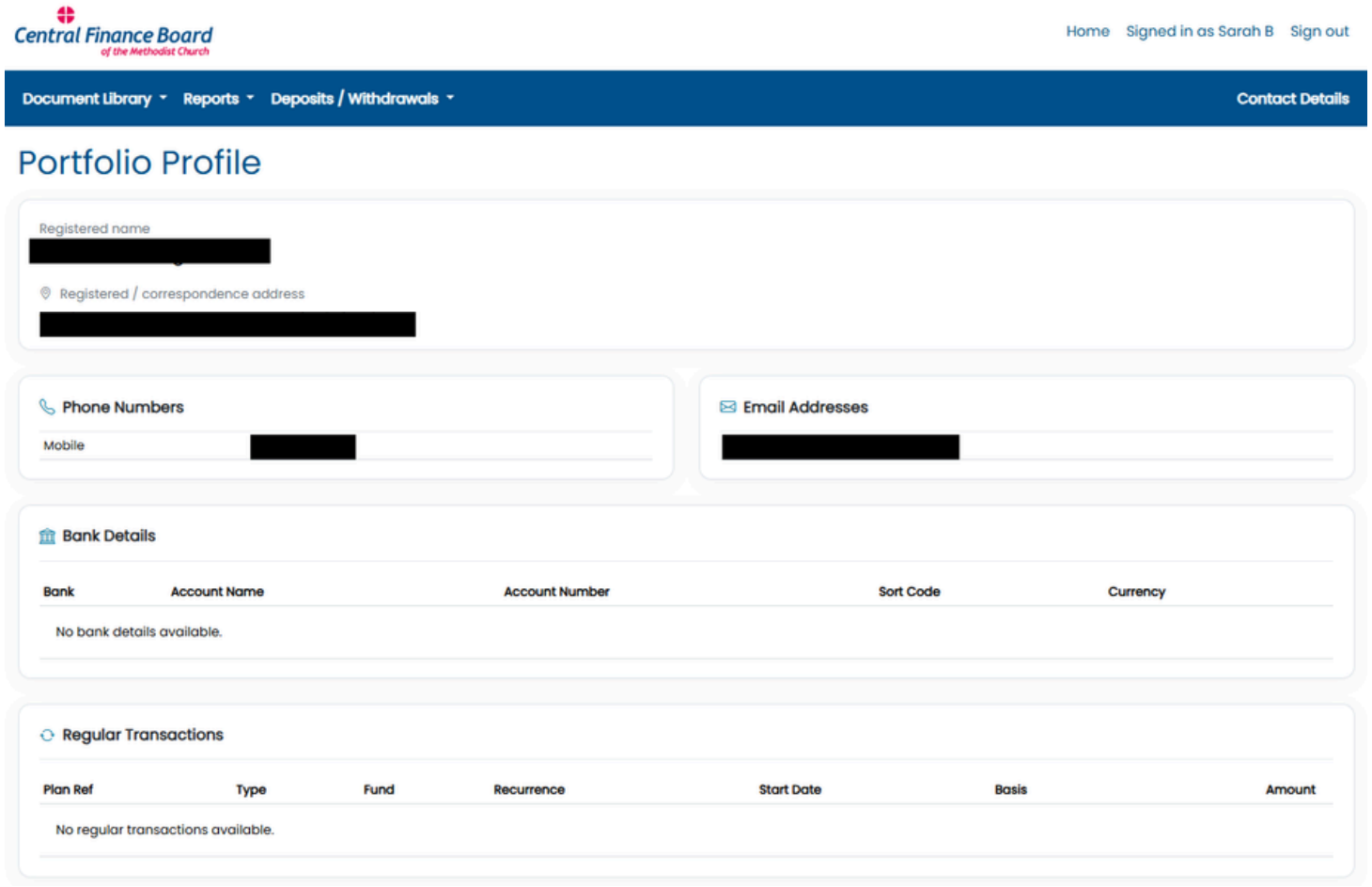
Your Online Portal - Home Page

This is the page you will see when you have successfully logged in. It lists your accounts (some users may only have one account, some may have several)



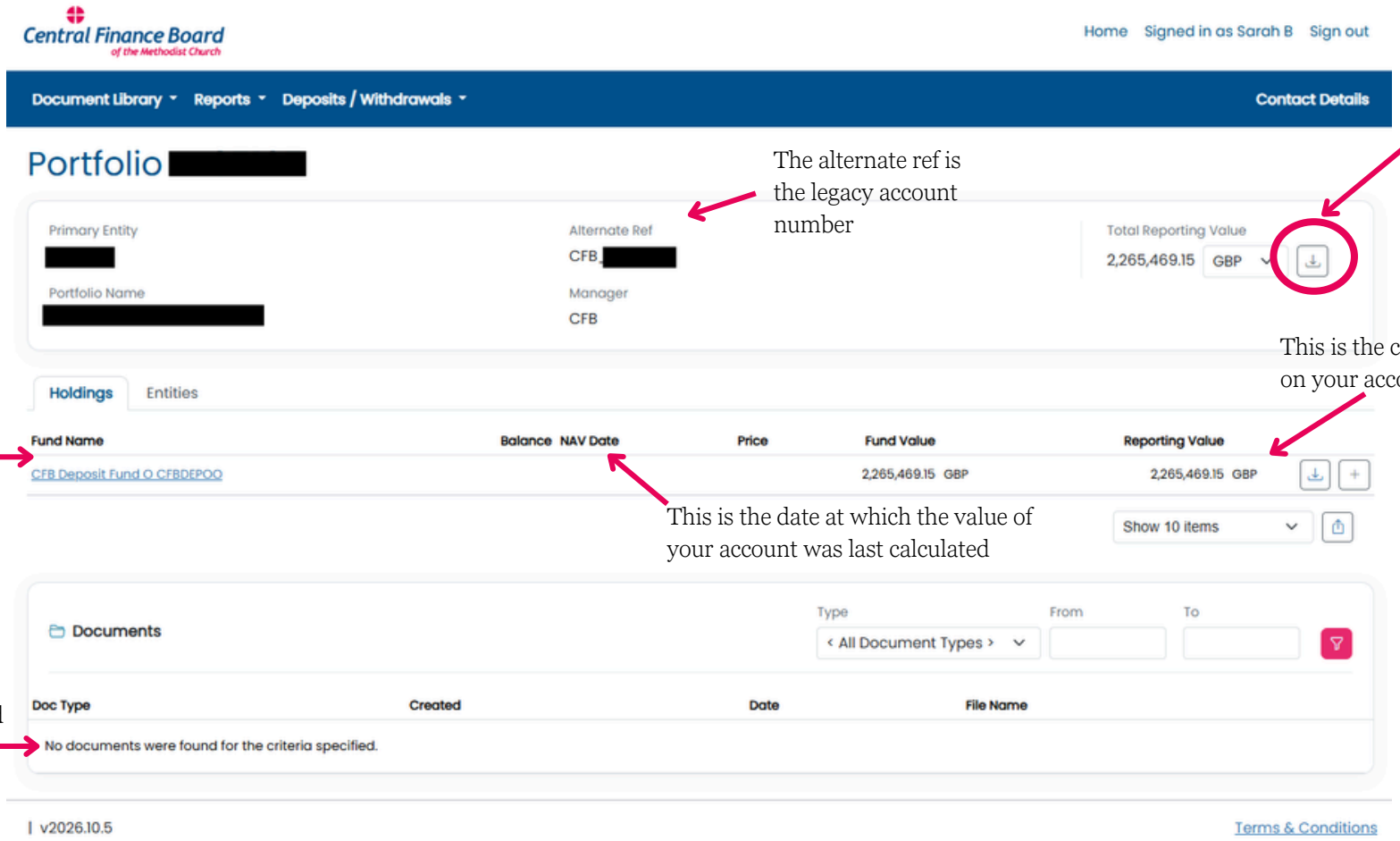
Your Entity Details - Portfolio Profile

This page summarises the details held on the system, including contact details, bank details and any regular payments set up for your accounts:



Your Account(s)

Your accounts are referred to as portfolios on the new portal. Each account has a reference number that begins with a 'P' and is followed by 6 digits. Clicking on one of the account numbers on the previous screen will bring you to this page:



The alternate ref is the legacy account number

Whenever you see this button, you can click on it to download a PDF statement

This is the current balance on your account

Click here to access the transaction history for the account

This is the date at which the value of your account was last calculated

Recently created documents are listed here

Your Transactions

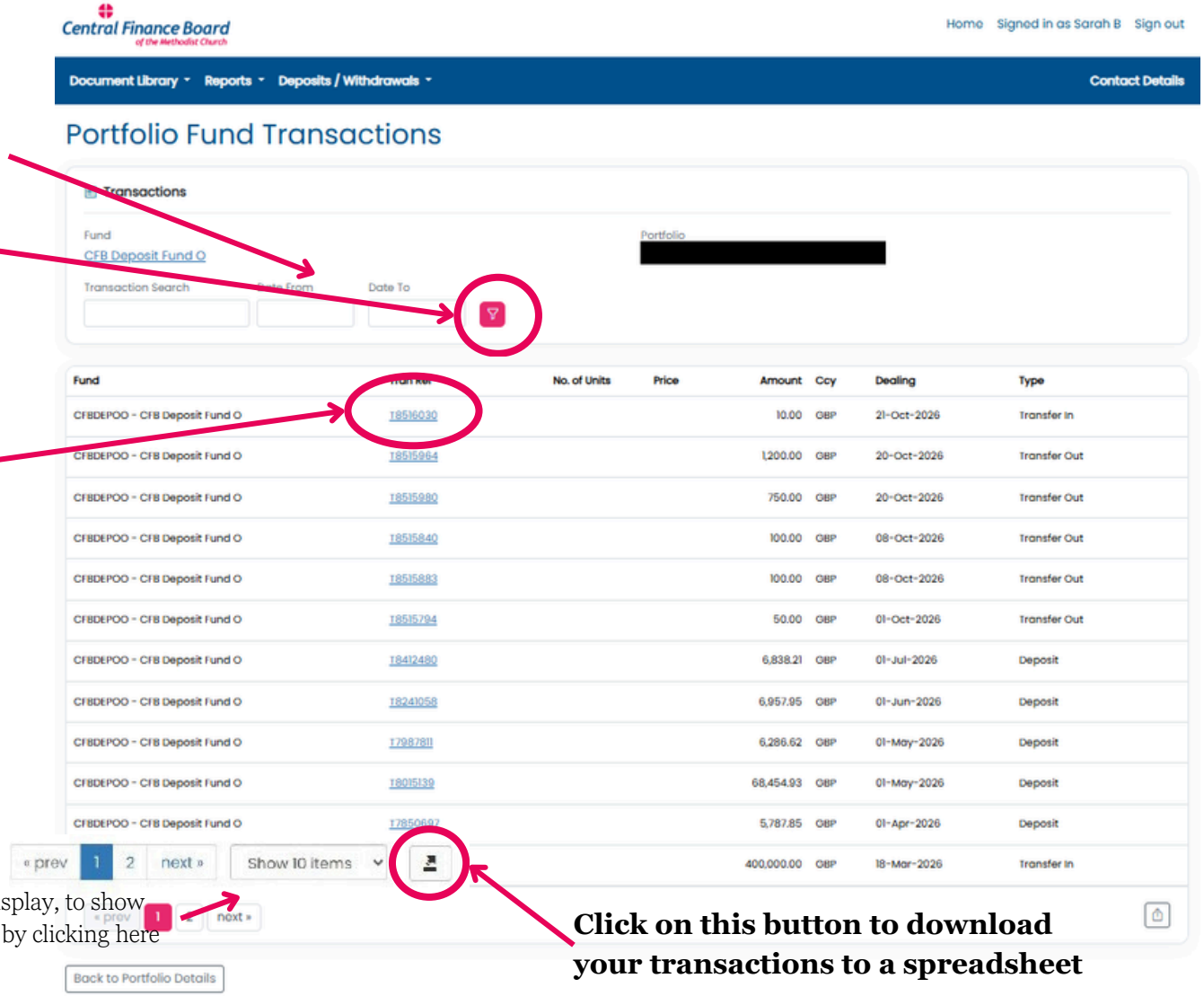
Clicking on the fund name on the previous screen will bring you to this page. Deposits and Withdrawals refer to money that has moved to and from your nominated bank account. Transfers In/Out refer to movements of money from one CFB Deposit Fund account to another:

If you want to see transactions from a specific period you can enter the relevant dates here and the click on this button

Click on this button to access more details about the transaction

Use the “prev” and “next” buttons to scroll through multiple pages

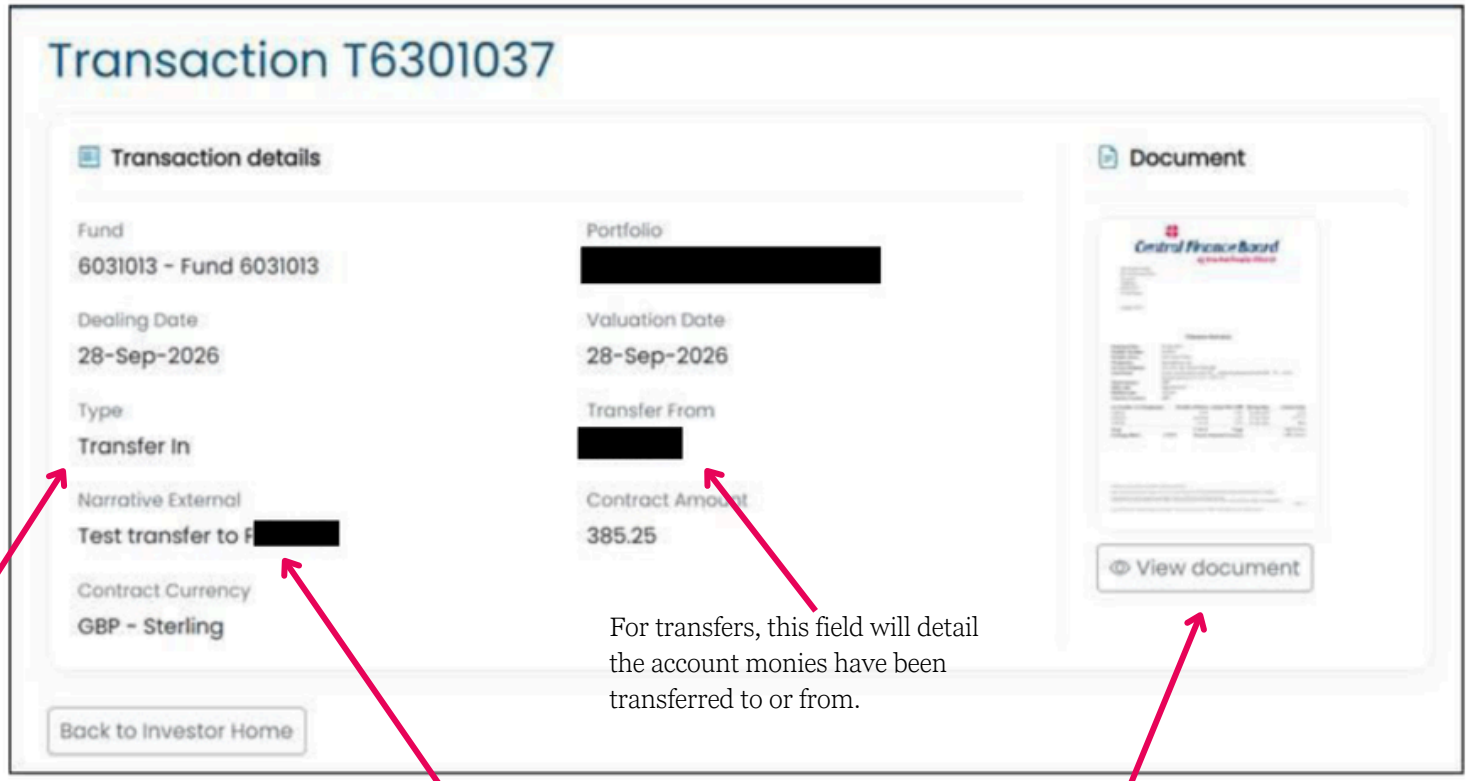
You can adjust the display, to show more items per page by clicking here



Click on this button to download your transactions to a spreadsheet

Transaction Details

Clicking on a transaction reference will bring you to this screen, where you can also view the contract note for the transaction:



Withdrawal = monies going out to your bank account
Deposit = monies coming in from your bank account
Transfers In/Out = movements of money from one CFB Deposit Fund account to another

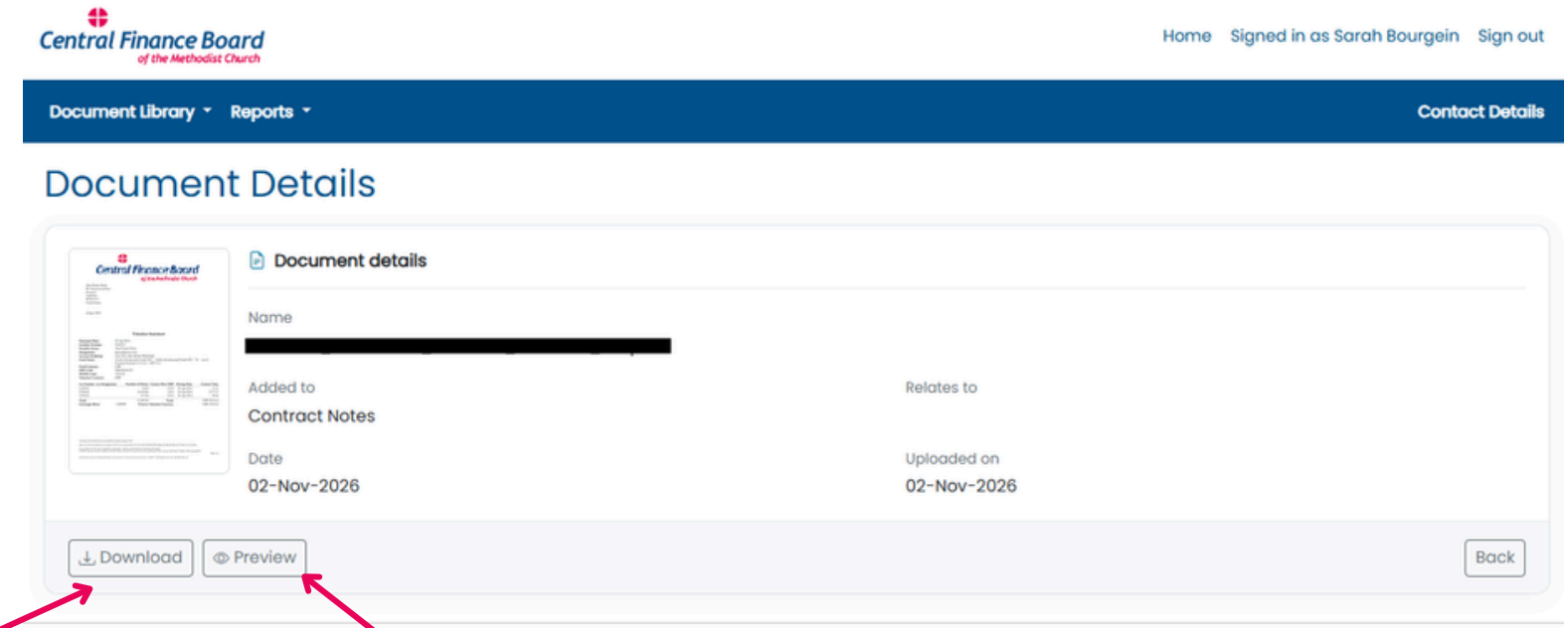
This field will detail any text that has been entered in the Your Reference field when submitted the request (see page 26).

For transfers, this field will detail the account monies have been transferred to or from.

Clickhere for options to preview or download the contract note.

Document Details

Clicking View Document will bring you to this screen, allowing you to preview or download the contract note.

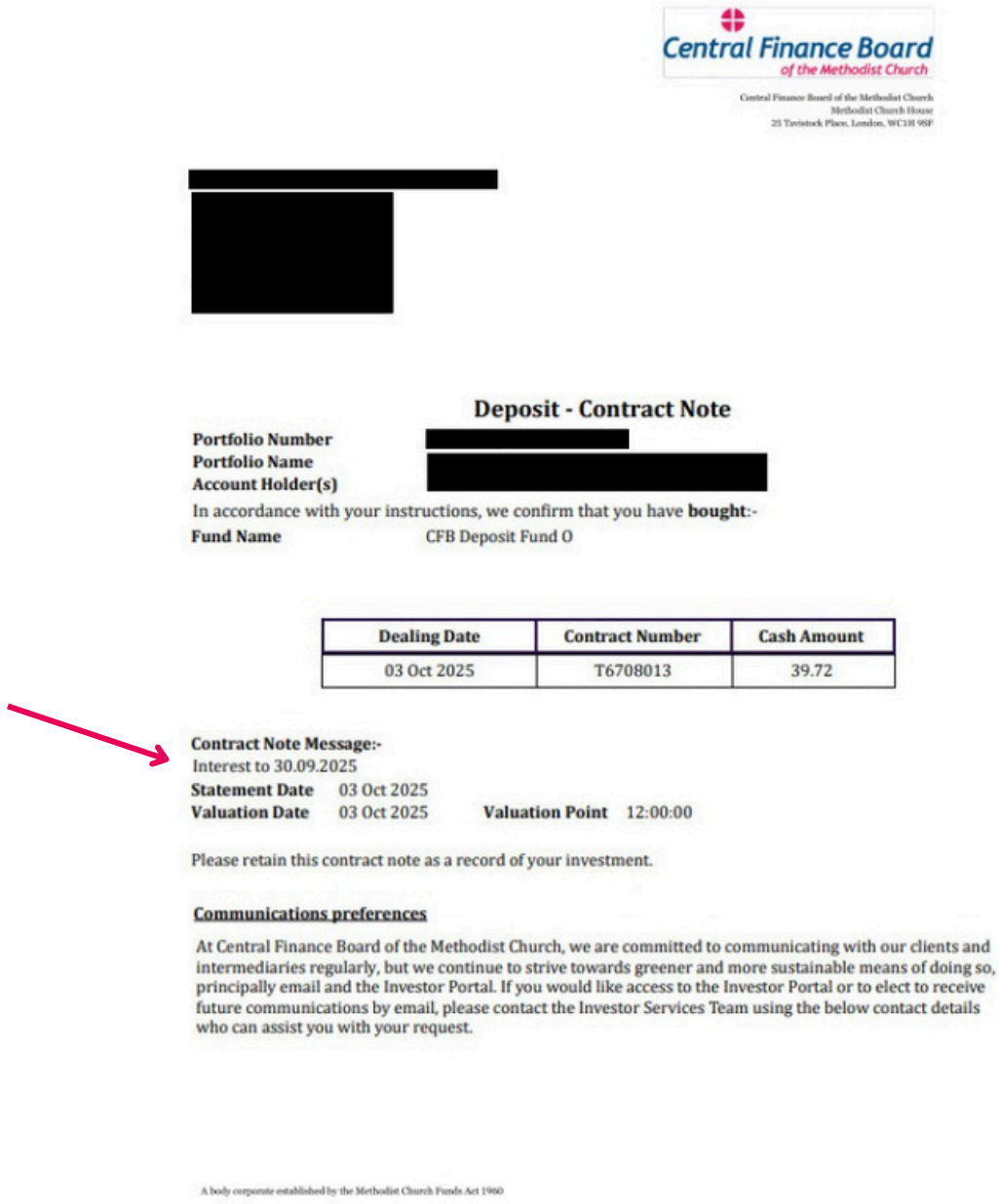


Click here to download a copy of the contract note to your computer

Click here to preview a copy of your contract note. This will then appear on screen.

Example Contract Note - Withdrawals and Deposits

If any information is available regarding what the transaction relates to, it will be shown here



Central Finance Board of the Methodist Church

Central Finance Board of the Methodist Church
Methodist Church House
25 Tavistock Place, London, WC1H 9SF

[redacted]

Deposit - Contract Note

Portfolio Number [redacted]
Portfolio Name
Account Holder(s)

In accordance with your instructions, we confirm that you have **bought**:-

Fund Name CFB Deposit Fund O

Dealing Date	Contract Number	Cash Amount
03 Oct 2025	T6708013	39.72

Contract Note Message:-
Interest to 30.09.2025
Statement Date 03 Oct 2025
Valuation Date 03 Oct 2025 **Valuation Point** 12:00:00

Please retain this contract note as a record of your investment.

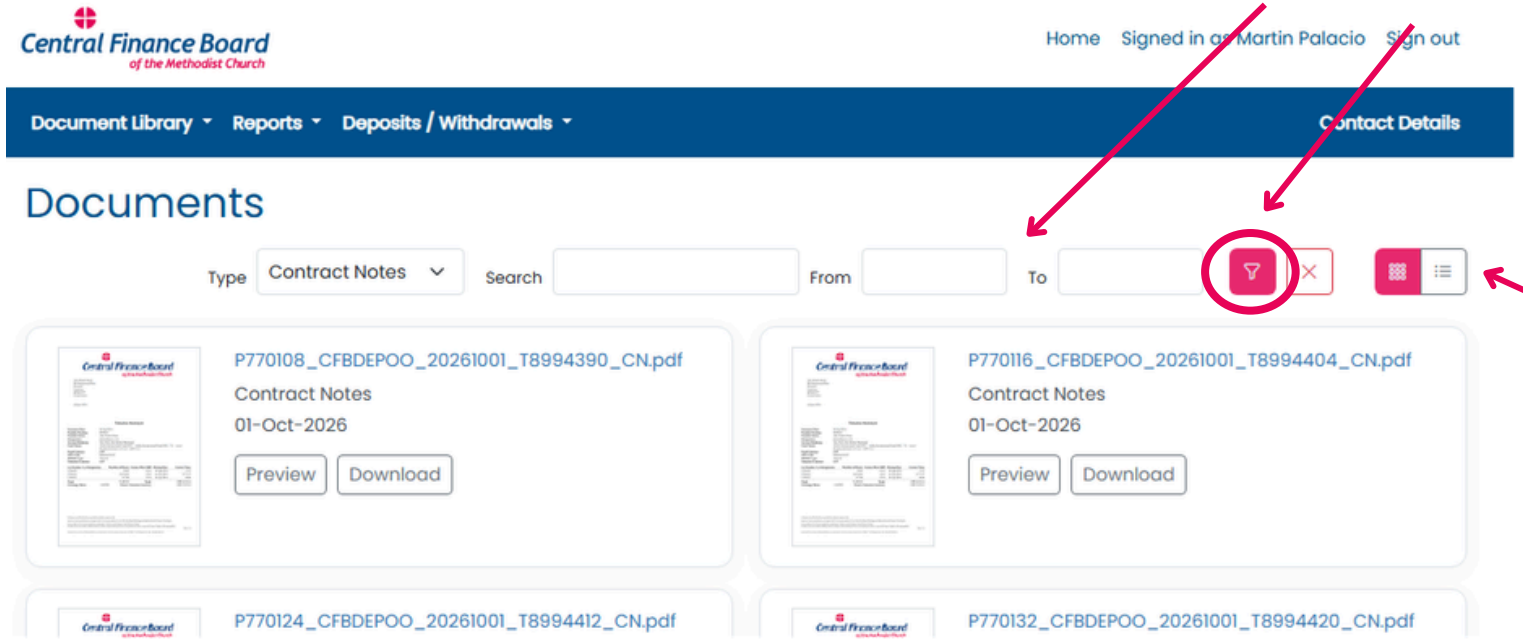
Communications preferences

At Central Finance Board of the Methodist Church, we are committed to communicating with our clients and intermediaries regularly, but we continue to strive towards greener and more sustainable means of doing so, principally email and the Investor Portal. If you would like access to the Investor Portal or to elect to receive future communications by email, please contact the Investor Services Team using the below contact details who can assist you with your request.

A body corporate established by the Methodist Church Funds Act 1960

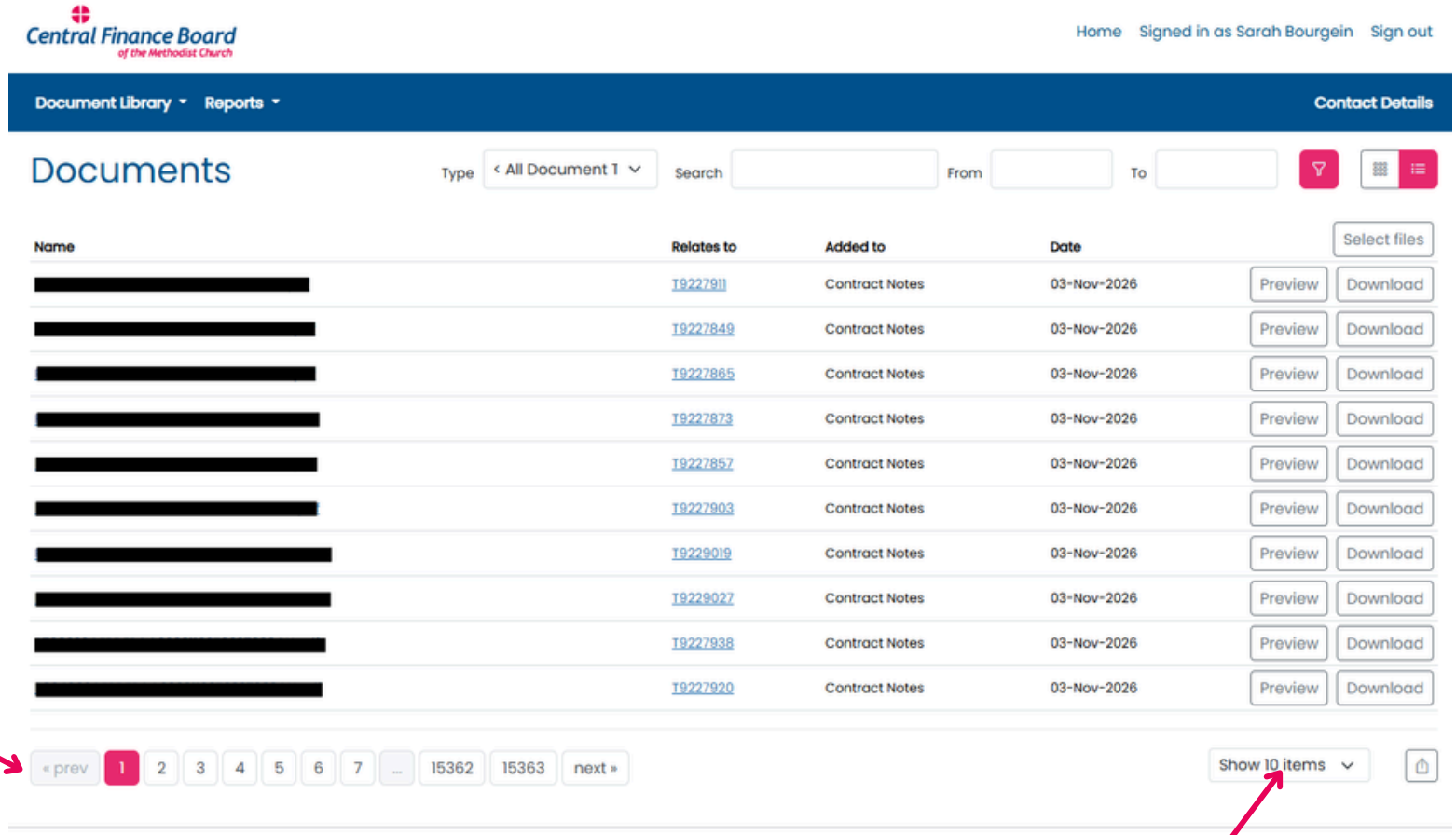
Document Library

All contract notes and transaction statements are stored in the document library and can be previewed and downloaded in the same way as previously described.



Document Library

This is the list view of the documents.

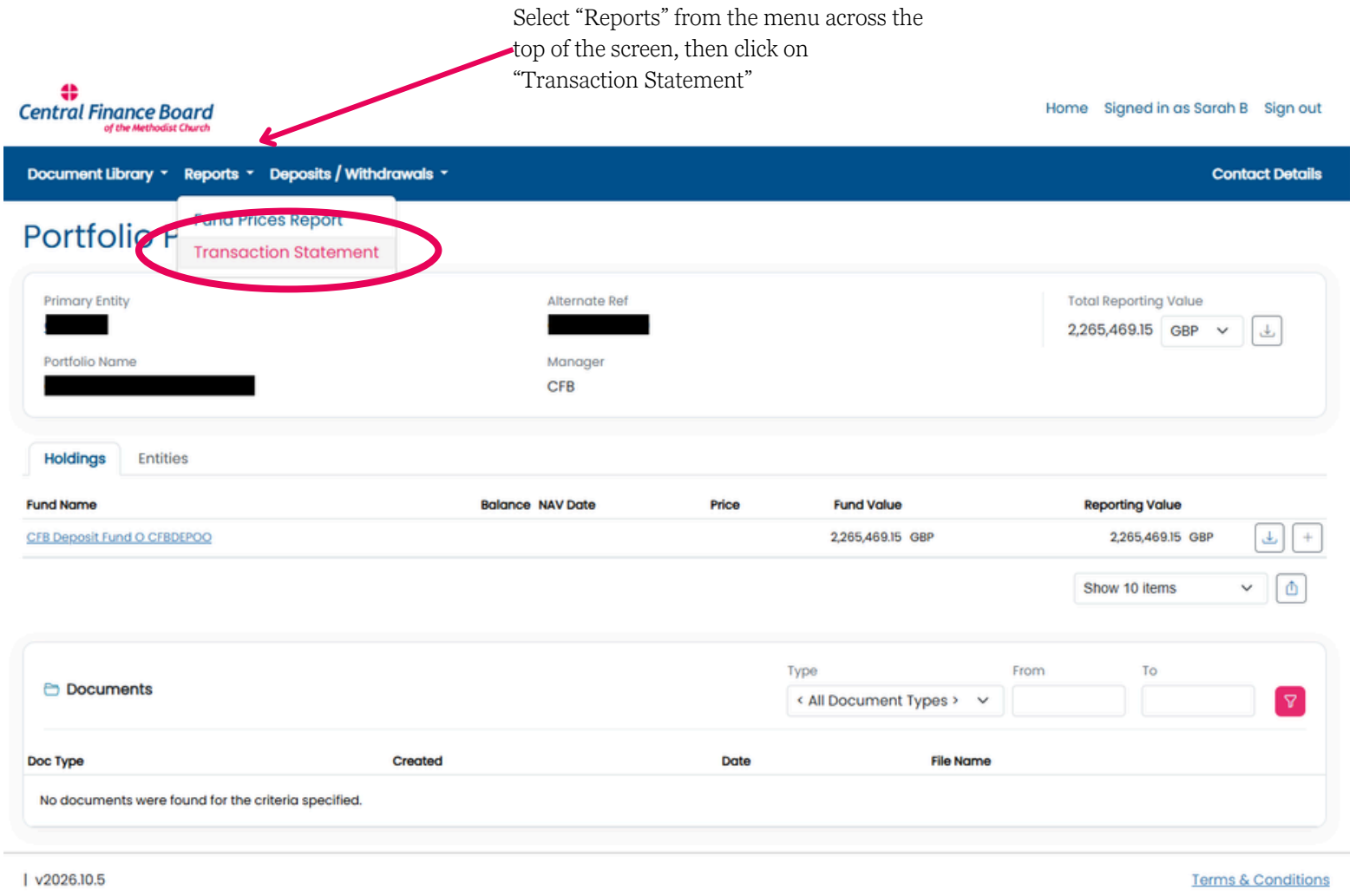


Use the “prev” and “next” buttons to scroll through multiple pages

You can adjust the display, to show more items per page by clicking here

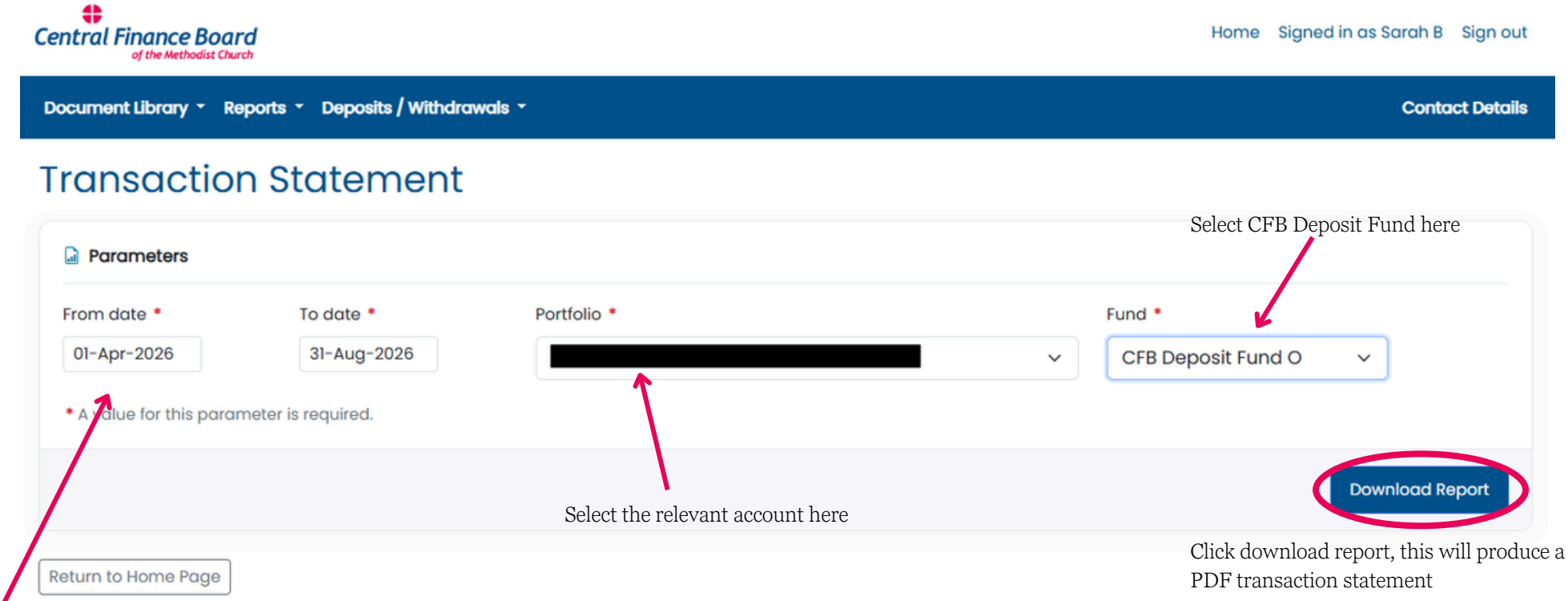
Producing A Transaction Statement

You can produce and download a transaction statement covering any period that is needed.



Producing A Transaction Statement

Specify the dates that you require the statement to cover, and the account the statement relates to.



Select CFB Deposit Fund here

Select the relevant account here

Click download report, this will produce a PDF transaction statement

Enter the dates you require here

Example Transaction Statement

Central Finance Board of the Methodist Church
Methodist Church House
25 Tavistock Place, London, WC1H 9SF

[redacted]

Transaction Statement

Statement Date	October 22, 2026
Period Selected	01 April 2026 to 31 August 2026
Portfolio Number	[redacted]
Portfolio Name	
Fund Name	CFB Deposit Fund O
ISIN Code	CFBDEPOO

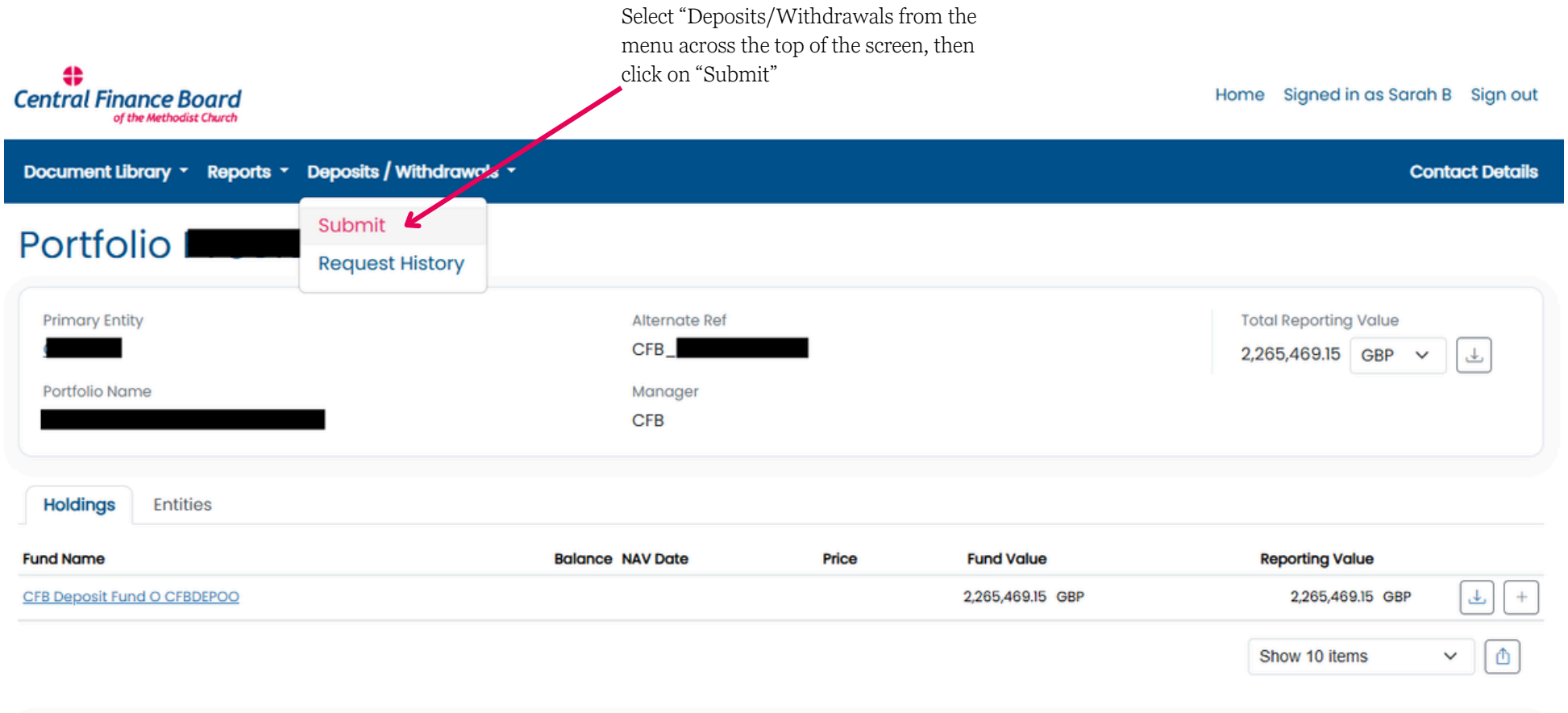
Transaction Date	Transaction Type	Amount (GBP)	Charges	Narrative External	Balance
				Balance b/fwd	2,173,333.59
01-Apr-2026	Deposit	5,787.85	0.00	March 2026 Interest	2,179,121.44
01-May-2026	Deposit	6,286.62	0.00	April Interest Payment	2,185,408.06
01-May-2026	Deposit	68,454.93	0.00	Deposit 01.05.2026	2,253,862.99
01-Jun-2026	Deposit	6,957.95	0.00	May Interest Payment	2,260,820.94
01-Jul-2026	Deposit	6,838.21	0.00	June Interest Payment	2,267,659.15
				Balance c/fwd	2,267,659.15

The balance brought forward (b/fwd) represents the balance of your account as at the end of the day prior to the statement start date. In the example here the statement is from the 1st April, therefore the balance brought forward is as at the end of the 31st March.

NOTE: Interest payments are classed as deposits but are clearly marked in the narrative as interest. As a reminder interest is paid on the first working day of the following month.

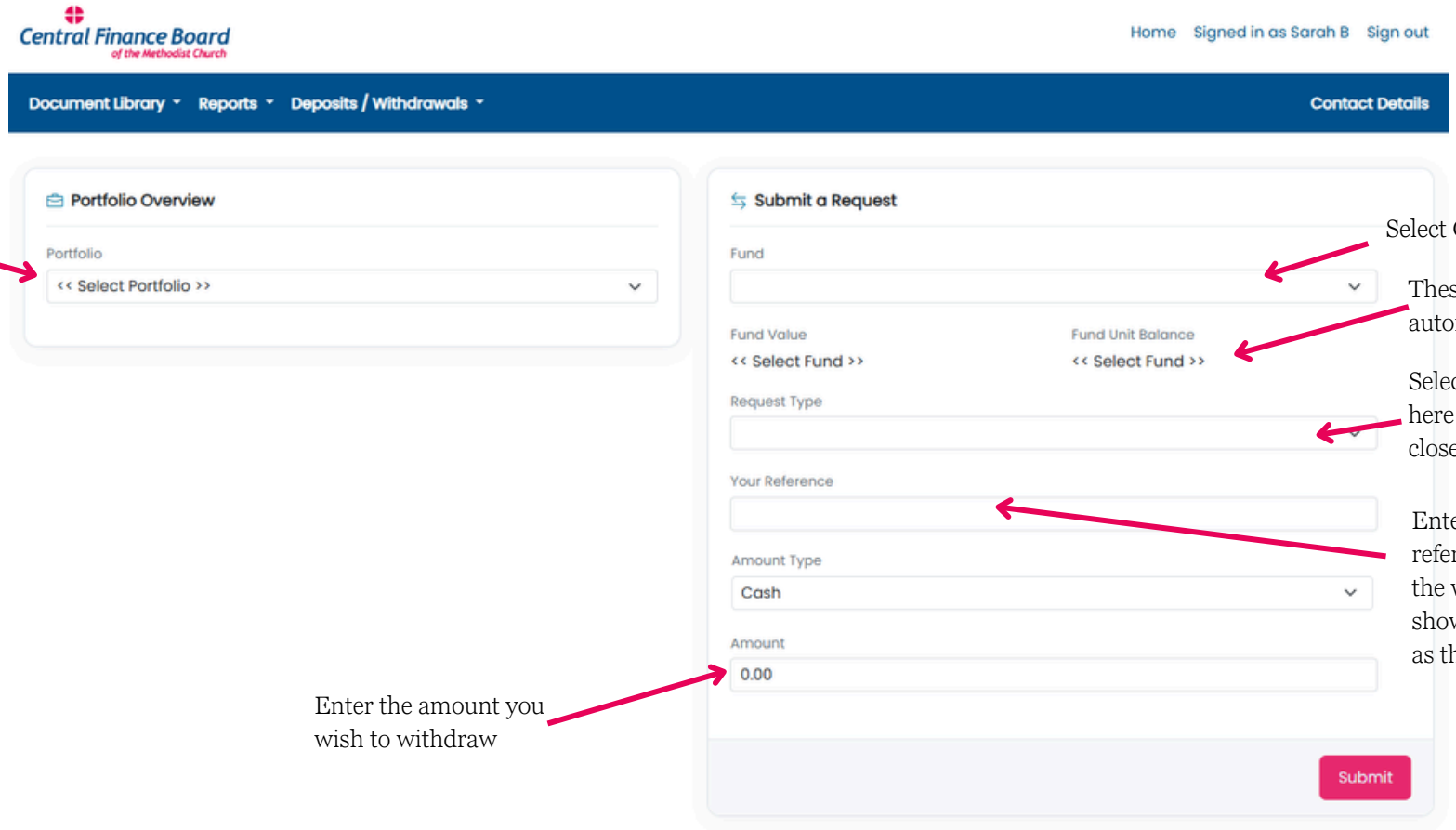
Instructing A Withdrawal

You can instruct a withdrawal of funds to your nominated bank account via the portal.



Instructing A Withdrawal

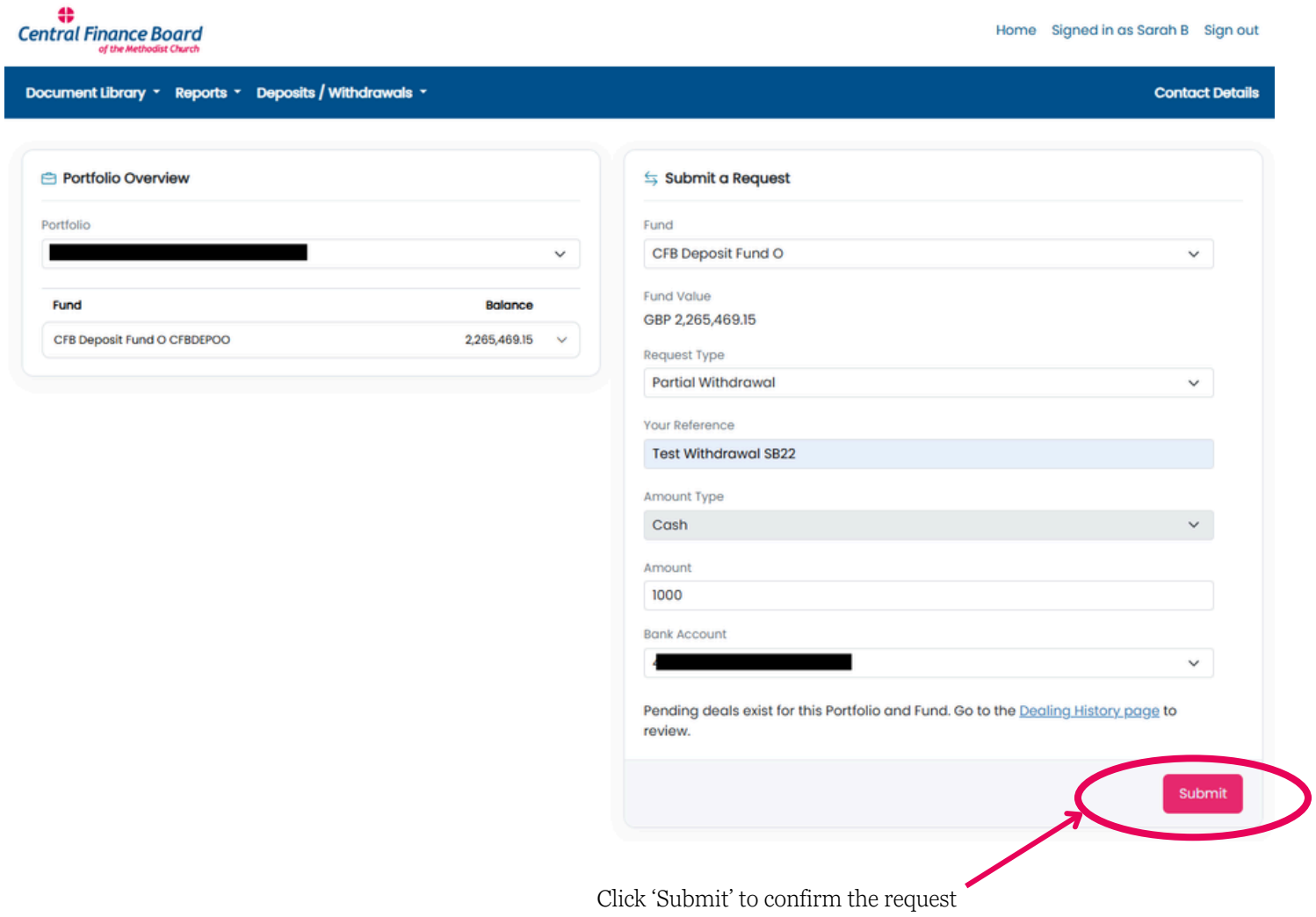
Select the relevant portfolio (account) that you want to withdraw funds from.



If you do not enter any text in the reference field, the narrative on the statement will be blank.

Instructing A Withdrawal

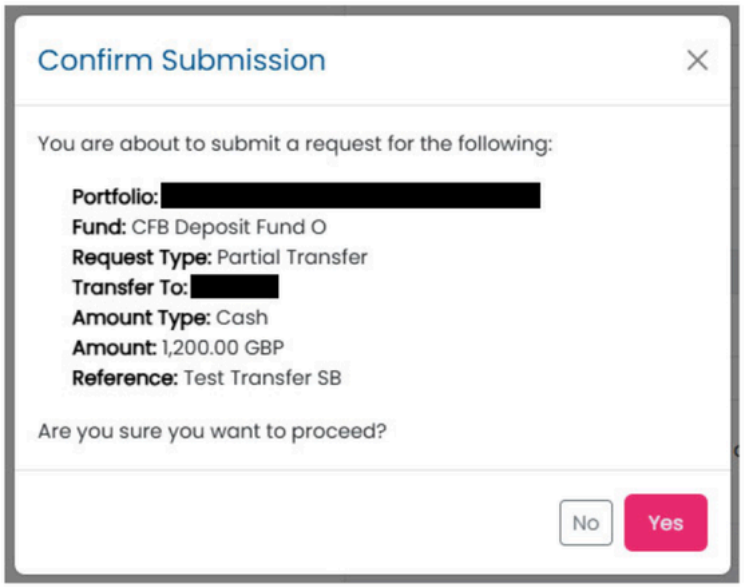
Example of a completed Withdrawal Request



If you do not enter any text in the reference field, the narrative on the statement will be blank.

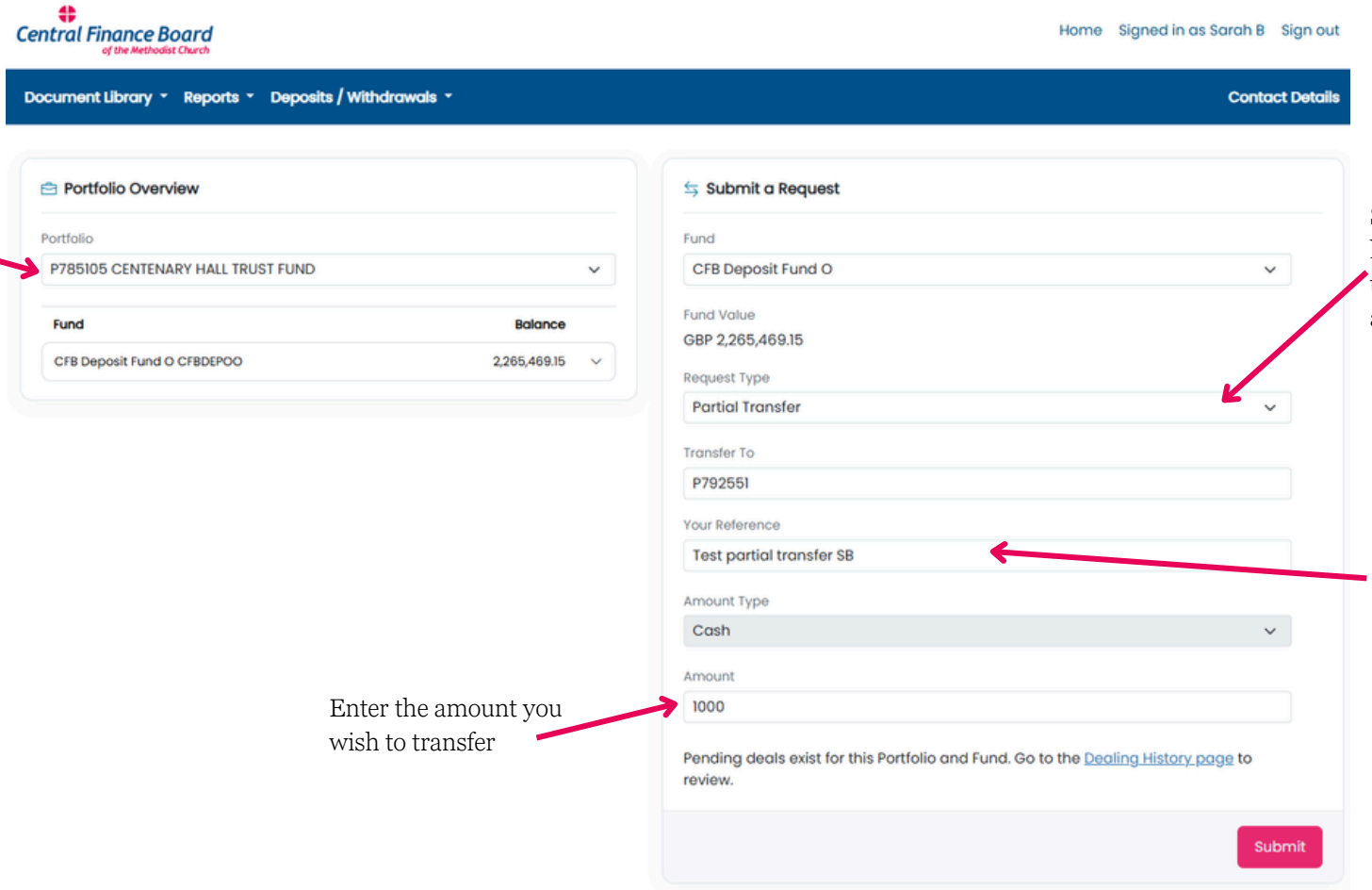
Instructing A Withdrawal

After clicking submit the below confirmation screen will appear, check the details and click Yes to proceed.



Instructing A Transfer

Select the relevant portfolio (account) that you want to transfer funds **from**.



Select the relevant account here

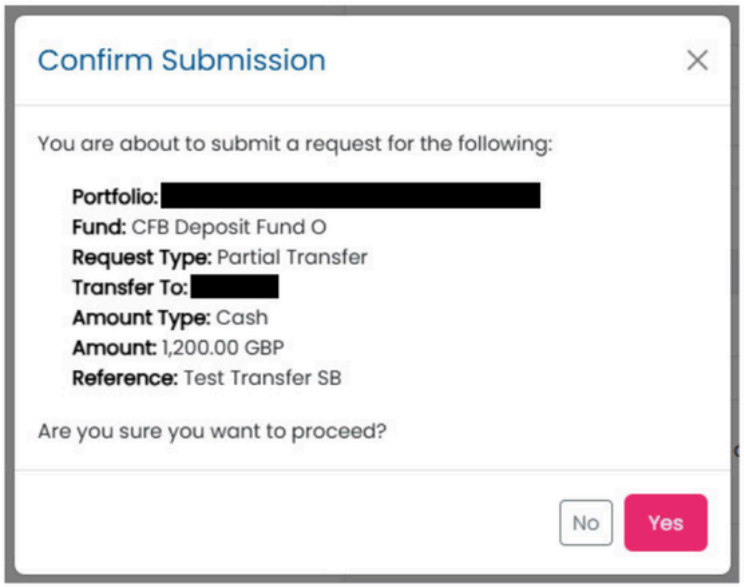
Select 'partial transfer' here unless you wish to transfer the full amount and close the account

Enter an appropriate reference/description for the transfer to make it clear what it relates to. This will show on your statement and the recipient statement as the narrative.

Enter the amount you wish to transfer

Instructing A Transfer

After clicking submit the below confirmation screen will appear, check the details and click Yes to proceed.



Instructing A Transfer

If the account number you enter in the ‘Transfer To’ field doesn’t exist, the below error message will appear:

