

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>Bedhampton Methodist</b>	<b>Church</b>
-----------------------------	---------------

**FOR THE YEAR ENDED**

**31 August 2021**

<b>East Solent and Downs</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>26/7</b>
------------------------------	----------------	-------------------	-------------

**Registered Charity - Charity Registration number**

1127598

**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)

**Minister:**

Reverend David Muskett / Reverend Martin Stillwell

**Church Stewards:**

Hilary Nicholls	Alan Dabbs
Jane Dabbs	Ingrid Corrigan
Jane Lucas	Denise Thomas

**Treasurer:**

Matthew Thomas

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	Note			
a2	Offerings and Tax recovered	15,450		<b>15,450</b>	14,396
a3	Bank and CFB interest and Investment income	17		<b>17</b>	102
a4	Lettings	15,784		<b>15,784</b>	17,659
a5	Other receipts	687	1,195	<b>1,882</b>	2,197
a6	<b>TOTAL RECEIPTS</b>	<b>31,938</b>	<b>1,195</b>	<b>33,133 (a7)</b>	<b>34,354</b>

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	21,220		<b>21,220</b>	23,695
b3	Donations		270	<b>270</b>	1,521
b4	Repairs and Maintenance	4,484		<b>4,484</b>	6,631
b5	Utilities (Insurances, water charges, heating & lighting)	8,122		<b>8,122</b>	4,049
b6					
b7	Other payments	954	925	<b>1,879</b>	710
b8	<b>TOTAL PAYMENTS</b>	<b>34,780</b>	<b>1,195</b>	<b>35,975 (b9)</b>	<b>36,606</b>

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	(a6-b8)	(2,842)	<b>(2,842)</b>	(2,252)
c2	Total funds brought forward from last year	19,007	(104)	<b>18,903 (c6)</b>	21,154
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>16,165 (104)</b>	<b>16,061</b>	<b>18,902</b>
c4	Transfers and adjustments				1
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>16,165 (104)</b>	<b>16,061 (c8)</b>	<b>18,903 (c6)</b>

SECTION D		£	£
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO 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>		
	(d1+d2-d3)		

**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 2021 and Internal Organisations reporting to the Church Council/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 gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, 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 District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Girls Brigade	294	410	(116)		459	343
e2 Boys Brigade	120	395	(275)		2,003	1,728
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	414	805	(391)		2,462 (e11)	2,071 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	33,133 (a7)	35,975 (b9)	(2,842)	(c7)	18,903 (c6)	16,061 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	33,547	36,780	(3,233)		21,365 (x)	18,132 (y)
Continue on a separate sheet if necessary and bring the totals forward	<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

**SECTION F**

**STATEMENT OF ASSETS AND LIABILITIES**

**CHURCH - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	6,872	7,258
f3 Bank Deposit Account	235	
f4 Central Finance Board	11,796	8,803
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	18,903 (c6)	16,061 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	2,462 (e11)	2,071 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	21,365 (x)	18,132 (y)

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)		
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end	10,000	10,000
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Name of Church Bedhampton Methodist Church No 1127598

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.


Signature of treasurer .....  ..... Date..... 18/10/2021

Name and address of treasurer Matthew Thomas

53 Loxwood Road, Waterloooville Post Code PO8 9TY

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be\* presented to the meeting of the Church trustees held on .....

Signature of the Chair of the meeting .....  .....

Name of the Chair of the meeting Rev Elize Goddess Date 8 November 2021

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

### Bedhampton Methodist Church

Charity Number 1127598

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Bedhampton Methodist Church for the year ended 31 August 2021 set out on pages 1 to 3 As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

\* delete or circle as appropriate

Name of Church Bedhampton Methodist Church No 1127598

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below\*~~) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I ~~have~~/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner ..... *M V Heathcote* .....

Name of independent examiner M V Heathcote

Relevant professional qualification of independent examiner MAAT

Name of firm (where appropriate) East Solent and Downs Circuit

Address 19 - 21 High Street

Emsworth Post Code PO10 7AQ

Date ..... *12th October 2021* .....

\* delete or circle as appropriate

Sep-21

# INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

## RECEIPTS AND PAYMENTS ACCOUNT

Note

### SECTION H

#### RECEIPTS

h1	Gifts & donations		6.53
h2	Other receipts		287.42
h3	<b>TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)</b>		<b>293.95</b>

### SECTION I

#### PAYMENTS

i1	Donations		
i2	Other payments		410.50
i3	<b>TOTAL PAYMENTS (to Payments col page 3 in the main accounts)</b>		<b>410.5</b>

### SECTION J

j1	<b>NET RECEIPTS (PAYMENTS)</b>	(h3 - i3)	<b>-116.55</b>
j2	<b>OPENING BALANCE (to Opening balance column page 3 in the main accounts)</b>		459.21
j3	Adjustments (show any negative adjustments in brackets)		
j4	<b>CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)</b>	(j1+j2+/-j3)	<b>342.66</b>

### SECTION K

#### HOW THE FUNDS ARE HELD

k1	Cash in hand		10.00
k2	Cash at Bank/CFB etc		332.66
k3	Other accounts		
k4	<b>TOTAL FUNDS HELD (should agree with line j4 above)</b>	(k1+k2+k3)	<b>342.66</b>

### SECTION M

#### FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

m1	Balance brought forward from last year		
m2	Offerings/Gifts - received for external organisations		
m3	Offerings/Gifts - passed to external organisations		
m4	<b>BALANCE STILL TO BE PAID</b>	(m1+m2-m3)	

## THE METHODIST CHURCH

### INTERNAL ORGANISATION REPORT FORM

FINANCIAL YEAR ENDED 31 AUGUST 2021

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

Circuit/District

CIRCUIT: East Solent & Downs


DISTRICT: Southampton

Group/Organisation

Bedhampton Methodist Church Girls Brigade

#### Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation



Treasurer of Group or Organisation

24.10.21

Date

I confirm that I have examined the accounts and records of the

1st Bedhampton Girls Brigade

and that the information overleaf is in accordance therewith.



Independent Examiner/Registered Auditor

12-Oct-21

Date

I confirm that the information overleaf has been prepared from independently examined accounts which were/will be presented to

BMC Church Council

at a meeting which I chaired/intend to chair on

8 Nov 2021

Date



Signature of Chair of Meeting

8-11-2021

Date



# INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

## RECEIPTS AND PAYMENTS ACCOUNT

Note

### SECTION H

#### RECEIPTS

h1	Gifts & donations		120
h2	Other receipts		
h3	<b>TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)</b>		<b>120</b>

### SECTION I

#### PAYMENTS

i1	Donations		
i2	Other payments		395.50
i3	<b>TOTAL PAYMENTS (to Payments col page 3 in the main accounts)</b>		<b>395.5</b>

### SECTION J

j1	<b>NET RECEIPTS (PAYMENTS)</b>	(h3 - i3)	<b>-275.5</b>
j2	<b>OPENING BALANCE (to Opening balance column page 3 in the main accounts)</b>		2003.02
j3	Adjustments (show any negative adjustments in brackets)		
j4	<b>CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)</b>	(j1+j2+/-j3)	<b>1727.52</b>

### SECTION K

#### HOW THE FUNDS ARE HELD

k1	Cash in hand		
k2	Cash at Bank/CFB etc		1,727.52
k3	Other accounts		
k4	<b>TOTAL FUNDS HELD (should agree with line j4 above)</b>	(k1+k2+k3)	<b>1727.52</b>

### SECTION M

#### FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

m1	Balance brought forward from last year		
m2	Offerings/Gifts - received for external organisations		
m3	Offerings/Gifts - passed to external organisations		
m4	<b>BALANCE STILL TO BE PAID</b>	(m1+m2-m3)	



## THE METHODIST CHURCH

### INTERNAL ORGANISATION REPORT FORM

**FINANCIAL YEAR ENDED 31 AUGUST 2021**

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

Circuit/District

CIRCUIT: East Solent & Downs

DISTRICT: Southampton

Group/Organisation

Bedhampton Methodist Church Boys Brigade

#### Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation

Treasurer of Group or Organisation

24/10/2021

Date

I confirm that I have examined the accounts and records of the

1st Bedhampton Boys Brigade

and that the information overleaf is in accordance therewith.

Independent Examiner

12-Oct-21

Date

I confirm that the information overleaf has been prepared from independently examined accounts which were/will be\* presented to

BMC CHURCH COUNCIL

at a meeting which I chaired/intend to chair on

8 Nov 2021

Date

Signature of Chair of Meeting

8-11-2021

Date



## BEDHAMPTON METHODIST CHURCH ANNUAL REPORT – 2021/2022

*gml*

The following items give a flavour of the work carried out by Bedhampton Methodist Church during the year:

1. The COVID-19 pandemic has continued to have an impact this year, with a lockdown commencing 23 March 2020 followed by severe restrictions on movements and meetings.
2. The Church Council, comprising all Bedhampton Methodist Church members, met during the year. In addition, an Annual General Meeting was held, open to all. An immense amount of other work is undertaken by Church Council members, Stewards and others in addition to their attendance at these meetings.
3. Appointments were made by Church Council, in line with Methodist Church policy.
4. The Church Council directed the completion of a risk analysis as part of trustee responsibilities. This was followed by a specific risk assessment covering COVID-19 return to use of premises.
5. The Church was the focus for:
  - a. Sunday and other worship
  - b. Church fundraising events
  - c. Bedhampton Boys' Brigade
  - d. Bedhampton Girls' Brigade
  - e. Cantemus Choir
  - f. Monsoon School of Dance
  - g. Kiddie Kingdom Nursery
  - h. NHS Cardiac Rehabilitation classes

### 6. Financial Review

- a. On 31 August 2021, the funds of Bedhampton Methodist Church totalled £16061, a decrease of £2841 over the year. In addition, £2164 was held by internal organisations reporting to the church council; this represents a decrease of £298. Both reductions in funds held are directly attributable to COVID-19 restrictions.
- b. COVID-19 resulted in the following limited donations and gifts to the charities:

a. Southern Domestic Abuse Service	£85
b. Benevolent Fund	£85

7. Safeguarding training was suspended due to COVID-19 restrictions.

### 8. Bank details:

Account Title	Bank	Sort Code	Number
Methodist Church Bedhampton - General	Lloyds Bank	30-93-97	00187963
Methodist Church Bedhampton - Benevolent Fund	Lloyds Bank	30-93-97	00101848
Deposit Fund	Central Finance Board of the Methodist Church		00650010

The Benevolent Fund money was absorbed into the Lloyds Bank account, whilst being recorded separately from the General Fund and Property Fund in that account; the dedicated

## 9. Policy statements

- a. Bedhampton Methodist Church will have at least one appropriate insurance policy to cover the activities of the church and its appointed officers.
- b. Monies donated or otherwise given to the church will be counted and recorded by at least two church members, wherever possible.
- c. Monies donated or otherwise given to the church will be banked to the appropriate account, above, at the earliest opportunity.
- d. Monies will be managed in accordance with the Reserves Policy of Bedhampton Methodist Church.

## 10. Governance

The governing body of Bedhampton Methodist Church is the Church Council, reporting to the Circuit Council. The authority under which the Church Council acts is given by the Methodist Church Act 1976.

Bedhampton Methodist Church is a registered charity; 1127598. Voting members of the Church Council are the Trustees of the Charity, together with the appointed Ministers of East Solent and Downs Circuit.

The Church Council consists of the Church membership, and is responsible, as Trustees, for overseeing the financial statements and accepting the examined Standard Form of Accounts. The Church Council also appoints the Independent Examiner for this purpose. The current members of the Church Council of Bedhampton Methodist Church and those who served during 2019/2020 are listed in the minutes for each Church Council meeting and for the AGM. The appointed Independent Examiner is Margaret Heathcote, Circuit Finance Officer.

### Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year (1 September to 31 August for Methodist churches) which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that activities will continue.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which will enable them to ensure that the financial statements comply with the Standing Orders of the Methodist Church and the Charities Act. They are also responsible for taking reasonable steps to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

21 September 2021



Matthew Thomas, Treasurer

Adopted at Church Council meeting on 8 November 2021



Rev Elize Goddess

# RESERVES POLICY

Report on behalf of

Bedhampton Methodist Church  
(\*Church Council/ Circuit Meeting/District)

To

East Solent and Downs Circuit Meeting  
(\*Circuit Meeting/District/Resourcing Mission Office)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charities SORP.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s

- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf

\* please delete as appropriate

## To be completed by Receiving Body

The

East Solent and Downs Circuit Meeting

\*Circuit Meeting/District/Resourcing Mission Office received the RESERVES POLICY of

Church Council of Bedhampton Methodist Church

\*Church Council/Circuit Meeting/District

Policy accepted and acknowledgement sent to the trustees

YES ☐ / NO ☐

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

\*Circuit/District/Resourcing Mission Office

Signatures .....

Date.....

\* Please delete as appropriate

## RESERVES POLICY of

**Bedhampton Methodist Church**(\*Church Council ☒/Circuit Meeting ☐/District ☐)

1.	General Funds held at Y/E 31/08/21	£16061
2.	Restricted Funds held "	£Nil
3.	Endowment Funds held "	£Nil

## 4. Reserves policy for General Funds

The church aims to hold reserves amounting to approximately 6 months' expenditure (£24913), as recommended by The Methodist Church. The reserves held at year end, 31 August 2021, represent approximately 4 months' expenditure, mainly as a result of restrictions placed by the COVID-19 pandemic. In addition, the church holds a liability for repayment of a Circuit loan, to the amount of £10000, before July 2023.

To repay £5000 of the circuit loan and maintain the current account balance at about £4000, with surplus amounts being transferred to the Central Finance Board Deposit Fund account.

## 5. Policy for Restricted Funds

The church has no restricted funds.

## 6. Terms relating to Endowment Funds held

The church has no Endowment Funds.

This Reserves Policy has been approved by

**Bedhampton Methodist Church**(\*Church Council ☒/Circuit Meeting ☐/District ☐)

Treasurer	Trustee <i>ELIZETH GODDARD</i>
Full name <b>Matthew Norman Thomas</b>	Full Name
Signature <i>M Thomas</i>	Signature <i>ELIZETH GODDARD</i>