

PUTNOE HEIGHTS CHURCH

England & Wales · Charity number 1190242

Details

Other names PUTNOE HEIGHTS METHODIST CHURCH

Status Registered

Legal form Other

Registered 2020-07-03

Register [View on the Charity Commission register](#)

Contact

Address Putnoe Heights Church
Putnoe Heights
Bedford
MK41 8EB

Phone 01234365630

Email office@putnoechurch.org.uk

Website www.putnoechurch.org.uk

Activities

Objects: THE PURPOSES OF THE METHODIST CHURCH ARE AND SHALL BE DEEMED TO HAVE BEEN SINCE THE DATE OF UNION THE ADVANCEMENT OF -(A) THE CHRISTIAN FAITH IN ACCORDANCE WITH THE DOCTRINAL STANDARDS AND THE DISCIPLINE OF THE METHODIST CHURCH;(B) ANY CHARITABLE PURPOSE FOR THE TIME BEING OF ANY CONNEXIONAL, DISTRICT, CIRCUIT, LOCAL OR OTHER ORGANISATION OF THE METHODIST CHURCH;(C) ANY CHARITABLE PURPOSE FOR THE TIME BEING OF ANY SOCIETY OR INSTITUTION SUBSIDIARY OR ANCILLARY TO THE METHODIST CHURCH;(D) ANY PURPOSE FOR THE TIME BEING OF ANY CHARITY BEING A CHARITY SUBSIDIARY OR ANCILLARY TO THE METHODIST CHURCH.

Activities: Putnoe Heights Church is a Methodist church in Bedford where Christians from a variety of backgrounds have been worshipping and serving for over 60 years. It also offers rooms within the Church Centre for hire to the local community.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Religious Activities, Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Bedford

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£88,909	£88,004	-	-
2024-08-31	£79,950	£91,571	-	-
2023-08-31	£99,097	£83,755	-	-
2022-08-31	£57,635	£65,320	-	-
2021-08-31	£43,483	£77,264	-	-

Trustees

Name	Role	Appointed
Rev Christopher Lindon Alusine Sandy	Chair	2021-09-01
Christine Ann Nixon		2019-04-28
George Barry Snelson		2019-04-28
JENNIFER ANN SNELSON		2019-04-28
Margaret Christine Peck		2019-04-28
Margaret Massey		2019-04-28
NICHOLAS GILSON GUY		2020-10-22
Nigel Howard Firban		2021-04-25
Rev Michael Glenn Giles		2022-09-01
SUSAN ALLEN		2019-04-28
Susan Frances Edwards		2019-04-28
Susan Lesley Marks		2022-10-20
Sylvia Aline Cohen		2019-04-28

PUTNOE HEIGHTS CHURCH

England & Wales - Charity number 1190242

Accounts



Putnoe Heights

Annual report and accounts Year ended 31 August 2025

*A bronze award-winning Eco Church
in the North Bedfordshire Methodist Circuit*

Putnoe Heights Church

Registered Charity Number: 1190242

Putnoe Heights Church
Year ended 31 August 2025

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**Putnoe Heights Church
Year ended 31 August 2025**

Trustees' Annual Report

Reference and administration details

Charity name: Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church
Putnoe Heights Church Centre

Registered charity number: 1190242

Address: Putnoe Heights
Bedford
MK41 8EB

Managing Trustees

The names of those who served as Managing Trustees in the year are as follows:

Rev Christopher Sandy	(Chair)
Jenny Snelson	(Senior Church Steward)
Sue Allen	(Church Steward)
Christine Nixon	(Secretary)
Nigel Firban	(Treasurer)
Nick Guy	(Circuit Steward)
Rev Michael Giles	
Sylvia Cohen	
Sue Edwards	
Sue Marks	
Margaret Massey	
Margaret Peck	
Barry Snelson	

**Putnoe Heights Church
Year ended 31 August 2025**

Trustees' Annual Report *(continued)*

Structure, governance and management

Governing document

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

Membership of the governing body

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

Two committees report to the Church Council:

- The Leadership Team comprises the Church Stewards, Minister and Treasurer. It oversees the operations of the church and implementing the decisions made by Church Council.
- The Property Committee is responsible for day to day upkeep of the church building and overseeing the hire activities of the Church Centre.

Bodies entitled to appoint Trustees

The North Bedfordshire Methodist Circuit is entitled to appoint four Trustees to the Putnoe Heights Church Council, which comprise:

- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

Putnoe Heights Church
Year ended 31 August 2025

Trustees' Annual Report *(continued)*

Objectives and activities

Purposes

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



Worship

The Church exists to increase awareness of God's presence and to celebrate God's love



Learning and Caring

The Church exists to help people to grow and learn as Christians, through mutual support and care



Service

The Church exists to be a good neighbour to people in need and to challenge injustice



Evangelism

The Church exists to make more followers of Jesus Christ

Putnoe Heights Church seeks to apply this within the local environs of Putnoe, Bedford. As well as acting as a place of worship, Putnoe Heights Church also aims to use the building with which it is blessed to offer space for hire to the local community as a community centre known as 'Putnoe Heights Church Centre'.

Activities undertaken

The Charity undertakes a wide range of activities every year in line with its Christian purpose. These typically include but are not limited to:

- Acting as a place of worship and providing a holy space for focus within the local community.
- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

Putnoe Heights Church
Year ended 31 August 2025

Trustees' Annual Report *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - for example community coffee mornings.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1st Putnoe Brownies Group through use of the site.

Public benefit statement

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

Putnoe Heights Church
Year ended 31 August 2025

Trustees' Annual Report *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

Achievements and performance

Putnoe Heights Church continued to hold a range of services throughout the year and welcomed many further people through our doors as part of the regular hire groups using the building.

The reorganisation of the North Bedfordshire Circuit has resulted in our Church being part of Bedford Methodist Mission Group, comprising of

- Putnoe Heights Methodist Church
- Priory Methodist Church
- Park Road Methodist Church
- London Road Methodist Church

now called Bedford Methodist.

The Churches hold regular joint services and closer working relationships are developing, building on the established pattern with Putnoe Heights and Priory.

Financial review

Overall, a small surplus of £905 has been reported for the year, against a forecast deficit of £14,530 which would have required Putnoe Heights Church to continue to rely on its reserves.

Offertory giving has continued the recent trend of decline and we remain increasingly grateful to all who regularly contribute through offertory, in whichever form, to the life of the church. We remain aware that focus upon the mission of the church and future growth in membership will be needed in order to also see financial growth in offertory income.

Putnoe Heights Church
Year ended 31 August 2025

Trustees' Annual Report *(continued)*

By contrast, income from hire of the Church Centre increased from £39,000 to £48,500. The church continued to benefit from the solar panels on the church roof which generated both electricity and income during the year.

The Circuit Assessment is a formal commitment made eight months before the start of the year. The Circuit Share for the year ended 31 August 2025 was set with the full expectation of requiring the use of some reserves held and in recognition of the importance of this income to the work of the wider North Bedfordshire Methodist Circuit, but due to higher letting receipts than expected use of reserves was not required.

Expenditure on maintenance of the church building included work on replacing the lighting in the building.

Utility costs increased mainly due to gas heating costs, offset by a change from annual to quarterly billing for water.

Reserves policy

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £48,000.

Designated funds: A separate Maintenance Reserve of £10,000 has been allocated towards planned repairs, though no major repairs or maintenance requirements were identified in the 2025 Quinquennial Property Inspection.

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations. Currently there are no internal organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Mission Group, which may identify potential new projects or activities for using the funds held, as well as recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

Putnoe Heights Church
Year ended 31 August 2025

Trustees' Annual Report *(continued)*

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 12 February 2026.

Rev Christopher Sandy
Chair of Trustees

Date: **12 February 2026**

**Putnoe Heights Church
Year ended 31 August 2025**

Accounting policies - Methodist Standard Form of Accounts

Basis of accounts

On the following pages 10 to 12 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2025, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

Accounting policies

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

Core activities

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C on page 11.

Charitable collections

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

Internal organisations

Any internal organisations within the overall Charity that have separate funds are shown in section E.

Funds

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

General unrestricted funds

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

Designated unrestricted funds

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

Restricted funds

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds.

Putnoe Heights Church
Year ended 31 August 2025

Accounting policies - Methodist Standard Form of Accounts

Assets and liabilities

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference, but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

Church site and building

In common with most Methodist Churches, the Trustees for Methodist Church Purposes ("TMCP") are a custodian trustee of the church site and building at Putnoe Heights, which is held on the Model Trusts of the Methodist Church Act 1976. Usage of the site and building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

A value for the church building held by Putnoe Heights Church is included in the "Statement of Assets and Liabilities" (section G on page 12). This value is the historic deemed cost of the building upon transition to FRS102, based upon an insurance valuation conducted in 2025. As the accounts of Putnoe Heights Church are prepared on a receipts and payments basis the disclosed valuation is not therefore meant to represent the current market value of property at the year end date.

Accompanying notes

Additional accompanying notes on pages 13 to 14 are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Putnoe Heights	Church
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FOR THE YEAR ENDED

31 August 2025

North Bedfordshire	Circuit	Circuit no.	34/01
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Registered Charity - Charity Registration number	
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If not a registered charity His Majesty's Revenue and Customs Gift Aid number	1190242
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(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:

Rev Christopher Sandy

Church Stewards:

Mrs Jenny Snelson			
Mrs Sue Allen			

Treasurer:

Mr Nigel Firban

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2025

Putnoe Heights

Church

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
			£	£	£	£
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	1	28,489.00		28,489.00	21,409.00
a3	Bank and CFB interest and Investment income		7,890.00		7,890.00	9,178.00
a4	Lettings		48,536.00		48,536.00	39,123.00
a5	Other receipts	2	3,994.00		3,994.00	10,240.00
a6	TOTAL RECEIPTS		88,909.00	-	88,909.00 (a7)	79,950.00
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		45,018.00		45,018.00	40,000.00
b3	Donations	3	150.00		150.00	2,062.00
b4	Repairs and Maintenance	4	22,897.00		22,897.00	24,105.00
b5	Utilities (Insurances, water charges, heating & lighting)	5	14,388.00		14,388.00	12,931.00
b6					-	
b7	Other payments	6	5,551.00		5,551.00	12,473.00
b8	TOTAL PAYMENTS		88,004.00	-	88,004.00 (b9)	91,571.00
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	905.00	-	905.00	- 11,621.00
c2	Total funds brought forward from last year		173,582.00		173,582.00 (c6)	185,320.00
c3	Sub total	(c1+c2)	174,487.00	-	174,487.00	173,699.00
c4	Transfers and adjustments	7	75.00		75.00 (c7)	- 117.00
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	174,562.00	-	174,562.00 (c8)	173,582.00 (c6)
SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS						
d	(these amounts are not to be included in total receipts/payments figures above)				£	£
d1	Balance brought forward from last year				80.00	374.00
d2	Offerings/Gifts - received for external organisations				2,073.00	2,870.00
d3	Offerings/Gifts - passed to external organisations				2,153.00	3,164.00
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)			-	80.00

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 2025 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						
e2			-			-
e3			-			-
e4			-			-
e5			-			-
e6			-			-
e7			-			-
e8	Sub total of Internal Organisations funds	-	-	-	-	(e11) -
e9	Church accounts (totals brought forward from page 2 - totals column)	88,909.00 (a7)	88,004.00 (b9)	905.00	75.00 (c7)	173,582.00 (c6)
e10	TOTAL CASH FUNDS HELD BY CHURCH	88,909.00	88,004.00	905.00	75.00	173,582.00 (x)
	Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS			

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2025**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	384.00	254.00
f2 Bank Current Account	7,834.00	11,575.00
f3 Bank Deposit Account		
f4 Central Finance Board	10,515.00	1,001.00
f5 Trustees for Methodist Church Purposes	154,849.00	161,732.00
f6 Other funds		
f7 SUB TOTAL - Church accounts	173,582.00 (c6)	174,562.00
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	-
f9 TOTAL CASH FUNDS HELD BY CHURCH	173,582.00 (x)	174,562.00

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2024	At 31 August 2025
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	3,050,000.00	4,492,530.00
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities	190.00	180.00

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)

Putnoe Heights Church							
Notes to the accounts for the year ended 31 August 2025							
	2025			2024			
	Unrestricted	Designated	Total	Unrestricted	Designated	Total	
1 Offerings and Tax recovered							
Weekly Offering Cash & Cheques	3,369	-	3,369	4,752	-	4,752	
Standing Orders	14,476	-	14,476	14,966	-	14,966	
Gift Aid Envelopes - Single Gift	10	-	10	180	-	180	
Total Offeratory	17,855	-	17,855	19,898	-	19,898	
Gift Aid Tax Recovered	10,634	-	10,634	(336)	-	(336)	
* Donations				301	1,546	1,847	
Total	28,489	-	28,489	19,863	1,546	21,409	
2 Other Receipts							
Feed-in-tariff receipts	1,211	-	1,211	2,754	-	2,754	
Photocopier income	123	-	123	-	-	-	
Fundraising activities	584	-	584	406	-	406	
* Donations	270	971	1,241				
Miscellaneous	469	-	469	80	-	80	
Legacies	-	-	-	7,000	-	7,000	
Insurance Claim	366	-	366				
Total	3,023	971	3,994	10,240	-	10,240	
3 Grants & Donations							External
Action For Children	-	-	-				255
Beds Hospital Charity	-	-	-				1,100
Christian Aid	-	-	-				352
Foodbank	-	-	-				81
Kingfisher	125		125				-
Methodist Church World Mission Fund	-	-	-				195
MHA	-	-	-				80
Royal British Legion	25		25				-
SMART	-	-	-				90
Total	150	-	150				2,062
							2,848
4 Property Maintenance							
Repairs & maintenance	5,569	-	5,569	4,783	-	4,783	
Project expenditure - Lighting	8,966	-	8,966	-	-	-	
Project expenditure - AV system	-	-	-	241	-	241	
Project expenditure - Large Hall Ceiling	-	-	-	19,061	-	19,061	
* Cleaning Services	7,950	-	7,950	-	-	-	
* Cleaning Materials	412	-	412	-	-	-	
Total	22,897	-	22,897	24,105	-	24,105	
5 Utilities							
Insurance	2,319	-	2,319	2,241	-	2,241	
Gas	8,441	-	8,441	6,001	-	6,001	
Electricity	3,382	-	3,382	3,891	-	3,891	
Water	246	-	246	798	-	798	
Total	14,388	-	14,388	12,931	-	12,931	
6 Other expenditure							
Church music	145	-	145	560	-	560	
Worship Resources	85	-	85	110	-	110	
Licences & permits	535	-	535	1,658	-	1,683	
Equipment Purchases	371	-	371	-	-	-	
Equipment hire (photocopier)	573	-	573	607	-	607	
Photocopier charges	317	-	317	113	-	113	
Postage	9	-	9	42	-	42	
Stationery	82	-	82	-	-	-	
Telephone & internet & software	1,242	-	1,242	1,102	-	1,102	
Sundry expenses	830	859	1,689	673	971	1,619	
TMCP Admin Charge	503	-	503	-	-	-	
* Cleaning Services			0	5,732	-	5,732	
* Cleaning Materials			0	905	-	905	
Total	4,692	859	5,551	11,502	971	12,473	
* Reclassified due to new accounts package							
7 Adjustments in year							
Movement in hire deposits held	(10)			20			
Non-cash Movements	85			(137)			
	75			(117)			

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2025 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...12 February
2026.....

Name and address of treasurer **Nigel Firban**
c/o Putnoe Heights Church Office,
Putnoe Heights, Bedford
MK41 8EB

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2025 were presented to the meeting of the Church trustees held on 12 February 2026.

Signature of the Chair of the meeting

Name of the Chair of the meeting Revd **Christopher Sandy** Date ...12 February
2026...

Independent Examiner's Report to the Trustees of the Putnoe Heights Church Charity Number 1190242

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Putnoe Heights Church for the year ended 31 August 2025 set out on pages 10 to 13. 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.

Name of Church **Putnoe Heights Church**

No. 1190242

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;
- 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 not obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balance 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

Name of independent examiner **Ian Morse**

Address
c/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date ...12 February 2026...

PUTNOE HEIGHTS CHURCH

England & Wales - Charity number 1190242

Accounts



Annual report and accounts
Year ended 31 August 2024

*A bronze award winning Eco Church
in the North Bedfordshire Methodist Circuit*

Putnoe Heights Church
Registered Charity Number: 1190242

**Putnoe Heights Church
Year ended 31 August 2024**

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**Putnoe Heights Church
Year ended 31 August 2024**

Trustees' Annual Report

Reference and administration details

Charity name: Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church
Putnoe Heights Church Centre

Registered charity number: 1190242

Address: Putnoe Heights
Bedford
MK41 8EB

Managing Trustees

The names of those who served as Managing Trustees in the year are as follows:

Rev Christopher Sandy	(Chair)
Jenny Snelson	(Senior Church Steward)
Sue Allen	(Church Steward)
Christine Nixon	(Secretary)
Andrew Dennison	(Treasurer) [resigned 31 August 2024]
Nick Guy	(Circuit Steward)
Rev Michael Giles	
Rev Leslie Noon	[resigned 31 August 2024]
Rev Paulette Tedd	[appointed 1 September 2024]
Jo Barrow	[resigned 31 August 2024]
Sylvia Cohen	
Shelly Dennison	[resigned 31 August 2024]
Sue Edwards	
Nigel Firban	(Treasurer - from 1 September 2024)
Sue Marks	
Margaret Massey	
Margaret Peck	
Barry Snelson	

Putnoe Heights Church
Year ended 31 August 2024

Trustees' Annual Report *(continued)*

Structure, governance and management

Governing document

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

Membership of the governing body

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

Two committees report to the Church Council:

- The Leadership Team comprises the Church Stewards, Minister and Treasurer. It oversees the operations of the church and implementing the decisions made by Church Council.
- The Property Committee is responsible for day to day upkeep of the church building and overseeing the hire activities of the Church Centre.

Bodies entitled to appoint Trustees

The North Bedfordshire Methodist Circuit is entitled to appoint four Trustees to the Putnoe Heights Church Council, which comprise:

- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

Trustees' Annual Report *(continued)*

Objectives and activities

Purposes

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



Worship

The Church exists to increase awareness of God's presence and to celebrate God's love



Learning and Caring

The Church exists to help people to grow and learn as Christians, through mutual support and care



Service

The Church exists to be a good neighbour to people in need and to challenge injustice



Evangelism

The Church exists to make more followers of Jesus Christ

Putnoe Heights Church seeks to apply this within the local environs of Putnoe, Bedford. As well as acting as a place of worship, Putnoe Heights Church also aims to use the building with which it is blessed to offer space for hire to the local community as a community centre known as 'Putnoe Heights Church Centre'.

Activities undertaken

The Charity undertakes a wide range of activities every year in line with its Christian purpose. These typically include but are not limited to:

- Acting as a place of worship and providing a holy space for focus within the local community.
- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

Putnoe Heights Church
Year ended 31 August 2024

Trustees' Annual Report *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - for example community coffee mornings.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1st Putnoe Brownies Group through use of the site.

Public benefit statement

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

Putnoe Heights Church
Year ended 31 August 2024

Trustees' Annual Report *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

Achievements and performance

Putnoe Heights Church continued to hold a range of services throughout the year and welcomed many further people through our doors as part of the regular hire groups using the building.

Our Future Story Group continues to consider the future mission of the church towards the three previously identified priorities - which are, to be:

- A prayerful church
- A church that provides a welcoming holy space
- A church that encourage a seven days a week faith

The group re-focussed has produced a mission statement for the church to help with future planning, especially through coming changes to the North Bedfordshire Methodist Circuit.

Putnoe Heights Church continued to build on the close working relationship with Priory Methodist Church with a now established pattern of joint services throughout the year.

Financial review

Overall a deficit of £11,621 has been reported for the year, and Putnoe Heights Church continues to rely on its reserves.

Putnoe Heights Church
Year ended 31 August 2024

Trustees' Annual Report *(continued)*

Offertory giving has continued the recent trend of decline and we remain increasingly grateful to all who regularly contribute through offertory, in whichever form, to the life of the church. We remain aware that focus upon the mission of the church and future growth in membership will be needed in order to also see financial growth in offertory income.

By contrast, income from hire of the Church Centre increased from £29,000 to £39,000. The church continued to benefit from the solar panels on the church roof which generated both electricity and income during the year.

The Circuit Assessment is a formal commitment made eight months before the start of the year. The Circuit Share for the year ended 31 August 2024 was set with the full expectation of requiring the use of some reserves held and in recognition of the importance of this income to the work of the wider North Bedfordshire Methodist Circuit.

Expenditure on maintenance of the church building was up on the prior year and included work on replacing the electrical wiring and ceiling tiles in the Large Hall.

Utility costs increased considerably mainly due to the end of a three year fixed rate tariff for gas.

Reserves policy

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £38,000.

Designated funds: A separate Maintenance Reserve of £10,000 has been allocated towards planned repairs. There is a quinquennial property inspection due in 2025.

A redevelopment reserve of £67,000 was previously ring-fenced against the refurbishment of the former playroom and outside play areas which were occupied exclusively by the pre-school for many years and had been modified specifically for their needs. Both areas were expected to need some refurbishment to make them suitable for other uses. However, these areas are now being used by another hirer, and therefore this reserve is no longer considered to be necessary. The reserve has therefore been released and has been moved to the General Fund.

Putnoe Heights Church
Year ended 31 August 2024

Trustees' Annual Report *(continued)*

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Future Story Group, which may identify potential new projects or activities for using the funds held, as well recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 27 February 2025.

Rev Christopher Sandy
Chair of Trustees

Date: **27 February 2025**

**Putnoe Heights Church
Year ended 31 August 2024**

Independent Examiner's Report

I report to the Managing Trustees on my examination of the accounts of Putnoe Heights Church (the "Charity") for the year ended 31 August 2024.

As the Managing Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- 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 order to enable a proper understanding of the accounts to be reached.

Signed: **Ian Morse**

Name of Independent Examiner: Ian Morse

Address: C/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date: **27 February 2025**

Putnoe Heights Church
Year ended 31 August 2024

Accounting policies - Methodist Standard Form of Accounts

Basis of accounts

On the following pages 12 to 16 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2024, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

Accounting policies

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

Core activities

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C on page 13.

Charitable collections

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

Internal organisations

Any internal organisations within the overall Charity that have separate funds are shown in section E.

Funds

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

General unrestricted funds

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

Designated unrestricted funds

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

Restricted funds

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds

**Putnoe Heights Church
Year ended 31 August 2024**

Accounting policies - Methodist Standard Form of Accounts

Assets and liabilities

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

Church site and building

In common with most Methodist Churches, the Trustees for Methodist Church Purposes ("TMCP") are a custodian trustee of the church site and building at Putnoe Heights, which is held on the Model Trusts of the Methodist Church Act 1976. Usage of the site and building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

A value for the church building held by Putnoe Heights Church is included in the "Statement of Assets and Liabilities" (section G on page 14). This value is the historic deemed cost of the building upon transition to FRS102, based upon an insurance valuation conducted in 2015. Subsequently the accounts of Putnoe Heights Church have shifted to being prepared on a receipts and payments basis and the disclosed valuation is not therefore meant to represent the current market value of property at the year end date.

Accompanying notes

Additional accompanying notes are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Putnoe Heights	Church
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FOR THE YEAR ENDED

31 August 2024

North Bedfordshire	Circuit	Circuit no	34/01
--------------------	---------	------------	-------

Registered Charity - Charity Registration number	1190242
--	---------

If not a registered charity His Majesty's Revenue and Customs Gift Aid number	XN42970
---	---------

(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 exempted from registration under Statutory Instrument 2014 No.242)

Minister:

Revd Christopher Sandy

Church Stewards:

Jennifer Snelson	
Susan Allen	

Treasurer:

Nigel Firban

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

Putnoe Heights

Church

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
			£	£	£	£
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	#1	21,409	-	21,409	24,921
a3	Bank and CFB interest and Investment income	#2	9,178	-	9,178	5,056
a4	Lettings	#2	39,123	-	39,123	27,133
a5	Other receipts	#2	10,240	-	10,240	41,987
a6	TOTAL RECEIPTS		79,950	-	79,950 (a7)	99,097
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		40,000	-	40,000	43,875
b3	Donations	#3	2,062	-	2,062	1,971
b4	Repairs and Maintenance	#4	24,105	-	24,105	19,865
b5	Utilities (Insurances, water charges, heating & lighting)	#5	12,931	-	12,931	6,280
b6			-	-	-	-
b7	Other payments	#6	12,473	-	12,473	11,764
b8	TOTAL PAYMENTS		91,571	-	91,571 (b9)	83,755
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(11,621)	-	(11,621)	15,342
c2	Total funds brought forward from last year		185,320		185,320 (c6)	169,861
c3	Sub total	(c1+c2)	173,699	-	173,699	185,203
c4	Transfers and adjustments	#7	(117)		(117) (c7)	117
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	173,582	-	173,582 (c8)	185,320 (c6)
SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS						
d	(these amounts are not to be included in total receipts/payments figures				£	£
d1	Balance brought forward from last year				374	214
d2	Offerings/Gifts - received for external organisations				2,870	2,957
d3	Offerings/Gifts - passed to external organisations				3,164	2,797
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)			80	374

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 2024 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 Tuesday Club	-	238	238	-	238	-
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	-	238	238	-	238 (e11)	- (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	79,950 (a7)	91,571 (b9)	(11,621)	(117) (c7)	185,320 (c6)	173,582 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	79,950	91,809	(11,859)	(117)	185,558 (x)	173,582 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2024**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	414	384
f2 Bank Current Account	8,256	7,834
f3 Bank Deposit Account	-	-
f4 Central Finance Board	13,573	10,515
f5 Trustees for Methodist Church Purposes	163,077	154,849
f6 Other funds	-	-
f7 SUB TOTAL - Church accounts	185,320 (c6)	173,582 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	238 (e11)	- (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	185,558 (x)	173,582 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2023	At 31 August 2024
g1 Investments (include Endowments)	-	-
g2 Land & Buildings (see notes re Insurance value)	3,050,000	3,050,000
g3 Other Assets	-	-
g4 Loan(s) - show amount outstanding at year end	-	-
g5 Other Liabilities	307	190

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)

Putnoe Heights Church

Notes to the accounts for the year ended 31 August 2024

	2024			2023		
	Unrestricted	Designated	Total	Unrestricted	Designated	Total
1 Offertory & Donations						
Loose Cash	4,752	-	4,752	5,251	-	5,251
Envelope Scheme	-	-	-	-	-	-
Gift Aid envelopes	180	-	180	365	-	365
Standing Orders	14,966	-	14,966	15,336	-	15,336
Total Offertory	19,898	-	19,898	20,952	-	20,952
Donations	301	1,546	1,847	1,735	821	2,556
Gift Aid refunds	(336)	-	(336)	1,413	-	1,413
Total	19,863	1,546	21,409	24,100	821	24,921
2 Other Income						
Hire of premises	39,123	-	39,123	27,133	-	27,133
Interest	9,178	-	9,178	5,056	-	5,056
Photocopier income	-	-	-	27	-	27
Feed-in-tariff receipts	2,754	-	2,754	3,428	-	3,428
Fundraising activities	406	-	406	799	-	799
Miscellaneous	80	-	80	452	-	452
Legacies	7,000	-	7,000	37,281	-	37,281
Total	58,541	-	58,541	74,176	-	74,176
3 Grants & Donations						
				[External]		
A Rocha UK (Eco Church)	100		100			
Action For Children	14		14	136		
All We Can		300	300			
Christian Aid			-	390		
Foodbank	5		5	145		
Friends for Life	100		100			
Karibuni Trust	12		12	1,538	<i>inc. Autumn Appeal</i>	
MacMillan Cancer Support	6		6	204		
Methodist Connexional Funds	1,500		1,500			
Methodist Church World Mission Fund			-	235		
Royal British Legion	25		25			
SMART			-	200		
	1,762	300	2,062	2,848		
4 Property Maintenance						
Repairs & maintenance	4,783	-	4,783	8,145	-	8,145
Project expenditure - AV system	241	-	241	11,720	-	11,720
Project expenditure - Large hall ceiling	19,081	-	19,081	-	-	-
Total	24,105	-	24,105	19,865	-	19,865
5 Insurance, utilities, etc						
Insurance	2,241	-	2,241	2,089	-	2,089
Electricity	3,891	-	3,891	1,974	-	1,974
Gas	6,001	-	6,001	1,520	-	1,520
Water	798	-	798	697	-	697
Total	12,931	-	12,931	6,280	-	6,280

	2024			2023		
	Unrestricted	Designated	Total	Unrestricted	Designated	Total
6 Other expenditure						
Church music	560	-	560	610	-	610
Worship resources	110	-	110	212	-	212
Licences & permits	1,658	-	1,658	903	-	903
Cleaning Services	5,732	-	5,732	6,000	-	6,000
Cleaning Materials	905	-	905	373	-	373
Equipment hire (photocopier)	607	-	607	607	-	607
Photocopier charges	113	-	113	154	-	154
Postage	42	-	42	19	-	19
Stationery	-	-	-	117	-	117
Telephone & internet	1,102	-	1,102	1,007	-	1,007
Sundry expenses	673	971	1,644	1,122	640	1,762
Total	11,502	971	12,473	11,124	640	11,764
7 Adjustments in year						
Movement in hire deposits held			20			
Non-cash movements			(137)			
			(117)			
Internal Organisations						
	<u>B/fwd</u>	<u>Income</u>	<u>Outgoings</u>	<u>Transfers</u>	<u>c/fwd</u>	
2024 (All restricted funds)						
Tuesday Club	238	-	(238)	-	-	
Total	238	-	(238)	-	-	
2023 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	

Name of Church: **Putnoe Heights Church**

No. 1190242

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 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 ... 27 February 2025.....

Name and address of treasurer: **Nigel Firban**
c/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2024 were presented to the meeting of the Church trustees held on 27 February 2025.

Signature of the Chair of the meeting

Name of the Chair of the meeting ...**Revd Christopher Sandy**..... Date ...27 February 2025.....

Independent Examiner's Report to the Trustees of the

Putnoe Heights Church

Charity Number 1190242

Responsibilities and basis of report

I report to the Trustees on my examination of the accounts of Putnoe Heights Church for the year ended 31 August 2024 set out on pages 1 to 5
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.

Name of Church: **Putnoe Heights Church**

No. 1190242

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 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.

Signature of independent examiner

Name of independent examiner: **I Morse**

Address: c/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date ...27 February 2025.....

PUTNOE HEIGHTS CHURCH

England & Wales - Charity number 1190242

Accounts



Annual report and accounts
Year ended 31 August 2023

*A bronze award winning Eco Church
in the North Bedfordshire Methodist Circuit*

Putnoe Heights Church
Registered Charity Number: 1190242

Putnoe Heights Church
Year ended 31 August 2023

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Comments on Methodist Standard Form of Accounts	9 to 10
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Methodist Standard Form of Accounts	11 to 15

**Putnoe Heights Church
Year ended 31 August 2023**

Trustees' Annual Report

Reference and administration details

Charity name: Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church
Putnoe Heights Church Centre

Registered charity number: 1190242

Address: Putnoe Heights
Bedford
MK41 8EB

Managing Trustees

The names of those who served as Managing Trustees in the year are as follows:

Rev Christopher Sandy	(Chair)
Jenny Snelson	(Senior Church Steward)
Sue Allen	(Church Steward)
Christine Nixon	(Secretary)
Andrew Dennison	(Treasurer)
Nick Guy	(Circuit Steward)
Rev Michael Giles	[appointed 1 September 2022]
Rev Leslie Noon	[appointed 1 September 2022]
Jo Barrow	
Sylvia Cohen	
Shelly Dennison	
Sue Edwards	
Nigel Firban	
Sue Marks	[appointed 20 October 2022]
Margaret Massey	
Margaret Peck	
Barry Snelson	

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

Structure, governance and management

Governing document

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

Membership of the governing body

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

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- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

Objectives and activities

Purposes

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



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- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - for example community coffee mornings.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1st Putnoe Brownies Group through use of the site.

Public benefit statement

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

Achievements and performance

Putnoe Heights Church continued to hold a range of services throughout the year and welcomed many further people through our doors as part of the regular hire groups using the building.

Our Future Story Group continues to consider the future mission of the church towards the three previously identified priorities - which are, to be:

- A prayerful church
- A church that provides a welcoming holy space
- A church that encourage a seven days a week faith

At the end of the year the group re-focussed and has begun a process to write a mission statement for the church to help with future planning, especially through coming changes to the North Bedfordshire Methodist Circuit.

Putnoe Heights Church also continued to build on the close working relationship with Priory Methodist Church with a now established pattern of joint services throughout the year.

Financial review

Overall a surplus of £15,342 has been reported for the year, but this is entirely due to generous legacies received during the year totalling £37,281. There were no specific purposes specified for these legacies and they are therefore classed as unrestricted funds.

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

Offertory giving has continued the recent trend of decline and we remain increasingly grateful to all who regularly contribute through offertory, in whichever form, to the life of the church. We remain aware that focus upon the mission of the church and future growth in membership will be needed in order to also see financial growth in offertory income.

By contrast, income from hire of the Church Centre has remained very consistent with the prior year and the Church has benefited considerably from the increase in interest rates during the year. Furthermore, the church continued to benefit from the solar panels on the church roof which generated both electricity and income during the year.

The Circuit Assessment is a formal commitment made eight months before the start of the year. The Circuit Share for the year ended 31 August 2023 was set with the full expectation of requiring the use of some reserves held and in recognition of the importance of this income to the work of the wider North Bedfordshire Methodist Circuit. The church was also able to make an additional contribution of £5,000 over and above the set commitment due to the prior year results being better than originally forecast.

Expenditure on maintenance of the church building was up on the prior year and included work on replacing the ceiling mounted projector and improving aspects of the church audio/visual system.

Looking ahead, utilities costs will be a challenge for the coming year as the previous three year fixed rate for gas comes to an end - increasing costs being inevitable and only too familiar to the country as a whole.

Reserves policy

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £37,000.

Designated funds: A separate Maintenance Reserve of £8,000 has been allocated towards planned repairs. No major expenditure requirements were identified from the quinquennial inspection in 2020.

Putnoe Heights Church
Year ended 31 August 2023

Trustees' Annual Report *(continued)*

A redevelopment reserve of £67,000 is currently ring-fenced against the refurbishment of the former playroom and outside play areas which were previously occupied exclusively by the pre-school for many years and had been modified specifically for their needs. Both areas will therefore need some refurbishment to make them suitable for other uses and this may be an opportunity for completely re-purposing these spaces. However, no plans have yet been made for these areas.

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Future Story Group, which may identify potential new projects or activities for using the funds held, as well recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 28 February 2024.

Rev Christopher Sandy
Chair of Trustees

Date: **28 February 2024**

**Putnoe Heights Church
Year ended 31 August 2023**

Independent Examiner's Report

I report to the Managing Trustees on my examination of the accounts of Putnoe Heights Church (the "Charity") for the year ended 31 August 2023.

As the Managing Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- 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 order to enable a proper understanding of the accounts to be reached.

Signed: **Ian Morse**

Name of Independent Examiner: Ian Morse

Address: C/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date: **2 March 2024**

Putnoe Heights Church
Year ended 31 August 2023

Accounting policies - Methodist Standard Form of Accounts

Basis of accounts

On the following pages 12 to 16 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2023, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

Accounting policies

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

Core activities

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C on page 13.

Charitable collections

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

Internal organisations

Any internal organisations within the overall Charity that have separate funds are shown in section E.

Funds

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

General unrestricted funds

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

Designated unrestricted funds

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

Restricted funds

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds

Putnoe Heights Church
Year ended 31 August 2023

Accounting policies - Methodist Standard Form of Accounts

Assets and liabilities

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

Church site and building

In common with most Methodist Churches, the Trustees for Methodist Church Purposes ("TMCP") are a custodian trustee of the church site and building at Putnoe Heights, which is held on the Model Trusts of the Methodist Church Act 1976. Usage of the site and building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

A value for the church building held by Putnoe Heights Church is included in the "Statement of Assets and Liabilities" (section G on page 14). This value is the historic deemed cost of the building upon transition to FRS102, based upon an insurance valuation conducted in 2015. Subsequently the accounts of Putnoe Heights Church have shifted to being prepared on a receipts and payments basis and the disclosed valuation is not therefore meant to represent the current market value of property at the year end date.

Accompanying notes

Additional accompanying notes are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Putnoe Heights	Church
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FOR THE YEAR ENDED

31 August 2023

North Bedfordshire	Circuit	Circuit no	34/01
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Registered Charity - Charity Registration number	1190242
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If not a registered charity Her Majesty's Revenue and Customs Gift Aid number	XN42970
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(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 exempted from registration under Statutory Instrument 2014 No.242)

Minister:

Revd Christopher Sandy

Church Stewards:

Jennifer Snelson	
Susan Allen	

Treasurer:

Andrew Dennison

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

Putnoe Heights

Church

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
			£	£	£	£
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	#1	24,921	-	24,921	28,003
a3	Bank and CFB interest and Investment income	#2	5,056	-	5,056	495
a4	Lettings	#2	27,133	-	27,133	27,371
a5	Other receipts	#2	41,987	-	41,987	1,766
a6	TOTAL RECEIPTS		99,097	-	99,097 (a7)	57,635
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		43,875	-	43,875	37,000
b3	Donations	#3	1,971	-	1,971	1,971
b4	Repairs and Maintenance	#4	19,865	-	19,865	8,093
b5	Utilities (Insurances, water charges, heating & lighting)	#5	6,280	-	6,280	5,787
b6			-	-	-	-
b7	Other payments	#6	11,764	-	11,764	12,469
b8	TOTAL PAYMENTS		83,755	-	83,755 (b9)	65,320
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	15,342	-	15,342	(7,685)
c2	Total funds brought forward from last year		169,861		169,861 (c6)	57,576
c3	Sub total	(c1+c2)	185,203	-	185,203	49,891
c4	Transfers and adjustments	#7	117		117 (c7)	119,970
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	185,320	-	185,320 (c8)	169,861 (c6)
SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS						
d	(these amounts are not to be included in total receipts/payments figures				£	£
d1	Balance brought forward from last year				214	-
d2	Offerings/Gifts - received for external organisations				2,957	2,400
d3	Offerings/Gifts - passed to external organisations				2,797	2,186
d4	BALANCE STILL TO BE PAID (d1+d2-d3)				374	214

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 2023 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 Tuesday Club	-	-	-	-	238	238
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	-	-	-	-	238 (e11)	238 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	99,097 (a7)	83,755 (b9)	15,342	117 (c7)	169,861 (c6)	185,320 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	99,097	83,755	15,342	117	170,099 (x)	185,558 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2023**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	151	414
f2 Bank Current Account	45,397	8,256
f3 Bank Deposit Account	-	-
f4 Central Finance Board	2,709	13,573
f5 Trustees for Methodist Church Purposes	121,827	163,077
f6 Other funds	-	-
f7 SUB TOTAL - Church accounts	170,084 (c6)	185,320 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	238 (e11)	238 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	170,322 (x)	185,558 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2022	At 31 August 2023
g1 Investments (include Endowments)	-	-
g2 Land & Buildings (see notes re Insurance value)	3,050,000	3,050,000
g3 Other Assets	-	-
g4 Loan(s) - show amount outstanding at year end	-	-
g5 Other Liabilities	190	307

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)

Putnoe Heights Church							
Notes to the accounts for the year ended 31 August 2023							
2023				2022			
	Unrestricted	Designated	Total	<i>Unrestricted</i>	<i>Designated</i>	<i>Total</i>	
1 Offertory & Donations							
Loose Cash	5,251	-	5,251	3,718	-	3,718	
Envelope Scheme	-	-	-	2,128	-	2,128	
Gift Aid envelopes	365	-	365	317	-	317	
Standing Orders	15,336	-	15,336	15,070	-	15,070	
Total Offertory	20,952	-	20,952	21,233	-	21,233	
Donations	1,735	821	2,556	216	1,044	1,260	
Gift Aid refunds	1,413	-	1,413	5,510	-	5,510	
Total	24,100	821	24,921	26,959	1,044	28,003	
2 Other Income							
Hire of premises	27,133	-	27,133	27,371	-	27,371	
Interest	5,056	-	5,056	495	-	495	
Photocopier income	27	-	27	76	-	76	
Feed-in-tariff receipts	3,428	-	3,428	1,097	-	1,097	
Fundraising activities	799	-	799	458	-	458	
Miscellaneous	452	-	452	135	-	135	
Legacies	37,281	-	37,281	-	-	-	
Total	74,176	-	74,176	29,632	-	29,632	
3 Grants & Donations							
				[External]			
A Rocha UK (Eco Church)	100		100				
Action For Children	19		19	181			
Christian Aid			-	854			
DEC		200	200				
Foodbank			-	1,480	<i>inc. Autumn Appeal</i>		
Friends for Life	100		100				
Kenyan Methodist Church	100		100				
Methodist Connexional Funds	1,400		1,400				
Methodist Church World Mission Fund			-	214			
Royal British Legion	20		20				
SMART	32		32	68			
	1,771	200	1,971	2,797			
4 Property Maintenance							
Repairs & maintenance	8,145	-	8,145	8,093	-	8,093	
Project expenditure - AV system	11,720	-	11,720	-	-	-	
Total	19,865	-	19,865	8,093	-	8,093	
5 Insurance, utilities, etc							
Insurance	2,089	-	2,089	1,897	-	1,897	
Electricity	1,974	-	1,974	1,485	-	1,485	
Gas	1,520	-	1,520	1,850	-	1,850	
Water	697	-	697	555	-	555	
Total	6,280	-	6,280	5,787	-	5,787	

	2023			2022		
	Unrestricted	Designated	Total	Unrestricted	Designated	Total
6 Other expenditure						
Church music	610	-	610	470	-	470
Church publications	-	-	-	-	-	-
Worship resources	212	-	212	255	-	255
Licences & permits	903	-	903	806	-	806
Salaries & NI	-	-	-	2,331	-	2,331
Cleaning Services	6,000	-	6,000	5,190	-	5,190
Cleaning Materials	373	-	373	277	-	277
Equipment hire (photocopier)	607	-	607	607	-	607
Photocopier charges	154	-	154	219	-	219
Postage	19	-	19	24	-	24
Stationery	117	-	117	203	-	203
Telephone & internet	1,007	-	1,007	808	-	808
Sundry expenses	1,122	640	1,762	365	914	1,279
Total	11,124	640	11,764	11,555	914	12,469
7 Adjustments in year						
Movement in hire deposits held			(20)			
Non-cash movements			137			
			117			
Internal Organisations						
	<u>B/fwd</u>	<u>Income</u>	<u>Outgoings</u>	<u>Transfers</u>	<u>c/fwd</u>	
2023 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	
2022 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	

PUTNOE HEIGHTS CHURCH

England & Wales - Charity number 1190242

Accounts



Annual report and accounts
Year ended 31 August 2022

*A bronze award winning Eco Church
in the North Bedfordshire Methodist Circuit*

Putnoe Heights Church
Registered Charity Number: 1190242

Putnoe Heights Church
Year ended 31 August 2022

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**Putnoe Heights Church
Year ended 31 August 2022**

Trustees' Annual Report

Reference and administration details

Charity name: Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church
Putnoe Heights Church Centre

Registered charity number: 1190242

Address: Putnoe Heights
Bedford
MK41 8EB

Managing Trustees

The names of those who served as Managing Trustees in the year are as follows:

Rev Andrew Hollins	(Chair) [resigned 31 August 2022]
Jenny Snelson	(Senior Church Steward)
Sue Allen	(Church Steward)
Christine Nixon	(Secretary)
Andrew Dennison	(Treasurer)
Rev Christopher Sandy	[appointed 1 September 2021]
Nick Guy	(Circuit Steward)
Jo Barrow	
Sylvia Cohen	
Shelly Dennison	
Sue Edwards	
Nigel Firban	
Margaret Massey	
Carolyn Morris	[resigned 21 November 2021]
Margaret Peck	
Barry Snelson	

After Rev Andrew Hollins left at the end of the year, Rev Christopher Sandy became the Minister of Putnoe Heights Church and Chair of Trustees from 1 September 2022.

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

Structure, governance and management

Governing document

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

Membership of the governing body

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

Two committees report to the Church Council:

- The Leadership Team comprises the Church Stewards, Minister and Treasurer. It oversees the operations of the church and implementing the decisions made by Church Council.
- The Property Committee is responsible for day to day upkeep of the church building and overseeing the hire activities of the Church Centre.

Bodies entitled to appoint Trustees

The North Bedfordshire Methodist Circuit is entitled to appoint four Trustees to the Putnoe Heights Church Council, which comprise:

- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

Objectives and activities

Purposes

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



Worship

The Church exists to increase awareness of God's presence and to celebrate God's love



Learning and Caring

The Church exists to help people to grow and learn as Christians, through mutual support and care



Service

The Church exists to be a good neighbour to people in need and to challenge injustice



Evangelism

The Church exists to make more followers of Jesus Christ

Putnoe Heights Church seeks to apply this within the local environs of Putnoe, Bedford. As well as acting as a place of worship, Putnoe Heights Church also aims to use the building with which it is blessed to offer space for hire to the local community as a community centre known as 'Putnoe Heights Church Centre'.

Activities undertaken

The Charity undertakes a wide range of activities every year in line with its Christian purpose. These typically include but are not limited to:

- Acting as a place of worship and providing a holy space for focus within the local community.
- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - examples including community coffee mornings and lunch clubs.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1st Putnoe Brownies and Rainbows groups through use of the site.

Public benefit statement

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

Achievements and performance

Through the year ended 31 August 2022 the activities of Putnoe Heights Church continued to recover towards pre-pandemic levels. Church services were held throughout the year and lettings continued to increase - reaching by the end of the year what we could probably now expect to be normal levels.

Our Mission Steering Group (since renamed the Future Story Group since the year end) continued to consider the future mission of the church towards the three identified priorities. These are, to be:

- A prayerful church
- A church that provides a welcoming holy space
- A church that encourage a seven days a week faith

In the previous year, the wider Methodist Church of Great Britain had reflected upon marriage and relationships under the heading of "God in Love Unites Us". This led to resolutions being passed at the 2021 Methodist Conference that allowed individual churches to consider their own position.

At its meeting on 21 June 2022, the Church Council of Putnoe Heights Church voted unanimously to permit the solemnisation of marriages of same sex couples on the church premises, and also to permit services of blessing to take place in church for same sex couples whose marriages have been solemnised elsewhere.

As part of our ongoing Eco Church progress, three next boxes were installed on the north side of the church designed especially for swifts - complete with a small

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

speaker playing swift calls designed to help attract swifts to them. Swifts are in decline in the UK and appear on the Red List of the UK's Birds of Conservation Concern due in part to the loss of suitable nesting sites.

There is no guarantee that swifts will use the boxes we have installed, but during the months of May to August - when the swifts are around and the speakers are playing on a timer - we shall regularly lift up our eyes to those boxes in hope of seeing them in use. If successful then there is room to add more boxes as swifts often live in colonies. Our thanks go to the Bedfordshire Swifts Group for their assistance and advice.

Lastly, at the end of the year we said a fond farewell to Rev Andrew Hollins as he moved on to pastures new. Andrew was only our minister for one year but in his role as Superintendent of the North Bedfordshire Methodist Circuit was of tremendous support to us as a during a number of significant changes in recent years. We wish Andrew all the best for the future and sincere thanks for his guidance and support.

In Andrew's stead, we welcome Rev Christopher Sandy to be our minister, as he adds Putnoe Heights Church to his existing responsibilities as minister to the five churches in the Scallop group.

Financial review

The return to regular worship services and the recovery of hire income rates through the year has meant that Putnoe Heights Church saw a greatly reduced deficit for the year on ordinary activities compared with the previous two years during the pandemic.

Nonetheless, another overall deficit of £7,462 was reported for the year in full and Putnoe Heights Church therefore continues to rely upon its reserves.

The mix of offertory giving has shifted further towards regular standing orders in the year ended 31 August 2022 but overall offertory giving has continued to decline. We remain very grateful to all who regularly contribute through offertory, in whichever form, to the life of the church but recognise that focus upon the mission of the church and future growth in membership will be needed in order to also see financial growth in offertory income.

By contrast, income from room lettings saw a very welcome and steady increase through the year and in the last few months had probably returned as close to normal levels of hire as it is likely to get. This is lower than pre-pandemic levels but also reflects the loss of a key hirer immediately prior to the pandemic.

The Circuit Assessment is a formal commitment made eight months before the start of the year. The Circuit Share for the year ended 31 August 2022 was made during great uncertainty and, although it represented a reduction on the prior year, it was set with the full expectation of requiring the use of some reserves held and in

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

recognition of the importance of this income to the work of the wider North Bedfordshire Methodist Circuit. In the end the final result for the year was considerably better than expected and an additional payment of £5,000 has been made since the year end which will be reflected in the financial statements up to 31 August 2023.

In the previous year we had been able to further support the Circuit with a temporary loan of £120,000 made in May 2021 to help with the purchase of a new manse. The loan has now been repaid in the current year with the proceeds from the sale of a different manse that was to be vacated and sold subsequent to the purchase of a new manse. The loan was interest free.

Due to the cash basis that we are required to use for the Methodist Standard Form of Accounts, this loan was not shown as a brought forward asset of Putnoe Heights Church in Section F but was noted for disclosure purposes in Section G. The repayment of this loan is included as an adjustment in Section C, therefore producing the effect of an overall increase in closing reserves held from £57,576 to £170,084 at 31 August 2022.

Reserves policy

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £31,000.

Designated funds: Lettings income from the Church Centre comprise a significant part of annual income and a Property Reserve of £20,000 has been allocated towards any significant items of expenditure on repairs that may arise in an ageing building, in order that ensure the building is available for use again as soon as possible.

A separate Maintenance Reserve of £6,000 has been allocated towards planned repairs. No major expenditure requirements were identified from the quinquennial inspection in 2020.

A redevelopment reserve of £67,000 is currently ring-fenced against the refurbishment of the former playroom and outside play areas which were previously occupied exclusively by the pre-school for many years and had been modified specifically for their needs. Both areas will therefore need some refurbishment to

Putnoe Heights Church
Year ended 31 August 2022

Trustees' Annual Report *(continued)*

make them suitable for other uses and this may be an opportunity for completely re-purposing these spaces. However, no plans have yet been made for these areas.

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Mission Steering Group, which may identify potential new projects or activities for using the funds held, as well recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 28 February 2023.

Rev Christopher Sandy
Chair of Trustees

Date: **28 February 2023**

**Putnoe Heights Church
Year ended 31 August 2022**

Independent Examiner's Report

I report to the Managing Trustees on my examination of the accounts of Putnoe Heights Church (the "Charity") for the year ended 31 August 2022.

As the Managing Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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 order to enable a proper understanding of the accounts to be reached.

Signed: **Ian Morse**

Name of Independent Examiner: Ian Morse

Address: C/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date: **4 March 2023**

Putnoe Heights Church
Year ended 31 August 2022

Accounting policies - Methodist Standard Form of Accounts

Basis of accounts

On the following pages 12 to 16 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2022, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

Accounting policies

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

Core activities

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C on page 13.

Charitable collections

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

Internal organisations

Any internal organisations within the overall Charity that have separate funds are shown in section E.

Funds

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

General unrestricted funds

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

Designated unrestricted funds

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

Restricted funds

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds

Putnoe Heights Church
Year ended 31 August 2022

Accounting policies - Methodist Standard Form of Accounts

Assets and liabilities

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

Church site and building

In common with most Methodist Churches, the Trustees for Methodist Church Purposes ("TMCP") are a custodian trustee of the church site and building at Putnoe Heights, which is held on the Model Trusts of the Methodist Church Act 1976. Usage of the site and building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

A value for the church building held by Putnoe Heights Church is included in the "Statement of Assets and Liabilities" (section G on page 14). This value is the historic deemed cost of the building upon transition to FRS102, based upon an insurance valuation conducted in 2015. Subsequently the accounts of Putnoe Heights Church have shifted to being prepared on a receipts and payments basis and the disclosed valuation is not therefore meant to represent the current market value of property at the year end date.

Accompanying notes

Additional accompany notes are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Putnoe Heights	Church
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FOR THE YEAR ENDED

31 August 2022

North Bedfordshire	Circuit	Circuit no	34/01
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Registered Charity - Charity Registration number	1190242
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If not a registered charity Her Majesty's Revenue and Customs Gift Aid number	XN42970
--	---------

(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 exempted from registration under Statutory Instrument 2014 No.242)

Minister:

Revd Christopher Sandy

Church Stewards:

Jennifer Snelson	
Susan Allen	

Treasurer:

Andrew Dennison

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

Putnoe Heights

Church

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
			£	£	£	£
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	#1	28,003	-	28,003	33,471
a3	Bank and CFB interest and Investment income	#2	495	-	495	540
a4	Lettings	#2	27,371	-	27,371	6,978
a5	Other receipts	#2	1,766	-	1,766	2,494
a6	TOTAL RECEIPTS		57,635	-	57,635 (a7)	43,483
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		37,000	-	37,000	42,875
b3	Donations	#3	1,971	-	1,971	2,791
b4	Repairs and Maintenance	#4	8,093	-	8,093	8,371
b5	Utilities (Insurances, water charges, heating & lighting)	#5	5,787	-	5,787	4,279
b6			-	-	-	-
b7	Other payments	#6	12,469	-	12,469	18,948
b8	TOTAL PAYMENTS		65,320	-	65,320 (b9)	77,264
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(7,685)	-	(7,685)	(33,781)
c2	Total funds brought forward from last year		57,576		57,576 (c6)	211,357
c3	Sub total	(c1+c2)	49,891	-	49,891	177,576
c4	Transfers and adjustments	#7	119,970		119,970 (c7)	(120,000)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	169,861	-	169,861 (c8)	57,576 (c6)
SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS						
d	(these amounts are not to be included in total receipts/payments figures				£	£
d1	Balance brought forward from last year				-	212
d2	Offerings/Gifts - received for external organisations				2,400	2,875
d3	Offerings/Gifts - passed to external organisations				2,186	3,087
d4	BALANCE STILL TO BE PAID (d1+d2-d3)				214	-

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 2022 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 Tuesday Club	-	-	-	-	238	238
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	-	-	-	-	238 (e11)	238 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	57,635 (a7)	65,320 (b9)	(7,685)	119,970 (c7)	57,576 (c6)	169,861 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	57,635	65,320	(7,685)	119,970	57,814 (x)	170,099 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2022**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	323	151
f2 Bank Current Account	16,208	45,397
f3 Bank Deposit Account	-	-
f4 Central Finance Board	39,647	2,709
f5 Trustees for Methodist Church Purposes	1,398	121,827
f6 Other funds	-	-
f7 SUB TOTAL - Church accounts	57,576 (c6)	170,084 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	238 (e11)	238 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	57,814 (x)	170,322 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2021	At 31 August 2022
g1 Investments (include Endowments)	-	-
g2 Land & Buildings (see notes re Insurance value)	3,050,000	3,050,000
g3 Other Assets	120,000	-
g4 Loan(s) - show amount outstanding at year end	-	-
g5 Other Liabilities	236	190

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)

	2022			2021		
	Unrestricted	Designated	Total	Unrestricted	Designated	Total
6 Other expenditure						
Church music	470	-	470	140	-	140
Church publications	-	-	-	24	-	24
Worship resources	255	-	255	80	-	80
Licences & permits	806	-	806	817	-	817
Salaries & NI	2,331	-	2,331	8,657	-	8,657
Cleaning Services	5,190	-	5,190	5,952	-	5,952
Cleaning Materials	277	-	277	19	-	19
Equipment hire (photocopier)	607	-	607	607	-	607
Photocopier charges	219	-	219	243	-	243
Postage	24	-	24	87	-	87
Stationery	203	-	203	101	-	101
Telephone & internet	808	-	808	535	-	535
Sundry expenses	365	914	1,279	1,152	535	1,687
Total	11,555	914	12,469	18,414	535	18,949
7 Adjustments in year						
Loan repayment from North Bedfordshire Methodist Circuit			120,000			
Movement in hire deposits held			(30)			
			119,970			
Internal Organisations						
	<u>B/fwd</u>	<u>Income</u>	<u>Outgoings</u>	<u>Transfers</u>	<u>c/fwd</u>	
2022 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	
2021 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	

PUTNOE HEIGHTS CHURCH

England & Wales - Charity number 1190242

Accounts



Annual report and accounts Year ended 31 August 2021

*A bronze award winning Eco Church
in the North Bedfordshire Methodist Circuit*

Putnoe Heights Church
Registered Charity Number: 1190242

**Putnoe Heights Church
Year ended 31 August 2021**

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Comments on Methodist Standard Form of Accounts	10 to 11
Appended: Methodist Standard Form of Accounts	12 to 16

**Putnoe Heights Church
Year ended 31 August 2021**

Trustees' Annual Report

Reference and administration details

Charity name: Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church
Putnoe Heights Church Centre

Registered charity number: 1190242

Address: Putnoe Heights
Bedford
MK41 8EB

Managing Trustees

The names of those who served as Managing Trustees in the year are as follows:

Rev Caroline Weaver	(Chair) [retired 31 August 2021]
Sue Allen	(Senior Church Steward)
Jenny Snelson	(Church Steward)
Christine Nixon	(Secretary)
Andrew Dennison	(Treasurer)
Rev Andrew Hollins	
Rev Gill Baalham	[resigned 31 August 2021]
Nick Guy	(Circuit Steward) [appointed 22 October 2020]
Jo Barrow	
Sylvia Cohen	
Shelly Dennison	
Sue Edwards	
Nigel Firban	[appointed 25 April 2021]
Margaret Massey	
Carolyn Morris	
Margaret Peck	
Barry Snelson	

After Rev Caroline Weaver left at the end of the year, Rev Andrew Hollins became the Minister of Putnoe Heights Church and Chair of Trustees from 1 September 2021.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

Structure, governance and management

Governing document

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

Membership of the governing body

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

Two committees report to the Church Council:

- The Leadership Team comprises the Church Stewards, Minister and Treasurer. It oversees the operations of the church and implementing the decisions made by Church Council.
- The Property Committee is responsible for day to day upkeep of the church building and overseeing the hire activities of the Church Centre.

Bodies entitled to appoint Trustees

The North Bedfordshire Methodist Circuit is entitled to appoint four Trustees to the Putnoe Heights Church Council, which comprise:

- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

Objectives and activities

Purposes

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



Worship

The Church exists to increase awareness of God's presence and to celebrate God's love



Learning and Caring

The Church exists to help people to grow and learn as Christians, through mutual support and care



Service

The Church exists to be a good neighbour to people in need and to challenge injustice



Evangelism

The Church exists to make more followers of Jesus Christ

Putnoe Heights Church seeks to apply this within the local environs of Putnoe, Bedford. As well as acting as a place of worship, Putnoe Heights Church also aims to use the building with which it is blessed to offer space for hire to the local community as a community centre known as 'Putnoe Heights Church Centre'.

Activities undertaken

The Charity undertakes a wide range of activities every year in line with its Christian purpose. These typically include but are not limited to:

- Acting as a place of worship and providing a holy space for focus within the local community.
- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - examples including community coffee mornings and lunch clubs.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1st Putnoe Brownies and Rainbows groups through use of the site.

Public benefit statement

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

Achievements and performance

As the impact of COVID-19 continued to cast its shadow across the world, the year to 31 August 2021 was one of gradual steps back towards some sort of normality.

Sunday worship services in church had already resumed, with some restrictions, before August 2020, and worship continued to respond to the changing pandemic situation throughout the period covered by this report. Most notably the Tier 4 lockdown in Bedford resulted in the last minute cancellation of many of the planned Christmas services, however by August 2021 we had been able to return to congregational hymn singing.

The year also saw the gradual resumption of hire activity in the Church Centre and we were delighted to begin to welcome hirers old and new through our doors once more.

Following the formation of a Mission Steering Group in the previous year, this group began to consider what steps to take towards the three initial priorities for Putnoe Heights Church which are:

- A prayerful church
- A church that provides a welcoming holy space
- A church that encourage a seven days a week faith

Some members of the Group also joined with the Mission Planning training offered by the District.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

On 1 August 2021 we held a Climate Sunday service as part of the nationwide initiative in the run up to COP26 in Glasgow. At this service we made formal commitment as a church to work towards an Eco Church silver award.

As part of our ongoing Eco Church progress we are asked make a commitment to support an overseas environmental project through prayer over a sustained period. During the year the Putnoe Heights Church Council chose the A Rocha Uganda project "Farming God's Way" to support in this way. More information can be found at www.farming-gods-way.org

Putnoe Heights Church has also begun the process on gathering data to calculate its carbon footprint and to monitor this over time.

Lastly, at the end of the year we said a fond farewell to Rev Caroline Weaver, our minister for the past three years, as she took a well earned retirement. We wish her all the best for the future and sincere thanks for her guidance and support during her years with us as the church went through a number of significant changes.

In Caroline's stead, we welcome Rev Andrew Hollins to be our minister over the coming year.

Financial review

Putnoe Heights Church has relied heavily upon its reserves during the year ended 31 August 2021. Fortunately, these reserves at the beginning of the year were significant, largely as a result of donations and legacies received in recent years, and this has meant that the church has been able to weather the storm.

Whilst church services have continued as far as possible during the year, overall offertory received directly from those services has dropped. However, we are fortunate that many of our church members give by standing order and we are very grateful to them and to those who have transferred to this option during the year. Our income from this source has seen a rise on the prior year.

Income from room lettings, which pre-COVID represented around half of our overall income, saw a further decline in the year despite the gradual resumption of hire bookings. The 2020 income had been buoyed by the settlement of a number of older invoices from before lockdown but by 2021 these had all been settled and the lettings income reflected the limited bookings possible.

A full review of all costs associated with the Church Centre was completed and implemented in the year. This resulted in a cost saving in some areas.

The Circuit Assessment is a formal commitment made eight months before the start of the year. As it happens, a significantly increased Circuit Share had been offered back in December 2019 and based upon budgets and expectations at that time that had no inkling of the lockdowns and disruption that would follow.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

We are pleased to say that we were able to honour this commitment and meet our Circuit Share in full, even though this meant using some of the reserves held and resulting in a deficit of almost £34k for the year.

In addition, we have been able to further support the Circuit with a temporary loan of £120,000 made in May 2021 to help with the purchase of a new manse. The loan will be repaid with the proceeds from the sale of a different manse that was to be vacated and sold subsequent to the purchase new manse. The loan has a maximum term of one year and is interest free. At the time of approving these financial statements, the repayment is currently in the process of being made by the Circuit.

Due to the cash basis that we are required to use for the Methodist Standard Form of Accounts, this loan is not shown as an asset of Putnoe Heights Church in Section F but is instead included as an adjustment in Section C and therefore contributes to the overall reduction of in closing reserves held from £211,357 to £57,576 at 31 August 2021.

When the loan is repaid in the following year this adjustment will reverse and our reserves will increase again accordingly. In the meantime the loan is noted for disclosure purposes in Section G.

Reserves policy

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £38,500. In addition, the impact of COVID-19 on the hire activities has seen a significant drop in income. Last year an additional reserve of £50,000 was made to cover expected deficits over the following two years. Of this, £16,000 remains for the coming year ended 31 August 2022.

Designated funds: Lettings income from the Church Centre comprise a significant part of annual income and a Property Reserve of £20,000 has been allocated towards any significant items of expenditure on repairs that may arise in an ageing building, in order that ensure the building is available for use again as soon as possible.

Putnoe Heights Church
Year ended 31 August 2021

Trustees' Annual Report *(continued)*

A separate Maintenance Reserve of £5,000 has been allocated towards planned repairs. No major expenditure requirements were identified from the quinquennial inspection in 2020. A Redecoration Reserve of £2,000 is also held towards redecoration of the church building.

A Personnel Reserve of £2,500 is held in case of any significant employment matters that may arise.

A redevelopment reserve of £67,000 is currently ring-fenced against the refurbishment of the former playroom and outside play areas which were previously occupied exclusively by the pre-school for many years and had been modified specifically for their needs. Both areas will therefore need some refurbishment to make them suitable for other uses and this may be an opportunity for completely re-purposing these spaces. However, no plans have yet been made for these areas.

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Mission Steering Group, which may identify potential new projects or activities for using the funds held, as well recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 16 February 2022.

Rev Andrew Hollins
Chair of Trustees

Date: **18 March 2022**

**Putnoe Heights Church
Year ended 31 August 2021**

Independent Examiner's Report

I report to the Managing Trustees on my examination of the accounts of Putnoe Heights Church (the "Charity") for the year ended 31 August 2021.

As the Managing Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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 order to enable a proper understanding of the accounts to be reached.

Signed: **Ian Morse**

Name of Independent Examiner: Ian Morse

Address: C/o Putnoe Heights Church Office
Putnoe Heights
Bedford
MK41 8EB

Date: **18 March 2022**

Putnoe Heights Church
Year ended 31 August 2021

Accounting policies - Methodist Standard Form of Accounts

Basis of accounts

On the following pages 12 to 16 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2021, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

Accounting policies

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

Core activities

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C.

Charitable collections

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

Internal organisations

Any internal organisations within the overall Charity that have separate funds are shown in section E.

Funds

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

General unrestricted funds

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

Designated unrestricted funds

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

Restricted funds

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds

Putnoe Heights Church
Year ended 31 August 2021

Accounting policies - Methodist Standard Form of Accounts

Assets and liabilities

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

Church site and building

In common with all Methodist Churches, the property is owned by the Trustees for Methodist Church Purposes ("TMCP"). Usage of the building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

By convention, a value for the church building is included in section G for reference. The value is a historic valuation disclosed as deemed cost and is not meant to represent the current market value of property at the year end date.

Accompanying notes

Additional accompany notes are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Putnoe Heights	Church
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FOR THE YEAR ENDED

31 August 2021

North Bedfordshire	Circuit	Circuit no	34/01
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Registered Charity - Charity Registration number	1190242
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If not a registered charity Her Majesty's Revenue and Customs Gift Aid number	XN42970
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(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 exempted from registration under Statutory Instrument 2014 No.242)

Minister:

Revd Andrew Hollins

Church Stewards:

Jennifer Snelson	
Susan Allen	

Treasurer:

Andrew Dennison

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

Putnoe Heights

Church

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
			£	£	£	£
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	#1	33,471	-	33,471	35,041
a3	Bank and CFB interest and Investment income	#2	540	-	540	1,236
a4	Lettings	#2	6,978	-	6,978	28,037
a5	Other receipts	#2	2,494	-	2,494	2,975
a6	TOTAL RECEIPTS		43,483	-	43,483 (a7)	67,289
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		42,875	-	42,875	38,625
b3	Donations	#3	2,791	-	2,791	2,804
b4	Repairs and Maintenance	#4	8,371	-	8,371	7,138
b5	Utilities (Insurances, water charges, heating & lighting)	#5	4,279	-	4,279	7,864
b6			-	-	-	-
b7	Other payments	#6	18,948	-	18,948	25,370
b8	TOTAL PAYMENTS		77,264	-	77,264 (b9)	81,802
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(33,781)	-	(33,781)	(14,513)
c2	Total funds brought forward from last year		211,357		211,357 (c6)	150,905
c3	Sub total	(c1+c2)	177,576	-	177,576	136,392
c4	Transfers and adjustments	#7	(120,000)		(120,000) (c7)	74,965
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	57,576	-	57,576 (c8)	211,357 (c6)
SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS						
d	(these amounts are not to be included in total receipts/payments figures				£	£
d1	Balance brought forward from last year				212	-
d2	Offerings/Gifts - received for external organisations				2,875	3,378
d3	Offerings/Gifts - passed to external organisations				3,087	3,166
d4	BALANCE STILL TO BE PAID (d1+d2-d3)				-	212

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 Tuesday Club	-	-	-	-	238	238
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	-	-	-	-	238 (e11)	238 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	43,483 (a7)	77,264 (b9)	(33,781)	(120,000) (c7)	211,357 (c6)	57,576 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	43,483	77,264	(33,781)	(120,000)	211,595 (x)	57,814 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	2,630	323
f2 Bank Current Account	8,605	16,208
f3 Bank Deposit Account	-	-
f4 Central Finance Board	78,958	39,647
f5 Trustees for Methodist Church Purposes	121,164	1,398
f6 Other funds	-	-
f7 SUB TOTAL - Church accounts	211,357 (c6)	57,576 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	238 (e11)	238 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	211,595 (x)	57,814 (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)	3,050,000	3,050,000
g3 Other Assets	6,583	120,000
g4 Loan(s) - show amount outstanding at year end	-	-
g5 Other Liabilities	1,340	236

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)

Putnoe Heights Church							
Notes to the accounts for the year ended 31 August 2021							
		2021			2020		
		Unrestricted	Designated	Total	Unrestricted	Designated	Total
1	Offertory & Donations						
	Loose Cash	3,923	-	3,923	5,583	-	5,583
	Envelope Scheme	2,530	-	2,530	6,349	-	6,349
	Gift Aid envelopes	37	-	37	-	-	-
	Standing Orders	15,904	-	15,904	13,849	-	13,849
	Total Offertory	22,394	-	22,394	25,781	-	25,781
	Legacies	-	-	-	-	-	-
	Donations	717	678	1,395	531	810	1,341
	Gift Aid refunds	9,682	-	9,682	7,919	-	7,919
	Total	32,793	678	33,471	34,231	810	35,041
2	Other Income						
	Hire of premises	6,978	-	6,978	28,037	-	28,037
	Interest	540	-	540	1,236	-	1,236
	Photocopier income	20	-	20	390	-	390
	Feed-in-tariff receipts	1,924	-	1,924	2,052	-	2,052
	Fundraising activities	230	-	230	332	-	332
	Miscellaneous	320	-	320	201	-	201
	Total	10,012	-	10,012	32,248	-	32,248
3	Grants & Donations						
	A Rocha UK (Eco Church)	100		100			
	Action For Children	450		450	1,114		
	All We Can	375	125	500			
	Christian Aid	6		6	366		
	Foodbank			-	210		
	Friends for Life	100		100			
	Keech Hospice			-	530	<i>Autumn Appeal</i>	
	Methodist Connexional Funds	1,170		1,170			
	Methodist Church World Mission Fund			-	127		
	MHA	450		450			
	Royal British Legion	15		15			
	SMART			-	210		
	Tibbs Dementia			-	530	<i>Autumn Appeal</i>	
	Total	2,666	125	2,791	3,087		
4	Property Maintenance						
	Repairs & maintenance	4,014	-	4,014	6,188	-	6,188
	Professional fees	4,357	-	4,357	950	-	950
	Total	8,371	-	8,371	7,138	-	7,138
5	Insurance, utilities, etc						
	Insurance	1,856	-	1,856	1,832	-	1,832
	Electricity	1,040	-	1,040	2,381	-	2,381
	Gas	1,161	-	1,161	2,404	-	2,404
	Water	389	-	389	501	-	501
	Trade Refuse Charges	(167)	-	(167)	746	-	746
	Total	4,279	-	4,279	7,864	-	7,864

	2021			2020		
	Unrestricted	Designated	Total	Unrestricted	Designated	Total
6 Other expenditure						
Youth work	-	-	-	269	-	269
Church music	140	-	140	300	-	300
Church publications	24	-	24	116	-	116
Worship resources	80	-	80	188	-	188
Licences & permits	817	-	817	907	-	907
Safeguarding	-	-	-	40	-	40
Salaries & NI	8,657	-	8,657	9,549	-	9,549
Cleaning Services	5,952	-	5,952	9,488	-	9,488
Cleaning Materials	19	-	19	984	-	984
Equipment hire (photocopier)	607	-	607	642	-	642
Photocopier charges	243	-	243	415	-	415
Postage	87	-	87	44	-	44
Stationery	101	-	101	251	-	251
Telephone & internet	535	-	535	760	-	760
Sundry expenses	1,152	535	1,687	568	848	1,416
Total	18,414	535	18,949	24,521	848	25,369
7 Adjustments in year						
Loan to North Bedfordshire Methodist Circuit		(120,000)				
		(120,000)				
Internal Organisations						
	<u>B/fwd</u>	<u>Income</u>	<u>Outgoings</u>	<u>Transfers</u>	<u>c/fwd</u>	
2021 (All restricted funds)						
Tuesday Club	238	-	-	-	238	
Total	238	-	-	-	238	
2020 (All restricted funds)						
Hazeldene Heights PreSchool	126,187	44,131	(96,194)	(74,124)	-	
Luncheon Club	412	1,481	(1,617)	(276)	-	
Flower Fund	699	65	(176)	(588)	-	
Tuesday Club	238	-	-	-	238	
Little Fishes	(24)	31	-	(7)	-	
Total	127,512	45,708	(97,987)	(74,995)	238	