



Annual report and accounts Year ended 31 August 2024

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

<p>Putnoe Heights Church Registered Charity Number: 1190242</p>
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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**

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

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
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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 His 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 excepted 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

			Unrestricted Funds	Restricted Funds	Totals this year		Totals last year	
	SECTION A		£	£	£		£	
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							
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				80		374	
	(d1+d2-d3)							

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E****Please follow the Guidance Notes to complete this page**

Summary of the Church accounts for the year ended 31 August 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	inc. Autumn Appeal		
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.....