



The Parish Church of
ST MARK
Biggin Hill, Kent

Annual Report
and
Financial Statements
of the
Parochial Church Council

For the year ended
31st December 2021

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Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:

St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.

Tel.: 01959 577816 Email: admin@movingchurch.org

The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.

During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Reader	Mark Newman (ex officio)	
Wardens	Caroline Budimir	Elected until May 2022
	Jeremy Peacock	Elected until May 2022
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	The Revd. Alison Newman	
	Mark Newman (ex officio)	Elected until April 2023
	Rohan Perara (ex officio)	Elected until April 2023
PCC Elected Members	Lynn Hussey	Elected 2019-2022
	Anne Nash	Elected 2019-2022
	Don Reeks	Elected 2019-2022
	Andrew Scott	Elected 2019-2022
	David Shannon	Elected 2019-2022
	Bahram Ghaemmaghami	Elected 2020-2023
	Jo Hussey	Elected 2020-2023
	Peter Walker	Elected 2020-2023
	Andrew MacFarlane	Elected 2021-2024
	Patrick O'Sullivan	Elected 2021-2024
	Stephanie Peacock	Elected 2021-2024
	Judy Sharp	Elected 2021-2024

Bankers:

National Westminster Bank
12 Station Road East
Oxted, Surrey RH8 0PR

Independent Examiner:

Mr Bob Wilkinson
324 Main Road
Westerham, Kent TN16 2HL

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee

This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.

Finance Committee

Oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee

Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary.

Outreach and Mission Committee

This committee deals with all aspects of mission and outreach relating to the church.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance

There were 131 parishioners on the Electoral Roll on 31.12.20. On 31st December 2021 there were 127 parishioners on the Electoral Roll.

Financial Review

I am pleased to report another good year. This was how I began my review for 2020 and from a financial point of view it is true for 2021. Comparisons with 2020 figures look reasonable, however figures for both years has been significantly affected by Covid.

The following totals for the General Fund 2019, 2020 and 2021 demonstrate this:

Income:

£101,859 (2021) £94,730 (2020) £131,759 (2019)

Expenditure:

£104,362 (2021) £95,527 (2020) £114,843 (2019)

Giving has dropped a little over the 3 years but the major element is 'income from church activities' (which includes hall lettings), as follows:

£16,379 (2021) £9,593 (2020) £28,268 (2019)

As the figures show we are now moving in the right direction and have some way to go however I think the future looks bright.

I thought I would take the opportunity to inform you of some other activities undertaken by the Treasurer which take place each year. Apart from providing the Diocese with a full set of accounts are the following:

- Provide a full set of accounts to the Charities Commission.
- Annual online submission of financial information to the Church of England.
- Quarterly analysis and breakdown of fees to the Diocese.
- In respect of Biggin Hill Community Association's use of the church hall as a day centre, submit an analysis of costs to Bromley Council and carry out negotiations to agree maintenance charges for the following year.
- Maintain St Mark's data on the Charities Commission website with changes in St Mark's trustees etc.
- Consolidation of data (giving and donations) for submission to HMRC for gift aid recovery.

Thanks to Peter Walker for recording the giving through the envelope system, and with my input for regular giving and donations, produce the final report for submission to HMRC. Also, thanks to the Parish Administrator, Christine Reeks, for the clear and accurate recording of the various monetary transactions that are processed through the Parish Office.

Don Reeks
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2021 which are set out on pages 1 - 8.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

R. T. Wilkinson

Mr R.T. WILKINSON

Dated: *29th March 2022*

Fabric Report

The activities of the committee have seen a marked increase in workload this year which I have summarised below:

Works Team

The works team have been busy throughout the year carrying out inspections around the building, recording the statutory alarm test and maintaining equipment etc., as well as the many general maintenance items as and when they arise.

Quinquennial Reports

We have continued to review the Quinquennial reports on the Church and Hall buildings, from 20th July 2020. The committee has separated the items of work identified into two sections, those we can undertake ourselves within the Works Team, and those that will need Professional Contractor input. We are in the process of engaging our Quinquennial Architects, Thomas Ford and Partners, to draw up a schedule of works sufficient to tender the works to building contractors for the more urgent matters.

Tower

There have been several issues relating to water ingress in the tower, partly due to the roof drain and partly due to ingress through the brickwork. The bells and bell frames have been regularly inspected and are in good working order.

Projects

Church Lighting:

As many of you will know, due to changes in legislation it is becoming increasingly difficult to maintain and replace broken fittings and bulbs. We have approached a lighting consultant to review our building and provide a scheme design to replace the whole installation with new LED technology. This is in early stages, and we hope to see a significant step forward over this coming year.

Hall Roof / Ceilings

The Church Hall roof is in poor condition and is in need for substantial repairs. Working with the Architect, it is planned to refurbish the roof and replace the existing bitumen felt covering and ply deck. The committee is also aware of a problem with the echo in the hall. We are planning to refurbish the hall with a new suspended ceiling and LED lighting to improve the acoustic attenuation and thermal retention.

Telecoms

There has been a lot of dialogue with the many Telecoms companies using the Church grounds and Tower. New equipment and cable runs have been proposed and the committee, along with the PCC, are in negotiations regarding wayleave agreements. We hope to have these matters resolved very soon.

Once again, I would like to take this opportunity to thank our Works Team, Pat O'Sullivan, Mark Newman and Vic Fowler for their maintenance work together with Don Reeks who has overseen so much of the contracted works for the building. My thanks extend to the whole committee for help and guidance who also share the duties and responsibilities. I look forward to continuing the work into the new Church year.

Andrew Scott

Chair of the Fabric Committee

Supplementary Reports

Baby and Toddler Group

It has been a somewhat different year. At various times due to the ongoing pandemic we have had to close Toddlers. Thanks go to Pauline, Sue, Jen and Jan. Thanks also goes to David who helps to set up at the beginning of the session and to pack away at the end. This year we didn't open Toddlers again until September when we put various safety measures in place. We opened windows and doors, had hand gel available and moved the seats apart. We bought wrapped biscuits and sugar sticks. We decided not to sing at the end of the morning and didn't put out soft toys and the play houses and tunnels where the children would come into close contact with others.

Our numbers continue to fluctuate on a week to week basis. Since September we have had 80 adults through the doors with their children. We had a good start to the term but in November our numbers started to fall. There are a few regulars. We had planned to have two Christmas parties but the numbers signing up were so low that we decided on one. However due to the rising cases of COVID in the area we closed toddlers at the end of November so did not hold a party this year.

Chris Dilling
Leader of the Baby & Toddler Group

Choir and Music Group

2021 was a strange year for music and singing in St Mark's! To begin with there was no music or singing because of the lockdown even though we were able to attend church. Then towards the end of February it was suggested that a small group of singers could sing 2 songs at the Offertory and during Communion – this was socially distanced singing with accompaniment from the keyboard. The 10.30am Parish Eucharist was being streamed and to hear the songs, on this streaming, it was important to have singers using microphones. Singers from the Choir supplemented the singers from the Music Group and were rostered to support this part of worship.

The first All Age Worship in over a year, took place in May and it was a delight to restart these services and eventually to have the congregation singing along even though it was behind masks! From August, John Williams was able to start playing the organ again to accompany singing on Sundays and it was a joy to be able to have that accompaniment along with the keyboard. In September, the first joint singing practice with all singers from the Choir and Music Group took place and continued monthly with new songs being learned and introduced into All Age Worship and then into Parish Eucharist services. A combined group of singers led the singing at the Carol Service and the Christmas Miscellany. Sincere thanks go to all singers who have given their time to push forward this important aspect of our worship at St Mark's.

Chris Walker
St Mark's Music Group

Churchwardens

The 2021 Liturgical year came and went as regular as any normal year. Unfortunately, things can't be said for the pandemic! On the 4th of January 2021 the Prime Minister announced a further national lock down advising people to stay at home due to the new COVID Delta variant that was overwhelming the NHS. Fortunately, places of worship were able to remain open, but with a caveat that one could only attend with your household. St Mark's continued to deliver services within the guidelines of "Hands", "Face" and "Space" and the continuation of our existing and well organised "safe systems" practice. Throughout this year most services were live streamed by our excellent technical team Pat, Andrew, and Mark. Understandably attendance figures did reduce whilst many church members opted for the safety of live streaming.

Early March saw the start of the Government's slow and cautious 4 step road map offering a route back to a less restrictive life and the potential to a more normal existence. On receipt of that news St Mark's held a National Day of Reflection on 23rd March. This was an opportunity to remember all those who had died during the past year. Ribbons were hung on the tree in the church grounds by those who had been bereaved both recently and historically. The service was held outside and was well attended which clearly resonated with the Biggin Hill community.

Spring was upon us, and church attendance grew as did the Church's garden beds. Three successful gardening sessions took place with no shortage of volunteers keen to be in the fresh air with plenty of social interaction and refreshments plus two sessions of window cleaning!

COVID began to settle as the vaccination programme rolled out. This provided the confidence of parishioners to re-engage. A small music group was reinstated along with the organist, and hymns could be sung albeit wearing masks, but what a lift to one's mindset and another step towards normality.

On the 9th of April 2021 the death of The Duke of Edinburgh was announced by the Royal Family saying he had "died peacefully" that morning at Windsor Castle. The Queen mourned for eight days whilst the funeral was arranged. St Mark's Church opened its doors for the community to pay their respects. In the nave a photograph was displayed alongside a book of remembrance for signing.

The roll out of vaccinations continued with traditional services and church life becoming more stable. Home groups were able to meet face to face, baptisms increased and numbers at weddings and funerals relaxed. The Biggin Hill Carnival was held on Saturday 4th September. This was the first public/community event allowed to be staged since COVID lockdowns. St Mark's provided a stall, and it was obvious from the crowds the community were enjoying their freedom once more. Our stall was well frequented by people who were then asked for their views on "How the Pandemic changed their life". Their opinions were then collated by Peter Walker and the results can be read in The Moving Church News (MCN – Oct-Nov 2021) An excellent community outreach idea.

As autumn and the Advent season approached, the emergence of a new COVID variant arrived -Omicron, more virulent but less debilitating. Nonetheless, this did not curtail the many events that took place. The season began with the Christmas Tree Festival and Fayre along with a concert by the Beckenham Concert Band. By now Omicron was gathering momentum but thankfully a large proportion of the country and certainly many of St Mark's congregation had received their booster jab. The remainder of the Christmas season saw all the

traditional St Mark's services happen; nine Lessons and Carols, a Christmas Miscellany, two Christingle services, Midnight Mass and of course the Christmas Day family communion service. 2021, yet another year of the pandemic and restrictive measures in place. But hope is on the horizon as scientists get to grips with the virus – it is something we will all have to live with in the future as we do with influenza.

Below is a snapshot of St Mark's statistics for the year 2021. Figures for 2020 are in brackets.

Number of Services:

Baptisms	14 (3)
Weddings	1 (1)
Funerals in Church	14 (6)
Funerals elsewhere	27 (34)

Numbers attending:

All Souls Service	73 (89)
Advent Carol Service	19 (42)
Main Carol Service	68 (no service held)

Caroline Budimir and Jerry Peacock
Church Wardens

Deanery Synod

Two Deanery Synod meetings were held up to 31st December 2021 since the last APCM. These two meetings were on 13th July 2021 at All Saints Church Orpington, in person and on Zoom and the other on 18th November 2021 on Zoom only.

Meeting on 13th July

The meeting was presided by Rev George Rogers and Rev John Musson preached. A quick update on the Growth Enablers and Call to Grow was given by Rev John Musson. He mentioned that lots of parishes had been in touch with Abi Hiscock who is leading this project.

The Deanery Treasurer Steve McCann informed that the finances of the Deanery Synod are in a satisfactory state. He did not expect any immediate change as there are no future plans for expenditure by the Deanery Synod (apart from the refreshments for Synod meetings).

Rev Jane Winter gave an informative and interesting presentation on Living in Love & Faith. The video recording of the presentation and questions and answers is available on YouTube by following the link <https://youtu.be/proPzPday80>

The meeting agreed to make the following appointments: Steve McCann would remain as Treasurer, Andy Goddard as Chair and Lesley Birse as Secretary.

In the reporting period, elections were held for the next 5 years to elect 4 proctors to the House of Clergy and 4 members to the House of Laity of the Diocesan Synod. The elections were held by electronic ballot during the period 17/09/2021 and 08/10/2021. The ballot closed on the last date, 8th October and the elections were finalised immediately thereafter.

Meeting on 18th November

The main discussion at this meeting was on the Diocesan Synod Report. Important aspects of the report are:

1. The 2022 Budget of the Diocese forecasts a deficit of £1.54 million.
2. It was informed that the New Diocesan website is live and more user friendly.
3. The appointment of a new Bishop is expected to take more time and the expectation is that the new Bishop will take up post only in the latter part 2022.
4. It was announced that Archdeacon Paul Wright is stepping down in February 2022. The present thinking is that the new Bishop will decide on the new Archdeacon. In the meantime, an interim appointment to be made.

Since then, Rev Katrina Crawford Barnes has been appointed as Interim Part- time Archdeacon

Rohan Perera
Deanery Synod Rep

Moving Church News

2,600 copies of the Moving Church News are now professionally printed bi-monthly and delivered to a large proportion of roads in Biggin Hill. 46 people are involved in the distribution, and once again, thanks must go to them for their devotion to this task. It is an important way of helping to spread the ministry and events of our church. The majority of distributors manage to deliver within 2 weeks of publication, which helps to keep the magazine relevant in terms of dates of events. We cover about 72 of the roads in Biggin Hill including nearly every road in the top part.

The advertisers must also be given our support and thanks for it is the revenue from their advertisements which is a major contribution towards the cost of producing the magazine. More advertising is always welcome as the costs of printing the magazine have risen sharply recently.

The MCN aims to be a community magazine, and there is usually a spread of articles to achieve this. However, there is always room for individuals or groups both within St. Mark's and the wider community to submit articles for publication. We have regular articles from the Residents' Association, the Biggin Hill Friends of the Parks, the Horticultural Society and the Biggin Hill Memorial Museum.

Neil Walker
Editor, Moving Church News.

Outreach and Mission Committee

The Outreach and Mission Committee met three times in 2021, starting with a fresh canvas with no previous matters arising.

The National Day of Reflection on 23 March was attended by about 100 people and met a genuine need in the Community. One of the Residents' Association took the initiative and distributed over 20 copies of the Hope magazines which had been intended for people to pick up!

Christianity Explored ran online in February / March with 8 participants, including three from outside St Mark's.

Our Post Pandemic Post-Its stall at the Biggin Hill Carnival in September gave us a great opportunity to engage with about 70 passers-by. Nearly all our conversations were positive. Peter Walker analysed the written feedback and produced an article for the MCN.

The Christmas Tree Festival was successfully combined with a cut down version of the Christmas Fair. The attendance of the Fairchildes School choir generated a real buzz, all this being achieved just days before Covid struck similar events.

We have made a start on producing some one minute testimonies which will be posted on YouTube. We will make the congregation aware of these before they go online.

We welcomed Cordelia Perera to the Committee. In all we do, we are seeking to move forward with God and make Christ known.

Mark Newman
Chair of the Outreach & Mission Committee

Safeguarding

The PCC formally adopted the House of Bishops "Promoting a safer church" safeguarding policy for children and vulnerable adults.. There were no issues regarding safeguarding within St Mark's during 2021.

The PCC also adopted a safeguarding policy document for St Mark's at the meeting on Wednesday 9th June 2021, which was signed by Revd Newman and the churchwardens and displayed prominently. The safeguarding information on the church website was updated.

During the year, it was still necessary to take precautions against Covid. Although rules were relaxed a little, keeping everyone safe was still our top priority.

Sue Walker
Parish Safeguarding Officer

Website

We have two websites, namely www.movingchurch.org and www.achurchnearyou.com/church/9817/ which is our part of the Church of England's website. Some statistics for 2021 are in the table below.

Total number of webpage views for www.movingchurch.org was	10513 views
and for www.achurchnearyou.com/church/9817/ it was	9466 views
Within the 10513 views, the most popular pages were:	
• Home page	5370 views
• Services and events	1152 views
• News (for downloading Moving Church News)	578 views

Visitors to www.movingchurch.org on average viewed at least 2 pages per visit Average bounce rate (i.e. visitor leaves page immediately) was A bounce rate of 26 to 40% is considered excellent Average time on a webpage was This includes the 45% who didn't stay long. So well over half website visitors spend some time studying a page	45% 65 seconds
What devices do people use to view www.movingchurch.org ? Phone Desktop or laptop Tablet Previously there were more tablet users. Phone users are now in a clear majority.	54% 39% 17%

Our webpages have been updated with recent photos , many taken by Mark Newman. Most pages have been redesigned following guidelines from the Church of England's Digital Labs, namely photos to illustrate the topic, concise text and suggestions of what to do next.

The collage of church members on the homepage gives the message that St Mark's is a diverse group of believers. And that the church is the people not the building.

Peter Walker

Welcare in Bromley

Welcare in Bromley continues to help children up to the age of 13, and their parents, that require support, in the borough of Bromley. It now operates from Community House (the old magistrates building) in Bromley. The new premises has opened up opportunities for talks with other like-minded charities situated in the same building and an opportunity to share resources.

During the past year, many fundraising events have had to be cancelled or postponed because of COVID, resulting in donations being much less than in previous years. One event that did take place, however, was Parish Representatives and friends, wearing masks, Carol Singing in the Glades.

Many families experienced unprecedented challenges during the COVID crisis. Families who had never faced financial difficulties were affected by job losses and illness. At Christmas, supporters and churches were asked to donate money to Welcare's 'Families in Crisis' appeal, rather than donate toys to Welcare. This was so that the funding received could be used flexibly. A family could be given vouchers from their nearby supermarket and parents could choose which items to buy. Welcare has sometimes even had to use funding to buy bedding, pay transport costs or hire a van to help a family leave an abusive domestic situation. It has also sourced laptops for children being home-schooled and worked closely with voluntary sector partners to ensure support has been targeted where it was most needed.

Heather Shannon
St Mark's Parish Rep for Welcare in Bromley

**The Parish Church of St Mark
Biggin Hill, Kent**

**Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2021**

Vicar :	Rev Alison Newman
Treasurer :	Mr Don Reeks
Independent Examiner :	Mr Bob Wilkinson



St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Income:					
Donations and legacies	68,182	—	975	69,157	75,388
Income from charitable activities	16,379	—	17,881	34,260	31,051
Other trading activities	2,111	—	1,178	3,290	2,176
Investments	5	185	—	190	353
Other income	15,180	—	—	15,180	12,037
Total income from:	101,859	185	20,035	122,080	121,007
Expenditure on:					
Raising funds	2,858	—	—	2,858	1,371
Expenditure on charitable activities	101,223	744	8,483	110,450	101,099
Other expenditure	281	6,679	2,676	9,636	7,452
Total expenditure on:	104,362	7,423	11,159	122,945	109,923
Net income / (expenditure)	(2,503)	(7,237)	8,875	(864)	11,084
Transfers					
Gross transfers between funds - in	—	5,712	—	5,712	36,535
Gross transfers between funds - out	(5,712)	—	—	(5,712)	(36,535)
Net income / (expenditure)	(8,215)	(1,525)	8,875	(864)	11,084
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(8,215)	(1,525)	8,875	(864)	11,084
Reconciliation of funds					
Total funds brought forward	25,340	94,718	36,750	156,809	145,725
Total funds carried forward	17,125	93,193	45,626	155,944	156,809
Represented by					
Unrestricted					
General fund	17,125	—	—	17,125	25,340
Designated					
Church Repair Fund	—	32,759	—	32,759	35,039
Diocesan Loan Account	—	30,190	—	30,190	30,120
Hall Repair Fund	—	30,242	—	30,242	29,558
Restricted					
Audio-visual	—	—	(636)	(636)	1,727
Belltower Fund	—	—	3,060	3,060	3,060
Bibles & Banners	—	—	121	121	409
Church Lighting	—	—	2,128	2,128	—
Hymn Books	—	—	295	295	295
LBB Fund	—	—	40,656	40,656	31,257

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Balance sheet (Church of England)

As at: 31 December 2021

	As at 31/12/2021 £	As at 31/12/2020 £
Current assets		
Debtors	23,494	12,792
Cash at bank and in hand	137,297	146,178
	<u>160,791</u>	<u>158,970</u>
Liabilities		
Creditors: Amounts falling due in one year	4,847	2,160
Net current assets less current liabilities	<u>155,944</u>	<u>156,809</u>
Total assets less current liabilities	<u>155,944</u>	<u>156,809</u>
Total net assets less liabilities	<u>155,944</u>	<u>156,809</u>
Represented by		
Unrestricted		
Unrestricted - General fund	17,125	25,340
Designated		
Designated - Church Repair Fund	32,759	35,039
Designated - Hall Repair Fund	30,242	29,558
Designated - Diocesan Loan Account	30,190	30,120
Designated - Reserves Fund	—	—
Restricted		
Restricted - LBB Fund	40,656	31,257
Restricted - Belltower Fund	3,060	3,060
Restricted - Hymn Books	295	295
Restricted - Bibles & Banners	121	409
Restricted - Church Lighting	2,128	—
Restricted - Audio-visual	(636)	1,727
Funds of the church	<u>155,944</u>	<u>156,809</u>

Approved by the PCC on 30th March 2022 and signed on its behalf by: -

Alm Newman

The Rev'd Alison Newman – Chair

The accompanying notes from part of these financial statements

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Statements for the year ended 31 December 2021

Accounting policies

a Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2021(contd.)

d Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Analysis of income and expenditure
Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	This year	Total Last year
Income					
<i>Donations and legacies</i>					
1010 - Planned giving	47,920	—	—	47,920	49,517
1015 - One-off gift aid envelopes	379	—	—	379	898
1020 - Income tax recoverable	12,608	—	—	12,608	13,016
1030 - Collections (open plate)	5,443	—	—	5,443	3,131
1040 - Donations, appeals etc	1,830	—	975	2,805	8,825
<i>Donations and legacies Totals</i>	68,182	—	975	69,157	75,388
<i>Income from charitable activities</i>					
1100 - Fees for burial of ashes	1,342	—	—	1,342	492
1102 - Fees for funeral services	2,299	—	—	2,299	1,537
1104 - Fees for wedding services	308	—	—	308	252
1106 - Fees for publication of banns	276	—	—	276	76
1107 - Memorial & renewal of vows	890	—	—	890	—
1108 - Services - St Georges	1,633	—	—	1,633	1,074
1109 - Weddings and funerals extras	2,374	—	—	2,374	1,666
1130 - Toddler groups	454	—	—	454	547
1140 - Flowers	925	—	—	925	385
1210 - Book & garden of remembrance	1,680	—	—	1,680	645
1220 - Hall lettings	4,177	—	—	4,177	2,919
1221 - LBB Lease maintenance	—	—	17,881	17,881	21,333
1222 - Other income	20	—	—	20	125
<i>Income from charitable activities Totals</i>	16,379	—	17,881	34,260	31,051
<i>Other trading activities</i>					
1050 - 100 club	870	—	—	870	870
1060 - Fairs & other fundraising events	479	—	1,178	1,658	376
1090 - Church magazine & literature	762	—	—	762	930
<i>Other trading activities Totals</i>	2,111	—	1,178	3,290	2,176
<i>Investments</i>					
1110 - Bank account interest	5	—	—	5	38
1115 - Church repair fund interest	—	63	—	63	108
1116 - Hall repair fund interest	—	52	—	52	86
1117 - Diocesan loan fund interest	—	70	—	70	120
<i>Investments Totals</i>	5	185	—	190	353
<i>Other income</i>					
1080 - Tower telecomms rental	15,180	—	—	15,180	12,037
<i>Other income Totals</i>	15,180	—	—	15,180	12,037
Income	101,859	185	20,035	122,080	121,007
Grand totals					

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	This year	Total Last year
Expenditure					
<i>Raising funds</i>					
2200 - Church magazine & literature	2,528	—	—	2,528	831
2210 - 100 club	330	—	—	330	360
2220 - Events	—	—	—	—	180
<i>Raising funds Totals</i>	2,858	—	—	2,858	1,371
<i>Expenditure on charitable activities</i>					
2010 - Parish Offer	64,210	—	—	64,210	62,520
2020 - Vicarage costs	3,481	—	—	3,481	3,288
2030 - Vicar's expenses	174	—	—	174	473
2035 - Curate's expenses	—	—	—	—	429
2040 - Visiting clergy costs	360	—	—	360	198
2050 - Outreach & mission	300	—	—	300	1,035
2060 - Parish Administrator costs	3,890	—	—	3,890	5,306
2080 - Missionary & charitable giving	6,125	—	—	6,125	5,255
2090 - Flowers	963	—	—	963	260
2100 - Services (wafers & wine etc)	199	—	—	199	185
2120 - Bells, choir & media	808	—	—	808	143
2130 - Toddlers	150	—	—	150	32
2140 - Children & young people	104	—	—	104	343
2160 - Insurance	2,498	—	1,467	3,965	4,286
2170 - General Maintenance	3,239	744	—	3,983	1,154
2175 - Planned Maintenance	2,880	—	863	3,744	3,745
2180 - Utilities	4,111	—	1,590	5,701	5,988
2185 - Printing & stationery	1,800	—	—	1,800	1,223
2190 - Management & Administration	2,365	—	—	2,365	2,156
2240 - Wedding & funeral payments	1,556	—	—	1,556	820
2400 - Hall expenses	1,315	—	4,562	5,877	1,960
2410 - Garden & book of remembrance	688	—	—	688	293
<i>Expenditure on charitable activities Totals</i>	101,223	744	8,483	110,450	101,099
<i>Other expenditure</i>					
2420 - Miscellaneous purchases	211	—	2,433	2,644	—
2430 - Hall repairs	—	780	—	780	—
2450 - Belltower	—	—	—	—	526
2460 - Audio	—	—	113	113	3,407
2470 - Bibles & Banners	—	—	128	128	34
2520 - Church repairs	—	5,899	—	5,899	—
2525 - CCTV upgrade	—	—	—	—	3,413
2600 - Examiner's Fee	70	—	—	70	70
<i>Other expenditure Totals</i>	281	6,679	2,676	9,636	7,452
Expenditure Grand totals	104,362	7,423	11,159	122,945	109,923

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Statement of Assets and Liabilities (by fund)

As at: 31 December 2021

		Balance	Previous balance
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Cash at bank and in hand			
1501: Current account - Asset			
General fund	Unrestricted	9,216	18,385
LBB Fund	Restricted	28,790	26,860
Belltower Fund	Restricted	3,060	3,060
Hymn Books	Restricted	295	295
Bibles & Banners	Restricted	121	409
Church Lighting	Restricted	1,878	—
Audio-visual	Restricted	(636)	1,377
Agency collection	Restricted	1,377	1,071
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		44,104	51,460
1504: Rochester Repair Fund Account - Asset			
Church Repair Fund	Designated	32,759	35,039
Hall Repair Fund	Designated	30,242	29,558
Diocesan Loan	Designated	30,190	30,120
Account			
		<hr/>	<hr/>
		93,193	94,718
		<hr/>	<hr/>
	Cash at bank and in hand	137,297	146,178
Debtors			
Z05: Accounts Receivable - Asset			
General fund	Unrestricted	10,305	7,500
LBB Fund	Restricted	12,939	4,942
Church Lighting	Restricted	250	—
Audio-visual	Restricted	—	350
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		23,494	12,792
		<hr/>	<hr/>
	Debtors	23,494	12,792
Agency accounts			
6699: Agency collections - Liability			
Agency collection	Restricted	1,377	1,071
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		1,377	1,071
		<hr/>	<hr/>
	Agency accounts	1,377	1,071
Creditors: Amounts falling due in one year			
Z04: Accounts Payable - Liability			
General fund	Unrestricted	2,396	544
LBB Fund	Restricted	1,073	545
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		3,470	1,089
		<hr/>	<hr/>
	Creditors: Amounts falling due in one year	3,470	1,089
		<hr/>	<hr/>
	Grand Total	155,944	156,809
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St Mark's Church - Biggin Hill - 1132503

**Fund movement summary
Selected period: 01 October 2021 to 31 December 2021**

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
General - General fund	18,936	29,880	30,549	(1,142)	—	—	17,125
LBB - LBB Fund	31,254	12,939	3,537	—	—	—	40,656
Belltower - Belltower Fund	3,060	—	—	—	—	—	3,060
HB - Hymn Books	295	—	—	—	—	—	295
BB - Bibles & Banners	148	—	27	—	—	—	121
CL - Church Lighting	—	2,128	—	—	—	—	2,128
AV - Audio-visual	(636)	—	—	—	—	—	(636)
C-repair - Church Repair Fund	31,836	63	—	860	—	—	32,759
H-repair - Hall Repair Fund	29,908	52	—	282	—	—	30,242
DLA - Diocesan Loan Account	30,120	70	—	—	—	—	30,190
Totals	144,923	45,134	34,113	—	—	—	155,944

St Mark's Church - Biggin Hill - 1132503

Staff Costs

Selected period: 01 January 2021 to 31 December 2021

	2021	2020
Wages and salaries	3890	5,306

There may be minor discrepancies in the totals if the pence are not being shown