



The Parish Church of  
ST MARK  
Biggin Hill, Kent

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council

For the year ended  
31<sup>st</sup> December 2022

## Table of Contents

Administrative information.....	3
Structure, Governance and Management.....	4
Objectives and Activities.....	4
Treasurer's Report.....	5
Independent Examiner's Report to the PCC of St Mark's Biggin Hill.....	6
Fabric Report.....	7
Supplementary Reports.....	8
Baby and Toddler Group .....	8
Children's work .....	8
Choir and Music Group .....	9
Churchwardens .....	9
Deanery Synod .....	11
First Biggin Hill Guides.....	11
Moving Church News .....	12
Outreach and Mission Committee .....	12
Safeguarding.....	13
Website .....	13
Welcare in Bromley .....	14

\*\*\*\*\*

Financial Statements.....	Pages 1 - 8
---------------------------	-------------

### 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](mailto: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	Rohan Perera	Elected until May 2023
	Patrick O'Sullivan	Elected until May 2023
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	Mark Newman (ex officio)	Elected until May 2023
PCC Elected Members	Bahram Ghaemmaghami	Elected 2020-2023
	Caroline Budimir	Elected 2022-2023
	Joanna Hussey	Elected 2020-2023
	Peter Walker	Elected 2020-2023
	Stephanie Peacock	Elected 2021-2024
	Andrew Scott	Elected 2022-2024
	Andrew Macfarlane	Elected 2021-2024
	Judy Sharp	Elected 2021-2024
	Lynn Hussey	Elected 2022-2025
	Peter Langridge	Elected 2022-2025
	Anne Nash	Elected 2022-2025
	Don Reeks	Elected 2022-2025

#### Bankers:

National Westminster Bank

#### Independent Examiner:

Mr Peter Cureton-Jones FCCA

## **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. The Finance Committee was subsumed into this Committee during 2022 and so the Standing Committee now 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 127 parishioners on the Electoral Roll on 31.12.21. On 31<sup>st</sup> December 2022 there were 133 parishioners on the Electoral Roll.



## **Treasurer's Report**

It has been a difficult year as General Fund income has dropped, and the expenditure has risen. The unrestricted income was £107,935 compared to expenditure of £111,582. General Fund income & expenditure relates to the general running of the Church.

Other areas of the accounts which include savings for hall and church repairs and a new lighting system etc. are in a sound state. However, these savings funds will eventually be spent so the PCC needs to focus on the funds required to maintain the running of the Church.

In December 2022 I recognised the shortfall we are likely to face in 2023, so I therefore proposed we reduce our offering to the Diocese in 2023 from £67,500 to £53,750, this was agreed, and the Diocese informed accordingly.

We have faced similar problems in the past, in 2012/2013 as Treasurer I recommended, we halve the offer to the diocese and could no longer afford to pay the Parish Administrator (I was the PA at the time!). This was accepted and our accounts after a time duly recovered.

I should like to take this opportunity to thank Peter Walker who assists with the preparation of the annual claim for Gift Aid from HMRC, and our Parish Administrator, Christine Reeks, who deals with the receipt of monies etc. through the Parish Office.

I should also like to express my sadness that Bob Wilkinson is no longer with us. He has been a great supporter and assisted me for the last 16 years as St Marks Independent Examiner.

Finally, I am most grateful to our new Independent Examiner, Peter Cureton- Jones FCCA.

Don Reeks  
PCC 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 2022 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.

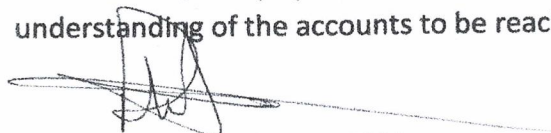
### **Basis of Independent Examiner's report**

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.



Mr Peter Cureton-Jones FCCA

Dated: 10th February 2023

## **Fabric Report**

Members of the FC are: Vic Fowler, Baram Ghaemmaghami, Jim Hallinan, Rev. Alison Newman, Pat O'Sullivan, Rohan Perera, Don Reeks & Andrew Scott. Five meetings were held in 2022. Main subjects discussed:

- (a) Quinquennial Report
- (b) Lighting project
- (c) Telecom cable rerouting
- (d) Damage to Bell-Tower

### **1. Quinquennial Report**

Discussion are on-going. FC is taking-up issues on a priority basis.

### **2. Lighting Project**

Sub-committee of the FC lead by Andrew Scott held several meetings with Consultants and held several demonstrations to the PCC. Consultants have submitted their report. Next steps are to call for tenders and apply for funding. One funding application has already been submitted.

### **3. Telecom Cable Re-routing**

Cellnex submitted a request to modify the cabling to the telecom dishes. We are dealing with Way-Leave application for modifications in consultation with our Lawyers. Due to its urgency Cellnex have already done most of the changes.

### **4. Bell Tower**

There is damage to the Bell-Tower arising from the installation of the dishes. Damage had occurred over the years which has increased after the recent modifications. Discussions are on-going with Cellnex about the issue. We have kept our Insurers informed of the situation.

FC members actively participate in all discussions. Their knowledge and experience have been invaluable. Andrew is deeply involved with items (2) to (4) and weekly maintenance is carried out in the Church and the Hall by Andrew, Mark, Pat and Vic. Their work is much appreciated.

Rohan Perera  
Chair



## **Supplementary Reports**

### **Baby and Toddler Group**

We opened Toddlers again on the 31<sup>st</sup> January. Our numbers were fairly low until around May when they gradually started to rise.

Thanks go to Pauline Sue Jen Jan and Sevi who joined us in November .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 have continued with wrapped biscuits as this seems to work well for us and the parents. (The children don't keep coming back for more!)

The children and adults enjoyed the craft activities at which we made decorations for our tree at the Christmas tree festival.

We had two successful Christmas parties due to the numbers signing up for them. Our thanks go to Mark for his story telling and our two Father Christmases. Roy Arnold and Martin. (Lollipop man at Biggin Hill School)

We didn't start singing for quite a while. I have been lucky over the last few months as one of my parents(Julie) has been leading the singing at the end of the Monday session with "what's in the box?" The children enjoy these sessions.

We continue to get a steady stream of new parents/carers attending.

Chris Dilling

### **Children's work**

Over a number of years St Mark's has seen the numbers of children and young people attending church services decline. It must be pointed out, however, that it is not only St Mark's that has been affected, many other churches have experienced the same situation; there are many activities occurring on a Sunday morning that compete for youngsters' attention.

A new way of delivering the Christian message was needed, and after much discussion and research Forest Church was launched in September 2022. The aim of the 45 minute session on a Sunday afternoon is to "bring our Christian faith to the centre of our forest church activities through a simple act of worship" and to "offer children and adults the opportunity to increase their interest in our natural surroundings and gain a greater respect for the environment." Forest Church takes place once a month at 3.30pm in the afternoon. Activities are outside, weather permitting, in the church grounds. They include: planting bulbs, scavenger hunts, quizzes, making bug hotels, bird feeders, mobiles and cards (out of natural vegetation), toasting marshmallows and rock painting. Refreshments are served throughout the afternoon and the event concludes with a short talk, and jokes from children, parents/guardians and helpers.

From the earliest times of the Christian Church, worship took place in the natural environment, so as we strive to engage and encourage youngsters back to the Christian faith through Forest Church, we hope that you will pray with us throughout our journey.

Roslyn Jordan-Wishart

## **Choir and Music Group**

### Music at St Mark's

Over the months of 2022, the Music Group and Choir have totally combined to form a cohesive Singing Group being accompanied by the organ or the keyboard. The 10.30am Parish Eucharist continued to be streamed so singers confident in using a microphone have lead the singing as otherwise, those watching the streaming cannot hear the songs!

The singers have supported worship every Sunday and on other occasions such as Maundy Thursday and Good Friday. They have also supported other services such as funerals. John Williams continued to provide wonderful accompaniment every Sunday with Chris Walker on the keyboard. Kaye and David Scott played guitar when needed at All Age Worship.

Singing practices take place on Friday evenings, and have moved from monthly to generally every fortnight – we have been learning new songs/hymns from the 6 Volumes of Songs of Fellowship and continue to introduce them to All Age Worship and then into our Parish Eucharist services. We have had great enjoyment and fun in learning these new songs.

Other musical activities in the church have included concerts by the Beckenham Concert Band and St Georges Singers. At Christmas Fairchildes Primary School choir entertained at the Christmas Fair and students from Charles Darwin held a concert too.

Again - Sincere thanks go to all singers and musicians who have given their time to push forward this important aspect of our worship at St Mark's.

Chris Walker

## **Churchwardens**

During the year the PCC took an important decision to embark on a state-of-the-art lighting system for the Church. This project has gathered momentum and we are hopeful of implementing it in 2023. Substantial funds are required for the project and we are making strenuous efforts to collect funds through fund raising projects, donations from parishioners & well wishers and grant funds. As done in previous years we had a stall at the Biggin Hill Carnival. This was well patronised and we were able to reach out to many adults and children. The Church conducts prayers on Zoom on Monday and Thursday evenings for local and wider needs.

We have also continued with our Toddler Groups. We conducted Messy Church for all ages and for the first time, introduced Forest Church, for all ages, at St Marks. We held the Burns Night in January; two table-top sales to raise funds for the lighting project and a Holiday Club in July. Several concerts were held in Church, notably the Beckenham Concert Band, Charles Darwin Christmas Concert and concerts by other school groups. In September we held a Pakiki Theatre, a free interactive show for children aged 6-12, in the Church. Many parishioners actively help and support the different activities at St. Marks, making it a vibrant parish church. We like to thank those engaged in serving tea & coffee, floral arrangements, the Choir including the



organists and the weekly working group for their valuable contributions. There are others engaged in fund raising, running the Toddlers Group, Messy Church & Forest Church, organising and assisting at church services. Printing and distribution of the Moving Church magazine is an important feature of our outreach. The magazine continues to be edited by Neil Walker and its current distribution is 3000, every two months. Our Garden of Remembrance provides a remarkable service to bereaved families and Jim Hallinan continues to be in charge of it. The Church work has been facilitated by Chrle Reeks, our able Administrator.

The Wardens sincerely thank all parishioners who participate and provide these services to the parish. The efforts they take to uplift the Church spiritually, to maintain a high level of fellowship, to provide interesting activity events for children in the parish and promote fund raising for important projects are invaluable. We thank Caroline Budimir and Jerry Peacock who exceptionally served the Church as Church Wardens for 5 years, helping the Church to cope with the challenges it faced during the Covid Pandemic.

On behalf of the Parish we thank our Vicar, Alison Newman and our Evangelist Mark Newman for the excellent work they do to lead the Parish of St. Marks Biggin Hill and the RAF Chapel Biggin Hill.

#### Christmas at St. Marks

After 2 years, the Church was back to a normal Christmas programme and we held the following events:

- Christmas Tree Festival
- Christmas Fair
- 9 Lessons and Carols
- Blue Christmas service - of quiet reflection, for those who find Christmas difficult.
- Christmas miscellany - carols, poems, drama.
- Christmas Messy Church
- Christmas eve- two Christingle services at 3 pm and 5 pm
- 11:30pm Midnight Communion service.
- Christmas day 10.30am Family Communion.

Below is a snapshot of St Mark's statistics for the year 2022. Figures for 2021 are in brackets.

Baptisms	14	(14)
Weddings	-	(1)
Funerals in Church	10	(14)
Funerals elsewhere	27	(27)
All Souls service	86	(73)
Advent carol service	27	(19)
Main carol service	85	(68)
Blue Christmas	14	(not held)
Christingle services	277	(105)
Midnight Communion	44	(40)
Christmas Day	62	(39)

Garden of Remembrance  
Burial of Ashes 12  
Memorial Plaques 10

Patrick O'Sullivan & Rohan Perera  
Church Wardens

## **Deanery Synod**

Within the Diocese of Rochester there are 3 archdeaconries. Biggin Hill is placed within the Bromley & Bexley Archdeaconry. Within this Archdeaconry there are 5 deaneries; ours is Orpington, and St Mark's is one of 17 churches.

The Deanery Synod met twice last year. At the May meeting we heard Lord Deben (John Selwyn Gummer) talk about his role as Chairman of the UK's Independent Climate Change Committee. As a Christian, he brought us a God-perspective on the coming emergency:

- as humans we have disrupted nature and made the world unable to heal itself
- we have failed to be stewards and we have to learn that again
- we need to value God's creation

At the November meeting, we had the privilege of listening to Bishop Jonathan's vision for our Diocese as well as learning quite a lot about him. The Rt Rev Dr Jonathan Gibbs became the 108th Bishop of Rochester in September 2022. He is just stepping down as the C of E's Overall Strategic Lead on safeguarding. Meetings are open to all. For example, my homegroup attended the talk by Lord Deben. I will publish details of forthcoming meetings so that you can benefit from this wider group.

Mark Newman

## **First Biggin Hill Guides**

We started the year with about 15 girls.

We celebrated Chinese new year, trying out foods, making jam jar lanterns with tea-lights and giving red envelopes for good luck.

We also remembered guiding around the world for thinking day, making Guide-tingles (similar to christingles) A orange for the world, a blue circle around it for friendship – leaving it open to receive new friends. Adding 5 sticks for the world centres :

Our Cabana – Mexico, Our Chalet – Switzerland, Sangam – India, Kusafiri – Africa, Pax Lodge – London

Added 5 sweets for the 5 sections, Rainbows, Brownies, Guides, Rangers and Young Leaders, Adults

Added shiny tin foil for our Promise and added the guiding light. We enrolled new guides on this day, which made it a special time.

We made pancakes and started a Natural Remedies badge, looking into natural ingredients for skin care, made lavender bags.

Celebrated various saint's days, Mother's day, Easter etc.

In the summer we went to Waylands, to do some outdoor work,

Celebrating the Queen with afternoon tea, backwoods cooking, including armpit fudge. A water and games evening, a camp fire and BBQ.



Unfortunately when we went back in September we lost our older guides, leaving us with 7 girls. We looked at Aspirations, setting mini goals, made bird feeders and celebrated World Food day. We took the whole district to the Shrek Adventures in London, and Sea Life which was an excellent day out. We also went to the cinema to see the new Disney film Matilda, a special screening for Girlguiding. We made poppies for Remembrance and paraded to the Cenotaph, made Christmas Decorations and finished the year with a party.

Rosemary Spurway  
Guider

### **Moving Church News**

3000 copies of the Moving Church News are now professionally printed bi-monthly and delivered to a large proportion of roads in Biggin Hill. 53 people are involved in the distribution, including several who are not members of St. Mark's. 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 and link St. Mark's to the local community. 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 now deliver to 77 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 in the past twelve months.

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, but other organisations are welcome to contribute.

Neil Walker  
Editor, Moving Church News.

### **Outreach and Mission Committee**

During 2022 the Committee met in February, May, June, September, October & November. Peter Langridge joined the group.

As a result of previous discussions, Gordon Harris spoke on *Child Aid to Eastern Europe*. His presentation took place just 3 days after the Russian invasion of Ukraine.

The Committee discussed the Called to Grow presentation by Abi Hiscock. Peter Walker had logged responses by the congregation. Her long report took up a large section of several meetings, with extra input from Peter Langridge on the interdependence of church growth, church culture and community soil. One indirect result of the report was the adoption of Forest Church. Members of the Committee attended three separate training events in connection with Forest Church.

Our stand at the Biggin Hill Carnival had the theme of God's creation and our stewardship of it. We were able to engage in conversation with many passers-by, with data collected on the measures they had taken for a sustainable environmental future.

An adapted version of the C of E Church Development Tool survey was launched in October, to give a snapshot of the congregation's spiritual life and health and to give an opportunity for personal reflection. 91 questionnaires were issued, with 76 returns.

The committee also revised its Terms of Reference, taking on the role of making recommendations to PCC regarding charitable giving.

Mark Newman  
Chair

J

### **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 2022.

The PCC also adopted a safeguarding policy document for St Mark's at the first meeting of the PCC after the APCM on Wednesday 12<sup>th</sup> May 2022, which was signed by Revd Newman and the churchwardens and displayed prominently. This policy document was also given to all church hall hirers.

The safeguarding information on the church website was updated.

Sue Walker  
Parish Safeguarding Officer

### **Website**

We have two websites, namely [www.movingchurch.org](http://www.movingchurch.org) and [www.achurchnearyou.com/church/9817/](http://www.achurchnearyou.com/church/9817/) which is our part of the Church of England's website.

Our church calendar is on the latter site. This is because the calendar on that site has better functionality and can be searched as part of the whole Church of England. So it could be found by someone looking for a particular type of service in a given area. This illustrates that the main purpose of our websites is to show visitors from Biggin Hill or 'the ends of the earth'; what we are like, what we are doing and attract them. It also points to our YouTube channel, Facebook page and provides a year's worth of Moving Church News.

During 2022 we had some technical problems preventing public access to [www.movingchurch.org](http://www.movingchurch.org). This was because the domain name and the website content were hosted by different organisations which did not 'talk to each other' reliably. This was resolved by moving management of our domain name to the same organisation as the content.

Our webpages continue to be updated regularly 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 photos throughout the website aim



to give the message that St Mark's is a diverse group of believers. And that the church is the people not the building.

Peter Walker  
Website coordinator

### **Welcare in Bromley**

Welcare is a charity whose work is underpinned by prayer and survives because of the deep-rooted connection it has with local churches and the community that they serve. During the past year, as the cost of living continued to soar, many of the families that Welcare supports were struggling to survive. Welcare continues to offer a practical and emotional support and advice service for families with children up to the age of 13, that are experiencing temporary or long-term challenges. This support is tailored to the individual needs of the families.

Welcare in Bromley organised many events during the year to try to raise funds and also to raise awareness of their work and to encourage people to support them. Events such as Quiz Evenings, Coffee Mornings or Carol Singing in The Glades all helped raise much needed funds. Larger events included 'The Christmas Appeal' and a Rock Choir performance in Bromley in September, where the total raised was matched by Morrisons.

In November, the Annual Service of Thanksgiving, with the Deputy Mayor in attendance, was held in Bromley Parish Church. Reverend James Harratt officiated, and his theme was welcoming the outsider, with Paddington's journey from Peru illustrating this point brilliantly for the children of St Mark's Primary School choir, who sang during the service. This service, and the lunch afterwards, provided an opportunity to share information about the complexity of Welcare's family support work and some of the ways the practical support helps a family in crisis.

Heather Shannon  
Welcare representative





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

**Financial Statements  
of the  
Parochial Church Council  
for the year ended 31<sup>st</sup> December 2022**

**Vicar : Rev Alison Newman  
Treasurer : Mr Don Reeks  
Independent Examiner : Mr Peter Cureton-Jones FCCA**



**St Mark's Church - Biggin Hill - 1132503**

**Statement of Financial Activities**

**For the period from 01 January 2022 to 31 December 2022**

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	65,898	1,907	16,070	—	83,876	69,157
Income from charitable activities	22,120	—	10,679	—	32,800	34,260
Other trading activities	3,440	—	3,656	—	7,096	3,290
Investments	157	497	—	—	654	190
Other income	16,318	—	—	—	16,318	15,180
<b>Total income and endowments from:</b>	<b>107,935</b>	<b>2,404</b>	<b>30,406</b>	<b>—</b>	<b>140,746</b>	<b>122,080</b>
<b>Expenditure on:</b>						
Raising funds	5,830	—	—	—	5,830	2,858
Expenditure on charitable activities	105,628	—	13,780	—	119,408	110,450
Other expenditure	124	—	1,539	—	1,663	9,636
<b>Total expenditure on:</b>	<b>111,582</b>	<b>—</b>	<b>15,319</b>	<b>—</b>	<b>126,902</b>	<b>122,945</b>
<b>Net income / (expenditure)</b>	<b>(3,647)</b>	<b>2,404</b>	<b>15,086</b>	<b>—</b>	<b>13,843</b>	<b>(864)</b>
<b>Transfers</b>						
Gross transfers between funds - in	7,423	26,071	1,391	—	34,885	5,712
Gross transfers between funds - out	(25,641)	(7,853)	(1,391)	—	(34,885)	(5,712)
<b>Net income / (expenditure)</b>	<b>(21,865)</b>	<b>20,622</b>	<b>15,086</b>	<b>—</b>	<b>13,843</b>	<b>(864)</b>
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	300	—	—	—	300	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>(21,565)</b>	<b>20,622</b>	<b>15,086</b>	<b>—</b>	<b>14,143</b>	<b>(864)</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>17,125</b>	<b>93,193</b>	<b>45,626</b>	<b>—</b>	<b>155,944</b>	<b>156,809</b>
<b>Total funds carried forward</b>	<b>(4,439)</b>	<b>113,815</b>	<b>60,712</b>	<b>—</b>	<b>170,088</b>	<b>155,944</b>
<b>Represented by</b>						
Unrestricted						
General fund	8,846	—	—	—	8,846	17,125
Designated						
Church Lighting - Des	—	1,907	—	—	1,907	—
Church Repair Fund	—	37,227	—	—	37,227	32,759
Diocesan Account	—	30,368	—	—	30,368	30,190
Hall Repair Fund	—	31,025	—	—	31,025	30,242
Reserves Fund	—	—	—	—	—	—
Restricted						
Audio-visual	—	—	—	—	—	(636)
Belltower Fund	—	—	2,328	—	2,328	3,060
Bibles & Banners	—	—	—	—	—	121
Childrens Activities Grant	—	—	—	—	—	—
Church Lighting - Res	—	—	19,987	—	19,987	2,128
Hymn Books	—	—	—	—	—	295
LBB Fund	—	—	38,396	—	38,396	40,656
Margaret Howe Garden Fund	—	—	—	—	—	—

*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 2022

	As at 31/12/2022	As at 31/12/2021
	£	£
<b>Current assets</b>		
Debtors	8,538	23,494
Cash at bank and in hand	167,821	137,297
	<u>176,359</u>	<u>160,791</u>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	6,270	4,847
<b>Net current assets less current liabilities</b>	<u>170,088</u>	<u>155,944</u>
<b>Total assets less current liabilities</b>	<u>170,088</u>	<u>155,944</u>
<b>Total net assets less liabilities</b>	<u>170,088</u>	<u>155,944</u>
<b>Represented by</b>		
<b>Unrestricted</b>		
Unrestricted - General fund	8,846	17,125
<b>Designated</b>		
Designated - Church Lighting - Des	1,907	—
Designated - Church Repair Fund	37,227	32,759
Designated - Hall Repair Fund	31,025	30,242
Designated - Diocesan Account	30,368	30,190
Designated - Reserves Fund	—	—
<b>Restricted</b>		
Restricted - Church Lighting - Res	19,987	2,128
Restricted - LBB Fund	38,396	40,656
Restricted - Hymn Books	—	295
Restricted - Bibles & Banners	—	121
Restricted - Belltower Fund	2,328	3,060
Restricted - Audio-visual	—	(636)
Restricted - Childrens Activities Grant	—	—
Restricted - Margaret Howe Garden Fund	—	—
<b>Funds of the church</b>	<u>170,088</u>	<u>155,944</u>

Approved by the PCC on 22<sup>nd</sup> February and signed on its behalf by:

The Revd. Alison Newman - Chair

*Alison M Newman*

The accompanying notes form part of these financial statements.

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

## St Mark's Church – Biggin Hill - 1132503

### Notes to the Financial Statements for the year ended 31 December 2022

#### 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.



## St Mark's Church – Biggin Hill - 1132503

### Notes to the Financial Statements for the year ended 31 December 2022(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.

St Mark's Church - Biggin Hill - 1132503

Analysis of income and expenditure  
Selected period: 01 January 2022 to 31 December 2022

	Unrestricted	Designated	Restricted	Total	
				This year	Last year
<b>Income</b>					
<b>Donations and legacies</b>					
1010 - Planned giving	46,916	—	—	46,916	47,920
1015 - One-off gift aid envelopes	55	—	—	55	379
1020 - Income tax recoverable	12,308	—	—	12,308	12,608
1030 - Collections (open plate)	5,358	—	—	5,358	5,443
1040 - Donations, appeals etc	1,261	390	11,070	12,721	2,805
1045 - Legacies	—	1,517	5,000	6,517	—
<b>Donations and legacies Totals</b>	<b>65,898</b>	<b>1,907</b>	<b>16,070</b>	<b>83,876</b>	<b>69,157</b>
<b>Income from charitable activities</b>					
1100 - Fees for burial of ashes	1,114	—	—	1,114	1,342
1102 - Fees for funeral services	1,740	—	—	1,740	2,299
1104 - Fees for wedding services	—	—	—	—	308
1106 - Fees for publication of banns	335	—	—	335	276
1107 - Memorial & renewal of vows	405	—	—	405	890
1108 - Services - St Georges	2,250	—	—	2,250	1,633
1109 - Weddings and funerals extras	2,316	—	—	2,316	2,374
1120 - Children & Young People	—	—	—	—	—
1125 - Holiday club	80	—	—	80	—
1130 - Toddler groups	838	—	—	838	454
1140 - Flowers	640	—	—	640	925
1210 - Book & garden of remembrance	1,540	—	—	1,540	1,680
1220 - Hall lettings	10,862	—	—	10,862	4,177
1221 - LBB Lease maintenance	—	—	10,679	10,679	17,881
1222 - Other income	—	—	—	—	20
1230 - Reserves	—	—	—	—	—
<b>Income from charitable activities Totals</b>	<b>22,120</b>	<b>—</b>	<b>10,679</b>	<b>32,800</b>	<b>34,260</b>
<b>Other trading activities</b>					
1050 - 100 club	780	—	—	780	870
1060 - Events - fundraising	354	—	3,656	4,011	1,658
1090 - Church magazine & literature	2,305	—	—	2,305	762
<b>Other trading activities Totals</b>	<b>3,440</b>	<b>—</b>	<b>3,656</b>	<b>7,096</b>	<b>3,290</b>
<b>Investments</b>					
1110 - Bank account interest	157	—	—	157	5
1115 - Church repair fund interest	—	167	—	167	63
1116 - Hall repair fund interest	—	150	—	150	52
1117 - Diocesan loan fund interest	—	178	—	178	70
<b>Investments Totals</b>	<b>157</b>	<b>497</b>	<b>—</b>	<b>654</b>	<b>190</b>
<b>Other income</b>					
1080 - Tower telecomms rental	13,609	—	—	13,609	15,180
1340 - Grants	2,709	—	—	2,709	—
<b>Other income Totals</b>	<b>16,318</b>	<b>—</b>	<b>—</b>	<b>16,318</b>	<b>15,180</b>
<b>Income Grand totals</b>	<b>107,935</b>	<b>2,404</b>	<b>30,406</b>	<b>140,746</b>	<b>122,080</b>

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

	Unrestricted	Designated	Restricted	Total	
				This year	Last year
<b>Expenditure</b>					
<b>Raising funds</b>					
2200 - Church magazine & literature	5,390	—	—	5,390	2,528
2210 - 100 club	360	—	—	360	330
2220 - Events	80	—	—	80	—
<b>Raising funds Totals</b>	<b>5,830</b>	<b>—</b>	<b>—</b>	<b>5,830</b>	<b>2,858</b>
<b>Expenditure on charitable activities</b>					
2010 - Parish Offer	66,701	—	—	66,701	64,210
2020 - Vicarage costs	3,628	—	—	3,628	3,481
2030 - Vicar's expenses	458	—	—	458	174
2035 - Curate's expenses	—	—	—	—	—
2040 - Visiting clergy costs	428	—	—	428	360
2050 - Outreach & mission	200	—	—	200	300
2060 - Parish Administrator costs	8,860	—	—	8,860	3,890
2080 - Missionary & charitable giving	6,790	—	—	6,790	6,125
2090 - Flowers	705	—	—	705	963
2100 - Services (wafers & wine etc)	334	—	—	334	199
2110 - Organ service & repairs	—	—	—	—	—
2120 - Bells, choir & media	835	—	—	835	808
2130 - Toddlers	26	—	—	26	150
2140 - Children & young people	252	—	841	1,094	104
2150 - Holiday club	—	—	—	—	—
2160 - Insurance	2,622	—	1,540	4,163	3,965
2170 - General Maintenance	579	—	—	579	3,983
2175 - Planned Maintenance	2,023	—	280	2,303	3,744
2180 - Utilities	5,096	—	5,096	10,192	5,701
2185 - Printing & stationery	263	—	—	263	1,800
2190 - Management & Administration	2,120	—	—	2,120	2,365
2240 - Wedding & funeral payments	1,255	—	—	1,255	1,556
2400 - Hall expenses	1,907	—	6,022	7,929	5,877
2410 - Garden & book of remembrance	540	—	—	540	688
<b>Expenditure on charitable activities Totals</b>	<b>105,628</b>	<b>—</b>	<b>13,780</b>	<b>119,408</b>	<b>110,450</b>
<b>Other expenditure</b>					
2420 - Miscellaneous purchases	54	—	769	824	2,644
2430 - Hall repairs	—	—	—	—	780
2450 - Belltower	—	—	—	—	—
2460 - Audio	—	—	769	769	113
2470 - Bibles & Banners	—	—	—	—	128
2480 - Hymn Books	—	—	—	—	—
2490 - Elbow chairs	—	—	—	—	—
2520 - Church repairs	—	—	—	—	5,899
2525 - CCTV upgrade	—	—	—	—	—
2600 - Examiner's Fee	70	—	—	70	70
<b>Other expenditure Totals</b>	<b>124</b>	<b>—</b>	<b>1,539</b>	<b>1,663</b>	<b>9,636</b>
<b>Expenditure Grand totals</b>	<b>111,582</b>	<b>—</b>	<b>15,319</b>	<b>126,902</b>	<b>122,945</b>

*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 2022**

		<b>Balance</b>	<b>Previous balance</b>
<b>Cash at bank and in hand</b>			
<b>1501: Current account - Asset</b>			
General fund	Unrestricted	3,718.97	9,216.72
Church Lighting - Res	Restricted	19,587.68	1,878.97
Church Lighting - Des	Designated	1,907.44	—
LBB Fund	Restricted	40,545.27	28,790.13
Hymn Books	Restricted	—	295.40
Bibles & Banners	Restricted	—	121.64
Belltower Fund	Restricted	2,328.88	3,060.43
Audio-visual	Restricted	—	(636.23)
Agency collection	Restricted	1,111.00	1,377.00
		<b>69,199.24</b>	<b>44,104.06</b>
<b>1504: Rochester Repair Fund Account - Asset</b>			
Church Repair Fund	Designated	37,227.82	32,759.88
Hall Repair Fund	Designated	31,025.58	30,242.95
Diocesan Account	Designated	30,368.77	30,190.22
		<b>98,622.17</b>	<b>93,193.05</b>
	<b>Cash at bank and in hand</b>	<b>167,821.41</b>	<b>137,297.11</b>
<b>Debtors</b>			
<b>Z05: Accounts Receivable - Asset</b>			
General fund	Unrestricted	8,138.00	10,305.55
Church Lighting - Res	Restricted	400.00	250.00
LBB Fund	Restricted	—	12,939.27
		<b>8,538.00</b>	<b>23,494.82</b>
	<b>Debtors</b>	<b>8,538.00</b>	<b>23,494.82</b>
<b>Agency accounts</b>			
<b>6699: Agency collections - Liability</b>			
Agency collection	Restricted	1,111.00	1,377.00
		<b>1,111.00</b>	<b>1,377.00</b>
	<b>Agency accounts</b>	<b>1,111.00</b>	<b>1,377.00</b>
<b>Creditors: Amounts falling due in one year</b>			
<b>Z04: Accounts Payable - Liability</b>			
General fund	Unrestricted	3,010.94	2,396.85
LBB Fund	Restricted	2,148.95	1,073.32
		<b>5,159.89</b>	<b>3,470.17</b>
	<b>Creditors: Amounts falling due in one year</b>	<b>5,159.89</b>	<b>3,470.17</b>
	<b>Grand Total</b>	<b>170,088.52</b>	<b>155,944.76</b>



**St Mark's Church - Biggin Hill - 1132503**

**Fund movement summary**  
**Selected period: 01 January 2022 to 31 December 2022**

<b>Fund</b>	<b>Fund Balances brought forward</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>Gains and Losses</b>	<b>Journal Entries</b>	<b>Fund balances Carried forward</b>
General - General fund	17,125	107,935	111,582	(4,932)	—	300	8,846
CLR - Church Lighting - Res	2,128	17,441	—	417	—	—	19,987
CLD - Church Lighting - Des	—	1,907	—	—	—	—	1,907
C-repair - Church Repair Fund	32,759	167	—	4,300	—	—	37,227
H-repair - Hall Repair Fund	30,242	150	—	632	—	—	31,025
DLA - Diocesan Account	30,190	178	—	—	—	—	30,368
LBB - LBB Fund	40,656	10,679	12,938	—	—	—	38,396
HB - Hymn Books	295	—	—	(295)	—	—	—
BB - Bibles & Banners	121	—	—	(121)	—	—	—
Belltower - Belltower Fund	3,060	—	—	(731)	—	—	2,328
AV - Audio-visual	(636)	674	769	731	—	—	—
CAG - Childrens Activities Grant	—	841	841	—	—	—	—
MH - Margaret Howe Garden Fund	—	769	769	—	—	—	—
Reserves - Reserves Fund	—	—	—	—	—	—	—
<b>Totals</b>	<b>155,944</b>	<b>140,746</b>	<b>126,902</b>	<b>—</b>	<b>—</b>	<b>300</b>	<b>170,088</b>

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