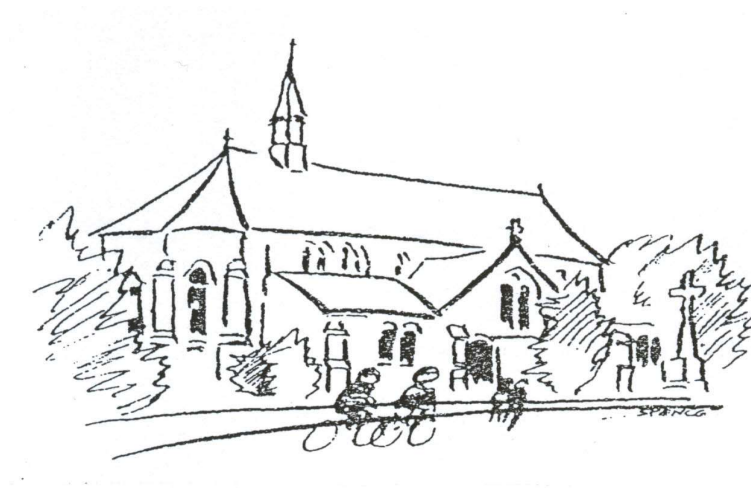


**St Mark's Church, Cambridge.**

The Parochial Church Council of the  
Ecclesiastical Parish of St. Mark, Cambridge

Registered Charity No. 1134157

Annual Review  
and  
Financial Statements  
for the  
year ended  
31 December, 2021





## St Mark's Church, Cambridge.

### Annual Report for 2021

#### Role of the PCC

St Mark's PCC has the responsibility of co-operating with the Priest-in Charge, in promoting within the ecclesiastical parish the whole mission of the Church; liturgical, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St Mark's Church, St Mark's burial ground and St Mark's Community Centre.

#### Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following have served as members of the PCC:

<b>Vicar</b>	Revd Rachel Rosborough	
<b>Wardens</b>	Hilary Murray Rosemary Gardiner	
<b>Treasurer</b>	Stuart Lingard	
<b>Hon Asst Priest</b>	Revd Marguerite Roberts	
<b>Hon Curate</b>	Revd Andrew Hurst	
<b>Deanary Synod</b>	Margaret Banks Gill Kelly	
<b>Secretary</b>	Nicola Hardy	
<b>Members</b>	Rita Lingard Peter Hampson Hanelore Hagele Nigel Porter Susan Dillon Shevanti Roser Alan Jones Susan Wagner Susan Payne	
		appointed 25 April 2021
		appointed 25 April 2021
		appointed 25 April 2021
		appointed 25 April 2021

#### Committees

The PCC had eight working groups - Creation Care, Education & Discipleship, Youth and Children, Community Centre, Arts Events, Social Events, Visiting, Charities and two Deanery Synod members.



## St Mark's Church, Cambridge.

### Annual Report for 2021 - continued

#### Church Attendance

2021 continued to be impacted by the effects of the Covid-19 pandemic. Sunday services were in constant flux due to ever changing rules and restrictions. However, the church adapted well. The year started with worship being moved online once again and services were suspended for the first four weeks of the year. From February to June, we were able to hold a mixture of in-building and online services each week. From July, we returned to our pre-Covid pattern of an 8am and a 9.30am service each week at Newnham, along with an 11.15am service each week at Grantchester and, in the main, two online services a month (one on Zoom from the Vicarage and one livestreamed from church).

Numbers of people attending worship in the building gradually rose again as restrictions were eased and we ended the year with the 'normal' Sunday congregations being at about 10-20 at the 8am service (approximately what it was pre-Covid) and about 50-60 at the 9.30am service (about three quarters of what it was pre-Covid). In addition, when live streamed approximately 12-18 devices, representing about 20-30 people, tend to connect. Livestreaming has been very difficult given the lack of reliable internet in the church (in the process of being resolved), the need to purchase new equipment (perfectly possible for us at St Mark's) and, most of all, the lack of people able or willing to learn how to operate the livestream.

Our work with children and young people has been significantly impacted by the pandemic but 2021 saw a return to some of our activities including Toddles, Junior Church and Messy Church. The small youth group continued to meet online and outside throughout most of the year.

#### Review of the Year

The Community Centre has been one of the most complicated things to manage in 2021 due to changing and vague restrictions and rules, not just about community centres, but about the range of different groups that meet in it. We were closed for large periods of time and then open for some of the time but with many groups not feeling able to return. Obviously, this has continued to have an impact on income and the centre on its own made a loss for the year. However, due to the generosity of congregation members and others, overall, we were able to cover these costs.

We have continued to have a growing team of people supporting the ministry of the church in taking services and preaching including our curate, along with several local clergy whose main role is elsewhere but who help on Sundays, three or four ordinands in training and a number of lay people. We also have a large number of people who support the wider ministry of the church in a variety of ways. However, many of the people who were able to actively contribute are no longer able to do so and so 2022 will need to involve identifying new people and their gifts and encouraging people to get involved once again. We are so grateful to everyone who has contributed to the running of our church in these very difficult times.

#### Financial review

The Financial Statements show a surplus of **£14,542** (2020: £12,614).

The reduction in Community Centre lettings has resulted in a deficit of **£7,530** (2020: £10,379)

There was an unrealised gain of £83,640 on investments at the year end giving total funds at the year end of £718,841 (2020: £628,741).

#### Reserves policy

It is the PCC policy to maintain a balance on unrestricted funds, which equates to a minimum of two months' unrestricted payments to cover emergency situations that may arise from time to time plus a further one and a half months' unrestricted payments to cover cashflow fluctuations. This equates to approximately £35,000 compared to £113,750 held at the year end. Designated funds could be re-assigned as General Funds if approved by the PCC. In addition, the Community Centre aim to hold a contingency fund of 20% of income in the Community Centre bank account. This equates to approximately £6,000 compared to £6,013 held at the year end.

It is the PCC policy to invest fund balances with the CBF Church of England Funds and the CAF Bank Ltd when appropriate.

# St Mark's Church, Cambridge.

## INDEPENDENT EXAMINER'S UNQUALIFIED REPORT – CHARITABLE TRUST

### Independent examiner's report to the Trustees of St Mark's Church, Cambridge

I report on the accounts of the Trust for the year ended 31 December 2021, which are set out on pages 4 to 9.

#### *Respective responsibilities of trustees and examiner*

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 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 Commission 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 of disclosures in the accounts, and the seeking of 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 to 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.



Lisa King  
Burdett King Accountancy Limited  
8 The Hamiltons  
Newmarket  
CB8 0NF

Date: 29 March 2022



# St Mark's Church, Cambridge.

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Cambridge.

Registered Charity No.1134157

Annual accounts for the year ended 31 December 2021

## Section A

## Statement of financial activities

		Unrestricted funds	Designated funds	Restricted funds	Total this year	Total last year
Note		£	£	£	£	£
<b>Incoming resources</b>						
Voluntary income	2(a)	86,309	-	14,057	100,366	169,296
Activities for generating funds	2(b)	855	-	-	855	2,039
Income from investments	2(c)	16,969	-	-	16,969	14,301
Church activities	2(d)	2,408	8,080	-	10,488	11,970
<b>Total incoming resources</b>		<b>106,541</b>	<b>8,080</b>	<b>14,057</b>	<b>128,678</b>	<b>197,606</b>
<b>Resources expended</b>						
Church activities	3(a)	91,729	15,610	14,609	121,948	124,403
Costs of generating voluntary income	3(b)	20	-	-	20	21
Governance costs	3(c)	250	-	-	250	225
<b>Total resources expended</b>		<b>91,999</b>	<b>15,610</b>	<b>14,609</b>	<b>122,218</b>	<b>124,649</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>14,542</b>	<b>(7,530)</b>	<b>(552)</b>	<b>6,460</b>	<b>72,957</b>
<b>Gross transfers between funds</b>	7				-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		<b>14,542</b>	<b>(7,530)</b>	<b>(552)</b>	<b>6,460</b>	<b>72,957</b>
<b>Other recognised gains/(losses)</b>						
Gains and losses on investment assets	5		83,640		83,640	34,838
<b>Net movement in funds</b>		<b>14,542</b>	<b>76,110</b>	<b>(552)</b>	<b>90,100</b>	<b>107,795</b>
<b>Balances b/fwd 1 January</b>		<b>99,208</b>	<b>518,387</b>	<b>11,146</b>	<b>628,741</b>	<b>520,946</b>
<b>Balances c/fwd 31 December</b>		<b>113,750</b>	<b>594,497</b>	<b>10,594</b>	<b>718,841</b>	<b>628,741</b>



# St Mark's Church, Cambridge.

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Cambridge.

Registered Charity No.1134157

## Section B Balance sheet as at 31 December 2021

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Investments	5	95,759	572,552	-	668,311	584,672
<b>Total fixed assets</b>		95,759	572,552	-	668,311	584,672
<b>Current assets</b>						
Debtors		1,078			1,078	1,875
CCLA deposit account		1,443	15,932	10,594	27,969	11,000
Cash at bank and in hand		17,268	6,013		23,281	34,981
<b>Total current assets</b>		19,789	21,945	10,594	52,328	47,856
<b>Creditors: amounts falling due within one year</b>	6	1,798	-	-	1,798	3,787
<b>Net current assets/(liabilities)</b>		17,991	21,945	10,594	50,530	44,069
<b>Total assets less current liabilities</b>		113,750	594,497	10,594	718,841	628,741
<b>Creditors: amounts falling due after one year</b>		-	-	-	-	-
<b>Provisions for liabilities and charges</b>		-	-	-	-	-
<b>Net assets</b>		£ 113,750	£ 594,497	£ 10,594	£ 718,841	£ 628,741
<b>Funds of the Charity</b>						
Unrestricted funds	7	113,750			113,750	99,208
Designated funds	7		594,497		594,497	518,387
Restricted income funds	7			10,594	10,594	11,146
<b>Total funds</b>		£ 113,750	£ 594,497	£ 10,594	£ 718,841	£ 628,741

### Other Monetary Assets

Signed by two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

	The Revd R Rosborough	
	C S Lingard	



# St Mark's Church, Cambridge.

## Section C Notes to the accounts - 31 December 2021

### Note 1

### Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011 and the Charities SORP.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

### Funds

**Unrestricted funds** are general funds which can be used for PCC ordinary purposes.

**Designated funds** are general funds which have been designated for a particular purpose.

**Restricted funds** consist of donations 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 each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

### Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

### Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10 of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Assets purchased are written off during the year of acquisition.

**Investments** are valued at market value at 31 December.



# St Mark's Church, Cambridge.

## Section C Notes to the accounts - 31 December 2021 (cont)

### 2. INCOMING RESOURCES

#### 2(a) Voluntary income

	Unrestricted funds	Designated funds	Restricted funds	Total this year	Total last year
	£	£	£	£	£
Tax efficient planned giving	62,704		960	63,664	60,560
Other planned giving	300		16	316	300
Collections at services	1,280		-	1,280	10,792
Charity collections	-		10,709	10,709	-
All other giving	5,481		80	5,561	7,268
General donations					
Michaelmas appeal	-		-	-	405
Gift Aid recovered	15,507		2,292	17,799	18,115
Legacies	154		-	154	71,000
Other income	883		-	883	856
<b>Total</b>	<b>86,309</b>	<b>-</b>	<b>14,057</b>	<b>100,366</b>	<b>169,296</b>

#### 2(b) Activities for generating funds

SEEK magazine (advertising)	-			-	705
SEEK magazine (sales)	855			855	848
Fete, events and fundraising	-			-	486
<b>Total</b>	<b>855</b>	<b>-</b>	<b>-</b>	<b>855</b>	<b>2,039</b>

#### 2(c) Income from investments

Dividend income	16,960			16,960	14,276
Interest	9			9	25
<b>Total</b>	<b>16,969</b>	<b>-</b>	<b>-</b>	<b>16,969</b>	<b>14,301</b>

#### 2(d) Income from church activities

Fees for weddings and funerals	2,408			2,408	1,152
Community Centre income		8,080		8,080	10,818
<b>Total</b>	<b>2,408</b>	<b>8,080</b>	<b>-</b>	<b>10,488</b>	<b>11,970</b>

<b>Total Incoming Resources</b>	<b>£ 106,541</b>	<b>£ 8,080</b>	<b>£ 14,057</b>	<b>£ 128,678</b>	<b>£ 197,606</b>
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# St Mark's Church, Cambridge.

## Section C Notes to the accounts - 31 December 2021 (cont)

### 3. RESOURCES EXPENDED

#### 3(a) Church activities

	Unrestricted funds	Designated funds	Restricted funds	Total this year	Total last year
	£	£	£	£	£
Missionary and charitable giving	1,753		12,728	14,481	13,755
Ministry: Parish share	41,796			41,796	41,823
Clergy expenses	958			958	805
Licences & music	997			997	700
Salaries and fees (see note below)	20,860			20,860	23,101
Organists and Music Director	3,837		293	4,130	3,530
Youth work expenses	986		67	1,053	258
Church running	3,246		305	3,551	2,728
Church utility costs	4,379			4,379	3,475
Printing, post & stationery	1,715			1,715	2,164
Church building maintenance	3,324			3,324	1,895
Insurance	2,175			2,175	2,138
SEEK magazine	2,040			2,040	1,700
Burial ground	1,234		1,216	2,450	2,539
Churchyard & gardens	2,429			2,429	2,595
Community centre running costs	-	15,610		15,610	19,568
Community centre major works	-			-	1,629
<b>Total</b>	<b>91,729</b>	<b>15,610</b>	<b>14,609</b>	<b>121,948</b>	<b>124,403</b>

#### 3(b) Generation of voluntary income

Fete, events and appeal costs	20			20	21
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#### 3(c) Governance costs

Independent Examination	250			250	225
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**Total Resources Expended**    £    **91,999**    £    **15,610**    £    **14,609**    £    **122,218**    £    **124,649**

#### Salaries and fees

- Salaries and fees relate to administration and youth/families work.
- No payments were made to PCC members other than the reimbursement of expenses paid on behalf of the PCC.
- The vicar's daughter was paid a small sum for assisting with administration during a period between the retirement and appointment of an administrator.



# St Mark's Church, Cambridge.

## Section C Notes to the accounts - 31 December 2021 (cont)

### Note 4 Labour Costs and Payments to PCC members

Salaries, wages and honoraria relate to Youth Workers, and Administrator  
Any payments made to PCC members relate to the re-imbursement of Church/Community Centre costs.

### Note 5 Investment assets

Fixed assets investments relate to 28,538.24 units of CBF Church of England Investment Fund  
Value at 31 December 2020: £584,672

Value at 31 December 2021: £668,312 - 584,672 = unrealised gain of £83,640

### Note 6 Creditors and accruals

#### Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Other creditors	1,798	3,787	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>1,798</b>	<b>3,787</b>	<b>-</b>	<b>-</b>

### Note 7 Fund movements

	Fund balances b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Fund balances c/fwd £
<b>Unrestricted Funds</b>					
General Fund	£ 99,208	£ 106,541	£ (91,999)		£ 113,750
<b>Designated Funds</b>					
Community Centre Fund	8,879	8,080	(15,610)		1,349
Major Works & Development Fund	507,432	83,640			591,072
Arts & Events Fund	2,076	-	-		2,076
<b>Total Unrestricted Funds</b>	<b>£ 518,387</b>	<b>£ 91,720</b>	<b>£ (15,610)</b>		<b>£ 594,497</b>
<b>Restricted Funds</b>					
Mission to Gombe	-	2,352	(2,352)		-
Charity of the Month	-	10,397	(10,376)		21
Flower Fund	-	30	(30)		-
Travel Fund	1,375		(293)		1,082
Youth Work	5	62	(67)		-
Organ Appeal	9,766		(275)		9,491
Burial Ground	-				-
<b>Total Restricted Funds</b>	<b>£ 11,146</b>	<b>£ 12,841</b>	<b>£ (13,393)</b>	<b>£ -</b>	<b>£ 10,594</b>
<b>Total Funds</b>	<b>£ 628,741</b>	<b>£ 211,102</b>	<b>£ (121,002)</b>	<b>£ -</b>	<b>£ 718,841</b>