

# Trustees' Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

For the year ended 31st December 2021

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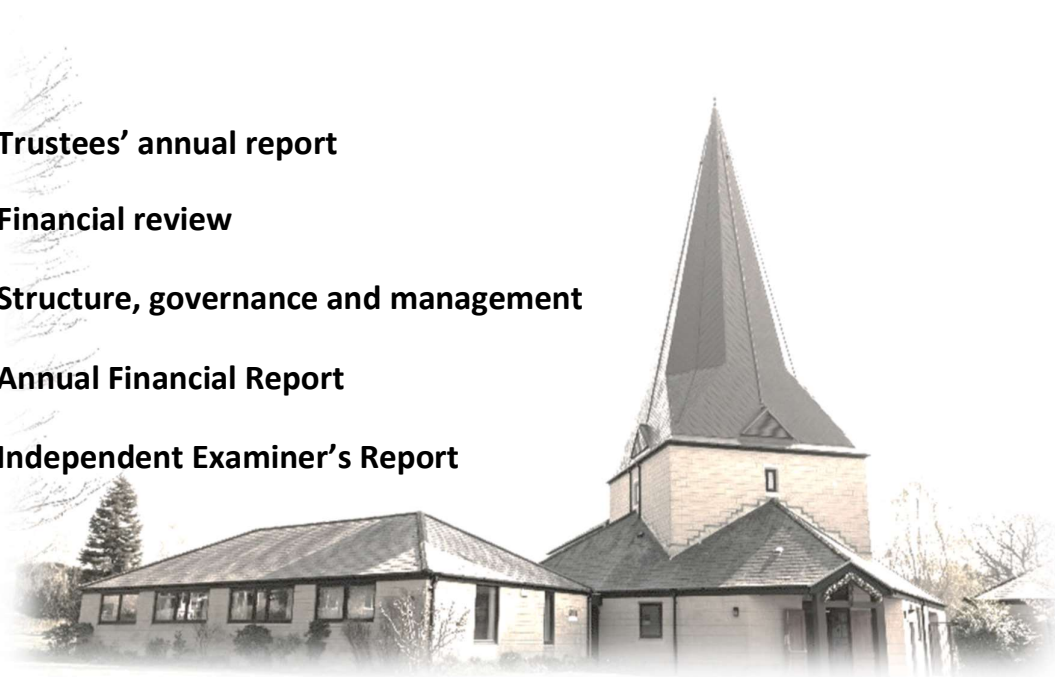
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Website: [www.stmarksholbrook.org.uk](http://www.stmarksholbrook.org.uk)

Incumbent: The Rev'd Dr Richard Coldicott, St Mark's House,  
North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent examiner: Mrs Marti Stenton ACA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD

# Holbrook Parochial Church Council (Holbrook PCC)

## Trustees' Annual Report for 2021

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Richard Coldicott, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the Parish the whole mission of the church; pastoral, social, evangelistic and ecumenical
- Knowing Jesus better and making Him better known
- Practically supporting and caring for people in the Parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances
- Providing financial support to those in need and to other organisations with similar objectives.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

The incumbent, curate and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church or through livestreamed services
- Providing baptism, wedding and funeral services to our congregations and the wider community
- Teaching, baptising and nurturing new and existing believers
- Considering how services can involve the many groups that live within the Parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Providing pastoral care to people living in the Parish
- Providing assistance to the poor and needy of the Parish
- Making financial grants to missionary organisations.

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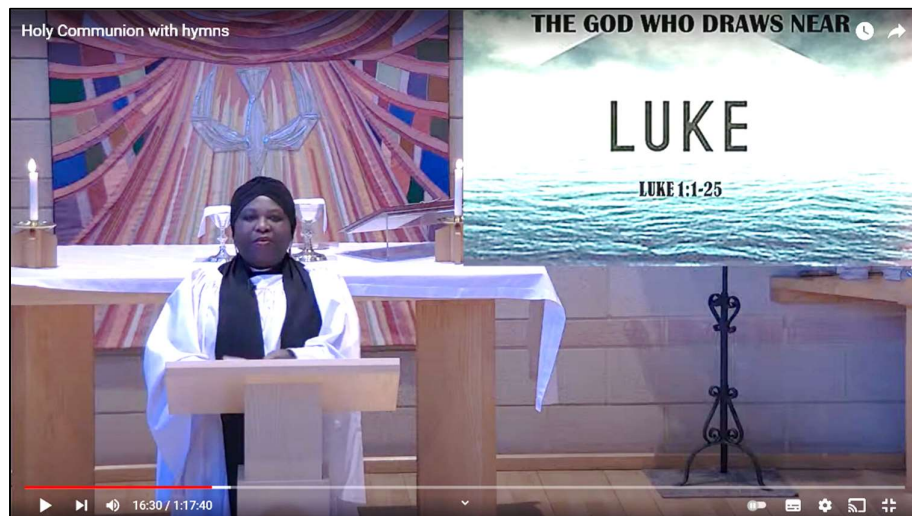
*We just wanted to say thank you for allowing us to visit St Mark's. The children loved it and they enjoyed listening to Jo's explanations. We will definitely love to visit again in the future. Thank you once again for all your support and for making us feel so very welcome. [Adrienne, All Saints School]*

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## What we achieved and how we affected beneficiaries' lives

### **Wide range of services and worship**

The continuing Covid-19 situation meant that certain regular activities were cancelled or curtailed, but throughout the year we continued to hold services and events in an imaginative yet safe way as permitted by government rules and Church of England guidance.



We continued to livestream our main Sunday services and certain weddings and funerals, the latter in discussion with the families concerned. Feedback from many viewers made us realise that our services were being viewed by people connected with St Mark's in many countries and continents.

We will continue to livestream services post-Covid as a new and effective way of engaging with those within our local community and beyond.

We welcome local families for baptism, wedding and funeral services, serving them as their parish church. During the year we held 12 baptism services, one thanksgiving/dedication for a new child, two weddings, seven funerals, one memorial service and two burials of ashes. In 2021 there were 272 people on the Electoral Roll, which is an increase of 15 from the previous year. Just over half live outside the Parish of Holbrook, with almost all of those living within the town of Horsham.

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*Craig and I would like to send a special message to the whole team who helped with Lottie's baptism on Sunday. The day was just beautiful and the ceremony was lovely, minus Lottie's little outbreak at the pinnacle moment! Thank you again, and we hope you are having a lovely week. [Leigh]*

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### **Serving our community**

Early in the year we sent fruit hampers for the staff of the local primary schools and preschools. The simple message was to express our gratitude for the way that they had served the local community by supporting children and families through the challenges caused by Covid-19.

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*Thank you very much for our lovely fruit hamper. It is a lovely idea and so nice to receive a token of support and encouragement at this time; it certainly has been difficult but we have enjoyed playing with the children and providing a little bit of 'normality' for our nursery families. [Sharon Rea, Manager, New View Nursery]*

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Unable to hold our traditional Fun Day in May because of the Covid-19 situation, instead in September we staged a smaller outdoor event called 'Hello Holbrook'. We engaged with our local community to encourage visitors to join us for refreshments in the church grounds, and provided a range of activities and crafts for younger visitors. We hope to be able to return to a normal Fun Day with a full range of activities and food in 2022.

## Pastoral care

During the pandemic, the Pudding Club endeavoured to find creative ways of maintaining contact. During complete lockdown that usually involved regular email or telephone contact. As soon as outdoor gatherings were permitted, members started inviting each other and friends/neighbours for tea/coffee and cake in their back gardens or in the church grounds.

As the membership had expanded to over 30 people, it was impossible to accommodate an event in a single location during the time when only two households or six people could meet outdoors, so the leaders were glad to welcome another couple as co-hosts, thus spreading the load, and ensuring that everyone was welcomed to a suitable gathering in any one month.



Later in the year as restrictions eased, members started to meet in the pub next to the church for tea and then lunch, and twice in the church for afternoon tea. The participants increasingly consisted of people from the community who have no specific commitment to the church. The Pudding Club comprises a happy crowd who love meeting and chatting together whilst enjoying food and drink.

Looking to the future, the Pudding Club is seen as important outreach both to church members and many in the local community who, for many varied reasons, find themselves living alone.

## Holbrook Heart Community Café

The beginning of spring saw the return of our weekly café, where we welcome people from the community to enjoy cake and a drink – completely free. We initially ran the café in the church grounds when the weather was fine, and returned to the church building when government and Church of England guidance allowed us to.

The café remains popular, with a wide range of local people enjoying home-made cakes and pastries each week.



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*I enjoy my regular visits to the café at St Mark's. Everybody is so friendly and welcoming, and the cakes are so tasty. There is plenty of space, and it's good to have time for a nice chat. [AD]*

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## Youth work

The church faced many challenges during the year within youth and children's work, particularly when face to face sessions could not take place. Instead, parents were provided with online resources and YouTube videos to be accessed and enjoyed with their children.

Face to face sessions resumed in May, making use of the church grounds as much as possible, and relaunched in September with a new identity "The Lighthouse". The revamp of the groups has allowed the children's and youth work to feel updated and cemented as part of the church's ministry to children and young people.



The older youth attended a number of social events during the year; the highlight was a day at Southwater Watersports where they enjoyed the challenges of kayaking and rafting. The trip helped to deepen relationships within the group.



We look forward to the ongoing expansion of outreach to the wider community in the local area and the new housing development beyond the A264 in the north of our Parish.

## Helping the poor and needy of the Parish

We have a hardship fund available to help people in financial need. During 2021 we made three (2020 – three) grants to individuals in need totalling £550 (2020 – £662). We also made grants totalling £3,000 to our two local primary schools to help with the purchase of laptops and tablets for families without such equipment, to support home-schooling during the Covid-19 pandemic. We granted £600 to a Children's Society project in Broadfield (part of our neighbouring town of Crawley) via St Alban's Church Gossops Green, to help families in need to buy school shoes for the start of the autumn term.

We continue to be an agent for the Horsham Foodbank, with congregation members donating requested items week by week to baskets in the church and the church hall, with food and toiletries taken to Horsham Matters by our volunteers each week. Several individuals donate vouchers for local supermarkets, which are also taken to Horsham Matters to be passed on to people in need.

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*Just wanted to say thank you to the St Mark's congregation for supporting us with both food and supermarket vouchers. This is such a great help to us, particularly at the moment as we are providing food and vouchers to an extra 170 families over the summer holidays. Please do pass on our thanks. [Kathryn McCarthy, Community Support Manager, Horsham Matters]*

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## **Missionary outreach**

St Mark's supports a number of charities both at home and abroad. Two of our charity partners working for the benefit of overseas communities are Fundukuphila and Way of the Spirit.

### **Fundukuphila**

2021 was a sad year with the death in South Africa of Margaret Fitzroy, who first brought the foster families to St Mark's notice in 1999 through her connection with the Fundukuphila school. It is a tribute to her that St Mark's has been able to raise a total of £40,326 (£3,218 sent in 2021) to support the foster families since then. Despite the ongoing limitations which Covid has placed on fundraising activities, St Mark's has continued to support the two foster families where the circumstances in South Africa continue to give rise to great concern and difficulties with the ongoing pandemic, with both daily living and the economy there, and with consequent ugly scenes of rioting and widescale looting of shops.

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*Hope you all are well and had a wonderful Christmas and New Year. I would also like to thank you all from the bottom of our hearts for the donation you gave to us. I really thank God for you all, thank you.*  
*[Foster parents in Pietermaritzburg]*

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### **Way of the Spirit**

The charity has been training people to become bible teachers for 26 years, with recent courses delivered in the UK, Kenya and Germany. It has also been working in Uganda for over 20 years and has held many short bible conferences for 2-4 weeks at a time, but soon will be able to do so on a full-time basis. Way of the Spirit regularly has students attend conferences from Uganda, Kenya, Rwanda, Burundi, Zambia and the Congo; many lasting relationships have been built with students and churches across those regions.



A 5-acre plot of land about 20 miles north of Kampala was recently purchased, and building has begun to create a bible college there. A well was dug to provide a water supply, and over 20,000 bricks were made on site so that building commenced in 2021. The trustees hope that the first phase will be complete by summer 2022 to enable face to face teaching to start. Syllabuses are being written, and the final hurdle is for the application to become a registered NGO with the Ugandan Government to be approved.

Strong links with our other mission partners enable us to support local, national and international charities in their work and enthuse our congregations to also be involved in initiatives outside our Parish. Our other partners are:

- Faith in Action
- St Catherine's Hospice
- Tear Fund
- Flyers International Partnership Trust
- The Children's Society
- Oasis Crisis Pregnancy Centre

Further information regarding each of our mission partners is available on our website.

[https://www.stmarksholbrook.org.uk/Groups/344020/Mission\\_partners.aspx](https://www.stmarksholbrook.org.uk/Groups/344020/Mission_partners.aspx)



### ***Eco Church (An A Rocha UK project)***

St Mark's is working towards a gold Eco Church award having achieved a silver award in 2018, in recognition of members' commitment and efforts to care for God's earth through worship, teaching, management of buildings and land, lifestyle, community and global engagement.

In September 2020 the PCC unanimously agreed to take St Mark's to net zero carbon emissions by 2030 (in line with the Church of England General Synod's target for all parts of the church to work to become carbon 'net zero' by 2030) and in September 2021 to recognise the current climate and ecological emergency, to work with and support our congregations, local and national government in tackling this emergency.

The eco team produced a "Together We Can" leaflet of local information, to help the planet and reduce the church's energy bills. Holbrook PCC uses green energy suppliers.



The St Mark's Creation Care Scheme encourages households to make changes to care for God's world, using an online questionnaire and resources. Twelve households have registered for the scheme, with seven achieving a bronze award and one achieving a silver award.

Wherever households are on their creation care journey, we help to provide ideas for their next steps, recognise the progress they've made in caring for God's creation, raise awareness of how our household and personal actions can make a difference, and promote how the scheme can help us better care for God's earth.

The eco team has created a boundary dead hedge of branches woven between tree trunks to shelter small mammals and birds and a 'bug church' (similar to a bug hotel) from repurposed materials, including wooden pallets, a tiled roof and bamboo spire, filled with a mix of material to shelter hedgehogs, bugs, amphibians and reptiles.

As a church we recycle a wide range of items, including highlighters, marker pens, felt tips, biros, correction fluid, candle stubs, plastic milk bottle tops, inkjet cartridges, laser cartridges, toner bottles, imaging drum and fuser units, postage stamps and postcards.



## Financial Review

### ***Incoming and outgoing resources***

Total receipts in the year were £263,226 (budget £230,000). The PCC remains incredibly grateful to church members for their continued giving to the ministry and mission of the church.

Total expenditure was £202,000 (budget £205,000).

The surplus was £61,226 (budget £25,000), with the excess largely attributable to (a) the original 2021 budget being fairly conservative, (b) additional unbudgeted income and (c) expenditure being under budget.

### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expense of the PCC was £75,000 paid to the diocese for our share of all churches' parish ministry costs.

The total relates directly to:

- the housing, support, stipend and pension costs of the stipendiary clergy of this Parish
- the training of new ordinands
- a contribution to national church funds
- the shared costs of the Christian family throughout the whole diocese
- assistance towards the upkeep of churches less able to manage than ourselves.

The PCC is meeting 104% of the costs allocated to St Mark's, and has committed to pay 110% in 2022 with an aspiration to steadily increase our contribution over the following four years until we are paying 120% of the allocated annual costs. This reflects our desire to support the wider Anglican Church and particularly the training of new ordinands.

### ***Staff costs***

The PCC employs two administrators, seven cleaners (three permanent, two fixed-term, two casual) and a youth & children's worker. Our employees all work part-time, and are paid through the PAYE system. Three of our cleaners continued to be partially furloughed for the first part of the year, and we claimed monthly grants through the Government's coronavirus job retention scheme.

### ***Trustee payments and expenses***

Trustees and persons connected with them donated a total of £35,129 to the charity in 2021.

One cleaner was a trustee until April 2021 and was connected to a trustee for the full year; three other cleaners are connected to trustees. In aggregate they were paid £5,202 wages.

The youth & children's worker is a trustee, and was paid £14,783 salary plus £4,451 housing allowance.

The senior administrator is connected to a trustee, and was paid £9,820 wages.

Further details are provided in the notes to the accounts. All PCC employees are paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the incumbent's council tax (£2,762) and water (£876) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £1,909. The PCC paid the curate's expenses in respect of travel, telephone, broadband and books amounting to £394.

In total, 9 trustees (including clergy above) received reimbursement of out-of-pocket expenses totalling £4,954.

### ***Repairs to the fabric of the church building***

The PCC is blessed with a modern and efficient building (constructed in 1990) which requires only basic and relatively low-cost repairs, as would be expected for a building of its age. For that reason it is not felt prudent to seek additional donations to the restricted fabric fund as no significant repairs are anticipated in the next 5-10 years.



## Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months of unrestricted payments as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year. In 2021 that contingency figure was £35,000, with two months' expected expenditure being around £34,000. We ended the financial year with £45,000 in the general fund as our unrestricted contingency carried forward to 2022, as two months' average expenditure in the second half of the year per the 2022 budget will be around £46,000.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account (with funds subject to 95 days' notice for withdrawals); the account has not been used since 2019 due to the extremely low interest rate and the disinclination of trustees to tie up the charity's money in a notice account.

It is general PCC practice to designate any annual surplus (as confirmed by the independent examination) to the designated fabric fund to save towards future capital projects to aid church growth.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC but doesn't actually belong to us; it is therefore not part of the PCC's income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were asked to channel any money from a donor to a third party in questionable circumstances. The trustees did not identify any potential money laundering issues during the year.

During 2021 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2021	Total 2020	Notes
		£	£	
Christingle service & collection boxes	The Children's Society	439	149	
Donor	Faith in Action	110	30	
Parishioners	Mrs F Coldicott (gift of laptop computer)	-	461	
Donor	Big Church Day Out	-	50	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,618	1,781	
Horsham Second Orchestra (H2O) concert	Horsham Matters Ltd (foodbank)	1,472	-	
Carol service collection	Horsham Matters Ltd (foodbank)	270	86	
Donor	The Salvation Army	-	100	
Donors	St Catherine's Hospice	-	8	
Donors	UNICEF (Vaccinaid covid-19 appeal)	300	-	
Parishioners & funeral directors	Diocese of Chichester wedding & funeral fees	1,445	2,211	
		5,654	4,876	

## Risk Management

In a large and thriving Parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

### Principal risk

### Basic mitigation/management

An unexpected fall in income

The church's donors are numerous and the charity does not depend on a small number of major regular donors.

The challenge of maintaining adequate volunteers with requisite skills and time available

Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.

General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.

We have a skilled, diverse and experienced finance team and proportionate financial governance policies.

Reputational risk, arising from a safeguarding issue or serious incident

We have relevant and proportionate policies in place to protect the charity, its people and our visitors. All relevant staff and volunteers undertake prescribed regular safeguarding training.

Health & safety

We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.

Asset risk, such as through theft, fire or flood.

We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

The continuing Covid-19 situation meant that our church hall was not available for hire to outside organisations for several months of our financial year; we also had reduced numbers at services. This resulted in a decrease in incoming church hall hiring fees and some cash giving. Most of our income is received by direct bank credit, which aids financial stability. During the year we received some unexpected sundry income and new gift pledges from new church members; this additional income mitigated the losses from church hall hiring fees and cash giving thus leaving the charity in surplus for 2021 and, with reserves brought forward, in a strong financial position.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure it remains fit for purpose and relevant to our operations. Our active policies are:

- Safeguarding
- Food
- Finance
- Legacies
- Investment and reserves
- Hardship
- Complaints
- Security
- Church and hall hire
- Press handling
- Serious incident reporting
- Significant event of national or local mourning
- Computer hardware & software
- Data protection
- Health and safety
- Risk management
- Human resources
- Conflict of interest
- Prevention of criminal facilitation of tax evasion

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (clergy, the churchwardens and members of the Deanery, Diocesan or General Synods) and up to 15 members of the church who are elected at the Annual Parochial Church Meeting (APCM) with one third retiring each year in line with normal PCC practice. In addition, up to three people may be co-opted to the PCC. Communicants aged 16 years or older are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee (SC), which met three times during the year. Those shown in **bold italics** or *plain italics* served on the leadership team, which met regularly through the year.

### EX-OFFICIO MEMBERS

Incumbent:	<b>Rev'd Dr Richard Coldicott</b>	<b>PCC/SC Chair</b>
Curate:	<b>Rev'd Elizabeth Jinks</b>	
Churchwarden:	<b>Mrs Linda Humble</b>	
Churchwarden:	<b>Mr Rod Kitchin</b>	<b>PCC/SC Vice Chair</b>

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

to 25 April 2021	Mr Brian Carter	
	<b>Mrs Fiona Coldicott</b>	
	Mr Les Daniels	
to 20 March 2021	Mr Peter Hazael	
	Mrs Diane Hellyer	
	Mr Peter Hellyer	
	Mr Peter Hillman	
	Mr Mark Leddin	
	Mr Andy McLean	
to 25 April 2021	Dr Ann Nandi	
	Mrs Karen Park	
	Mrs Karen Petch	
	Mr Darren Russell	Premises Committee Chair
	Mr Brian Smith	
	<b>Mrs Gaynor Udeshi</b>	

### DEANERY SYNOD

Mr Rob Allen	
<b>Mrs Linda Humble</b>	
<b>Mr Rod Kitchin</b>	
<b>Mr Mike Parry</b>	<b>Treasurer/Finance Committee Chair</b>

### CO-OPTED MEMBERS

<b>Mrs Helen Anderson</b>	<b>Safeguarding Officer</b>
<b>Mr George O'Mahony</b>	<b>Youth &amp; Children's Worker</b>



## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 150 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- music and worship
- leading services and preaching
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social events such as the talent show, the quiz, the barn dance and meals
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

## Our plans for the future

Holbrook PCC intends to continue all ministries in 2022 and beyond, with particular focus on:

- (a) Planning and hosting, in conjunction with the Sussex Barn Public House, special celebrations for the Parish to mark the Queen's Platinum Jubilee.
- (b) Strengthening and developing its work with youth and children both within the church, and in the wider Parish.
- (c) Restoring and reimagining community and mission activities which were curtailed or cancelled by the Covid-19 pandemic.

The significant housing development planned for the north of our Parish triggered a review of ordained ministerial resource, and at the time of writing (January 2022) we are exploring the possibility of an additional stipendiary minister. Our strong financial position gives us confidence in being able to formulate and execute imaginative and effective plans for current and future ministry and mission in our community, and in particular linking with the Bohunt Horsham Community School which has relocated into this new development. To facilitate wider consideration of how to engage with our growing and new community areas, we have planned time away as a church in the autumn with the Diocesan Parish Development Officer leading our time together. It promises to be an exciting year ahead.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 17 March 2022 and

signed on its behalf by The Rev'd Richard Coldicott, PCC Chairman.



Date

17 March 2022

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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## Statement of Financial Activities

The financial effect of our activities during the year can be summarised as follows:

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	259,295	1,479	<b>260,774</b>	243,300	
Charitable activities	1,051	-	<b>1,051</b>	814	
Other trading activities	1,400	-	<b>1,400</b>	1,925	
Investments	1	-	<b>1</b>	1	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>261,747</b>	<b>1,479</b>	<b>263,226</b>	246,040	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	86	-	<b>86</b>	85	
Charitable activities	197,523	1,802	<b>199,325</b>	363,475	
Other trading activities	2,589	-	<b>2,589</b>	2,442	
<b>Total expenditure</b>	<b>200,198</b>	<b>1,802</b>	<b>202,000</b>	366,002	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>61,549</b>	<b>(323)</b>	<b>61,226</b>	(119,962)	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
	61,549	(323)	61,226	(119,962)	
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>61,549</b>	<b>(323)</b>	<b>61,226</b>	(119,962)	
Total funds brought forward	119,814	1,000	<b>120,814</b>	240,776	<b>17</b>
<b>Total funds carried forward</b>	<b>181,363</b>	<b>677</b>	<b>182,040</b>	120,814	<b>17</b>



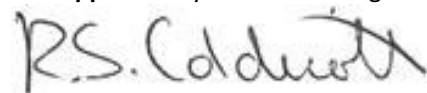
# St Mark's Church, Holbrook registered charity number 1174914

## Balance Sheet

Our financial position and summary of funds at the end of the financial year were:

	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	<b>£</b>	<b>£</b>	
Intangible assets	-	-	
Tangible assets	<b>3,112</b>	-	<b>11b</b>
<b>Total fixed assets</b>	<b>3,112</b>	-	
Stocks	-	-	
Debtors	<b>11,625</b>	7,074	<b>13</b>
Investments	-	-	
Cash at bank and in hand	<b>171,309</b>	120,846	
<b>Total current assets</b>	<b>182,934</b>	127,920	
Creditors: Amounts falling due within one year	(4,006)	(7,106)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>178,928</b>	120,814	
<b>Total assets less current liabilities</b>	<b>182,040</b>	120,814	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>182,040</b>	120,814	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>677</b>	1,000	
Unrestricted funds	<b>181,363</b>	119,814	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>181,363</b>	119,814	
<b>Total charity funds</b>	<b>182,040</b>	120,814	<b>17</b>

This Financial Report for the year ended 31st December 2021, including the notes following, was **approved** by the PCC and signed on its behalf by Rev'd Richard Coldicott, PCC Chairman.



Date 17 March 2022

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. 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.

#### 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.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### Investment income

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

#### All other income

All other income is recognised in accordance with the above overall policy.

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### Gains and losses on investments

Realised gains are recognised when the investments are sold.

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

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### 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 on an annual basis, reflecting the allocation set by our Deanery. 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.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 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 but are not included in the financial statements. All other property acquired prior to *18 October 2016* (the date when St Mark's Holbrook was established as a separate Parish) already had a depreciated value of £nil as at 1 January.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 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:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33.33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular 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.

### 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 (no such provision applied at 31 December 2020 or 31 December 2021).

Short-term deposits include cash held on deposit at the bank.



# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

### 2 Analysis of income and endowments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Planned giving (excl. tax refunds)	175,530	-	<b>175,530</b>	163,654	
Planned giving (no tax refunds)	17,224	-	<b>17,224</b>	11,835	
Loose cash collections	2,653	-	<b>2,653</b>	3,801	
Gift aid recovered	42,180	47	<b>42,227</b>	42,208	
Sundry donations	14,255	-	<b>14,255</b>	17,251	
Other income	1,191	-	<b>1,191</b>	1,237	
Donations & appeals	-	1,432	<b>1,432</b>	100	
Grants received	1,262	-	<b>1,262</b>	3,214	
Legacies	5,000	-	<b>5,000</b>	-	
<b>Donations and legacies</b>	<b>£259,295</b>	<b>£1,479</b>	<b>£260,774</b>	<i>£243,300</i>	
Fees for weddings & funerals	1,051	-	<b>1,051</b>	814	
<b>Charitable activities</b>	<b>£1,051</b>	-	<b>£1,051</b>	<i>£814</i>	
Mission income	-	-	-	600	
Church centre hiring fees	1,400	-	<b>1,400</b>	1,325	
<b>Other trading activities</b>	<b>£1,400</b>	-	<b>£1,400</b>	<i>£1,925</i>	
Bank interest	-	-	-	-	
HMRC repayment supplement	1	-	<b>1</b>	1	
<b>Investments</b>	<b>£1</b>	-	<b>£1</b>	<i>£1</i>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£261,747</b>	<b>£1,479</b>	<b>£263,226</b>	<i>£246,040</i>	

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	
Fundraising costs	86	-	86	85	
<b>Cost of raising funds</b>	<b>£86</b>	<b>-</b>	<b>£86</b>	<b>£85</b>	
Parish share to Chichester Diocese	75,000	-	<b>75,000</b>	72,000	
Horsham Churches Together (annual contribution)	1,700	-	<b>1,700</b>	1,700	
Salaries and honoraria incl NI & pension costs	44,955	-	<b>44,955</b>	29,295	5
Housing grant to youth & children's worker	4,451	-	<b>4,451</b>	-	5
Clergy costs & expenses	5,750	-	<b>5,750</b>	5,349	
Mission & evangelism costs	5,556	-	<b>5,556</b>	6,427	
Missionary & charitable giving	13,000	-	<b>13,000</b>	9,000	4
Youth/children's work	4,253	-	<b>4,253</b>	2,577	
Water, gas & electricity	5,142	-	<b>5,142</b>	3,283	
Printing & photocopying	1,316	-	<b>1,316</b>	2,473	
Other regular church running costs	23,358	1,479	<b>24,837</b>	23,673	
Accounting and Examiner's fees	2,490	-	<b>2,490</b>	1,440	9
Church & grounds maintenance	8,227	323	<b>8,550</b>	14,658	
Balcony redevelopment project	616	-	<b>616</b>	191,449	
Church hall caretaking	-	-	-	-	
Bank charges	153	-	<b>153</b>	151	
Depreciation	1,556	-	<b>1,556</b>	-	
<b>Cost of charitable activities</b>	<b>£197,523</b>	<b>£1,802</b>	<b>£199,325</b>	<b>£363,475</b>	
Church hall running costs	2,589	-	<b>2,589</b>	2,442	
<b>Cost of other trading activities</b>	<b>£2,589</b>	<b>-</b>	<b>£2,589</b>	<b>£2,442</b>	
<b>Total expended on all funds</b>	<b>£200,198</b>	<b>£1,802</b>	<b>£202,000</b>	<b>£366,002</b>	

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	
<b>Overseas:</b>					
<i>Faith in Action</i>	1,600	-	1,600	500	
<i>Flyers International</i>	1,600	-	1,600	500	
<i>Fundukuphila (Prestbury Methodist Church)</i>	1,600	-	1,600	500	
<i>Tear Fund</i>	1,000	-	1,000	500	
<i>Way of the Spirit</i>	1,600	-	1,600	-	
<b>Home:</b>	-	-	-	-	
<i>Horsham Matters Ltd</i>	-	-	-	5,000	
<i>St Catherine's Hospice</i>	1,000	-	1,000	500	
<i>The Children's Society</i>	1,600	-	1,600	500	
<i>Oasis Crisis Pregnancy Centre (Horsham)</i>	2,000	-	2,000	500	
<i>Sussex Green Living</i>	-	-	-	200	
<i>Horsham Churches Together (special appeal)</i>	500	-	500	300	
<i>Horsham Debt Advice Service</i>	500	-	500	-	
	<b>13,000</b>	-	<b>13,000</b>	9,000	

### 5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	
<b>Remuneration:</b>					
<i>Wages and salaries</i>	42,145	-	42,145	27,461	
<i>Housing grant to youth &amp; children's worker</i>	4,451	-	4,451	-	
<i>Employer social security</i>	2,218	-	2,218	522	
<i>Employer pension</i>	592	-	592	270	
<i>Recruitment</i>	-	-	-	363	
<i>HR Consultancy</i>	-	-	-	679	
	<b>49,406</b>	-	<b>49,406</b>	29,295	

The average number of persons employed by the charity during the financial year was 10 (2020: 7).

No employee received remuneration at the rate of £60,000 or more (2020: none).



# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### 6 Transactions with PCC members

Mrs F Coldicott, a trustee herself until April 2021 and spouse of Rev'd R Coldicott, a trustee and the Incumbent, was paid £2,631 (2020 – £2,230) as a cleaner.

Mr G O'Mahony, a trustee, was paid salary £14,783 (2020 £3,931 in his year of commencement) and housing grant £4,451 (2020 £nil in his year of commencement) as the youth & children's worker.

Expenses were paid to 9 (2020 - 13) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £4,954 (2020 - £5,284). The aggregate donations made by the charity's trustees and people connected to them totalled £35,129 (2020 - £54,720). None of these donations carried any conditions on receipt.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners: Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £1,934 (2020 - £1,847); Mrs L Haydon, daughter of Mr M Parry, a trustee and the PCC treasurer, was paid £87 (2020 - £68); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £313 (2020 - £nil); Mrs A Hillman, wife of Mr P Hillman, a trustee, was paid £237 (2020 - £nil).

Mrs J Allen, spouse of Mr R Allen, a trustee, was paid £9,820 (2020 - £10,594) as the church's senior administrator.

In September 2020 Mr I Coldicott, son of Rev'd R Coldicott, a trustee, received a gift which cost £80 to thank him for 8 years of voluntary service to the church as he left Horsham to start university. The giving of such a gift is the custom and practice of the charity, and its value was the typical amount (£10 per year of volunteering) given to long-serving volunteers who stand down or move away; Rev'd R Coldicott had neither influence nor involvement in the decision to make the gift.

### 8 Transactions with related charities

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of the charities stated below.

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter is a trustee of Faith in Action – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote.

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<i>Independent examination</i>	2,490	-	<b>2,490</b>	1,560	
<i>Accounts production</i>	-	-	-	(120)	
<i>Bookkeeping</i>	-	-	-	-	
	<b>2,490</b>	-	<b>2,490</b>	1,440	

The above figures suggest a significant increase in the independent examination fee from 2020 to 2021, but this is just the effect of the accrual for 2020 being too low. Actual independent examination fees in recent years were:

2019    £1,920 paid March 2020  
 2020    £1,980 paid March 2021  
 2021    £2,070 accrued; actual charge to be paid March 2022.

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<i>General fund</i>	(64,271)	-	<b>(64,271)</b>	(66,049)	
<i>Designated fabric fund</i>	53,271	-	<b>53,271</b>	55,049	
<i>Designated hardship fund</i>	-	-	-	1,000	
<i>Designated mission partner fund</i>	11,000	-	<b>11,000</b>	10,000	
	-	-	-	-	<b>17</b>

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### 11 Fixed assets

#### (a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2021</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2021	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
<b>Market value 31 December 2021</b>	-	-	-	-	

#### (b) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2021	-	-	-	-	
Additions	-	4,668	-	<b>4,668</b>	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
<b>At 31 December 2021</b>	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Charge for impairment</b>					
At 1 January 2021	-	-	-	-	
Additions	-	1,556	-	<b>1,556</b>	
<b>At 31 December 2021</b>	-	<b>1,556</b>	-	<b>1,556</b>	
<b>Net book amounts</b>					
<b>At 31 December 2021</b>	-	<b>3,112</b>	-	<b>3,112</b>	
<i>At 31 December 2020</i>	-	-	-	-	

## Notes to the Financial Report

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	3,112	-	<b>3,112</b>	-	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	11,625	-	<b>11,625</b>	7,074	<b>13</b>
Cash at bank and on deposit	170,632	677	<b>171,309</b>	120,846	
Current liabilities	(4,006)	-	<b>(4,006)</b>	(7,106)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£181,363</b>	<b>£677</b>	<b>£182,040</b>	<i>£120,814</i>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	3,598	-	<b>3,598</b>	3,190	
Prepayments and accrued income	8,027	-	<b>8,027</b>	2,686	
Other debtors	-	-	-	1,198	
	<b>£11,625</b>	-	<b>£11,625</b>	<i>£7,074</i>	

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

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### 14 Creditors: amounts falling due within one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	4,006	-	<b>4,006</b>	7,106	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	<b>£4,006</b>	-	<b>£4,006</b>	£7,106	

### 15 Creditors: amounts falling due after one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2020</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	242,200	1,100	-	<b>243,300</b>
Charitable activities	814	-	-	<b>814</b>
Other trading activities	1,925	-	-	<b>1,925</b>
Investments	1	-	-	<b>1</b>
<b>Total income</b>	<b>244,940</b>	<b>1,100</b>	<b>-</b>	<b>246,040</b>
<b>Expenditure on:</b>				
Raising funds	85	-	-	<b>85</b>
Charitable activities	357,687	5,788	-	<b>363,475</b>
Other trading activities	2,442	-	-	<b>2,442</b>
Other expenditure	-	-	-	<b>-</b>
<b>Total expenditure</b>	<b>360,214</b>	<b>5,788</b>	<b>-</b>	<b>366,002</b>
Net gains (or losses) on investments	-	-	-	<b>-</b>
<b>Net income or (net expenditure)</b>	<b>(115,274)</b>	<b>(4,688)</b>	<b>-</b>	<b>(119,962)</b>
<b>Transfers between funds</b>	-	-	-	<b>-</b>
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	<b>-</b>
Other gains/(losses)	-	-	-	<b>-</b>
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>(115,274)</b>	<b>(4,688)</b>	<b>-</b>	<b>(119,962)</b>
Total funds brought forward	235,088	5,688	-	<b>240,776</b>
<b>Total funds carried forward</b>	<b>119,814</b>	<b>1,000</b>	<b>-</b>	<b>120,814</b>



# St Mark's Church, Holbrook registered charity number 1174914

## Notes to the Financial Report

### 17 Statement of funds

#### Explanation of funds

**Endowed funds** are required by the donors to be invested and the income spent on specific objectives. (None held.)

**Restricted funds** are not invested permanently but are to be spent within reasonable timescales.

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended. During 2021 the donations were wholly for the purchase of a new lectern for use in church.

The Ashburnham fund (dormant in 2021) is restricted to helping church members to pay for the triennial church weekend away.

The hardship fund (dormant in 2021) is restricted to helping people in need by making financial grants.

The climate fund (opened in 2020) is restricted to launching and enabling the *Holbrook Community Orchard* project.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides.

The unrestricted fund includes a sum of £124,175 in the designated fabric fund set aside towards the cost of future building works (for instance maintenance/repair or enhancement/new buildings etc.)

The unrestricted fund includes a sum of £1,188 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £11,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2022.

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2021	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2021
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Donations & appeals fund	-	1,479	(1,479)	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	-	-	-	-	-
Climate fund	1,000	-	(323)	-	677
<b>Total of all restricted funds</b>	<b>1,000</b>	<b>1,479</b>	<b>(1,802)</b>	-	<b>677</b>
General fund	35,000	261,747	(187,476)	(64,271)	45,000
Designated fabric fund	73,076	-	(2,172)	53,271	124,175
Designated hardship fund	1,738	-	(550)	-	1,188
Designated mission partner fund	10,000	-	(10,000)	11,000	11,000
<b>Total of all unrestricted funds</b>	<b>119,814</b>	<b>261,747</b>	<b>(200,198)</b>	-	<b>181,363</b>
<b>Total funds</b>	<b>£120,814</b>	<b>£263,226</b>	<b>£(202,000)</b>	-	<b>£182,040</b>

# Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31st December 2021

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mark, Holbrook, on the annual financial report for the year ended 31st December 2021 set out on pages 13 to 27.

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

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

## **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



## **Marti Stenton ACA**

Morris Palmer Limited  
Barttelot Court  
Barttelot Road  
Horsham  
RH12 1DQ

Date: 24 March 2022