

# Trustees' Annual Report and 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

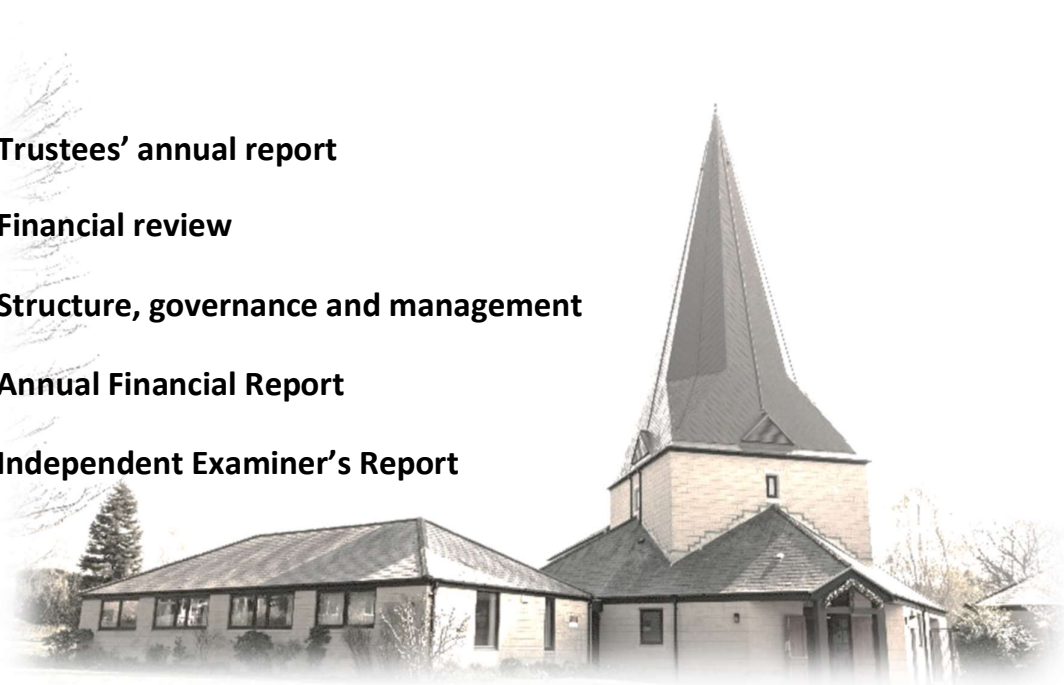
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For the year ended 31 December 2022

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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 2022

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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
- Practically supporting and caring for people in the parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances
- Demonstrating love for our neighbour and care for God's creation through every aspect of our church life.

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

The incumbent 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 2022 we discussed and planned the following objectives and activities to fulfil our aims:

- Laying foundations for building community in the new housing development in the north of the parish.
- Continuing to carefully and prayerfully work towards the appointment of an associate vicar.
- Restoring and reimagining community and mission activities once released from Covid-19 restrictions.
- Putting faith into practice in our church family, in our homes and in the local community.
- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Giving financial support to missionary organisations whose charitable objectives complement ours.
- Working with our neighbours at The Sussex Barn public house to celebrate The Queen's platinum jubilee.
- Helping all people, regardless of background, to develop and grow in their faith.
- Showing the love of Jesus through pastoral care and community support.
- Strengthening and developing our work with youth and children, in the church and in the community.
- Helping people who are in need with practical help or financial grants.
- Serving our community with baptism, wedding and funeral services.

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*I would like to say thank you to the congregation for welcoming me and treating me with love. Thank you for all those who prayed with me; may the Good Lord continue to bring you all closer as one family. Thank you to my friend who was there for me and invited me to join your church services. Thank you very much. [S]*

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

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

At St Mark's we offer both traditional and contemporary worship; our services are welcoming and open to all. Both Sunday morning services are livestreamed and easily accessed through a link on our website, with sermons from our 10.30am services also uploaded to our website. We embrace technology to engage with our own congregation members who might not be able to attend a service for whatever reason, but also to serve a wider virtual congregation. Livestreamed services also enable friends and families worldwide to engage with baptisms, weddings and funerals that they are unable to attend in person.

We hold two Sunday morning services. The 08.30 service is traditional Anglican Holy Communion with hymns played on the organ. The 10.30 service with worship led by a music group is contemporary in style and family-orientated, and will sometimes include a baptism. Children's groups run parallel to this service, which includes Holy Communion once each month. We hold an evening service, Café Praise, twice per month. This service has an informal feel in a café-style setting; worship is followed by a talk and the opportunity for discussion around the tables.

We hold a Book of Common Prayer service every Wednesday at 9.45am. This provides a style of worship different from our Sunday services; it is attended by a committed group of around 30 mainly older people, with refreshments offered after the service to facilitate and complement pastoral care. This service has proved invaluable for members of our community for whom Sunday timings may not be ideal.



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*I love attending the regular services with my son, who enjoys the youth activities. He has become very involved in the youth group, which has helped him through his teenage years. He has made firm friendships at St Mark's.*

*This wonderful church caters for all ages and makes everybody feel welcome. I particularly like the worship and the interesting sermons. Chatting over refreshments at the end of a service is always an enjoyable time.*

*I also volunteer; it is a privilege to help others who attend St Mark's. [RW]*

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In addition to our normal services, we hold seasonal services to celebrate the key Christian festivals, and special services such as *Tree of Light* and *A Time to Remember*, which give a peaceful opportunity for people from across the parish to remember loved ones whom they no longer see. An annual highlight is our Christingle Service, which marks the start of the reflective season of Advent. We also host baptisms, weddings and funerals to serve people in the church family and the wider community.

The collection from our Christingle service is given to the Church of England Children's Society; the carol service collection is given to local charity Horsham Matters, to be specifically used for the Horsham foodbank. The money from the Tree of Light remembrance service is given to our local hospice, St Catherine's in Crawley. All produce collected at our Harvest services is donated to our friends at the Salvation Army in Horsham for onward distribution to local people in need.

## What we achieved and how we affected beneficiaries' lives (continued)

### *Serving our community*

Our weekly free café – Holbrook Heart – continues to offer a welcoming opportunity to socialise over home-made cakes and hot drinks. This popular event draws over 60% of its regular attendees and even some volunteers from the local community, which is particularly encouraging. Links have been established with four local GP surgeries, and the café is now part of their Social Prescribing programme. We are also part of the Chatty Café Scheme and the Horsham District Council Befriender Programme. The café is advertised on North Horsham Parish Council's website, and listed on several national and local Warm Spaces websites offering a comfortable haven for anyone who is struggling to keep their house warm during the winter months. The café is also open one Saturday each month including times that we host the Horsham Community Pop-up Fridge, which gives food (that would otherwise be thrown away) to local families. During the autumn some café guests started attending Sunday services and wanted to become more involved with church life.



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*The Holbrook Heart Café every Tuesday morning and some Saturday mornings has become a regular date in my diary. It provides a great opportunity to meet and chat with other members of the church as well with those from the wider non-churchgoing community, some of whom now actively assist week by week. It has proved to be a great link and outreach resource, welcoming people who might otherwise never step inside the building in a relaxed, non-preachy atmosphere. Oh yes – the free coffee and home-made cakes are great too! [PH]*

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After the death of Her Majesty the Queen we opened the church for prayerful reflection, and the opportunity to sign a book of condolence and light a candle. The church remained open every day for the duration of the period of mourning, providing an important space for parishioners and church members wishing to pay their respects.

We have delivered 'Prayer for Streets' letters twice a year to the over 4,000 homes in our parish since 2016, apart from the period of the pandemic (when we devised other effective means of keeping in contact with our parishioners). In December 2022, we completed the tenth round of such deliveries. The letters inform the residents that their street will be prayed for in the week of delivery and invite any specific requests for prayer to be directed to us via the church office. The streets are listed in our weekly newsletter and prayed for at our Sunday and Wednesday services. Where there are specific requests, these are anonymised and included in prayers within services, unless they are confidential in which case they are prayed for only by our prayer team.

In 2018 we wrote a similar 'Prayer for Businesses' letter to all the businesses in our parish, and we have prayed for, and kept in contact with, the few who asked us to do so. Over that time, new businesses have moved into our parish and others have left or ceased trading. It is our intention to identify and contact the new businesses by letter in 2023.



## What we achieved and how we affected beneficiaries' lives (continued)

### Evangelism

After the Alpha on Zoom course in 2021 it was good to return to a face-to-face course in 2022. We decided to hold the course in the church using external caterers, as our usual venue (Holbrook Club) was not available. We were privileged to host fourteen participants plus the leaders and helpers. It was a superb group of people with a wide age range and an equally wide range of knowledge of Christianity. The group gelled very quickly and formed a good bond with one another. The Alpha awayday was held at a local Christian retreat where all bar one participant attended. The day was extremely successful, evidenced in part by fruitful conversations.

In September we held a church awayday at the Police Federation College in Leatherhead. The speaker helped us to think about how we can best work with our existing community in the parish, and how we can reach out to new residents as the new development north of the A264 is established.

In October we launched the Growing Good course, which aims to help us consider how we may become more faithful and fruitful in our local community.

### Children and youth

Our children's and youth work consolidated and strengthened following the removal of all pandemic restrictions. Sunday attendance for ages 5 to 16 increased as the year progressed, with quality leading and teaching provided by a dedicated band of able volunteers.



We held our annual Light Party in October as a positive alternative to Halloween celebrations, with 40 children from the local area and community enjoying craft activities, games, food and a 'glowing disco', all of which enthused and encouraged the children.

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*My two little ones (and I) had a brilliant time at the Light Party! From trying out all the craft activities to the goody bags of sweets, glow sticks to dancing, pizza and hot dogs for dinner to running around playing games, everyone there had a fantastic, fun time. It was great to be together, enjoying ourselves and celebrating the light in our community, rather than all the darkness and scariness the world was focusing on instead. Thank you to all at St Mark's for arranging it! [JY]*

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We held a range of social events for all age groups during the year, including bowling, a sports afternoon, a pizza evening, a graffiti workshop and end of term parties. We have been developing our relationships with local schools, through liaison work and assemblies. We are looking to strengthen our work in this area, increasing our visibility among young people in our parish.

## What we achieved and how we affected beneficiaries' lives (continued)

### *Helping the poor and needy of the parish*

St Mark's continues to collect food and toiletries for Horsham Matters Foodbank; the need for this has increased with recent world events and the steep rise in the cost of living. Urgent needs are listed in our weekly newsletter, and eight or nine boxes of food and toiletries are regularly collected from the congregation each week. The church family also responds to special seasonal appeals.

The pop-up community fridge is an initiative that takes surplus food from local supermarkets and offers it free to all Horsham residents (though aimed primarily at those in need). The fridge rotates around several local venues, and we host regularly. We take the opportunity to hold additional Holbrook Heart Café mornings when we host the community fridge, and these days have been very well-attended by local people we would not otherwise see.

### *Hardship grants*

The PCC has designated an amount to be available to help people who find themselves in financial difficulty due to unforeseen circumstances. The need for this fund has increased dramatically in the current financial crisis, and in October we appealed to the congregations for specific additional donations to our restricted hardship fund. The response was excellent, with £5,395 given by the end of December and further ongoing monthly donations for 2023. These generous gifts put us in a strong position to continue our financial assistance through the remainder of the year and into 2023. During 2022 we made 18 (2021: 3) hardship grants to individuals, totalling £4,700 (2021: £550). This was a significant increase from the previous year, due to local households suffering financial hardship. We were pleased to be able to help these families in need.

### *Associate Vicar*

In November we welcomed our new Associate Vicar, Rev'd Simon Shorey, his wife Lou and their four children to St Mark's. Simon is leading our work to support and serve the people moving onto the new housing development to the north of the parish, Mowbray Village. Shortly after his arrival at St Mark's Simon quickly set up meetings with the developers to talk about how St Mark's could help them to achieve their big vision for community in Mowbray.

With the initial road infrastructure complete, the first phase of the housing development is now well underway, which includes building the first 193 homes. In December, Simon and Fiona Coldicott (the vicar's wife) visited the newly occupied homes to welcome the first residents to Mowbray Village and St Mark's parish. It was a lovely time of connection for them and for us.



Looking to 2023, Simon and Lou will continue to personally greet new residents, and will host a social event in January to gather people and start creating community across the site. Together with the Diocese of Chichester, we are committed to helping Simon and his family find an appropriate home in Mowbray Village to enable them to lead our work there and fully engage with the new community. In summary, it's been a long time coming, but it's really happening now.

## Missionary outreach

St Mark's supports a number of charities both at home and abroad. St Catherine's Hospice (Crawley) offers both physical and emotional support to those living with a terminal illness and their families. The Children's Society and Oasis Crisis Pregnancy Centre work for the benefit of vulnerable people in our community.

### St Catherine's Hospice

The new hospice being built at Pease Pottage is the biggest investment in local healthcare in many years, and the design will improve care now and into the future. Building work is currently progressing well and once completed will enable more help to be given to people at the hospice and also in the community. The new hospice sits at the centre of the Woodgate community overlooking a green with a children's play area; it is adjacent to a community hub which is home to a coffee shop, village store and meeting rooms. The hope is that more people will be encouraged to interact with the hospice which will help to break down taboos that a hospice is a scary or gloomy place to be avoided. The hospice is well supported by church members and the local community, with information leaflets displayed at Holbrook Heart Café. Donations made at the yearly Tree of Light service allow people to express their appreciation of the hospice and give financial support.

### The Children's Society

For over 140 years the Children's Society and its supporters have served the most vulnerable children and young people in this country. By deeply understanding the needs of children who are suffering from abuse, addiction, mental health problems, difficult home conditions and challenging situations, they have been able to offer counselling and practical help to overcome their problems. Support is also given to youngsters who are acting as carers for other members of their family. In 2022 additional support was given by St Mark's to the charity's Schools Project with the directive that it was used to help provide books and equipment for students who do not have the financial means to buy these themselves. St Mark's Christingle service supports the Children's Society, and provides an extra opportunity to give through personal collecting boxes or the retiring collection at the service.

### Oasis Crisis Pregnancy Centre

The Oasis was established in Horsham in 1997 to provide compassionate and independent help and support to anyone facing decisions associated with an unplanned pregnancy. The team offers longer term emotional and practical support to those struggling following an abortion. The Oasis is a safe place, offering free, non-directive and confidential information and support. Counsellors offer clients information on all the options and are well resourced to provide both immediate and long-term support as necessary, directing to other agencies as appropriate.

The Oasis Education Programme provides interactive sessions for teenaged students, offering them the chance to learn about the development of the foetus and giving them the opportunity to consider the feelings and emotions that could arise in an unplanned pregnancy situation. The work of Oasis counsellors is client-centred, allowing people to identify their own areas of concern, and facilitating a supportive approach to the expression of emotions and to the issues of problem-solving. The Oasis provides ongoing emotional and practical support whatever the outcome; practitioners will support women, men, couples, and other family members who are struggling with the feelings and emotions surrounding an unplanned pregnancy.

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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
- Tear Fund
- Fundukuphila
- Flyers International Partnership Trust
- The Way of the Spirit

## Financial Review

### Incoming and outgoing resources

Total receipts in the year were £286,185 (budget £279,000).

Total expenditure was £240,927 (budget £278,000).

The surplus was £45,258 (budget £1,000), which was greatly in excess of the forecast made in November 2021. This unexpected surplus largely arose through certain planned expenditure not arising, or being deferred to 2023 or beyond. The additional money was added to our reserves to ensure continued financial stability now that we have appointed our associate vicar, as we expect to have deficit budgets in the years 2023 to 2026.

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

The largest expense of the PCC was £85,747 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 110% of the incumbent costs and 100% of the associate vicar costs allocated to St Mark's, and has committed to steadily increase our contribution over the following four years until we are paying 120% of the allocated annual incumbent costs by 2026. This reflects our desire to support the wider Anglican Church and particularly the training of new ordinands.

### Staff costs

The PCC employs two administrators, four cleaners and a youth & children's worker on permanent contracts. During 2022 we appointed a communications developer for six months on a 200-hour fixed-term contract, to bring all the different forms of communication together and to enable the office and several church processes to function more efficiently. Our employees all work part-time, and are all paid through the PAYE system.

### Trustee payments and expenses

Trustees and persons connected with them donated a total of £41,584 to the charity in 2022.

Three cleaners are connected to trustees. In aggregate they were paid £4,107 wages.

The youth & children's worker is a trustee, and was paid £17,305 salary plus £9,380 housing allowance.

The senior administrator is connected to a trustee, and was paid £10,336 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 (£2,842) and water (£871) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £2,172. The PCC paid (from November 2022) the associate vicar's council tax (£411) and water (£258) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £743. The PCC paid the curate's expenses in respect of travel, telephone, broadband and books amounting to £517.

In total, 11 trustees (including clergy above) received reimbursement of out-of-pocket expenses totalling £7,447.



## Why we hold some money in reserve

It is PCC policy to maintain a balance in the unrestricted fund (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.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account (with funds subject to 35 days' notice for withdrawals); this account was used again during 2022 when the bank interest rate improved, but we were careful to maintain a balance in the current account sufficient to fund any unexpected expenditure.

Until 2021 it was general PCC practice to allocate surplus money in the general fund to the designated fabric fund to save towards future capital projects to aid church growth. We allocated surplus money in the general fund at the end of 2022 to the new designated ministry fund, set aside for ministry costs in the north of our parish. Additionally, we transferred £100,000 to the designated ministry fund from the designated fabric fund during the year. In 2021 and 2022 we made healthy surpluses; this money has been set aside, together with existing reserves, to fund anticipated revenue deficits in 2023 to 2026. We subsequently expect to return to a break-even or surplus position, following church growth and anticipated additional planned giving from new donors.

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

Certain money is received by the PCC that doesn't belong to us; it is therefore not part of our 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 (for instance) asked to channel any money from a donor to a third party in suspicious circumstances or return a gift to a donor for questionable reasons. The trustees did not identify any potential money laundering issues during the year.

During 2022 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2022	Total 2021	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	58	-	
Christingle service & collection boxes	The Children's Society	341	439	
Donor	Faith in Action	-	110	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,852	1,618	
Donor (payment made in error)	Donor (former church member moved away)	990	-	
Wedding family (payment made in error)	Wedding organist	80	-	
Horsham Second Orchestra (H2O) concert	Horsham Matters Ltd (foodbank)	2,672	1,472	
Carol service collection	Horsham Matters Ltd (foodbank)	1,152	270	
Donors	UNICEF (Vaccinaid Covid-19 appeal)	-	300	
Parishioners & funeral directors	Diocese of Chichester wedding & funeral fees	1,587	1,445	
		<b>8,732</b>	<b>5,654</b>	

In November 2022 we were privileged to host the tenth charity concert of Horsham's Second Orchestra (H2O), for which we have since 2013 provided our premises and practical support free of any charge. H2O does not charge for admission, but on their behalf we take a retiring collection for Horsham Matters Ltd; in the early years for the local night shelter, and in latter years for the Horsham food bank. Cumulative donations from H2O's charity concerts exceeded £10,000 this year, and we shared their immense pride in all they have achieved in the enjoyment of excellent music and being able to help local people who are in need.

## 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.

## 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
- Environmental

## 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, which met three times during the year. Those shown in ***bold italics*** also served on the leadership team, which met regularly through the year.

### EX-OFFICIO MEMBERS

Incumbent:		<b><i>Rev'd Dr Richard Coldicott</i></b>	<b><i>PCC/SC Chair</i></b>
Associate Vicar:	from 7 November 2022	<b><i>Rev'd Simon Shorey</i></b>	
Curate:		<b><i>Rev'd Elizabeth Jinks</i></b>	
Churchwarden:		<b><i>Mrs Linda Humble</i></b>	
Churchwarden:		<b><i>Mr Rod Kitchin</i></b>	<b><i>PCC/SC Vice Chair</i></b>

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

	Mr Brian Carter	
to 3 April 2022	Mr Les Daniels	
from 3 April 2022	Mrs Shirley Gardner	
from 3 April 2022	Mrs Giulietta Grover	
	Mr Peter Hazael	
	Mr Peter Hellyer	
to 12 January 2023	Mr Peter Hillman	
	Mr Mark Leddin	
	Mr Andy McLean	
	Mrs Karen Park	
from 3 April 2022	Mr Jim Perry	
	Mrs Karen Petch	
	Mr Darren Russell	Premises Committee Chair
	Mr Brian Smith	
	<b><i>Mrs Gaynor Udeshi</i></b>	

### DEANERY SYNOD

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

### CO-OPTED MEMBERS

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

At the end of 2022 there were 287 people on the church Electoral Roll, which is a net increase of 15 from the previous year. Just over half live outside the Parish of Holbrook, with almost all of them living within the town of Horsham.

## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 180 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
- pastoral care – within the church family and in the wider community
- music and worship
- leading services and preaching
- flower arranging and seasonal church decoration
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social/community events
- 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

In the aftermath of the pandemic and in the current cost of living crisis, we have undertaken as a whole church the Growing Good course produced by the Church Urban Fund to discern new ways in which we can create bridges between the church and our community. It is anticipated that this will lead to the start of new initiatives in 2023.

The appointment of Rev'd Simon Shorey as Associate Vicar on 7 November 2022 represents a significant moment in the life of St Mark's. Simon will pioneer the work to establish links leading to the creation of a new congregation in the new Mowbray housing development, and we aspire that over the coming year we will see the nucleus of a team established for this ministry. We are praying that the hope of the Gospel will burn brightly in the new estate through this initiative.

During the autumn we made firm plans to launch a new pastoral group in January 2023. There is currently no special provision for young adults aged 18-30, who we want to support and value as an important part of our church community. Our vision is for them to grow together spiritually and socially, and to draw in others from the community.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 22 March 2023 and

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



Date                      22 March 2023



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

## 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 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Income and endowments from:</b>					
Donations and legacies	276,081	5,395	<b>281,476</b>	260,774	
Charitable activities	900	-	<b>900</b>	1,051	
Other trading activities	3,263	-	<b>3,263</b>	1,400	
Investments	546	-	<b>546</b>	1	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>280,790</b>	<b>5,395</b>	<b>286,185</b>	<b>263,226</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	127	-	<b>127</b>	86	
Charitable activities	234,239	1,900	<b>236,139</b>	199,325	
Other trading activities	4,661	-	<b>4,661</b>	2,589	
<b>Total expenditure</b>	<b>239,027</b>	<b>1,900</b>	<b>240,927</b>	<b>202,000</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>41,763</b>	<b>3,495</b>	<b>45,258</b>	<b>61,226</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
<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>41,763</b>	<b>3,495</b>	<b>45,258</b>	<b>61,226</b>	
Total funds brought forward	181,363	677	<b>182,040</b>	<b>120,814</b>	<b>17</b>
<b>Total funds carried forward</b>	<b>223,126</b>	<b>4,172</b>	<b>227,298</b>	<b>182,040</b>	<b>17</b>

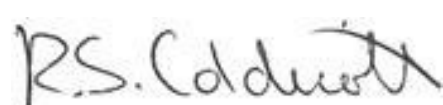
# St Mark's Church, Holbrook registered charity number 1174914

## Balance Sheet

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

	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>	<b>Notes</b>
	<b>£</b>	<b>£</b>	
Intangible assets	-	-	
Tangible assets	1,556	3,112	<b>11b</b>
<b>Total fixed assets</b>	<b>1,556</b>	<b>3,112</b>	
Stocks	-	-	
Debtors	10,211	11,625	<b>13</b>
Investments	-	-	
Cash at bank and in hand	225,516	171,309	
<b>Total current assets</b>	<b>235,727</b>	<b>182,934</b>	
Creditors: Amounts falling due within one year	(9,985)	(4,006)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>225,742</b>	<b>178,928</b>	
<b>Total assets less current liabilities</b>	<b>227,298</b>	<b>182,040</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>227,298</b>	<b>182,040</b>	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	4,172	677	
Unrestricted funds	223,126	181,363	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>223,126</b>	<b>181,363</b>	
<b>Total charity funds</b>	<b>227,298</b>	<b>182,040</b>	<b>17</b>

This Financial Report for the year ended 31 December 2022, including the notes following, was **approved** by the PCC and signed on its behalf by Rev'd Richard Coldicott, PCC Chairman and Mr Mike Parry, Hon. Treasurer:




Date 22 March 2023

# 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 2021 or 31 December 2022).

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 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Planned giving (excl. tax refunds)	185,512	-	<b>185,512</b>	175,530	
Planned giving (no tax refunds)	17,802	-	<b>17,802</b>	17,224	
Loose cash collections	4,010	-	<b>4,010</b>	2,653	
Gift aid recovered	47,641	-	<b>47,641</b>	42,227	
Sundry donations	11,451	-	<b>11,451</b>	14,255	
Other income	4,665	-	<b>4,665</b>	1,191	
Donations & appeals	-	5,395	<b>5,395</b>	1,432	
Grants received	-	-	-	1,262	
Legacies	5,000	-	<b>5,000</b>	5,000	
<b>Donations and legacies</b>	<b>£276,081</b>	<b>£5,395</b>	<b>£281,476</b>	<b>£260,774</b>	
Fees for weddings & funerals	900	-	<b>900</b>	1,051	
<b>Charitable activities</b>	<b>£900</b>	-	<b>£900</b>	<b>£1,051</b>	
Mission income	-	-	-	-	
Church centre hiring fees	3,263	-	<b>3,263</b>	1,400	
<b>Other trading activities</b>	<b>£3,263</b>	-	<b>£3,263</b>	<b>£1,400</b>	
Bank interest	545	-	<b>545</b>	-	
HMRC repayment supplement	1	-	<b>1</b>	1	
<b>Investments</b>	<b>£546</b>	-	<b>£546</b>	<b>£1</b>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£280,790</b>	<b>£5,395</b>	<b>£286,185</b>	<b>£263,226</b>	

# 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 2022	Total Funds 2021	Notes
Fundraising costs	£ 127	£ -	£ 127	£ 86	
<b>Cost of raising funds</b>	<b>£127</b>	<b>-</b>	<b>£127</b>	<b>£86</b>	
Parish share to Chichester Diocese	85,747	-	<b>85,747</b>	75,000	
Horsham Churches Together	1,700	-	<b>1,700</b>	1,700	
Salaries and honoraria incl NI & pension costs	46,941	-	<b>46,941</b>	42,861	5
Housing grant to youth & children's worker	9,380	-	<b>9,380</b>	6,545	5
Clergy costs & expenses	8,735	-	<b>8,735</b>	5,750	
Mission & evangelism costs	9,081	1,900	<b>10,981</b>	5,556	
Missionary & charitable giving	12,700	-	<b>12,700</b>	13,000	4
Youth/children's work	5,812	-	<b>5,812</b>	4,253	
Water, gas & electricity	7,989	-	<b>7,989</b>	5,142	
Printing & photocopying	837	-	<b>837</b>	1,316	
Other regular church running costs	30,843	-	<b>30,843</b>	24,837	
Accounting and Examiner's fees	2,214	-	<b>2,214</b>	2,490	9
Church & grounds maintenance	9,715	-	<b>9,715</b>	8,550	
Balcony redevelopment project	-	-	-	616	
Bank charges	989	-	<b>989</b>	153	
Depreciation	1,556	-	<b>1,556</b>	1,556	
<b>Cost of charitable activities</b>	<b>£234,239</b>	<b>£1,900</b>	<b>£236,139</b>	<b>£199,325</b>	
Church hall running costs	4,661	-	<b>4,661</b>	2,589	
<b>Cost of other trading activities</b>	<b>£4,661</b>	<b>-</b>	<b>£4,661</b>	<b>£2,589</b>	
<b>Total expended on all funds</b>	<b>£239,027</b>	<b>£1,900</b>	<b>£240,927</b>	<b>£202,000</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 2022	Total Funds 2021	Notes
	£	£	£	£	
<b>Overseas:</b>					
<i>Faith in Action</i>	1,000	-	1,000	1,600	
<i>Flyers International</i>	1,000	-	1,000	1,600	
<i>Friends of Burundi</i>	200	-	200	-	
<i>Fundukuphila (Prestbury Methodist Church)</i>	1,000	-	1,000	1,600	
<i>Tear Fund</i>	2,000	-	2,000	1,000	
<i>Way of the Spirit</i>	1,500	-	1,500	1,600	
<b>Home:</b>					
<i>Horsham Matters Ltd</i>	1,000	-	1,000	-	
<i>St Catherine's Hospice</i>	1,000	-	1,000	1,000	
<i>The Children's Society</i>	2,300	-	2,300	1,600	
<i>Oasis Crisis Pregnancy Centre (Horsham)</i>	1,200	-	1,200	2,000	
<i>Horsham Churches Together (special appeal)</i>	-	-	-	500	
<i>Horsham Debt Advice Service</i>	500	-	500	500	
	<b>12,700</b>	-	<b>12,700</b>	<b>13,000</b>	

### 5 Staff costs

	Fund	Fund/s	2022	2021	Notes
	£	£	£	£	
<b>Remuneration:</b>					
<b>Wages and salaries</b>	<b>46,271</b>	-	<b>46,271</b>	42,269	
<i>Housing grant to youth &amp; children's worker</i>	9,380	-	9,380	6,545	
<i>Employer social security</i>	-	-	-	-	
<i>Employer pension</i>	670	-	670	592	
<i>Recruitment</i>	-	-	-	-	
<i>HR Consultancy</i>	-	-	-	-	
	<b>56,321</b>	-	<b>56,321</b>	<b>49,406</b>	

The average number of persons employed by the charity during the financial year was 7 (2021: 10).  
No employee received remuneration at the rate of £60,000 or more (2021: none).

Staff costs comparatives for 2021 have been restated (a) to show gross rather than net figures and (b) to correct the figure for employer social security to £nil (because the NIC employment allowance reduced the employer's NIC liability to £nil).



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

## Notes to the Financial Report

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### 6 Transactions with PCC members

Mr G O'Mahony, a trustee, was paid salary £17,305 (2021 £16,460) and housing grant £9,380 (2021 £6,545 commenced April) as the youth & children's worker.

The above two comparatives for 2021 have been restated to show gross rather than net figures.

Expenses were paid to 11 (2021 - 9) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £7,447 (2021 - £4,954). The aggregate donations made by the charity's trustees and people connected to them totalled £41,584 (2021 - £35,129). None of these donations carried any conditions on receipt.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners:

Mrs F Coldicott, wife of Rev'd R Coldicott, a trustee, was paid £1,987 (2021 - £2,631); Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £395 (2021 - £1,934); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £1,725 (2021 - £313).

Mrs J Allen, spouse of Mr R Allen, a trustee, was paid £10,336 (2021 - £10,129) as the church's senior administrator.

The 2021 comparative for Mrs J Allen has been restated to show the gross rather than net figure.

### 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 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
<i>Independent examination</i>	2,214	-	<b>2,214</b>	2,490	
<i>Accounts production</i>	-	-	-	-	
<i>Bookkeeping</i>	-	-	-	-	
	<b>2,214</b>	-	<b>2,214</b>	<b>2,490</b>	

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
<i>General fund</i>	(51,574)	-	<b>(51,574)</b>	(64,271)	
<i>Designated fabric fund</i>	(100,000)	-	<b>(100,000)</b>	53,271	
<i>Designated hardship fund</i>	4,000	-	<b>4,000</b>	-	
<i>Designated ministry fund</i>	136,574	-	<b>136,574</b>	-	
<i>Designated mission partner fund</i>	11,000	-	<b>11,000</b>	11,000	
	-	-	-	-	<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 2022</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2022	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
<b>Market value 31 December 2022</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 2022 (historical cost)	-	4,668	-	<b>4,668</b>	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
<b>At 31 December 2022</b>	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Charge for impairment</b>					
At 1 January 2022 (b/f from previous years)	-	1,556	-	<b>1,556</b>	
Additions	-	1,556	-	<b>1,556</b>	
<b>At 31 December 2022</b>	-	<b>3,112</b>	-	<b>3,112</b>	
<b>Net book amounts</b>					
<b>At 31 December 2022</b>	-	<b>1,556</b>	-	<b>1,556</b>	
<i>At 31 December 2021</i>	-	<i>3,112</i>	-	<i>3,112</i>	

## Notes to the Financial Report

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	1,556	-	<b>1,556</b>	3,112	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	10,211	-	<b>10,211</b>	11,625	<b>13</b>
Cash at bank and on deposit	221,344	4,172	<b>225,516</b>	171,309	
Current liabilities	(9,985)	-	<b>(9,985)</b>	(4,006)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£223,126</b>	<b>£4,172</b>	<b>£227,298</b>	<b>£182,040</b>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	4,252	-	<b>4,252</b>	3,598	
Prepaid expenditure	5,865	-	<b>5,865</b>	8,027	
Accrued income	94	-	<b>94</b>	-	
	<b>£10,211</b>	<b>-</b>	<b>£10,211</b>	<b>£11,625</b>	

# 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 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	9,881	-	<b>9,881</b>	4,006	
Archdeacon's loan	-	-	-	-	
Prepaid income	104	-	<b>104</b>	-	
	<b>£9,985</b>	-	<b>£9,985</b>	<b>£4,006</b>	

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

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</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

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### 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>2021</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	259,295	1,479	-	<b>260,774</b>
Charitable activities	1,051	-	-	<b>1,051</b>
Other trading activities	1,400	-	-	<b>1,400</b>
Investments	1	-	-	<b>1</b>
<b>Total income</b>	<b>261,747</b>	<b>1,479</b>	<b>-</b>	<b>263,226</b>
<b>Expenditure on:</b>				
Raising funds	86	-	-	<b>86</b>
Charitable activities	197,523	1,802	-	<b>199,325</b>
Other trading activities	2,589	-	-	<b>2,589</b>
Other expenditure	-	-	-	<b>-</b>
<b>Total expenditure</b>	<b>200,198</b>	<b>1,802</b>	<b>-</b>	<b>202,000</b>
Net gains (or losses) on investments	-	-	-	<b>-</b>
<b>Net income or (net expenditure)</b>	<b>61,549</b>	<b>(323)</b>	<b>-</b>	<b>61,226</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>61,549</b>	<b>(323)</b>	<b>-</b>	<b>61,226</b>
Total funds brought forward	119,814	1,000	-	<b>120,814</b>
<b>Total funds carried forward</b>	<b>181,363</b>	<b>677</b>	<b>-</b>	<b>182,040</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.

The Ashburnham fund (dormant in 2022) is restricted to helping church members to pay for the triennial church weekend away.

The hardship fund is restricted to helping people in need by making financial grants.

The climate fund 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 £23,164 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 £2,388 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £136,574 in the designated ministry fund set aside to fund the future costs of ministry and community engagement in the new Mowbray development in the north of the parish.

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 2023.

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2022	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2022
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Donations & appeals fund	-	-	-	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	-	5,395	(1,900)	-	3,495
Climate fund	677	-	-	-	677
<b>Total of all restricted funds</b>	<b>677</b>	<b>5,395</b>	<b>(1,900)</b>	-	<b>4,172</b>
General fund	45,000	280,245	(223,671)	(51,574)	50,000
Designated fabric fund	124,175	545	(1,556)	(100,000)	23,164
Designated hardship fund	1,188	-	(2,800)	4,000	2,388
Designated ministry fund	-	-	-	136,574	136,574
Designated mission partner fund	11,000	-	(11,000)	11,000	11,000
<b>Total of all unrestricted funds</b>	<b>181,363</b>	<b>280,790</b>	<b>(239,027)</b>	-	<b>223,126</b>
<b>Total funds</b>	<b>£182,040</b>	<b>£286,185</b>	<b>£(240,927)</b>	-	<b>£227,298</b>

# Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31 December 2022

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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 31 December 2022 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: 29 March 2023**

Marti Stenton ACA is eligible to act as an independent examiner as she is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.