

Trustees' Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Mark's Church, Holbrook

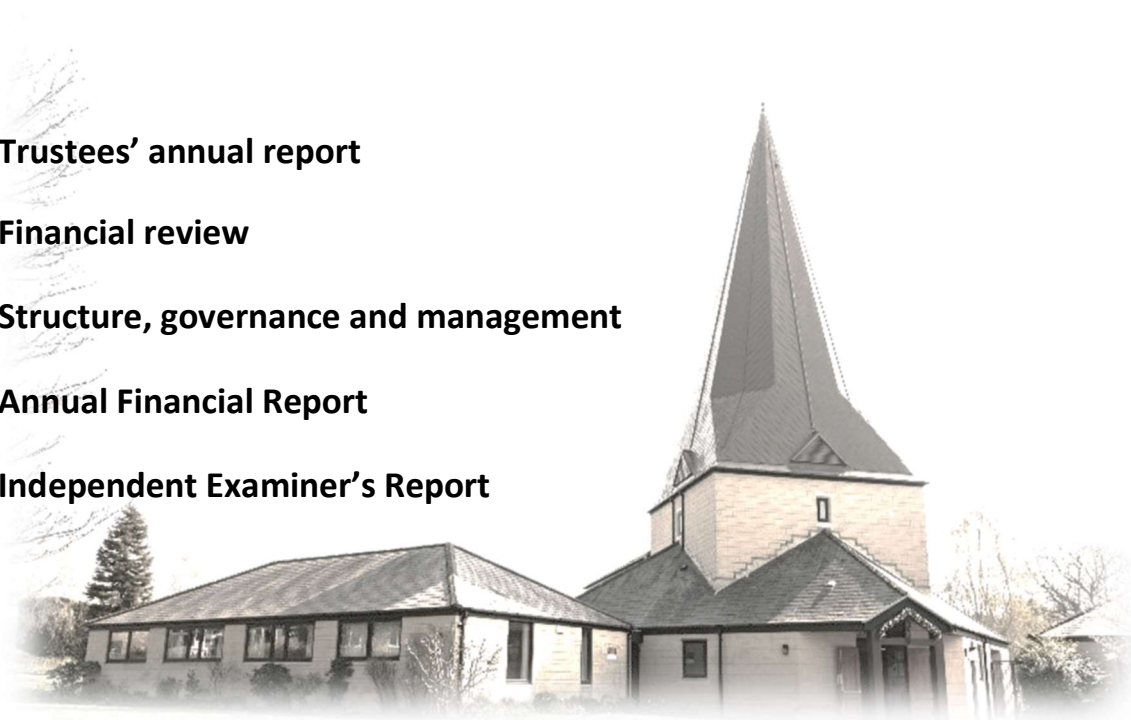
St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

For the year ended 31 December 2023

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Website: 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 FCA, Morris Palmer Limited,
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

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Holbrook Parochial Church Council (Holbrook PCC)

Trustees' Annual Report for 2023

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 2023 we discussed and planned the following objectives and activities to fulfil our aims:

- Serving our community with baptism, wedding and funeral services.
- Building community in Mowbray Village.
- Giving support to households in need.
- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Supporting our linked mission partners.
- Helping all people, regardless of background, to develop and grow in their faith.
- Further developing our community work with children and young people.
- Supporting our community with our free café and by hosting the local community fridge.
- Showing the love of Jesus through pastoral care.

Today we had a wonderful visit from St Mark's Church choir accompanied by a pianist and violinist. Our residents loved joining in with the carol singing. Thank you to all who came to perform and also to all at St Mark's for all your support this year which is very much valued by many of our residents. Merry Christmas and Happy New Year! [Skylark House care home]

Expanding our work with young people

Youth Football

In April we started a new football ministry activity for young people in school years 6-11. This has provided something active for our young people to do during the week, and helps with the transition from children's groups to youth.



We start each fortnightly session with training drills followed by a short biblical reflection that often links into the training activity for that evening; we finish with a short match.

Some young people who were on the fringes of church life have been regularly attending and in some cases they have also started re-engaging with Sunday mornings.

Glow

Recognising that we didn't have an evening group for school years 7-9, and that this is typically the age and stage of life where churches lose their young people, we started a new Sunday evening youth group called Glow to run alongside and ultimately feed into the older youth group, Illuminated.

Since starting in September we have seen 10-14 young people regularly attending, including one unchurched friend and two from other churches which don't have active youth work.

We play a variety of fun games for the first 30 minutes with snacks and drinks, and then gather for teaching before we break out to small groups to pray.



The teaching during the autumn term has been stimulated by watching short clips from movies followed by biblical application with questions and discussions. The young people have been engaging well each fortnight, and we've seen relationships grow between them and with the leaders.

Expanding our work with young people (continued)

West Watch weekend away

In November we took 15 young people to West Watch (a charitable centre near Haywards Heath) for our annual residential trip. We had an incredible time with fun challenges and team games. We all aimed to champion 'weekend values', where the young people earned extra team points for living out the weekend values of respect, kindness, generosity and helpfulness. We enjoyed worship, teaching, listening to God for each other, marshmallows on the bonfire, prayer sparklers, food, food, food ... and a little bit of washing up!

Our qualified chef for the weekend was a former St Mark's youth group member who had been to West Watch several times in his teens; he returned to happily serve the current group to produce several excellent meals. Each and every young person engaged well in the discussions and prayer. It was wonderful to see the two groups (Illuminated & Glow) bond so well, and we saw them all grow in their relationships with each other and with God.



Exciting opportunities for 2024 and beyond

Our youth & children's worker moved on to a new role in a Hampshire church at the end of October 2023; after reviewing our ministry objectives, aspirations and financial position we decided to split the role and plan for growth. By the end of 2023 we had advertised vacancies for a children & families worker and a youth worker; at the time of writing we are preparing for our two new employees to start work. We are excited about the further ministry opportunities that these appointments will bring; we recognise that children and young people are not tomorrow's church – they are a vitally important part of the church of today.

What we achieved and how we affected beneficiaries' lives

A wide range of services and worship to cater for all

Our weekly Sunday services have continued to be livestreamed, and numbers attending are steadily rising again following the drop during Covid restrictions. Our weekly Book of Common Prayer service is well-attended; special services in the year have included St Catherine's Hospice 'Tree of Light' and a Christingle service in aid of the Children's Society. We welcomed numerous church members and many from the local community to a 'Messy Church' service on Good Friday; our Light Party, the alternative to Halloween for primary-aged children, was very well-attended this year. Our outdoor service each August is popular with our 10.30am congregation, and with locals who stop to watch.

I wouldn't describe myself as particularly 'churchy', but since moving to Horsham I have grown to really enjoy the time that I spend at St Mark's and with various people. I attend the 9.45am service on Wednesdays and the 08.30am services on Sundays, which suit me very well. Even though I am in my late 80s I am able to volunteer to help the services to run smoothly. I also attend the Pudding Club each month, and it is good to chat over afternoon tea. For many years, a highlight of my week has been the Holbrook Heart Café. I like to bake cakes for the café, but it is also good to go along and chat with people. People at St Mark's Church are really very kind. [AG]

Christmas Angels



Throughout the year a team of dedicated knitters produced 500 angels, which were distributed around the parish during Advent.

The angels were carefully left in conspicuous places such as hanging from bushes and trees with the simple messages "take me home" and "wishing you joy and peace at Christmas from everyone at St Mark's Church, Holbrook".

The intention was to spread some Christmas happiness in our community.

I wanted to take this opportunity to thank you for the visit we had this morning. The children were very excited to bring in their nativity scene and visit the church.

On the way to the church we found a knitted angel hanging from a tree, which we got out to show the children on the return to our nursery after the visit. We were very surprised and delighted that by sheer coincidence that this was from your church. She has now taken pride of place on the top of the children's Christmas tree. [Heather Playgroup]

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

Serving our community

Holbrook Heart Café

Our weekly café continues to offer a welcoming opportunity to socialise over home-made cakes and hot drinks. We serve an average of 82 on a Tuesday and 55 on a Saturday, with two-thirds from the local community. Some guests are now coming to church services and becoming more involved with church life. We are very pleased to welcome guests from our local care home (Skylark House) each week; some of the café team now visit Skylark House once a month for a coffee morning. Four times a year our Saturday Café runs alongside the Community Fridge and we have more guests on these Saturdays – many of whom come for the fridge and then enjoy the café.

The café continues to be part of the Social Prescribing Programme run by our local doctors, and we are registered with the Chatty Café Scheme, Age UK outreach and the local council's Befriender Programme. We register as a 'Warm Space' each winter, and we now have a regular café lunch which is usually attended by about 60 people.

I am so grateful for your café, as it is the only time that I get to mix with people and chat from week to week. It helps me to deal with my loneliness, and I always look forward to café days. [Regular café visitor]

Community Fridge

We are one of the host churches for Horsham Community Fridge, part of the Fare Divide Community Fridge Network. Several members of our congregation volunteer to help with the collection, safe storage and distribution of the food, which is donated by local supermarkets and would otherwise be wasted. We are very aware that this free good food is a lifeline to many, and is greatly valued by many people in our community.



Some families share with our volunteers how they are struggling, and we signpost them to Horsham District Foodbank and other sources of help and advice. We have seen people queue for over an hour outside in all weathers to get free food, and during 2023 it was a pleasure to invite our MP Jeremy Quin to visit our café on a Saturday whilst we were also hosting the Horsham Community Fridge. We spoke about the challenges facing the community of Horsham at this time and several parishioners were able to raise personal concerns with Jeremy – it was a genuine local surgery time and greatly appreciated by people from the community who benefited from talking to their MP.

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

Community Cohesion

Fun Day

This was the first full fun day for the church since before the pandemic and it was great to be able to completely open our doors and grounds to neighbours and visitors once more.



Several large inflatables were set up in the grounds with other outdoor games, whilst indoors there were several different crafts for all ages to enjoy. The day takes a lot of work and the church family all pulled together as one big team. Around 500 people visited at some point during the afternoon; it was a wonderful opportunity to be able to meet and chat with members of our community.

Our monthly Saturday café moved to the afternoon for the day to provide drinks and cake, and we had a barbecue team serving burgers and hot dogs. Everything was free of charge, with the simple aim to serve our community.

Pastoral Care

Pastoral care within St Mark's and the Holbrook community has continued to develop and grow as part of the church's ministry and mission; many pastoral interactions now arise from our weekly free café, which is attended by members of the pastoral team who are willing to listen and chat.

Pastoral support has continued to be given during 2023 through the many individual contacts that exist within the church, through the church home group system, and through the pastoral team who support those in the community who have contacted the church requesting pastoral support. This gives our pastoral team extra opportunities to serve people who live in our parish; we strive to provide settings where people are happy to chat about issues which they are facing.

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

Helping people in the parish

Supermarket Vouchers

In June 2023 we launched a new initiative by purchasing digital gift cards from Tesco. With proportionate and appropriate governance in place, these vouchers are available to our pastoral team to give to local people in need who have engaged with us through our weekly free café or Sunday services. By the end of the year we had given voucher gifts totalling £750 to seven households, and we plan to continue this support into 2024.

Hardship grants

The PCC has designated an amount to be available to help people who find themselves in financial difficulty due to unforeseen circumstances. Cash grants are considered and approved by three people to maintain confidentiality and ensure good governance.

During 2023 we made thirteen (2022: eighteen) hardship grants totalling £3,820 (2022: £4,700). Combined with supermarket vouchers, our total hardship support £4,570 to households in need has remained at a fairly steady level compared to 2022. We hope that this might be a sign that the cost-of-living crisis will start to ease soon.

Church Hall

We let our church hall to community groups and individuals at very competitive rates, putting their need for space at reasonable cost above any desire to maximise our own income from hiring. Groups using our church hall include Rainbows, Brownies, Horsham Philatelic Society, a 'Singing for the Brain' group, and Horsham Forest Probus Club. We also let the church hall to families for a range of celebrations from Christenings and birthdays to funeral teas.

Alpha

We ran an evening Alpha course from January to March, which was well-attended and enjoyed by all. Following several enquiries, we then ran a daytime Alpha course which started in April, to cater for people who find it easier to go out during the day. This course was also well-attended and ran immediately following our weekly café, meaning that many from the community attended an Alpha course for the first time, in safe, comfortable and familiar surroundings.

Mowbray Village (north of Horsham development)

The new Mowbray estate is slowly being inhabited; Simon (our Associate Vicar) & Lou Shorey and the team are forging good relationships with the residents by helping to support each other and build the new community together. Social activities such as summer barbeques have not only provided pastoral support, but residents have been given an opportunity to meet each other.

Eco Church

We are a 'Silver Eco Church', currently working towards gold standard. We encourage the church family to recycle at home and have also established a recycling area outside the church which is used by local people and has had positive reviews on social media platforms. We take care to recycle wherever possible, and we strive to purchase ethically.

We aim to take the reasonable and practical steps necessary to realise the Church of England's fifth mark of mission, which is "to strive to safeguard the integrity of creation and to sustain and renew the life of the earth".

Horsham Foodbank

We donated the £561 collection from our annual carol service to our local foodbank, which provides a three-day supply of nutritionally balanced emergency food and support to local people in crisis.

Missionary outreach

St Mark's supports several charities at home and abroad. Faith in Action supports spiritual and development projects in Malawi; Flyers International Partnership Trust supports social, community and outreach projects in Moldova. The following provides further information on two of our mission partners, their key work and current objectives.

Faith in Action

The current focus of the charity is working with the Faith in Action Church in Malawi, led by Pastor Lameck Msamange, providing funds for a variety of both spiritual and development projects, predominantly in an area in the very south of Malawi, called the Lower Shire. Besides involvement in a number of different community development projects, a total of 2,361 bibles and 38,065 bible studies have now been distributed in nine prisons in Malawi and many reports have been received of the transformation that these bibles and studies have brought about within these prisons. Many inmates have become Christians' these prisons are now peaceful, and far fewer prisoners are trying to escape.

Flyers International Partnership Trust

Flyers International's principal partner in Moldova is a Non-Governmental Organisation named 'Neemia' that operates a programme of social, community and outreach projects in a place called Cobani and in the surrounding villages, operating from their community centre. Core examples are: delivering hot meals to old people who have little or no other support; adult sanitary supplies for those who are bedbound; children's after school activities to provide social development and help with homework; delivering food packages and winter fuel to the most vulnerable families; working with local government and agencies to deliver positive improvements to the village. Support from St Mark's contributes to these projects and the operational needs of Neemia.



The Neemia team includes a small number of paid staff and a large team of mainly teenage volunteers drawn from the locality. Their participation is a real opportunity for their own personal and leadership development, and they have seen many examples of how this type of involvement has provided huge benefit to the young people as they develop into adulthood. This aspect of the joint work has always been important and is a big encouragement.

Rob & Jo Allen (who attend St Mark's and serve Flyers International) were finally able to go out to Moldova again in October with our lay reader Martin Hennock to meet with the Neemia team and re-establish their connection on the ground with what they are doing.

Neemia has now been working in Cobani for nearly nine years and the positive impact they have had is clear to see. Plans for 2024 are underway, and Flyers International hopes to work with them to support their summer activities.

We work with eight mission partners – a balance of large and small and UK and international charities. We are proud to support their objectives and to partner in working with some of the most disadvantaged people in the world.

Our other mission partners are:

- The Children's Society
- Tear Fund
- Fundukuphila
- Oasis Crisis Pregnancy Centre
- The Way of the Spirit
- St Catherine's Hospice

Financial Review

Incoming and outgoing resources

Total income in the year was £361,504 (budget £294,000); that figure includes an accrual (treated as due in 2023) of £80,000 for the legacy of John Nicholson (see note 13), a valued church member who died in February 2023.

Total expenditure was £297,695 (budget £294,000).

The surplus was £63,809 (budget 'break even'). Without the accrual for the legacy, we would have reported a deficit of £16,191. We have sufficient reserves to cover such a deficit.

Sharing the ministry costs of the Diocese of Chichester

The largest expense of the PCC was £116,918 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 112.5% 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 three 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 employed a youth & children's worker until 31 October 2023, and employs three administrators and four cleaners on permanent contracts. 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 £43,733 (2022 £41,584) to the charity in 2023.

Two (2022 three) cleaners are connected to trustees. In aggregate they were paid £3,191 (2022 £4,107) wages.

The youth & children's worker was a trustee until he left the charity's employment on 31 October 2023, and was paid £16,134 (2022 £17,305) salary plus £8,461 (2022 £9,380) housing allowance.

The senior administrator is connected to a trustee, and was paid £11,118 (2022 £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 £2,910 (2022 £2,842) and water charges £891 (2022 £871), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £2,072 (2022 £2,172). The PCC paid the associate vicar's council tax £2,367 (2022 £411) and water charges £962 (2022 £258), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £7,567 (2022 £743). The PCC paid the curate's expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £105 (2022 £517) until she left the parish in April 2023 for a new post.

In total, 14 trustees (2022: 11) including clergy above received reimbursement of out-of-pocket expenses totalling £14,866 (2022 £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 and in accounts available through the Flagstone platform, which is managed by the Charities Aid Foundation. Use of these investment accounts enables us to spread our money across different financial institutions and obtain full protection from the Financial Services Compensation Scheme.

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 2023 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2023	Total 2022	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	-	58	
Christingle service & collection boxes	The Children's Society	713	341	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,806	1,852	
Donor (payment made in error)	Donor (former church member moved away)	-	990	
Wedding family (payment made in error)	Wedding organist	-	80	
Diocese of Chichester	Homes Partnership (Ass. Vicar house deposit)	577	-	
Congregations	Rev'd Elizabeth Jinks (leaving gift)	1,042	-	6a
Congregations	George O'Mahony (leaving gift)	585	-	6a
Congregations	Rev'd Richard Coldicott (leaving gift)	3,245	-	6a
H2O Charity Concert Audience	Horsham Matters Ltd (foodbank)	-	2,672	
H2O Charity Concert Audience	Horsham Debt Advice Service	790	-	
Carol service collection	Horsham Matters Ltd (foodbank)	561	1,152	
Funeral director	Priest & Reader (2 x funeral travel expenses)	22	-	
Parishioners & funeral directors	Diocese of Chichester (wedding & funeral fees)	2,224	1,587	
		11,565	8,732	

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 as below, and up to 15 members of the church who are elected at the Annual Parochial Church Meeting 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. 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:	to 31 January 2024	Rev'd Dr Richard Coldicott	PCC/SC Chair
Associate Vicar:		Rev'd Simon Shorey	
Curate:	to 31 March 2023	Rev'd Elizabeth Jinks	
Churchwarden:		Mrs Linda Humble	
Churchwarden:	to 30 April 2023	Mr Rod Kitchin	PCC/SC Vice Chair to 30 April 2023
Churchwarden:	from 30 April 2023	Mr Richard Hanson	

PCC SECRETARY

Mrs Linda Crump

ELECTED MEMBERS

		Mr Brian Carter	PCC/SC Vice Chair from 30 April 2023
		Mrs Shirley Gardner	
		Mrs Giulietta Grover	
		Mr Peter Hazael	
		Mr Peter Hellyer	
	to 12 January 2023	Mr Peter Hillman	
	from 30 April 2023	Mr Rod Kitchin	
		Mr Mark Leddin	
	to 30 April 2023	Mr Andy McLean	
	from 30 April 2023	Mr Dale Medhurst	
	from 30 April 2023	Mrs Jo Medhurst	
	to 30 April 2023	Mrs Karen Park	
		Mr Jim Perry	
		Mrs Karen Petch	
		Mr Darren Russell	Premises Committee Chair
		Mr Brian Smith	
		Mrs Gaynor Udeshi	

DEANERY SYNOD

		Mr Rob Allen	
		Mrs Linda Humble	
	to 30 April 2023	Mr Rod Kitchin	
	from 30 April 2023	Mrs Karen Park	
		Mr Mike Parry	Treasurer/Finance Committee Chair

CO-OPTED MEMBERS

		Mrs Helen Anderson	Safeguarding Officer
	to 31 October 2023	Mr George O'Mahony	Youth & Children's Worker

At the end of 2023 there were 288 people on the church Electoral Roll, which is a net increase of one 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 200 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 late 2023 the incumbent, the Rev'd Richard Coldicott, announced that he would be leaving the parish to become Rector of Hurstpierpoint, and that his final services would be on Sunday 7 January 2024. So 2024 is expected to be a time of consolidating the growth of the last few years and discerning God's leading for the church's future. In addition to recruiting a new vicar in 2024, we are also seeking to appoint a new Children and Families Worker and a new Youth Leader early in the year, to further equip the church for its mission of building God's kingdom in our neighbourhood.

Under Rev'd Simon Shorey's leadership, the church continues to forge links into the growing new community in Mowbray and our prayer is that this continues as the development welcomes new individuals and families month by month. Holbrook Heart Café remains a cornerstone of St Mark's engagement with our wider community and recent new initiatives, including the Community Fridge, are hoped to flourish further, serving physical and spiritual needs within our parish. We look forward with hope and expectancy to see what God has in store for us as we seek to faithfully follow and serve Him in this year of change.

Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 18 March 2024 and

signed on its behalf by Brian Carter, PCC Vice-Chairman:



Date 18 March 2024

Annual 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

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St Mark's Church, Holbrook

Statement of Financial Activities

registered charity number 1174914

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

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Income and endowments from:					
Donations and legacies	348,973	1,200	350,173	281,476	
Charitable activities	1,250	-	1,250	900	
Other trading activities	4,855	-	4,855	3,263	
Investments	5,226	-	5,226	546	
Other receipts	-	-	-	-	
Total income	360,304	1,200	361,504	286,185	2
Expenditure on:					
Raising funds	187	-	187	127	
Charitable activities	284,497	4,915	289,412	236,139	
Other trading activities	8,096	-	8,096	4,661	
Total expenditure	292,780	4,915	297,695	240,927	3
Net gains (or losses) on investments	-	-	-	-	
Net income or (net expenditure)	67,524	(3,715)	63,809	45,258	
Net transfers between funds	-	-	-	-	10
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
Net movement in funds	67,524	(3,715)	63,809	45,258	
Total funds brought forward	223,126	4,172	227,298	182,040	17
Total funds carried forward	290,650	457	291,107	227,298	17

St Mark's Church, Holbrook

Balance Sheet

registered charity number 1174914

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

	Total Funds <u>2023</u>	Total Funds <u>2022</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	-	1,556	11b
Total fixed assets	-	1,556	
Stocks	-	-	
Debtors	92,210	10,211	13
Investments	-	-	
Cash at bank and in hand	207,003	225,516	
Total current assets	299,213	235,727	
Creditors: Amounts falling due within one year	(8,106)	(9,985)	14
Net current assets or (liabilities)	291,107	225,742	
Total assets less current liabilities	291,107	227,298	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
Total net assets or (liabilities)	291,107	227,298	12
The funds of the charity:			
Endowment funds	-	-	
Restricted income funds	457	4,172	
Unrestricted funds	290,650	223,126	
Revaluation reserve	-	-	
Total unrestricted funds	290,650	223,126	
Total charity funds	291,107	227,298	17

This Financial Report for the year ended 31 December 2023, including the notes following, was **approved** by the PCC and signed on its behalf by Mr Brian Carter, PCC Vice-Chairman and Mr Mike Parry, Treasurer:

B. Carter.

Date 18 March 2024



St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

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 are recognised when the formal offer in writing of the funding is received by the PCC.

Legacies are recognised when (a) it is probable that the legacy will be received, and (b) its value can be measured reliably.

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

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

Notes to the Financial Report

registered charity number 1174914

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 and paid monthly, reflecting the allocation set by our Deanery. Any Parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be 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 2022 or 31 December 2023).

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

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Planned giving (excl. tax refunds)	188,416	-	188,416	185,512	
Planned giving (no tax refunds)	15,147	-	15,147	17,802	
Loose cash collections	5,480	-	5,480	4,010	
Gift aid recovered	46,422	-	46,422	47,641	
Sundry donations	11,020	-	11,020	11,451	
Other income	2,488	-	2,488	4,665	
Donations & appeals	-	1,200	1,200	5,395	
Grants received	-	-	-	-	
Legacies (2023 is accrued income)	80,000	-	80,000	5,000	
Donations and legacies	£348,973	£1,200	£350,173	£281,476	
Fees for weddings & funerals	1,250	-	1,250	900	
Charitable activities	£1,250	-	£1,250	£900	
Mission income	560	-	560	-	
Church centre hiring fees	4,295	-	4,295	3,263	
Other trading activities	£4,855	-	£4,855	£3,263	
Bank interest	1,651	-	1,651	545	
Investment interest	3,569	-	3,569	-	
HMRC repayment supplement	6	-	6	1	
Investments	£5,226	-	£5,226	£546	
Other receipts	-	-	-	-	
Total income and endowments on all funds	£360,304	£1,200	£361,504	£286,185	

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Fundraising costs	187	-	187	127	
Cost of raising funds	£187	-	£187	£127	
Parish share to Chichester Diocese	116,918	-	116,918	85,747	
Horsham Churches Together	1,610	-	1,610	1,700	
Salaries and honoraria incl NI & pension costs	47,385	-	47,385	46,941	5
Housing grant to youth & children's worker	8,461	-	8,461	9,380	5
Clergy costs & expenses	11,529	-	11,529	8,735	
Mission & evangelism costs	14,845	4,695	19,540	10,981	
Missionary & charitable giving	15,400	-	15,400	12,700	4
Youth/children's work	9,044	-	9,044	5,812	
Water, gas & electricity	9,149	-	9,149	7,989	
Printing & photocopying	805	-	805	837	
Other regular church running costs	22,323	-	22,323	30,843	
Accounting and Examiner's fees	2,304	-	2,304	2,214	9
Church & grounds maintenance	22,081	220	22,301	9,715	
Bank charges	1,087	-	1,087	989	
Depreciation	1,556	-	1,556	1,556	
Cost of charitable activities	£284,497	£4,915	£289,412	£236,139	
Church hall running costs	7,943	-	7,943	4,661	
Investment management charges	153	-	153	-	
Cost of other trading activities	£8,096	-	£8,096	£4,661	
Total expended on all funds	£292,780	£4,915	£297,695	£240,927	

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Overseas:					
Faith in Action (RCN 293961)	1,000	-	1,000	1,000	
Flyers International (RCN 1138887)	2,000	-	2,000	1,000	
Friends of Burundi (RCN 1117715)	-	-	-	200	
Fundukuphila (Prestbury Methodist Church)	1,000	-	1,000	1,000	
Tear Fund (RCN 265464)	1,000	-	1,000	2,000	
Way of the Spirit (RCN 1110648)	1,800	-	1,800	1,500	
Home:					
A Rocha UK (RCN 1089276)	250	-	250	-	
Horsham Debt Advice Service (RCN 1098960)	500	-	500	500	
Horsham Matters Ltd (RCN 1116253)	-	-	-	1,000	
Horsham PCC (refugee support) (RCN 1132246)	2,500	-	2,500	-	
Men's Shed Horsham (RCN 1173345)	1,000	-	1,000	-	
Scripture Gift Mission (RCN 219055)	150	-	150	-	
Oasis Crisis Pregnancy Centre (RCN 1193428)	1,200	-	1,200	1,200	
St Catherine's Hospice (RCN 281362)	1,000	-	1,000	1,000	
The Children's Society (RCN 221124)	2,000	-	2,000	2,300	
	15,400	-	15,400	12,700	

5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Remuneration:					
Wages and salaries	46,623	-	46,623	46,271	
Housing grant to youth & children's worker	8,461	-	8,461	9,380	
Employer social security	-	-	-	-	
Employer pension	762	-	762	670	
Recruitment	-	-	-	-	
HR Consultancy	-	-	-	-	
	55,846	-	55,846	56,321	

The average number of persons employed by the charity during the financial year was 8 (2022: 7).
No employee received remuneration at the rate of £60,000 or more (2022: none).

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

6 Transactions with PCC members

Mr G O'Mahony, a trustee, was paid salary £16,134 (2022 £17,305) and housing grant £8,461 (2022 £9,380) as the youth & children's worker until his employment ceased on 31 October 2023.

Expenses were paid to 14 (2022 - 11) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £14,866 (2022 - £7,447). The aggregate donations made by the charity's trustees and people connected to them totalled £43,733 (2022 - £41,584). None of these donations carried any conditions on receipt.

6a Monetary gifts from congregations passed to PCC members

During the year we received money from congregation members which were gifts to key people who were leaving St Mark's to work elsewhere:

- Rev'd Elizabeth Jinks was appointed Associate Vicar of Bishopstone, and was licensed on 18 April 2023.
- George O'Mahony was appointed Community Work Coordinator in Horndean, and started there in November 2023.
- Rev'd Richard Coldicott was appointed Rector of Hurstpierpoint, and will be licensed on 1 February 2024.

The gifts were freely given as a reflection of the esteem in which each person was held, and were not payment for duties performed. The total amounts given and passed on were £1,042 for Rev'd Elizabeth Jinks, £585 for George O'Mahony and £3,245 for Rev'd Richard Coldicott. Further gifts totalling (at the time of writing) £500 were received for Rev'd Richard Coldicott after the financial year end of 31 December 2023; those gifts will be paid over in January 2024 and disclosed in the 2024 Annual Financial Report.

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 £2,158 (2022 £1,987); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £1,032 (2022 £1,725); Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £0 (2022 £395) having ceased employment during 2022.

Mrs J Allen, spouse of Mr R Allen, a trustee, was paid £11,118 (2022 £10,336) as the church's senior administrator.

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

Notes to the Financial Report

registered charity number 1174914

9 Governance

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Independent examination	2,304	-	2,304	2,214	
Accounts production	-	-	-	-	
Bookkeeping	-	-	-	-	
	2,304	-	2,304	2,214	

10 Transfers between funds

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
General fund	6,568	-	6,568	(51,574)	
Designated fabric fund	-	-	-	(100,000)	
Designated hardship fund	-	-	-	4,000	
Designated ministry fund	(18,568)	-	(18,568)	136,574	
Designated mission partner fund	12,000	-	12,000	11,000	
	-	-	-	-	17

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

11 Fixed assets

(a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2023</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2023	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
Market value 31 December 2023	-	-	-	-	

(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>
	£	£	£	£	
Cost or valuation					
At 1 January 2023 (historical cost)	-	4,668	-	4,668	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2023	-	4,668	-	4,668	
Charge for impairment					
At 1 January 2023 (b/f from previous years)	-	3,112	-	3,112	
Additions	-	1,556	-	1,556	
At 31 December 2023	-	4,668	-	4,668	
Net book amounts					
At 31 December 2023	-	-	-	-	
<i>At 31 December 2022</i>	-	<i>1,556</i>	-	<i>1,556</i>	

Notes to the Financial Report

12 Net assets by fund

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Fixed assets for church use	-	-	-	1,556	11
Investment fixed assets	-	-	-	-	
Current assets (except cash)	92,210	-	92,210	10,211	13
Cash at bank and on deposit	206,546	457	207,003	225,516	
Current liabilities	(8,106)	-	(8,106)	(9,985)	14
Long term liabilities	-	-	-	-	
	£290,650	£457	£291,107	£227,298	

13 Debtors

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Income tax recoverable	3,990	-	3,990	4,252	
Prepaid expenditure	5,200	-	5,200	5,865	
Accrued income	-	-	-	94	
Accrued interest	3,020	-	3,020	-	
Accrued legacy	80,000	-	80,000	-	
	£92,210	-	£92,210	£10,211	

The 2023 accrual of a legacy is exceptional. John Nicholson, a longstanding and much-loved member of St Mark's Church, died in February 2023 and left a proportion of his residual estate to Holbrook PCC. We were formally notified of the legacy and provided with the Estate Summary in August 2023. The money is expected to be received during 2024; whilst it is contingent on the sale of a residential property, receipt is probable and the legacy's value can be calculated reasonably accurately – meaning that an accrual for 2023 is required in accordance with Note 1 to this Financial Report. The potential value of the legacy was reduced by 10% to take account of (a) the modest fall in local property prices between August 2023 and the preparation date of these accounts and (b) any further fall in local property prices before the actual date of disposal.

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

14 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	8,106	-	8,106	9,881	
Archdeacon's loan	-	-	-	-	
Prepaid income	-	-	-	104	
	£8,106	-	£8,106	£9,985	

15 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	<i>Total Funds 2022</i>	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

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>2022</u>
	£	£	£	£
Income and endowments from:				
Donations and legacies	276,081	5,395	-	281,476
Charitable activities	900	-	-	900
Other trading activities	3,263	-	-	3,263
Investments	546	-	-	546
Total income	280,790	5,395	-	286,185
Expenditure on:				
Raising funds	127	-	-	127
Charitable activities	234,239	1,900	-	236,139
Other trading activities	4,661	-	-	4,661
Other expenditure	-	-	-	-
Total expenditure	239,027	1,900	-	240,927
Net gains (or losses) on investments	-	-	-	-
Net income or (net expenditure)	41,763	3,495	-	45,258
Transfers between funds	-	-	-	-
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
Net movement in funds	41,763	3,495	-	45,258
Total funds brought forward	181,363	677	-	182,040
Total funds carried forward	223,126	4,172	-	227,298

St Mark's Church, Holbrook

Notes to the Financial Report

registered charity number 1174914

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 2023) 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 £17,216 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 £2,263 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £123,066 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 £12,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2024.

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
Total of all endowed funds	-	-	-	-	-
Donations & appeals fund	-	-	-	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	3,495	1,200	(4,695)	-	-
Climate fund	677	-	(220)	-	457
Total of all restricted funds	4,172	1,200	(4,915)	-	457
General fund	50,000	355,091	(275,554)	6,568	136,105
Designated fabric fund	23,164	-	(5,948)	-	17,216
Designated hardship fund	2,388	-	(125)	-	2,263
Designated ministry fund	136,574	5,213	(153)	(18,568)	123,066
Designated mission partner fund	11,000	-	(11,000)	12,000	12,000
Total of all unrestricted funds	223,126	360,304	(292,780)	-	290,650
Total funds	£227,298	£361,504	£(297,695)	-	£291,107

Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31 December 2023

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 2023 set out on pages 15 to 30.

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 FCA
Morris Palmer Limited
Barttelot Court
Barttelot Road
Horsham RH12 1DQ

Date: 15 March 2024

Marti Stenton FCA 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.