

Trustees' Annual Report and Financial Report

of The Parochial Church Council of the Ecclesiastical Parish of

St Mark's Church, Holbrook

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

For the period ended 31st December 2017

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Website: <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: Mr Martin A.C. Carter FCA, Morris Palmer Limited, Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

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

Our aims and purposes as a charity

The Parochial Church Council (PCC) has responsibility to work with the incumbent, the Revd Dr Richard Coldicott to:

- Promote the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promote in the parish the whole mission of the Church, pastoral, social, evangelistic and ecumenical
- Know Jesus better and make Him better known
- Recognise and give practical support and care to parishioners irrespective of age, need or their personal circumstances
- Provide financial support to people in need and other organisations with a similar vision.

Planning charitable objectives for the year

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

At the January 2017 PCC meeting we began investigating balcony expansion as there was insufficient seating for Christmas visitors in 2016 for some services and events. This investigation has included visits by our Church Architect, Quantity Surveyor and the Diocesan Advisory Committee (DAC). We hope to start work in 2019 and money is being set aside for the project to minimise the need for an appeal.

In March 2017 the PCC approved a new (voluntary) post of Policy Co-ordinator. With the help of small specialised groups, the Policy Co-ordinator has overhauled existing adopted policies making them fit for our purpose and in some cases helped create our own policies. Our aim is to ensure St Mark's is a safe environment both to work in and visit, and this work is on-going. During this time we also engaged a local firm within the parish to oversee our HR requirements including preparing for the new General Data Protection Regulation (GDPR).

In response to the new housing development planned for North Horsham we have met with Liberty Property Trust Ltd to consider the requirements for a community centre which could be the base for a new worshipping community. Working alongside Roffey and Colgate Parish, we plan to be actively involved in the development of mission for that area.

In Autumn the PCC reviewed the current Mission Action Plan (MAP) for 2012 – 2017. MAPs are documents which help churches focus on the priorities they set for themselves to serve their aims and purposes. The new one for 2018 – 2023 needs to reflect recent changes and plan for future challenges. We arranged a PCC away day at Crawley Down monastery where in beautiful surroundings time was allowed for meditation and prayer; ideas took shape and were recorded in readiness for discussion at following PCC meetings. The MAP was finalised in January 2018 and will be assessed for practicality in PCC meetings throughout 2018.

A large church sign board at the front of the church grounds has been in development for some considerable time and in November 2017 designs were sent to the DAC for formal advice and approval; subsequently this was given just before Christmas 2017 and now a planning application has been submitted to Horsham District Council. We look forward to the installation of the sign very soon as it will clearly advertise our premises to passers-by.

Plans for 2017 included:

Wide range of services and worship - Allowing for as many people as possible to explore and enjoy worshipping with us enabling them to feel 'at home' whatever their age and appreciation of church.

Holding courses – Courses to advance religion and educational courses such as Safeguarding. Outside hirers also used our facilities; for example to hold first aid courses.

Living out our Mission Statement – ‘Knowing Christ and Making Him Known’ - By putting faith into practice. Every January we hold an Alpha course advertised by delivering an Alpha invitation card by hand to homes throughout the parish and a large banner is erected on the Church lawn.

Home groups – Learning about the Bible in small groups, with worship, prayer and fellowship.

Pastoral care – Our pastoral visiting team is on hand to support parishioners on a one-to-one basis whether part of St Mark’s church congregation or not. In February 2017 we began Holbrook Heart, a free café in church held on Tuesday mornings for the community and run by St Mark’s volunteers. We also hand deliver letters to every parishioner on a street rota basis asking if they would like St Mark’s to remember them in prayer.

Helping the poor and needy of the parish – Assisting where we are able. This year we became holders of food vouchers for the local food bank.

Supporting local charities - Giving grants or food where appropriate or donating the use of our facilities free of charge.

Community cohesion – Hiring out the hall and/or church for functions and reaching the wider community throughout the parish by leaflet drops advertising seasonal events, and our totally free Community Fun Day.

Seasonal activities – Friendship evangelism for example the Ladies Advent social event in December.

Missionary outreach – UK and Worldwide. Working closely with missionary links to help and support people experiencing hardship.

Fabric maintenance – We prepared for a quinquennial inspection of the church, hall and grounds; all of which are maintained regularly to bless the community and our immediate environment.

What we achieved and how we affected beneficiaries’ lives

Wide range of services and worship

In 2017 there were 238 people on the Electoral roll, an increase of 2 with just over half (140) living outside the parish.

The average regular weekly attendance counted during October, which includes our midweek Book of Common Prayer Service as well as the Sunday services, was 217 adults and 41 children. Over the course of the year we have seen a steady rise in service attendance and it has been a great encouragement to welcome new families to St. Mark’s. In 2017 there have also been:

6 weddings; 3 church funerals with 25 other funerals conducted for parishioners; 1 burial of ashes; 16 baptisms and 5 candidates confirmed.

The various services held through Advent experienced some of the largest attendances seen in the last six years, culminating with 1018 people attending across Christmas Eve and Christmas Day. Likewise, at Easter we saw large numbers of families attending our Messy Church Good Friday morning service (61 adults, 83 children) and very busy services on Easter Sunday itself. This has confirmed our desire to restructure the balcony to allow more seating for the community as well as the regular congregation at these special events. (See section: fabric maintenance).

Mini Mark’s meets once a month on Wednesdays and welcomes all babies, under-fives, parents, grandparents and carers, with a buffet lunch, homemade cakes, toys and a baby play area. Little children, babies and adults have fun exploring interactive Bible stories through play, craft, action songs, percussion and creative prayer activities. This fresh expression of church has a messy church format and attracts a growing number of families from the community.

We strive to make St Mark’s a welcoming place for all ages and are delighted to receive comments like the one below:

‘Thank you Mini Mark’s team and the St Mark’s church family, for touching my little girl’s life so much and helping her love for Jesus to blossom! Mini Mark’s is her favourite place.’

AB 19.09.2017

As our church has adaptable space and car parking the diocese often uses us for events. We are very pleased to be able to help meet the needs of our wider church family as the comment below illustrates:

'Thank you so much for leading our service of Compline on Tuesday evening. It was a lovely service and so nice to have the organ to accompany our singing. The refreshments afterwards were a delight. You made us feel very welcome so thank you again, and thanks also to the organist and the ladies who provided the teas and coffees. With best wishes,'
Horsham Mothers' Union 27.07.2017

Holding courses

This year we held several diocesan seminars; one for PCC members on year end reports required by the Charities Commission and HMRC run by John Kemp, Parish Finance Officer. Another more informal one was a diocesan road show for our deanery in support of 2017 being the diocesan 'Year of the Bible', and one home group used this as their introduction to a study called 'The Bible Course – Get the Big Picture'. We also held a dementia awareness evening for the community which is especially relevant as a large care home with a specialist dementia care unit has been built nearby and we regularly meet the staff and residents.

Living out our Mission Statement - 'Knowing Christ and making Him known'

Our mission statement reflects our desire to know Jesus more closely, and then, through serving our community in love, reveal Christ's compassion to all. Whether through the events we run or through the care we take in ensuring our hall/church are clean for use by a variety of groups, we seek to reveal to all who encounter us, the love of the Lord we know. As mentioned earlier, our current Mission Action Plan (MAP) required updating in 2017 and the new one needs to be relevant for the next five years. The new MAP will help the church focus its attention towards specified goals.

There are many ways in which we seek to live out our mission statement. Examples include the events for men and women run throughout the year, which included both men's and ladies' breakfast meetings with relevant talks, and our annual Alpha course in January at the Holbrook leisure club. This year 11 people attended the Alpha Course, which included an away day at St. Cuthman's Retreat Centre, Coolham, and 6 have become regular attenders at St. Mark's.

Home groups

This year our home groups were highlighted during Sunday services with an invitation for people to join and since then we have created one new group, making 12 in all. Each group runs individually and has its own format geared towards members' needs and preferences. The aim of home groups is to explore the Bible, gain greater understanding with discussion and prayer, and to provide support, giving a sense of belonging to each member. It is particularly useful for people who are new to the church and who want to develop deeper friendships.

Pastoral care

Our new venture 'Holbrook Heart' is a Tuesday morning café held in the main body of the church where everything is free of charge and local people can have breakfast, fruit, cake and drinks. The aim was to show our community the love and generosity of the God we serve, and we have been delighted by the response. Many people use the café as the perfect place for refreshments after the school run, as it is ideal for smaller children with toys provided. Many church members also use the café to meet and bring friends along. Our café enables many who are completely unfamiliar with church to experience our lovely building and there are members of our pastoral team on hand for anyone who needs a listening ear. A couple of comments received are reproduced below:

'Thank you lovely ladies for giving up your free time to give us the opportunity to catch up with friends. We had a lovely time.'
CW 28.03.2017

'We love coming along to the café every week. Thank you for always being so welcoming.'
CR 23.05.2017

We offer spiritual support to all parishioners through our 'Prayers for Streets' initiative. Every road in our parish is adopted into the scheme with a letter drop and parishioners are invited to contact us with their prayer requests. The streets and people's names, if they give permission with any prayer requests, are then mentioned in our intercessory prayers during Sunday services, and the streets we are praying for each week are included in the weekly newsletter and on our website. This initiative has led to many fresh pastoral contacts through the year and to people joining the church community.

Helping the poor and needy of the parish

This year our harvest goods were again given to the Women's Refuge situated in our Parish to support them in their work, and periodically we have also been able to donate money to their cause – see comment below;

'I extend our sincere gratitude for the recent donation of £842.00 received...it will make such a difference to the families who are fleeing domestic abuse.'
Safe in Sussex 20.02.2017

In 2017 the church office began to be a referral point for people to collect foodbank vouchers. These vouchers allow people in need to have three days' emergency food supplies from Horsham District Foodbank (HDF). Our website under the Contacts page also provides a link to HDF.

Supporting local charities

We are happy to hire our church for charity events usually at no cost, enabling organisations to raise more money for their cause. We also hold special collections enabling us to donate to local charities as shown below:

'.. to thank St Mark's Church, Holbrook for helping me with a charity event in aid of St Catherine's Hospice and Macmillan Cancer support... we managed to raise just over £200 for each charity!'
ER 10.01.2017

'Many thanks for allowing us to use St Mark's church last Sunday. I am pleased to say that we raised £260.28 for Macmillan.'
Horsham Symphony Orchestra 11.07.2017

Community cohesion

This year, funded by a legacy, we were able to purchase a defibrillator available in time of need for church users and the surrounding community alike. The defibrillator is sited outside our church hall close to both the local pub and North Heath Hall (a parish council run hall). We subsequently held a practical course in our church hall for people who were keen to learn how to use the defibrillator as and when required.

We continue to hire out the church and hall to various local community groups as well as for private functions and aim to keep our hiring costs at a very competitive rate. Some of the thank you letters are reproduced here:

'We had a wonderful time at the hall today...everyone was really impressed with the facilities available. Thank you for letting us hire the hall.'
HD 22.01.2017

'We loved the church, acoustics and atmosphere – also all those involved in setting up – you were incredibly helpful which was refreshing and we would be delighted to use the church again.'
Horsham Music Festival

Community Fun Day

This year once again we held our Fun Day which saw the community of Holbrook come together. Invitation cards were hand delivered to parishioners to join us for a free afternoon from 12 – 4pm where we held a barbecue on the front lawn with refreshments inside the church; including a huge chocolate cake to share donated by Skylark House Care Home which we posted on social media to highlight the afternoon. The church grounds were packed with inflatables, a candyfloss stall, and face painting/washable tattoo tables! Eager children participated in various activities and a snap shot of the afternoon is shown below.



'We all had a lovely afternoon. Always such a great day and a special mention to (the ladies) who didn't stop painting nails and whipping up candyfloss! The children loved it! Thank you all. Xxx'
CW 20.05.2017

Seasonal activities

In September we held our 7th Flower Festival titled 'In the Beginning' illustrating verses from Genesis. We invited groups and local businesses to take part by creating a display and writing a short description to sit beside it. We thank them and their sponsors for their innovation, generosity and support. The church was open to visitors Friday 8th – Sunday 10th September with refreshments and stewards on hand.

'Thank you so very much for showing our nursery children the flower festival, for answering and listening to their questions and for arranging a super afternoon of mini flower arrangements for the children to take home. We all had a marvellous time, the children were full of chatter about their visit throughout our preschool afternoon.'

New View Nursery 09.09.2017

In October sixty-nine children attended a 'Get your glow on' Light Party as an alternative to a Halloween party. It was a well-organized event with extra adults volunteering help and miraculously there was enough food and party bags for the children despite planning for an attendance of fifty.

During Advent sixty-five ladies enjoyed an evening making wreaths and table decorations. We also invited Skylark Care Home staff to take part in decorating the church for Christmas which they enjoyed (see comment below) as they learnt some basic floral skills.

'Thank you so much for allowing us to join you on Friday, it was genuinely appreciated.'

Skylark House 18.12.2017

We held our usual Christmas services starting with the Christingle service on Sunday 3rd December. 225 Christingles were made and distributed, and a record number of families attended. The young people from our church provided music and drama and the open offering was given to The Children's Society.

'Lovely Christingle service now it's Christmas' tweet 3.12.2017

Missionary outreach

St Mark's Church has been supporting "Faith in Action", registered charity no. 293961, since March 2013 by donating money and clothes. We were delighted to send a cheque for £520 in support of this work, raised from an afternoon summer tea. Some church members also have been involved with clothes packing parties. Horsham offers a plentiful supply of good quality second hand clothing so the few 'packers' who meet weekly always have a large quantity of clothing, linens and shoes to be processed. Donations are received from individuals and Horsham Matters. Each item needs to be checked, laundered and ironed if necessary, then measured, individually bagged and labelled before being packed into banana boxes.

The clothes are distributed as gifts by Faith in Action's trusted contacts in Malawi. Each box of clothes costs £12 to send and so money as well as clothing is vital for the work to continue.

Current projects include the provision of Christian resources, wells and wind pump irrigation schemes, mosquito nets, bicycle ambulances, goats, orphan support, crop diversification and small business loans. However, it is in the sending of relief aid that people from St Mark's have been primarily involved.

Documentary and photographic records of this are regularly received and an excerpt of a thank you letter is reproduced below:

'I am writing to thank you very much indeed for your letter dated 21st August and the enclosed cheque for £520. ...A brief glimpse of some of the opportunities which God is opening up for us to help so many vulnerable and disadvantaged people in Africa.'
Faith in Action 24.08.2017

In June, St Mark's sent £934 [Rand 14,873] to the 2 foster families we support in Pietermaritzburg in South Africa. Below are excerpts of their thank you emails:

'Dear friends at St Mark's, We pray that all is well with our wonderful friends. We were thrilled to receive R7,436 in our account, via the Prestbury Methodist Church, which resulted in huge sighs of appreciation! Operating on a very tight budget with such a big family, such a windfall is manna from heaven! We worship and praise our wonderful Lord who is paramount in the care of our flock!' Boake family 09.07.2017

'Dear friends, It is the second day of 'back to school' and the house is soooo quiet ... so going to grab this opportunity to get my e-mails up to date. Thank you once again for the lovely donation which we received. Much needed shoes were purchased (these feet just don't seem to stop growing) and some winter uniforms for the older children.'
Thank you all again. Love and God bless.
Melmoth family 25.07.2017

We have a good selection of homemade cards for sale at the back of church, priced very reasonably, and during 2017, 868 Christmas cards were sold in support of the foster families and £308.20 was raised.

The Wednesday morning service congregation supports the 'Send a Cow' scheme, and in March we received a letter (excerpt below) and corresponding certificate for raising £151.00 to bring hope to African farmers.

'Thanks to you ...600 households in Kakrao will begin to learn how to use their land to grow nutritious food and prepare it effectively...this new diet will give their HIV medication the best chance of success.'
Send a Cow 09.03.2017

Fabric maintenance

In 2017 we had our quinquennial inspection by an architect approved by the diocese to check the church building is being properly looked after; we were encouraged by the report identifying very little change since the last inspection. We have responded quickly to rectify the few urgent repairs recommended.

We have purchased extra tables as Holbrook Heart Café is becoming ever more popular and we need to cater for more people. Our hirers also have opportunity to use these tables and so this will help growing numbers there too:

‘On behalf of the Members, Volunteers, and Trustees of the Phoenix Stroke Club I would like to thank you and the church for the loan of the tables on Friday night for our quiz in support of one of our volunteers who is running three marathons this year to raise funds for the club.’
Phoenix Stroke Club, 06.05.2017

As the church gets busier we decided we needed a properly equipped office to manage the increasing workload for both the finance team and administrator. To this end a new church office has been created in the church hall in a room where the crèche was formerly sited. The new office is much more spacious with an extra desk and a seating area for visitors, and moreover as much of the office work is pastoral involving members of the community dropping-in, this more welcoming environment has proved hugely beneficial.

We also decided to investigate redeveloping the balcony as there is not enough seating during peak times – especially for services in Advent/Christmas and when the local schools hold their Christmas concerts. Moreover, much of the current balcony seating has restricted viewing of the front of church, a problem which has existed ever since the building was constructed. We enlisted the services of our church architect and a quantity surveyor and we thank them for their help with ideas and planning. We look forward to soon having plans for PCC / DAC approval.

Structure, governance and management of the charity

2017 was a year of consolidation following the creation of Holbrook Parish in October 2016. On Thursday 23rd February 2017 St. Mark’s was consecrated as the Parish Church for Holbrook in a service conducted by the Right Reverend Dr Martin Warner, Bishop of Chichester. This event was attended by our local MP Jeremy Quin who mentioned it in Parliament, therefore ensuring the event was noted in Hansard.

On Saturday 10th June 2017 some of St Mark’s congregation attended St Swithun’s Church, East Grinstead for a special service where the Right Reverend Mark Sowerby, Bishop of Horsham, ordained our curate Reverend Mike Nelson as Priest.

In July’s PCC meeting Mike Attfield notified the PCC of his acceptance by the Bishop of Horsham for Lay Readership training which he commenced in September.

Having been established as a charity in October 2016, on 2nd October 2017 we were able to formally register with the Charity Commission; our details are now viewable on the Charity Commission’s register enabling us to be visible worldwide.

Our church office, as previously mentioned, has been re-sited and now has desk space for more than one person to work and for visitors to be accommodated comfortably. Our church administrator stepped down after twelve years’ service, and now the position has become a job share covering six mornings a week, rather than the five previously.

Policies

Throughout the year policies have been reworked or created, overseen by our Policy Co-ordinator and discussed in small groups, in preparation for PCC approval. Adopted policies this year include Legacies, Investments and Reserves Policy, Cash and Bank Policy, Bouncy Castle Policy, Church Hall Hiring Policy and two Food Policies.

Rather than accruing greater reserves for the proverbial rainy day, the PCC will initiate programmes for the resourcing of capital projects, for example, church growth, ministry, world mission, and local based development projects. The PCC's reserves policy is to hold two months' worth of planned expenditure as reserves to ensure continued financial security and to provide for contingencies. The PCC have calculated this to be circa £15,000 a month. Other monies not required for planned activity will be held in reserves to meet the cost of future capital projects.

To create separation of work and personal emails, a suite of new email addresses using the domain <user>@stmarksholbrook.org.uk has been created, including a separate dedicated safeguarding email address.

Holbrook PCC's governing documents are the Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

During the period the following people were trustees and served as members of the PCC:

Ex officio members:

Incumbent:	Rev'd Dr Richard Coldicott	Chairman
Curate:	Rev'd Mike Nelson	
Wardens:	Mike Attfield (to 27 April 2017) Andy McLean Ann Nandi (from 27 April 2017)	Vice Chairman
Deanery Synod Representatives:	John Stoddart Mike Parry Linda Humble (from 27 April 2017) Andy McLean (from 27 April 2017)	Treasurer
Secretary	Kathy Mercer	

Elected Members:

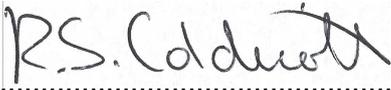
Mike Attfield (from 27 April 2017) Rosemary Couchman Brenda Dolling (from 27 April 2017) Peter Hillman	Vice Chairman
Linda Humble (to 27 April 2017) Linda McLean (to 27 April 2017) Andrea McMartin Simon Miles Karen Park Karen Petch Darren Russell Sally Shire (from 27 April 2017) Rachael Stoffell Bernard Tucker Gaynor Udeshi	Treasurer

PCC membership is determined under the Church Representation Rules and consists of some ex-officio members (the incumbent, curate, the churchwardens, members of the deanery synod and the PCC secretary) and others who are elected at the Annual Parochial Church Meeting.

Volunteers Acknowledgement

We thank all our hard-working volunteers who help to make our church run smoothly and make it a welcoming environment for our community.

The Trustees' Annual report was approved by the PCC and signed on their behalf by The Rev'd Dr Richard Coldicott, PCC Chairman.

Signed..........

Date.....*08/03/18*.....

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

For the period ended 31 December 2017

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>				
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>2017</i>	<i>2016</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	202,096	-	3,531	205,627	-	
Charitable activities	2,245	-	-	2,245	-	
Other trading activities	15,861	-	-	15,861	-	
Investments	36	-	-	36	-	
Other receipts	-	-	-	-	-	
Total received	220,238	-	3,531	223,769	-	1
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	181,344	-	2,289	183,633	-	
Trading costs	6,062	-	-	6,062	-	
Other payments	-	-	-	-	-	
Total paid	187,406	-	2,289	189,695	-	2
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	32,832	-	1,242	34,074	-	
Transfers between funds	-	-	-	-	-	
Net movement in funds	32,832	-	1,242	34,074	-	
Bank accounts at 18 October 2016	16,674	7,103	8,116	31,893	-	
Bank accounts at 31 December 2017	49,506	7,103	9,358	65,967	-	3

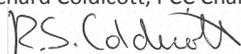
St Mark's Church, Holbrook - registered charity number 1174914

For the period ended 31 December 2017

Statement of Assets and Liabilities

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>General</i>	<i>Designated</i>		<i>All Funds</i>	<i>All Funds</i>
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>2017</i>	<i>2016</i>
	£	£	£	£	£
Assets:					
Bank current account	19,470	7,103	9,358	35,931	-
95 day notice account	30,036			30,036	-
PCC-owned bank balance	49,506	7,103	9,358	65,967	-
Diocesan Assigned Fees received	26	-	-	26	-
Total bank and deposit accounts	49,532	7,103	9,358	65,993	-
Wedding fees not yet received		-	-	-	-
Electricity overpayments	599	-	-	599	-
Gift Aid recoverable	3,470	-	-	3,470	-
Debtors	4,069	-	-	4,069	-
		-	-	-	-
Investment assets at market value	-	-	-	-	-
	-	-	-	-	-
Investment assets at cost	-	-	-	-	-
		-	-	-	-
Total assets	53,601	7,103	9,358	70,062	-
Liabilities:					
Unpaid Diocesan fees for weddings/funerals	26	-	-	26	-
HMRC Dec 17	17	-	-	17	-
Water used since last billed (est'd)	265	-	-	265	-
Gas used since last billed (est'd)	928	-	-	928	-
Total liabilities	1,236	-	-	1,236	-

Approved by the PCC and signed on its behalf by
Rev'd Dr Richard Coldicott, PCC Chairman



8th March 2018

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

For the period ended 31 December 2017

Notes to the Annual Financial Report

1 Analysis of total received

	Unrestricted		<i>Restricted</i>	Total All Funds 2017	<i>Total</i> <i>All Funds</i> <i>2016</i>
	General Fund	Designated Funds			
	£	£	£	£	£
Planned giving (excl. tax refunds)	133,821	-	-	133,821	-
Planned giving (no tax refunds)	13,445	-	-	13,445	-
Loose cash collections	9,972	-	-	9,972	-
Gift Aid recovered	30,254	-	675	30,929	-
Sundry donations	7,802	-	2,200	10,002	-
Other Income	4,618	-	10	4,628	-
Other income insurance claim	1,184	-	-	1,184	-
Donations and appeals	-	-	646	646	-
Legacies	1,000	-	-	1,000	-
Donations and legacies	202,096	-	3,531	205,627	-
Fees for weddings & funerals	2,245	-	-	2,245	-
Charitable activities	2,245	-	-	2,245	-
Mission Income	882	-	-	882	-
Church centre hiring fees	14,979	-	-	14,979	-
Other trading activities	15,861	-	-	15,861	-
Bank & CBF deposit interest	36	-	-	36	-
Investments	36	-	-	36	-
Other receipts	-	-	-	-	-
Total received on all funds	220,238	-	3,531	223,769	-

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

For the period ended 31 December 2017

Notes to the Annual Financial Report

2 Analysis of total paid:

	Unrestricted		Restricted	Total	Total
	General	Designated			
	Fund	Funds	Fund/s	2017	2016
	£	£	£	£	£
Cost of raising funds	-	-	-	-	-
Parish share to Chichester Diocese	80,576	-	-	80,576	-
Salaries and honoraria incl NI	17,289	-	-	17,289	-
Clergy and other people's expenses	10,004	-	-	10,004	-
Mission & evangelism costs	8,911	-	146	9,057	-
Sunday school/Children's work	3,950	-	-	3,950	-
Water, Gas, Electricity, and Oil	3,861	-	-	3,861	-
Printing & photocopying	4,904	-	-	4,904	-
Other regular church running costs	20,208	-	475	20,683	-
Accounting and Examiner's fees	1,200	-	-	1,200	-
Church maintenance & redecoration	19,269	-	-	19,269	-
Parish office refurbishment costs	11,172	-	-	11,172	-
New building work	-	-	1,668	1,668	-
Charitable costs	181,344	-	2,289	183,633	-
Church hall caretaking & cleaning	6,062	-	-	6,062	-
Trading costs	6,062	-	-	6,062	-
Other payments	-	-	-	-	-
Total paid on all funds	187,406	-	2,289	189,695	-

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

For the period ended 31 December 2017

Notes to the Annual Financial Report

3 Statement of funds

	Opening balances as at 18 Oct 2016	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2017
	£	£	£	£	£
Total of all endowed funds	-	-	-	-	-
Fabric Fund	6,952	10	-	-	6,962
Mission Childrens Work	-	146	(146)	-	0
Mission Growing Leaders	-	312	(162)	-	150
Fabric Balcony Fund	-	2,750	(1,668)	-	1,082
Music Fund	-	313	(313)	-	-
Lyon Trust	88	-	-	(88)	-
Ashburnham Fund	1,076	-	-	-	1,076
Total of all restricted funds	8,116	3,531	(2,289)	(88)	9,270
General Fund	16,674	220,238	(187,406)	(19,506)	30,000
Designated Fabric Fund	7,103	-	-	19,594	26,697
Total of all unrestricted funds	23,777	220,238	(187,406)	88	56,697
Total funds	£31,893	£223,769	£(189,695)	-	£65,967

4. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

5. Transactions with PCC members and connected parties:

Mrs R Stoffell, a trustee, was paid £11,261 for administration duties. The following were all remunerated for cleaning services: Mrs F Coldicott, spouse of Rev'd R Coldicott, a trustee, was paid wages of £977; Mrs A McMartin a trustee, was paid £1,365; Miss F McMartin and Miss K McMartin, daughters of Mrs A McMartin, a trustee, were paid £1,596 and £260 respectively; Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £74; Miss H Stoffell, daughter of Mrs R Stoffell, a trustee, was paid £293 and Ian Petch Ltd, a close company controlled by the spouse of Mrs K Petch, a trustee, was paid £960 for paving work.

Expenses were paid to 20 trustees or connected persons in respect of mileage, travel, subsistence, books and re-imbursed expenses amounting to £17,071.

The aggregate donations made by the charity's trustees was £33,686. None of these carried any conditions on receipt.

Independent Examiner's Report to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of St Mark, Holbrook

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mark, Holbrook, on the annual report for the period ended 31st December 2017 set out on pages 2 to 15.

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 material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Martin A.C. Carter FCA
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9th March 2018