

# **St Mark's Church Gillingham**

*'Living for Jesus, Loving Gillingham, Learning Together'*

## **ANNUAL REPORT & ACCOUNTS**

**of the**

## **PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2019

### **PCC Chair**

Rev Saju Muthalaly – Chairman  
Helen Towers and Raymond Shergill – Joint Vice Chairs

St Mark's Parish Office,  
The Old Vicarage, Vicarage Road, Gillingham ME7 5JA

### **Bank**

HSBC Bank Plc. High Street, Gillingham, Kent ME7 1BP

### **Independent Examiner**

Mr R Trice MAAT  
210 King George Road, Chatham, Kent ME5 0PH

Charity no. 1141709



From APCM 2019 – 2022

Mr Simon Morbey  
Ope Biye  
Christine Cordle  
Mr Chris Gladwell  
Gabriele Goddard  
Mr Luke Prankard

*fill space vacated by Lisa Highsted*  
*fill space vacated by Graham Wilkins*

**Co-opted to PCC**

Rob Byrne from (from April 2019)

**PCC Minutes Secretary**

Mr Samuel Wilkins (from APCM 2018)

**Bankers**

HSBC Bank plc  
High Street, Gillingham, Kent ME7 1BP

**Auditors**

Independent Examiner  
Mr R Trice MAAT  
210 King George Road, Chatham, Kent ME5 0PH

**Structure, Governance and Management**

The Parochial Church Council is a corporate body, established by the Church of England. The PCC operates under the Parochial Church Council (Powers) Measure. The PCC is registered with the Charity Commission (no. 1141709).

PCC Members are also Charity Trustees and must ensure compliance with charity law and church (ecclesiastical) law and exercise a duty of prudence and a duty of care.

The method and appointment of PCC members is set out in the Church Representation Rules. All regular church attendees are encouraged to register on the Electoral Roll and are thereby eligible to stand for election to the PCC. In 2009 the Annual Parochial Church Meeting agreed to electing 12 members for 3-year terms of office with casual vacancies filled by those with most votes and to suspend until rescinded, the 6-year rule for the term of office of a Churchwarden.

The PCC continues to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Other matters related to church and other legislation (compliance with Health and Safety and Disability Discrimination etc.) are brought to the notice of PCC members for review and action.

**Committees**

**The Standing Committee** is a statutory requirement and comprises the Vicar, Churchwardens, Treasurer, PCC Secretary and at least two, but no more than four, elected members from the PCC. This Committee meets, when required, and brings recommendations to PCC meetings on various

matters, including those referred to it by the Council. It has power to take decisions on behalf of the PCC when required.

**Other committees or Task Groups** are formed and meet as required to consider various aspects of church life.

We also have, with formal terms of reference, task groups for Property, Finance, HR, Mission Links and Pre-School Management. It is our intention that all members of the PCC sit on at least one of these groups and the clergy are members of each group by right. The Property, Finance and HR task groups have met three times a year following shorter PCC meetings and on an ad-hoc basis as required. This was changed to meet separately during the year to allow more time for PCC meetings.

**St Mary's Island District Church Council** operates with separate accounts and meetings under the leadership of the Vicar and the Focal Minister (lay position). Their annual reports are published and sent to the Diocese separately, but we include them together with this report in our Charity Commission submission. St Mary's Island has its own District Council Scheme (i.e. its 'constitution') approved by Bishop's Council and the Diocesan Registrar.

## **Objectives and Activities**

The role of the PCC is:

To promote the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England and upholding the evangelical charismatic tradition of St Mark's.

To co-operate with the minister in promoting, in the parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. To accomplish this, we seek together through prayer to discern 'the mind of the Lord'.

To take responsibility for the right administration of the Church and its properties and, in conjunction with the Churchwardens and Treasurer, to make financial provision for staff salaries, Parish 'Offer', general maintenance and running costs as well as the various charitable needs.

To make considered decisions, after discussion and prayer, on behalf of the whole Church fellowship rather than simply promoting members' individual or partisan interests. In the planning of activities, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

**The Church's Purpose Statement is  
'Living for Jesus, Loving Gillingham and Learning Together'.**

## **Review of the year**

### **Church Attendance**

#### **The Electoral Roll for St Mark's 2020**

The Electoral Roll was revised 3<sup>rd</sup> October 2020 and the number on the roll is now 170. (165 for 2019).

15 people have been taken off the Roll.

This is as follows:

13 people have left to go to other churches or moved away.

2 are deceased.

20 new people have been added to the Roll since April 2020

#### **The Electoral Roll for St Mary's Island 2020**

The revised roll for St Mary's Island 2020 now stands at 58.

**Total on the Roll for the parish** – at 2020 is 228 (235 for 2019)

#### **The attendance at major events was as follows:**

223 at the Easter Day service (220 in 2018)

254 at the Christmas Eve and Christmas day service (447 in 2018)

453 at the Remembrance Day service (569 in 2018)

A number of children and young people met regularly with their leaders on Sundays and at various activities during the week.

In October, a detailed study was carried out on Church attendance during the month. The statistics showed:

Average gross weekly attendance 177 (206 for 2018)

The PCC will continue to use the full data to focus ministry accordingly and track trends in the future.

### **Church Status PCC**

During the year, the PCC met monthly except August. The Council remain focused on proper governance of our Church, but we have also spent time on discerning where God wants us to be as a Church and shaping a longer-term strategy for the work that is needed in the church building, such as, heating, technical systems, chairs etc. Details of the activity are covered in the more specific report of the PCC by the PCC Secretary, Vicky Allen. Samuel Wilkins has contributed enormously by being Minutes Secretary throughout the year and we would like to thank him for all his hard work.

The living of the parish had been suspended, a technicality imposed by the Diocese, where the leader of the Church is appointed under a contract that has limitations as opposed to being appointed as Vicar and was known as Priest-in-Charge. In November 2018 the PCC of St Mark's received notification of the vacancy in the Benefice and under the Measure resolved to waive their rights to enable the presentation of the current Priest-in-charge, ( Saju Muthalaly) be the next incumbent of the Benefice. On Sunday 24 February 2019, the Archdeacon of Rochester, Andrew

Wooding Jones, Licenced Reverend Varghese Malayil Lukose Muthalaly as the next incumbent of the Benefice.

### **Staff and elected roles**

In the office Katie Jenkins continues as the Office Administrator. We saw Ellie Oparaku leaving her position as Operations Manager and wish her well in her relocation. We appointed Rob Byrne to be Intern/Operations Manager/ Vicar's PA, as he considers his calling to full time ministry in the Church of England.

Raymond Shergill and Helen Towers were re-elected as Churchwardens, and we thank them for their dedication and hard work.

### **Building Issues**

A major building project and expense this year was the replacement of the 35 years old church boilers and improvements to the heating system. The new top specification condensing boilers and modified system were commissioned in October and has improved our ability to make the building warmer and more welcoming during the winter.

Our Audio Visual team installed a new truss system in the church nave with new speakers and lighting mounted on the trusses. This has greatly improved lighting of the dais and the quality of sound in the building.

The Fabrics, Goods and Ornaments report fully details all that has happened relative to our properties (see Statutory and Additional Reports booklet).

### **Church Activities**

As you will see from the many reports that have been submitted under Additional Reports, there are a vast array of activities that are undertaken in the life of St Mark's. Two new activities which have started are:

**Dementia Café**, which has just begun with a few people attending. We hope to see the numbers increase going forward that we may be able to provide a much-needed resource in this part of Gillingham.

**Peace and Hope**, which is a new name for the Faith and Light activity that has met at St Mark's for many years. The re-formed group will be accountable to the leadership of St Mark's as a PCC regulated activity.

**Open Church**, was started to give the local community an opportunity to call into church for prayer, fellowship and informal meeting in a safe place. Initially Open Church took place one day a week which has now been increased to twice weekly.

After agreeing to put on hold a decision about employing a new Youth Children and Families Worker for six months, in July the PCC agreed to offer a paid position of Youth Worker to Simon Morbey, for 20 hours a week (in addition to his 12 hours voluntary work as part of his course in Applied Theology) for 45 weeks of the year, until the end of his college course.

We are pleased that Christine Cordle has continued her responsibilities looking after the children's work.

We were sorry to see a number of long serving members of the congregation leaving during the year for various reasons. We wish them well in their new locations and thank them for their fellowship over many years. We are pleased that many new people have joined St Mark's during the year, from a variety of backgrounds and ethnicities, who contribute to the diversity of St Mark's congregation.

## **SDF**

The PCC were informed of the bid for a five-year grant available from the Church of England's new Strategic Development Fund (SDF). The purpose of this new fund is to enable parishes to expand their reach in ways they have not previously had the financial means to do so. In June 2019, it was announced that St Mark's had been successful in its bid. Three Church Plants "change projects" are to be created over the next five years, with three part time salaried staff members, who will be employed by the Diocese and based at, but not limited to St Mark's. These staff members appointed will be trained in how to lead a church.

Three projects were advertised, and the selection process completed. The positions are:

**Gospel Plant Leader** – (Mayowa Oyinloye) who will be responsible for the development and delivery of all music related aspects to promote the growth of the new 'gospel' congregation. Mayowa took up her position in October 2019.

**Community Pastor – Karen Turnbull** took up her position in October 2019. Karen will establish a new worshipping community and run a number of public activity sessions throughout the week.

**Community Missioner – Christine Cordle** who will take up her role in May 2020. Christine will oversee the work of Mayowa and Karen, engage with a wide range of local community groups, partnership with local schools and look to establishing new 'Messy Churches' in Gillingham.

## **St Mark's Parish - St Mary's Island Church (SMIC)**

The full report of the activity of SMI Church is covered in a specific report within the Additional Reports document.

## **St Mary's Island C of E School (SMIS)**

The school continues to flourish under the headship of Christine Easton. Whilst there is natural engagement between SMI Church and School, as the Church meets in the school building, the relationship between the two goes much deeper, to the great benefit of both. See the full report in the statutory and additional reports booklet.

## **Financial review**

### **General Fund**

At the beginning of 2019 financial year, we forecast a budget surplus on PCC unrestricted General Fund of £4,786 which included transfers between Repair and Pre-school Funds. The V2 budget included six months provision of £15,950 for HYCFM. This position was not filled, and we ended the year with a deficit of £3,518. It should be noted that had that position been made, the deficit would have been £19,468. We give thanks to God that after transfers we ended with a small surplus of £1,558. Our total income at £164,284 was down compared to £202,173 in 2018, with expenditure also down from £192,550 in 2018 to £162,725.

Donations (Voluntary Income) decreased to £139,076 from £174,552 in 2018 being lower than budget by £20,925. The large drop in voluntary income was largely due to a number of givers leaving the church for various reasons during the year. Gift Aid tax recovered amounted to £26,260, lower than recent years, reflecting the reduction in voluntary giving.

Income continued to be supplemented by £11,552 rental for use of the Garden House by the Medway Campus Chaplain. The cost of running our buildings (excluding the Garden House) was £6,158 higher than budget. Staff costs were £11,847 lower, mainly due to the HYCFM position not being filled.

Mission Giving was £10,765, compared to a budget of £16,000, being 10% of the previous year's voluntary giving. The balance of £5,235 was transferred to the Mission/Reach Funds as carry over to 2020. Based on 10% of donations received in 2019, our General Fund Away Giving in 2020 will be budgeted at £13,900.

We paid £62,639 to the Diocese of Rochester, as our St Mark's Parish Offer, being a contribution for parish clergy stipends and other diocesan support costs. The total Parish Offer, combined with SMI Church contribution, was £78,299, which was 6.5% higher than 2018.

The General Fund cash at bank and in hand at 31 December 2019 was £56,376. After debtors and creditors adjustment the net current asset was £61,401. This represents a 'reserve' of 34.6% of our 2020 forecast expenditure.

### **Other Funds**

The total year-end balance in our Repair Funds was £29,036. We deposited a total of £5,225 and transferred £5,000 from the Church Repair Fund to the Development Fund.

During the year, we settled costs for new church boilers and improvements to the heating system of £43,731 from the Development Fund. We are grateful for a one off donation of £8,000 towards the cost. The Development Fund now has a balance of £7,808.

The balance in the Mission Fund is £10,190, which includes £1,735 unallocated in 2019 and £2,500 earmarked transfer from General Fund Mission Giving. During the year we donated a total of £674 from this fund.

The Vicar's Discretionary Fund received donations of £950 with discretionary spending of £1,820. The fund current balance is £1,086.

The India Fund had an expenditure of £344 and the year-end balance of the fund is £10,492.

The Reach at Gillingham Pier Restricted Fund is to support management of income and expenditure for this venture until it is more established. Income received during the year was £5,142 with expenditure of £3,302. £1,000 was transferred to this fund as part of mission giving. The fund balance is £6,710.

Our application for a grant from the Diocese Children and Young People (CYP) was successful and of £1,600 was added to the HYCFM Fund. During the year £1,921 has been spent, leaving a balance of £4,030.

The Peace and Hope Fund received £152 income, with £183 expenditure. The current fund balance is £1,304.

A new Specific Donation Restricted Fund was opened this year to receive designated donations. An income of £2,315 was received, with an expenditure of £495. The fund balance is £1,820.

An expenditure of £424 was incurred from the Small Funds for the funeral arrangements for a former member of the congregation. The fund now has a balance of £76.

A new Strategic Development Restricted Fund has been established for the income and expenditure management of SDF projects. SDF funding can be drawn down periodically from the Diocese of Rochester. To the year expenditure was £861, with a draw down of £800, giving a negative balance of £61. Further funds will be drawn down in 2020.

Pre-school income from all sources was £109,771 and expenditure £89,059 giving a surplus for the year of £20,713 and a net surplus of £15,329 after transfer of £5,384 to General Fund. This compares to a net surplus of £23,015 in 2018. The Pre-school Fund balance is £61,897. I would like to acknowledge the Pre-school team for maintaining a good financial performance again this year.

## **Reserve Policy**

It is PCC policy to maintain a balance on free reserves (net current assets) to smooth out any fluctuations in cash flow and to meet emergencies. The PCC agreed to maintain a General Fund minimum reserve policy of £55,000 for 2019.

Total Funds held by the charity - £195,789.

Restricted Funds - £134,388.

Unrestricted Funds (reserve) - £61,401 which represents 34.6% of 2020 General Fund expenditure.

The Restricted Funds are earmarked for future projects and ongoing commitments. With our current level of unrestricted reserve, we consider the financial risk to be low.

## **2020 General Fund Budget**

The PCC has approved the final 2020 V1b budget, with a year-end forecast deficit of £4,084. Voluntary income has been assumed as £140,000, a reduction of £20,000 compared to the 2019 budget.

## **Summary**

We thank God for his provision in what has been and continues to be a bewildering year in so many ways. We are grateful to God for the generosity of members of the congregation who give sacrificially of their time and money, and for the grace of God that has enabled us all to work together. I am grateful to God for the PCC who are prayerful and wise in its responsible management of our resources. There are still considerable financial challenges to face if we are to sustain and grow our ministries in Gillingham and we recognise the need for careful planning and monitoring of our expenditure. The PCC is aware that the year ahead will bring with it fresh challenges, but have trust that God will enable us to do all that he calls us do as we live for Jesus, love Gillingham and learn together.

Our witness as a Church community is best served by the way we welcome, we serve and care. This report, and the additional reports, show how much our congregation is committed to blessing our local neighbourhood which suffers like other deprived areas from the injustices and inequalities in society. Of course, not everything is recorded, and I am grateful for everyone's contributions whether they are written down or not. There are so many people engaged in serving the church in large ways and small, visible and invisible- and I express my thanks for all those people who do so much in the life of the church. It is so important to remember God's wonderful faithfulness as we look back over the years and to continue to trust Him as we look forward to the years ahead, whatever that might hold for us.

Thank you.

***Saju Muthalaly***

Signed on behalf of the Parochial Church Council by the Chairman, on

**St Mark's Church Gillingham**

**End of Year Financial Statements**

**Year ending 2019**

## **Accounting policies**

### **Basis of financial statements**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and prepared under FRS102 as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

### **Funds**

The General Fund represents the funds of the PCC that are unrestricted and are available for application to the general purpose of the PCC. The Church, Old Vicarage, Vicarage Hall and Garden House Repair Funds are designated by the PCC and are unrestricted. Other Funds are restricted, including the Development Fund, Mission Fund, Vicar's Discretionary Fund, Pre-school Fund, Small Funds, Head of Youth, Children and Families Ministry Fund (HYCFM), India Fund, Reach at Gillingham Pier Fund, Peace and Hope Fund, Specific Donation Fund and Strategic Development Fund.

The Development Fund represents monies donated for capital/refurbishment work on all church properties, receives Gift Aid and other income from donors.

The Mission Fund is a fund into which donations given by church members specifically for mission work are held and distributed.

The Vicar's Discretionary Fund is financed primarily from voluntary donations and makes discretionary payments to those in need.

The Pre-school is self-financing, providing a Christian pre-school for the local community.

The Head of Youth, Children and Families Ministry Fund receives funding from grants towards ministry and activities of youth, children and families.

The India Fund receives voluntary donations and income from fund raising activities for India mission support.

The Reach at Gillingham Pier is a fund set up to support management of income and expenditure of a new Bishop's Mission Order initiative.

The Peace and Hope Fund is a church community group for those with learning difficulties and their families and carers. The initial funds were transferred from the Faith and Light Christian association of which Peace and Hope was formally a part.

The Specific Donation Fund receives donations for larger expenditures and projects specified by the donor.

The Strategic Development Fund holds drawn funds from the Diocese for Strategic Development Projects expenditures.

A number of accounts have been entered collectively under the heading of Small Funds, where restricted income has been received for specific purposes.

The Repair Funds are amounts held by the Diocese of Rochester on St Mark's behalf to cover the cost of anticipated repair work on the Church, Old Vicarage, Vicarage Hall and Garden House.

## **Incoming Resources**

Voluntary income and capital resources

Collections are recognised when received by or on behalf of the PCC.  
Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is received.

Other income

Rental income from letting of church property is recognised when the rental is due.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

All expenditure incurred during the year on consecrated or beneficed buildings, individual item under £1,000 of the repair of movable church furnishings acquired before 01 January 2000 is written off.

Other fixtures, fittings and office equipment

Depreciation on fixed asset properties has not been provided in these accounts as any charge is considered to be not material, on the basis that the asset has either a very long useful life; or a residual value, based on its current value, which is not materially different from its carrying value. Depreciation is provided on all other tangible fixed assets at rates calculated to write off the cost, less estimated residual value, over the expected useful lives of the assets, as follows:

Nothing at present is being written down.

## **Independent Examiner's Report to the PCC of St Mark's Church, Gillingham**

This Report on the accounts of the PCC for the year ended 31 December 2019, which are set out in this Annual Report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this Report on those accounts in accordance with the Regulations.

### **Basis of this Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church accounting guidance, issued by the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob Trice*

27<sup>th</sup> August 2020

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent, ME5 0PH

# St Mark's Church, Gillingham

## Statement of Financial Activities

For the year ended 31 December 2019

	Unrestricted	Designated	Restricted	Endowment	2019 Total funds	2018 Total funds
	£	£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	139,076	-	29,130	-	168,206	237,263
Income from charitable activities	17,963	-	109,893	-	127,856	112,485
Investments	1	93	64	-	158	166
Other income	7,244	-	800	-	8,044	10,114
<b>Total income</b>	<b>164,284</b>	<b>93</b>	<b>139,887</b>	<b>-</b>	<b>304,264</b>	<b>360,028</b>
<b>Expenditure on:</b>						
Expenditure on charitable activities	162,622	-	147,285	-	309,907	393,177
Other expenditure	104	-	424	-	528	—
<b>Total expenditure</b>	<b>162,726</b>	<b>-</b>	<b>147,709</b>	<b>-</b>	<b>310,435</b>	<b>393,177</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>1,558</b>	<b>93</b>	<b>(7,822)</b>	<b>-</b>	<b>(6,171)</b>	<b>(33,149)</b>
<b>Transfers</b>						
Gross transfers between funds	(5,076)	226	4,850	-	-	-
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>(3,518)</b>	<b>319</b>	<b>(2,972)</b>	<b>-</b>	<b>(6,171)</b>	<b>(33,149)</b>
<b>Total funds brought forward</b>	<b>312,419</b>	<b>28,717</b>	<b>108,324</b>	<b>-</b>	<b>449,460</b>	<b>482,609</b>
<b>Total funds carried forward</b>	<b>308,901</b>	<b>29,036</b>	<b>105,352</b>	<b>-</b>	<b>443,289</b>	<b>449,460</b>

# St Mark's Church, Gillingham

## Balance Sheet

As at 31 December 2019

	2019 £	2018 £
<b>Fixed assets</b>		
Tangible assets	247,500	247,500
	<b>247,500</b>	<b>247,500</b>
<b>Current assets</b>		
Debtors	5,903	8,907
Cash at bank and in hand	190,661	196,439
	<b>196,564</b>	<b>205,346</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	775	3,386
	<b>775</b>	<b>3,386</b>
<b>Net current assets less current liabilities</b>	<b>195,789</b>	<b>201,960</b>
<b>Total assets less current liabilities</b>	<b>443,289</b>	<b>449,460</b>
<b>Total net assets less liabilities</b>	<b>443,289</b>	<b>449,460</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	308,901	312,419
<b>Designated</b>		
Church Repair Fund	9,578	12,239
Garden House Repair Fund	5,196	4,294
Old Vicarage Repair Fund	8,994	7,750
Vicarage Hall Repair Fund	5,268	4,434
<b>Restricted</b>		
Community Development Fd	—	—
Peace and Hope	1,304	1,336
Reach at Gillingham Pier	6,710	3,870
Strategic Development Fund	(61)	—
Specific Donation Fund	1,820	—
Small Funds	76	500
Vicars Discretionary Fund	1,086	1,956
Development Fund	7,808	32,512
Head of Youth, Children and Families Fund	4,030	4,351
India Fund	10,492	10,836
Mission Fund	10,190	6,394
Pre-school Fund	61,897	46,569
<b>Funds of the church</b>	<b>443,289</b>	<b>449,460</b>

Approved by the PCC on .....and signed on its behalf by: .....

# St Mark's Church, Gillingham

## Analysis of income and expenditure

### INCOME AND ENDOWMENT

	Unrestricted	Designated	Restricted	Endowment	2019 Total funds	2018 Total funds
	£	£	£	£	£	£
<b>Donations and legacies</b>						
Gift Aid STO Offerings	90,575	—	5,610	—	96,185	102,910
Gift Aid Donations	7,126	—	500	—	7,626	17,237
Non Gift Aided Donations	8,367	—	12,710	—	21,077	11,721
Gift Aided Church Collections	6,540	—	—	—	6,540	5,325
Non Gift Aided Collections	198	—	—	—	198	2,467
Gift Day Gift Aided	—	—	—	—	—	28,694
Gift Day Non Gift Aided	—	—	—	—	—	85
GA Tax Recovered	26,260	—	2,116	—	28,376	39,946
Grants	—	—	1,600	—	1,600	5,250
VDF donations	—	—	950	—	950	200
K Barnwell Wyecliffe	—	—	240	—	240	240
Nehemiah Mission India	—	—	180	—	180	980
Just Text Giving	10	—	—	—	10	21
India donations	—	—	—	—	—	19,103
India MyDonate	—	—	—	—	—	294
Reach at Gillingham Pier	—	—	4,534	—	4,534	2,790
Specific donations	—	—	690	—	690	—
Total	139,076	—	29,130	—	168,206	237,263
<b>Income from charitable activities</b>						
Wedding Fees	2,465	—	—	—	2,465	1,787
Funeral Fees	2,267	—	—	—	2,267	3,323
Vicarage Hall Lettings	824	—	—	—	824	821
Old Vicarage Lettings	885	—	—	—	885	1,205
Pre-school Fees	—	—	9,928	—	9,928	13,553
Medway Council Funding	—	—	99,813	—	99,813	80,032
Garden House rent	11,522	—	—	—	11,522	10,370
Peace and Hope	—	—	152	—	152	1,394
Total	17,963	—	109,893	—	127,856	112,485
<b>Investments</b>						
Bank Interest	1	93	64	—	158	166
Total	1	93	64	—	158	166
<b>Other income</b>						
Photocopying	585	—	—	—	585	771
Other Income	699	—	—	—	699	3,071
Cricket Club	104	—	—	—	104	—
Staff salary reimbursement	4,552	—	—	—	4,552	4,292
Garden House reimbursement	1,304	—	—	—	1,304	1,980
SDF Drawdown	—	—	800	—	800	—
Total	7,244	—	800	—	8,044	10,114
<b>INCOME TOTAL</b>	<b>164,284</b>	<b>93</b>	<b>139,887</b>	<b>—</b>	<b>304,264</b>	<b>360,028</b>

## EXPENDITURE

### Expenditure on charitable activities

K Barnwell Wyecliffe	1,000	—	—	—	1,000	1,000
T&T Barrow SIM	2,160	—	—	—	2,160	3,160
L Haslam UFM	—	—	—	—	—	1,560
C MacFarlane (Mission India)	500	—	—	—	500	500
Offer (Parish Share)	62,639	—	—	—	62,639	58,800
Dognons France	720	—	—	—	720	720
Travel Vicar	1,030	—	—	—	1,030	1,143
Telephone Vicar	636	—	—	—	636	636
Vicar Other expenses	1,238	—	—	—	1,238	1,494
Vicarage water rates	644	—	—	—	644	561
Vicarage Council Tax	2,040	—	—	—	2,040	1,952
Vicarage Repairs	96	—	—	—	96	96
Garden House Water rates	99	—	—	—	99	327
Garden House Council Tax	1,157	—	—	—	1,157	1,303
Garden House Repairs	1,025	—	—	—	1,025	231
Garden House Insurance	348	—	—	—	348	338
Church Gas	4,132	—	—	—	4,132	3,948
Church Electricity	2,209	—	—	—	2,209	1,589
Church Repairs	2,007	—	4,399	—	6,406	14,268
Church Telephone	428	—	—	—	428	330
Church Water Rates	110	—	—	—	110	186
Worship etc	9,209	—	495	—	9,704	9,678
Church Cleaning	2,324	—	—	—	2,324	2,105
Church Insurance	3,889	—	—	—	3,889	3,793
Vicarage Hall Gas	754	—	—	—	754	967
Vicarage Hall Electricity	979	—	—	—	979	807
Vicarage Hall Insurance	517	—	—	—	517	853
Vicarage Hall Repairs	1,131	—	—	—	1,131	688
Vicarage Hall Water Rates	94	—	—	—	94	185
Vicarage Hall Other Costs	497	—	—	—	497	475
VH Cleaning	2,775	—	—	—	2,775	2,474
Old Vicarage Gas	1,300	—	—	—	1,300	398
Old Vicarage Electricity	620	—	—	—	620	495
Old Vicarage Insurance	1,343	—	—	—	1,343	1,032
Old Vicarage Repairs	3,616	—	—	—	3,616	1,431
Old Vicarage Water Rates	94	—	—	—	94	185
Old Vicarage Other Costs	806	—	—	—	806	512
OV Cleaning	2,324	—	—	—	2,324	2,105
Youth & Children's Work	1,175	—	1,922	—	3,097	1,564
Evangelism	765	—	—	—	765	427
Office Manager's Salary	—	—	—	—	—	6,546
Office Photocopying	1,499	—	—	—	1,499	3,402
Office Telephone	482	—	—	—	482	401
Office Other Costs	557	—	—	—	557	2,248
Independent Examination Fees	575	—	—	—	575	550
Other Governance Costs	242	—	—	—	242	276
Pre-school Staff Costs	—	—	78,651	—	78,651	58,898
Pre-school Other Costs	—	—	10,408	—	10,408	7,915
Nehemiah Mission India	—	—	320	—	320	995
Vicar's Discretionary Giving	—	—	1,820	—	1,820	2,240
K Barnwell	—	—	300	—	300	300
Other Expenditure	553	—	—	—	553	367
Vicar's PA	—	—	—	—	—	2,281
Hyndman's Trustees	150	—	—	—	150	150
Medway Night Shelter	500	—	—	—	500	500
Tear Fund (mission)	1,200	—	—	—	1,200	1,200
Let Loose Concert	1,000	—	—	—	1,000	1,000
The Family Trust	1,200	—	—	—	1,200	750
Fisherman Trust giving	—	—	—	—	—	1,280
Administrator SMI	4,394	—	—	—	4,394	4,301
India 2018 expenditure	—	—	344	—	344	22,993
HYCFM salary	—	—	—	—	—	24,375
Travel Curate	588	—	—	—	588	1,308
Telephone Curate	357	—	—	—	357	325
Curate other expenses	425	—	—	—	425	1,009
St Barnabas Vicarage water charges	456	—	—	—	456	426

St Barnabas Vicarage council tax	2,412	—	—	—	2,412	2,872
HYCFM other expenses	—	—	—	—	—	187
Reach at Gillingham Pier	—	—	3,302	—	3,302	596
Medway Campus Christain Union	—	—	—	—	—	100
Toilet Project	—	—	—	—	—	100,946
Office Administrator salary	8,428	—	—	—	8,428	6,175
Operations Manager salary	11,698	—	—	—	11,698	6,328
Operations Manager Expenses	—	—	—	—	—	187
Gabby Barrow Bulgaria	—	—	—	—	—	100
Cinema Club	—	—	—	—	—	390
Toilet Twinning	—	—	—	—	—	240
Poverty & Hope	1,000	—	—	—	1,000	500
Mission 25	—	—	—	—	—	250
Travel Intern Youth Worker	967	—	—	—	967	647
Jonathan Friday - Fishermen Trust	—	—	549	—	549	451
Other Expenses Intern Youth Worker	22	—	—	—	22	50
El Campello Church Spain	—	—	—	—	—	250
Peace and Hope expenses	—	—	183	—	183	59
Foodbank	—	—	—	—	—	2,000
Street Kids	—	—	—	—	—	500
Church Heating Project	—	—	43,731	—	43,731	—
Salary Intern Youth Worker	4,152	—	—	—	4,152	—
SDF Activities	—	—	861	—	861	—
Christmas Child	260	—	—	—	260	—
A Rocha Trust	250	—	—	—	250	—
Mike Campbell Foundation	250	—	—	—	250	—
SIM LEARN Project	250	—	—	—	250	—
Operation Mobilisation	250	—	—	—	250	—
Slavery Awareness	75	—	—	—	75	—
<b>Total</b>	<b>162,622</b>	<b>—</b>	<b>147,285</b>	<b>—</b>	<b>309,907</b>	<b>393,177</b>
<b>Other expenditure</b>						
Cricket Club	104	—	—	—	104	—
Emma Bailey funeral	—	—	424	—	424	—
<b>Total</b>	<b>104</b>	<b>—</b>	<b>424</b>	<b>—</b>	<b>528</b>	<b>—</b>
<b>EXPENDITURE TOTAL</b>	<b>162,726</b>	<b>—</b>	<b>147,709</b>	<b>—</b>	<b>310,435</b>	<b>393,177</b>
<b>GRAND TOTAL</b>	<b>1,558</b>	<b>93</b>	<b>(7,822)</b>	<b>—</b>	<b>(6,171)</b>	<b>(33,149)</b>

## Fixed Assets – Tangible Fixed Assets

	Old Vicarage £	Garden House £	Equipment £	Total £
<b>Cost or valuation</b>				
At 1 January 2019	160,000	87,500	—	247,500
Additions	—	—	—	—
Disposals	—	—	—	—
	<hr/>			
At 31 December 2019	160,000	87,500	—	247,500
	<hr/>			
<b>Depreciation</b>				
At 1 January 2019	—	—	—	—
Charge in the year	—	—	—	—
On disposals	—	—	—	—
	<hr/>			
At 31 December 2018	—	—	—	—
	<hr/>			
<b>Net Book Values</b>				
<b>As at 31 December 2019</b>	<b>160,000</b>	<b>87,500</b>	<b>—</b>	<b>247,500</b>
	<hr/>			
As at 31 December 2018	160,000	87,500	—	247,500
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## Debtors

	2019 £	2018 £
<b>General Fund</b>		
Tax Recoverable	5,601	7,829
	<hr/>	
	5,601	7,829
<b>Other Funds</b>		
Mission Fund Tax Recoverable	15	45
Development Fund Tax Recoverable	60	733
Reach at Gillingham Pier Tax Recoverable	152	300
Specific Donation Fund Tax Recoverable	75	—
	<hr/>	
	302	1,078
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<b>Total Debtors</b>	<b>5,903</b>	<b>8,907</b>
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## Creditors

	2019 £	2018 £
<b>General Fund</b>		
Independent Examination	575	550
	<hr/>	
	575	550
	<hr/>	

**Other Funds**

Mission Fund - Nehemiah	—	500
Development Fund Charlier retention	—	2,336

**Agency**

Tearfund	200	—
	<u>200</u>	<u>2,836</u>

**Total Creditors**

<b>775</b>	<b>3,386</b>
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**Funds**

	<b>Balance 01 Jan 2019</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31 Dec 2019</b>
General Fund	312,419	164,284	162,726	(5,076)	308,901
Church Repair Fund	12,239	39	-	(2,700)	9,578
Garden House Repair Fd	4,294	14	-	888	5,196
Old Vicarage Repair Fd	7,750	25	-	1,219	8,994
Vicarage Hall Repair Fd	4,434	15	-	819	5,268
Development Fund	32,512	18,427	48,131	5,000	7,808
Head of Youth, Ch&Fam	4,351	1,600	1,921	-	4,030
India Fund	10,836	-	344	-	10,492
Mission Fund	6,394	730	1,169	4,235	10,190
Peace and Hope	1,336	152	184	-	1,304
Pre School Fund	46,569	109,771	89,058	(5,385)	61,897
Reach at Gillingham Pier	3,870	5,142	3,302	1,000	6,710
Small Funds	500	-	424	-	76
Specific donation Fund	-	2,315	495	-	1,820
Strategic Developmt Fd	-	800	861	-	(61)
Vicars Discretionary Fd	1,956	950	1,820	-	1,086
	<u>449,460</u>	<u>304,264</u>	<u>310,435</u>	<u>-</u>	<u>443,289</u>

**Analysis of Net Assets between Funds**

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Agency</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Assets	247,500	-	-	-	247,500
Debtors	5,601	-	302	-	5,903
Cash at Bank and in Hand	56,375	29,036	105,050	200	190,661
Creditors	(575)	-	-	(200)	(775)
	<u>308,901</u>	<u>29,036</u>	<u>105,352</u>	<u>-</u>	<u>443,289</u>

## Related Party Transactions

During the financial year 2019, St Mark's Charity Trustees donated a total of £24,805 including Git Aid recovered.

During the financial year 2019, a total of £4,589 was paid to St Mark's Charity Trustees as expenses.