

# **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 2020

### **PCC Chair**

Rev Saju Muthalaly – Chairman

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

# St Mark's Church, Gillingham

## Annual Report of the Parochial Church Council

### for the year ended 31 December 2020

#### Administrative information

St Mark's has charitable status as a registered place of worship under Section 3 of the Charities Act 1993. Charity Number 1141709

<b>Church address</b>	St Mark's Church Canterbury Street Gillingham Kent ME7 5TP	01634 570 320
<b>Church office</b>	St Mark's Parish Office The Old Vicarage Vicarage Road Gillingham Kent ME7 5JA	01634 570 489

#### Parochial Church Council (PCC)

<b>Incumbent</b> (Vicar)	Rev. Saju Muthalaly	<i>Chair</i>
<b>Curate</b>	Rev. Amanda Maskell	<i>from September 2017</i>
<b>Churchwardens</b>		
<i>From APCM 2019 to 2020</i>	Dr Seun Adigun Mrs Helen Towers	
<b>Deanery Synod</b>		
<i>From APCM 2020 to 2023</i>	Mr Glyn Allen Mrs Sally Bloor	<i>SMIC rep</i>
<b>Diocesan Synod</b>	Mr Glyn Allen	<i>From Dec 2020 to fill vacancy</i>
<b>SMI Church nominated rep</b>	Mrs Carolyn Facey	<i>SMIC rep From APCM 2017</i>
<b>Elected to PCC</b>		
<i>From APCM 2020 to 2023</i>	Mr Glyn Allen	<i>Treasurer</i>
<i>From APCM 2018 -2021</i>	Mr Lance Hanning Miss Lisa Highsted Mr Graham Wilkins Mrs Vicky Allen Mr Simon Morbey	<i>resigned April 2019</i> <i>resigned April 2019</i> <i>PCC Secretary to fill vacancy on PCC</i> <i>fill space vacated by Lisa Highsted</i>

Ope Biye

*fill space vacated by Graham Wilkins*

*From APCM 2019 – 2022*

Christine Cordle  
Mr Chris Gladwell  
Gabriele Goddard  
Mr Luke Prankard

*From APCM 2020– 2023*

Mr Chris Blewett  
Mr Rob Byrne  
*Two spaces unfilled.*

**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.

### **Strategic Planning Team**

With the onset of the lockdown due to Covid, a group of people have meet very regularly to look at the Government and Diocesan guidelines relating to what could and could not be done during lockdown. This group of people spent endless hours reading the guidelines and agreeing on how to implement them. Thanks is recorded to the team, who under Saju's chairmanship, have worked hard to look at all that needed to be done to ensure safe opening of the church for worship and other activities.

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 meet as and when necessary.

**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 Indicative 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'.**

## **Church Attendance**

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

The Electoral Roll was revised 10 May 2021 and the number on the roll is now 164. (170 for 2020). 6 people have been taken off the Roll.

This is as follows:

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

2 are deceased.

No new people have been added to the roll.

### **The Electoral Roll for St Mary's Island 2021**

The roll for SMI is 53. (58 in 2020)

This is as follows:

Five people have moved out of the area and two have ceased to worship at SMIC.

Two new applications have been included on the Electoral Roll for 2021.

**Total Electoral Roll number for St Mark's Parish stands at 217 (228 for 2020)**

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

Due to the Covid-19 pandemic our church buildings were closed for a large part of 2020. During these periods, most normal services were maintained, live streaming from the church building and other venues, with attendees participating on Facebook and Zoom.

The church building had social distancing capacity limit of approx. 50, plus those leading and ushering.

People attending in person:

Easter Day Service – 0 (223 in 2019)

Christmas services – 0 (447 in 2019)

In October, a study was carried out on Church attendance (in person) during the month. The statistics showed:

Average gross weekly attendance 49 (177 for 2019).

Additionally, a substantial number of people viewed services and events online live and after the event on 'catch up'. The actual number who stayed connected for the entirety of an event is unknown.

Prior to the building closure, the average weekly attendance was approximately 150.

The PCC will continue to use the full data to focus ministry accordingly and track trends in the future as the church emerges from the pandemic.

## **Church Status PCC**

During the year, the PCC met monthly, that being for much of the year virtually, using Zoom. 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. Details of the activities 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.

## **Staff and elected roles**

In the office Katie Jenkins/ Skinner continues as the Office Administrator. Rob Byrne left the position of Intern/Operations Manager/ Vicar's PA, in September and Vicki Watson and Hannah Whittaker began their roles as Vicar's PA and Digital Lead respectively.

Seun Adigun and Helen Towers were elected as Churchwardens in October, and we thank Raymond Shergill for his dedication and hard work as he steps down from the role of Churchwarden.

## **Buildings**

The PCC appointed an architect to carry out a feasibility study for possible development of the church and Vicarage Road sites. Having reviewed a number of options produced, the PCC agreed to focus on the construction of a new kitchen in the church as a first phase of development. A Structures, Building and Fabrics Group meets to study the project details and report back to PCC. 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. This year has been particularly difficult with all the restrictions because of the Covid pandemic. Where possible activities have continued online.

Quite a lot of the PCC time has been obviously taken up with things relating to continuing to engage with people with restrictions in place because of the Covid pandemic.

With the support of the technical team, we have able to offer Sunday services and reflections and evening prayers six days a week throughout the difficult time, when we have not been able to meet physically.

**Dementia Café**, which had just begun with a few people attending. This obviously had to be suspended during the year, but we look forward to this being able to re-start when we are able.

**Private Prayer in Church.** Open Church had to be suspended during the year, but when it was possible the church has been open on Tuesday mornings to allow people to come in for private prayer.

Simon Morbey has continued his position of Intern Youth Worker, and much of this has been online during the year. We will be sorry to see him move on to a new position in June 2021 and wish him every success.

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

We were saddened by the death of Keith Sheepwash, a longstanding member of St Mark's, the PCC and many other activities. Keith had an evangelistic heart and is remembered with affection.

This has been a learning curve of moving services, and other meetings to virtual meetings during the year. We are thankful that we have been able to do so using Zoom and Facebook to meet many of our digital needs.

We are grateful to all who have enabled the many activities of St Mark's to continue in one form or another during such an unusual and difficult period. Thanks be to God that we have been able to worship Him in new and different ways.

## **SDF**

Three Church Plants "change projects" were created in 2019 and over the following five years, three part time salaried staff members, who will be employed by the Diocese and based at, but not limited to St Mark's will work to grow their projects.

These staff members are:

**Gospel Plant Leader** – (Mayowa Oyinloye) who is 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 runs a number of public activity sessions throughout the week.

**Community Missioner – Christine Cordle** took up her role in May 2020. Christine oversees the work of Mayowa and Karen, engages with a wide range of local community groups, partnerships with local schools and is looking to establishing new 'Messy Churches' in Gillingham.

With Covid restrictions it has been difficult for them to undertake all they would have liked to have done during the past year, but hopefully moving forward we will see more progress.

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

St Mary's Island Church has continued to meet every week using Zoom as it has not been possible to meet in the school building for most of the year. At the present time it is not known when the school Covid restrictions will be lifted, to enable the church to return.

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.

## **Financial review**

### **General Fund**

At the beginning of 2020 financial year, we forecast a budget deficit on PCC unrestricted General Fund of £4,084 which included transfers between Repair and Pre-school Funds. The year finished with a deficit of £6,779, albeit this included an income accrual of £16,000 for unclaimed Gift Aid tax. Without this accrual applied, the deficit would be £22,779. We received a reimbursement from the Diocese of £9,127 in respect of overpaid Council Tax and water charges. This reimbursement has had a significant positive impact on our year end deficit. Our total income at £159,727 was down compared to £164,284 in 2019, with expenditure almost the same at £162,683 compared to £162,725 in 2019.

Donations (Voluntary Income) decreased to £125,705 from £139,076 in 2019 being lower than budget by £14,295. The large drop in voluntary income was largely due to a reduction 'loose offerings' as a result of the church being closed for worship services, due to Covid restrictions, combined with a number of givers leaving the church for various reasons during the year. Gift Aid tax recovered amounted to £22,503, including the income accrual, with £6,503 actually claimed and received. This was lower than recent years, reflecting the reduction in voluntary giving. We received Job Retention Scheme payments of £1,734 in respect of some of our church staff who were put on furlough due to Covid.

Income continued to be supplemented by £10,895 rental for use of the Garden House by the Medway Campus Chaplain. The cost of running our buildings (excluding the Garden House) was £3,651 higher than budget and staff costs £2,746 lower.

Mission Giving was £9,500, compared to a budget of £15,900, being 10% of the previous year's voluntary giving. The balance of £4,400 was transferred to the Mission Fund as carry over to 2021. Based on 10% of donations received in 2020, our General Fund Away Giving in 2021 will be budgeted at £12,600.

We paid £61,859 to the Diocese of Rochester, as our St Mark's Parish Indicative Offer, being a contribution for parish clergy stipends and other diocesan support costs. The total Parish Offer, combined with SMI Church contribution, was £75,000, which was 4.2% lower than 2019.

The General Fund cash at bank and in hand at 31 December 2019 was £38,320. After debtors and creditors adjustment the net current asset was £54,623. This represents a 'reserve' of 31.9% of our 2021 forecast expenditure. It should be noted that cash reserves are 22.4% of 2021 forecast expenditure.

## **Other Funds**

The total year-end balance in our Designated Repair Funds was £34,357 with a total of £5,225 transferred during the year.

We paid architect's fees of £4,143 from the Development Fund for carrying out a feasibility study on potential future development of the church and Vicarage Road sites. The Development Fund now has a balance of £7,315.

The balance in the Mission Fund is £13,309, which includes £1,400 unallocated in 2020 and £3,000 earmarked transfer from General Fund Mission Giving. During the year we donated a total of £1,350 from this fund. Of the total in the fund, £8,000 is designated.

The Vicar's Discretionary Fund received no donations with discretionary spending of £347. The fund current balance is £739.

The India Fund had no income or expenditure, 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 £2,293 with expenditure of £1,749. The fund balance is £7,254.

During the year £936 has been spent from the HYCFM Fund, leaving a balance of £3,094.

£600 was spent from the Peace and Hope Fund towards the purchase of new chairs for the Vicarage Hall. The current fund balance is £704.

The Specific Donation Fund is to receive designated donations. Income of £7,525 was received, with an expenditure of £4,290. The fund balance is £5,055.

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.

The Strategic Development Fund is for the income and expenditure management of SDF projects. SDF funding can be drawn down periodically from the Diocese of Rochester. To the year-end expenditure was £1,261, with a drawdown of £1,851, giving a fund balance of £529. Further funds will be drawn down in 2021.

Pre-school income from all sources was £111,209 and expenditure £103,495 giving a surplus for the year of 7,714 and a net surplus of £1,910 after transfer of £5,803 to General Fund. This compares to a net surplus of £15,329 in 2019. The Pre-school Fund balance is £63,808. 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 2020.

Total Funds held by the charity - £201,354.

Restricted Funds - £112,374

Designated Funds - £34,357

Unrestricted Funds (reserve) - £54,623 which represents 31.9% of 2021 General Fund forecast expenditure.

The Restricted Funds are earmarked for future projects and ongoing commitments. The Designated Funds are earmarked potential expenditures but can be redirected for other use as directed by the PCC.

## **Risks**

The PCC continually considers and reviews the risks that could materially impact on the financial viability of the charity.

2020 has seen a significant reduction in voluntary giving, partly due to the Covid pandemic as a direct result of collections not being taken in church services. While we believe this form of giving should be restored to its former level when services return to normal, there is no certainty when this will happen. There may be a reluctance on the part of some church members to return to worship in the church building in person for a number of reasons. Additionally, some members may have additional financial burdens resulting from Covid related causes, which could affect their level of giving.

Due to lack of voluntary resource with the right expertise, it has not been possible to submit a Gift Aid claim since April 2020. While this will be claimed retrospectively, delays in making submissions would impact on cash flow and level of cash reserves, which are 22.4% of 2021 forecast expenditure.

The PCC reviews the financial status each month and will take actions to mitigate the risks as required. With our current level of unrestricted reserve and designated funds available, we consider the financial risk to be low.

## **Going concern**

The trustees have considered the going concern status of the charity and conclude that there are no material uncertainties affecting the ability of the charity to continue as a going concern. This has also been considered in the context of Covid-19 and the cash position at the date of signing along with future cash projections.

## **2021 General Fund Budget**

The PCC has approved the final 2021 V1 budget, with a year-end forecast deficit of £8,923. Voluntary income has been assumed as £132,500, a reduction of £7,500 compared to the 2020 budget.

### **Summary**

It seems to me this annual meeting has come around sooner than I expected it to. Remember we had one in October 2020? Nevertheless, it has been a season of learning. To be a disciple of Jesus most fundamentally is to be a learner. The last 400 days of the pandemic has been a time of learning. The learning curve has been steep for some and for others our learning has been in the process of being given the time to pause, reflect, take stock and for many of us discern what really is important in life. Let us not forget that it has also been an extraordinarily tough time for many, and we thank God for his provision in what has been and continues to be a bewildering year in so many ways. The mission ministry and the work of St Mark's stand on the shoulders of countless committed, talented and faithful people who seek to live for Jesus, love this town and learn together. 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 to do as we live for Jesus, love Gillingham and learn together. Despite the many challenges of the pandemic, I have found that our parish is a place where beautiful things happen each and every day.

Our witness as a Church community is best served by the way we welcome; we serve and care. This report, and the additional reports, despite the many pauses, 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 who have guided, inspired, refined, enriched contributed and 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 2020**

Note 2020 Annual Financial  
Statements are subject to  
Independent Examination approval.

## **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 and any transfers from General Fund.

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 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 drawdown funds from the Diocese for Strategic Development Projects expenditures.

A number of accounts can be 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 and as an Income Accrual.

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.

# St Mark's Church, Gillingham

## Statement of Financial Activities

For the year ended 31 December 2020

	Unrestricted	Designated	Restricted	Endowment	2020 Total funds	2019 Total funds
	£	£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	125,705	—	14,499	—	140,204	168,205
Income from charitable activities	12,563	—	109,106	—	121,668	127,856
Investments	1	96	45	—	142	158
Other income	21,458	—	3,942	—	25,400	8,044
<b>Total income</b>	<b>159,727</b>	<b>96</b>	<b>127,592</b>	<b>—</b>	<b>287,415</b>	<b>304,263</b>
<b>Expenditure on:</b>						
Expenditure on charitable activities	162,683	—	119,167	—	281,850	309,905
Other expenditure	—	—	—	—	—	528
<b>Total expenditure</b>	<b>162,683</b>	<b>—</b>	<b>119,167</b>	<b>—</b>	<b>281,850</b>	<b>310,434</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(2,956)</b>	<b>96</b>	<b>8,425</b>	<b>—</b>	<b>5,565</b>	<b>(6,170)</b>
<b>Transfers</b>						
Gross transfers between funds - in	5,803	5,327	4,400	—	15,530	49,561
Gross transfers between funds - out	(9,625)	(102)	(5,803)	—	(15,530)	(49,561)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>(6,779)</b>	<b>5,321</b>	<b>7,022</b>	<b>—</b>	<b>5,565</b>	<b>(6,170)</b>
<b>Total funds brought forward</b>	<b>308,901</b>	<b>29,036</b>	<b>105,352</b>	<b>—</b>	<b>443,290</b>	<b>449,460</b>
<b>Total funds carried forward</b>	<b>302,123</b>	<b>34,357</b>	<b>112,375</b>	<b>—</b>	<b>448,854</b>	<b>443,290</b>

# St Mark's Church, Gillingham

## Balance Sheet

As at 31 December 2020

	2020 £	2019 £
<b>Fixed assets</b>		
Tangible assets	247,500	247,500
	<b>247,500</b>	<b>247,500</b>
<b>Current assets</b>		
Debtors	16,878	5,903
Cash at bank and in hand	185,491	190,661
	<b>202,369</b>	<b>196,565</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	1,015	775
	<b>1,015</b>	<b>775</b>
<b>Net current assets less current liabilities</b>	<b>201,354</b>	<b>195,790</b>
<b>Total assets less current liabilities</b>	<b>448,854</b>	<b>443,290</b>
<b>Total net assets less liabilities</b>	<b>448,854</b>	<b>443,290</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	302,123	308,901
<b>Designated</b>		
Church Repair Fund	11,910	9,578
Garden House Repair Fund	6,101	5,196
Old Vicarage Repair Fund	10,242	8,994
Vicarage Hall Repair Fund	6,104	5,268
<b>Restricted</b>		
Community Development Fund	—	—
Peace and Hope	704	1,304
Reach at Gillingham Pier	7,254	6,710
Strategic Development Fund	529	(61)
Specific Donation Fund	5,055	1,820
Small Funds	76	76
Vicars Discretionary Fund	739	1,086
Development Fund	7,315	7,808
Head of Youth, Children and Families Fund	3,094	4,030
India Fund	10,492	10,492
Mission Fund	13,309	10,190
Pre-school Fund	63,808	61,897
<b>Funds of the church</b>	<b>448,854</b>	<b>443,290</b>

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

# St Mark's Church, Gillingham

## Analysis of income and expenditure

### INCOME AND ENDOWMENTS

	Unrestricted	Designated	Restricted	Endowment	2020 Total funds	2019 Total funds
	£	£	£	£	£	£
<b>Donations and legacies</b>						
Gift Aid STO Offerings	84,794	—	3,060	—	87,854	96,185
Gift Aid Donations	2,255	—	—	—	2,255	7,626
Non Gift Aided Donations	9,262	—	2,160	—	11,422	21,077
Gift Aided Church Collections	2,192	—	—	—	2,192	6,540
Non Gift Aided Collections	—	—	—	—	—	197
GA Tax Recovered	22,503	—	1,536	—	24,039	28,376
Grants	—	—	—	—	—	1,600
VDF donations	—	—	—	—	—	950
K Barnwell Wycliffe	—	—	240	—	240	240
Nehemiah Mission India	—	—	180	—	180	180
Just Text Giving	—	—	—	—	—	10
Reach at Gillingham Pier	—	—	2,173	—	2,173	4,534
Specific donations	—	—	4,650	—	4,650	690
Montmorillon Church	—	—	500	—	500	—
Gift Aid Online Giving	2,857	—	—	—	2,857	—
Non Gift Aid Online Giving	1,531	—	—	—	1,531	—
Gift Aid Card Donation	91	—	—	—	91	—
Non Gift Aid Card Donation	99	—	—	—	99	—
Gift Aid (GASDS) Card Donation	121	—	—	—	121	—
<b>Total</b>	<b>125,705</b>	<b>—</b>	<b>14,499</b>	<b>—</b>	<b>140,204</b>	<b>168,205</b>
<b>Income from charitable activities</b>						
Wedding Fees	586	—	—	—	586	2,465
Funeral Fees	952	—	—	—	952	2,267
Vicarage Hall Lettings	(50)	—	—	—	(50)	824
Old Vicarage Lettings	180	—	—	—	180	885
Pre-school Fees	—	—	5,912	—	5,912	9,928
Medway Council Funding	—	—	103,194	—	103,194	99,813
Garden House rent	10,895	—	—	—	10,895	11,522
Peace and Hope	—	—	—	—	—	152
<b>Total</b>	<b>12,563</b>	<b>—</b>	<b>109,106</b>	<b>—</b>	<b>121,668</b>	<b>127,856</b>
<b>Investments</b>						
Bank Interest	1	96	45	—	142	158
<b>Total</b>	<b>1</b>	<b>96</b>	<b>45</b>	<b>—</b>	<b>142</b>	<b>158</b>
<b>Other income</b>						
Photocopying	406	—	—	—	406	585
Other Income	2,450	—	—	—	2,450	699
Cricket Club	—	—	—	—	—	104
Staff salary reimbursement	6,499	—	—	—	6,499	4,551
Garden House reimbursement	1,243	—	—	—	1,243	1,304
SDF Drawdown	—	—	1,851	—	1,851	800
HMRC Job Retention Scheme	1,734	—	2,091	—	3,825	—
St Barnabas Vicarage reimbursement	9,127	—	—	—	9,127	—
<b>Total</b>	<b>21,458</b>	<b>—</b>	<b>3,942</b>	<b>—</b>	<b>25,400</b>	<b>8,044</b>
<b>INCOME TOTAL</b>	<b>159,727</b>	<b>96</b>	<b>127,592</b>	<b>—</b>	<b>287,415</b>	<b>304,263</b>

## EXPENDITURE

### Expenditure on charitable activities

K Barnwell Wycliffe	1,000	—	—	—	1,000	1,000
T&T Barrow SIM	2,160	—	—	—	2,160	2,160
C MacFarlane (Mission India)	1,000	—	—	—	1,000	500
Offer (Parish Share)	61,859	—	—	—	61,859	62,639
Dognons France	720	—	1,000	—	1,720	720
Travel Vicar	82	—	—	—	82	1,030
Telephone Vicar	636	—	—	—	636	636
Vicar Other expenses	812	—	—	—	812	1,238
Vicarage water rates	628	—	—	—	628	644
Vicarage Council Tax	2,123	—	—	—	2,123	2,040
Vicarage Repairs	96	—	—	—	96	96
Garden House Water rates	185	—	—	—	185	99
Garden House Council Tax	1,301	—	—	—	1,301	1,157
Garden House Repairs	226	—	—	—	226	1,025
Garden House Insurance	352	—	—	—	352	348
Church Gas	3,554	—	—	—	3,554	4,132
Church Electricity	1,316	—	—	—	1,316	2,209
Church Repairs	4,787	—	4,290	—	9,077	6,406
Church Telephone	387	—	—	—	387	428
Church Water Rates	154	—	—	—	154	110
Worship etc	6,098	—	—	—	6,098	9,704
Church Cleaning	2,401	—	—	—	2,401	2,324
Church Insurance	3,927	—	—	—	3,927	3,889
Vicarage Hall Gas	1,267	—	—	—	1,267	754
Vicarage Hall Electricity	609	—	—	—	609	979
Vicarage Hall Insurance	1,231	—	—	—	1,231	517
Vicarage Hall Repairs	1,425	—	600	—	2,025	1,131
Vicarage Hall Water Rates	9	—	—	—	9	94
Vicarage Hall Other Costs	485	—	—	—	485	497
VH Cleaning	2,827	—	—	—	2,827	2,775
Old Vicarage Gas	1,410	—	—	—	1,410	1,300
Old Vicarage Electricity	688	—	—	—	688	620
Old Vicarage Insurance	1,299	—	—	—	1,299	1,343
Old Vicarage Repairs	1,681	—	584	—	2,265	3,616
Old Vicarage Water Rates	9	—	—	—	9	94
Old Vicarage Other Costs	624	—	—	—	624	806
OV Cleaning	2,401	—	—	—	2,401	2,324
Youth & Children's Work	1,021	—	352	—	1,373	3,096
Evangelism	—	—	—	—	—	765
Office Photocopying	1,731	—	—	—	1,731	1,499
Office Telephone	493	—	—	—	493	482
Office Other Costs	540	—	—	—	540	557
Independent Examination Fees	575	—	—	—	575	575
Other Governance Costs	216	—	—	—	216	242
Church Project Architects Fees	—	—	4,143	—	4,143	—
Pre-school Staff Costs	—	—	91,946	—	91,946	78,651
Pre-school Other Costs	—	—	11,550	—	11,550	10,408
Nehemiah Mission India	—	—	195	—	195	320
Vicar's Discretionary Giving	—	—	347	—	347	1,820
K Barnwell	—	—	300	—	300	300
Other Expenditure	1,593	—	—	—	1,593	553
Hyndman's Trustees	150	—	350	—	500	150
Medway Night Shelter	500	—	—	—	500	500
Tear Fund (mission)	1,200	—	—	—	1,200	1,200
Let Loose Concert	70	—	—	—	70	1,000
The Family Trust	1,200	—	—	—	1,200	1,200
Administrator SMI	4,443	—	—	—	4,443	4,394
India 2018 expenditure	—	—	—	—	—	344
Travel Curate	402	—	—	—	402	588
Telephone Curate	270	—	—	—	270	357
Curate other expenses	421	—	—	—	421	425
St Barnabas Vicarage water charges	456	—	—	—	456	456
St Barnabas Vicarage council tax	2,081	—	—	—	2,081	2,412
Reach at Gillingham Pier	—	—	1,749	—	1,749	3,302
Office Administrator salary	8,707	—	—	—	8,707	8,428
Operations Manager salary	11,340	—	—	—	11,340	11,698

Operations Manager Expenses	285	—	—	—	285	—
Poverty & Hope	1,000	—	—	—	1,000	1,000
Travel Intern Youth Worker	—	—	—	—	—	967
Jonathan Friday - Fishermen Trust	—	—	—	—	—	549
Other Expenses Intern Youth Worker	67	—	—	—	67	22
Peace and Hope expenses	—	—	—	—	—	183
Church Heating Project	—	—	—	—	—	43,731
Salary Intern Youth Worker	10,048	—	—	—	10,048	4,152
SDF Activities	—	—	1,261	—	1,261	861
Christmas Child	—	—	—	—	—	260
A Rocha Trust	—	—	—	—	—	250
Mike Campbell Foundation	500	—	—	—	500	250
SIM LEARN Project	—	—	—	—	—	250
Operation Mobilisation	—	—	—	—	—	250
Slavery Awareness	—	—	—	—	—	75
Montmorillon Church	—	—	500	—	500	—
Digital Lead salary	1,605	—	—	—	1,605	—
Total	162,683	—	119,167	—	281,850	309,905

#### Other expenditure

Cricket Club	—	—	—	—	—	104
Emma Bailey funeral	—	—	—	—	—	424
Total	—	—	—	—	—	528
<b>EXPENDITURE TOTAL</b>	<b>162,683</b>	<b>—</b>	<b>119,167</b>	<b>—</b>	<b>281,850</b>	<b>310,434</b>
<b>GRAND TOTAL</b>	<b>(2,956)</b>	<b>96</b>	<b>8,425</b>	<b>—</b>	<b>5,565</b>	<b>(6,170)</b>

## Fixed Assets – Tangible Fixed Assets

	Old Vicarage	Garden House	Equipment	Total
	£	£	£	£
<b>Cost or valuation</b>				
At 1 January 2020	160,000	87,500	—	247,500
Additions	—	—	—	—
Disposals	—	—	—	—
At 31 December 2020	160,000	87,500	—	247,500
<b>Depreciation</b>				
At 1 January 2020	—	—	—	—
Charge in the year	—	—	—	—
On disposals	—	—	—	—
At 31 December 2019	—	—	—	—
<b>Net Book Values</b>				
<b>As at 31 December 2020</b>	<b>160,000</b>	<b>87,500</b>	<b>—</b>	<b>247,500</b>
As at 31 December 2019	160,000	87,500	—	247,500

## Debtors

	2020	2019
	£	£
<b>General Fund</b>		
Tax Recoverable	—	5,601
Tax Income Accrual	16,000	
Diocese SDF payment	878	
	16,878	5,601
<b>Other Funds</b>		
Mission Fund Tax Recoverable	—	15
Development Fund Tax Recoverable	—	60
Reach at Gillingham Pier Tax Recoverable	—	152
Specific Donation Fund Tax Recoverable	—	75
	—	302
<b>Total Debtors</b>	<b>—</b>	<b>5,903</b>

## Creditors

	2020	2019
	£	£
<b>General Fund</b>		
Independent Examination	575	575
	575	575

<b>Agency</b>		
Tearfund	—	200
DBF	440	
	<u>440</u>	<u>200</u>
<b>Total Creditors</b>	<b><u>1015</u></b>	<b><u>775</u></b>

## Funds

	<b>Balance 01 Jan 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31 Dec 2020</b>
General Fund	308,901	159,727	162,683	(3,822)	302,123
Church Repair Fund	9,578	32	-	2,300	11,910
Garden House Repair Fd	5,196	17	-	888	6,101
Old Vicarage Repair Fd	8,994	29	-	1,219	10,242
Vicarage Hall Repair Fd	5,268	17	-	819	6,104
Development Fund	7,808	3,651	4,143	-	7,315
Head of Youth, Ch&Fam	4,030	-	936	-	3,094
India Fund	10,492	-	-	-	10,492
Mission Fund	10,190	1,064	2,345	4,400	13,309
Peace and Hope	1,304	-	600	-	704
Pre School Fund	61,897	111,209	103,495	(5,803)	63,808
Reach at Gillingham Pier	6,710	2,293	1,749	-	7,254
Small Funds	76	-	-	-	76
Specific donation Fund	1,820	7,525	4,290	-	5,055
Strategic Developmt Fd	(61)	1,851	1,261	-	529
Vicars Discretionary Fd	1,086	-	347	-	739
	<u>443,290</u>	<u>287,415</u>	<u>281,850</u>	<u>-</u>	<u>448,854</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	16,878	-	-	-	16,878
Cash at Bank and in Hand	38,320	34,357	112,374	440	185,491
Creditors	(575)	-	-	(440)	(1015)
	<u>302,123</u>	<u>34,357</u>	<u>112,374</u>	<u>-</u>	<u>448,854</u>

## Related Party Transactions

During the financial year 2020, St Mark's Charity Trustees donated a total of £20,881 including Git Aid recovered.

During the financial year 2019, a total of £2,976 was paid to St Mark's Charity Trustees as expenses.