

CHARITY REGISTRATION NUMBER: 1164416

**The Parochial Church Council Of The Ecclesiastical Parish
Of St Mark, Bedford**

Unaudited Financial Statements

31 August 2020

COLLETT HULANCE LLP

Chartered Certified Accountants
40 Kimbolton Road
Bedford
MK40 2NR

**The Parochial Church Council Of The Ecclesiastical Parish Of St
Mark, Bedford**

Financial Statements

Year ended 31 August 2020

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The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Trustees' Annual Report

Year ended 31 August 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

Reference and administrative details

| | |
|------------------------------------|---|
| Registered charity name | The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford |
| Charity registration number | 1164416 |
| Principal office | St Marks Church Community Centre Calder Rise Bedford MK41 7UY |

The trustees

Rev Canon C Royden
Mr I Farthing
Mrs J R Day
Mrs M Stewart
Mr E Parry
Mrs E R Bean
Mr M S Ovenden
Mrs A Williams
Mr J Day
Mr V Holloway
Rev Dr G R Cappleman
Mr M J Cooper
Mr J Williams
Mrs M Appleton
Mrs W C Waters
Mrs J E R Ibberson
Mrs M P Prior
Mr M J Warren
Mrs J Warren

| | |
|-----------------------------|-------------------|
| Independent examiner | Andrew Upton FCCA |
|-----------------------------|-------------------|

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Trustees' Annual Report *(continued)*

Year ended 31 August 2020

Structure, governance and management

St Mark's Church is a registered charity (1164416) known as The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bedford, also known as St Mark's Church Community Centre. The structure, governance and management of St Mark's is determined by the rules of the Church of England, in particular the Church Representation Rules. Governance is provided by the Vicar, Church Wardens and the PCC.

Day to day management is the responsibility of the Vicar, Associate Priest and the Church Leadership Team. The Leadership Team is comprised of the ordained clergy, Church Treasurer, Assistant Treasurer, Church Wardens and additional members elected at the Annual Parochial Church Meeting (APCM).

Membership of the PCC

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules or are ex-officio. The following people served as members of the PCC for all or part of the year:

| | |
|------------------|---|
| Vicar | The Reverend Canon Charles Royden |
| Associate Priest | The Reverend Dr Graham Robert (Sam) Cappleman |
| Church Wardens | James Williams (Assistant Treasurer) |
| | Michael Cooper |

Elected representatives of the Deanery Synod

Linda Parry
Laura Farthing

Elected PCC Members (Trustees) - See list on page 1

| | |
|-----------------|--|
| Leadership Team | Ian Farthing (Church Treasurer)) |
| | The Reverend Alan Kirk (Elected at APCM) |
| | Elizabeth Jackson (Elected at APCM)) |
| | Laura Farthing (Elected at APCM) |
| | Janet Warren (Elected at APCM) |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Trustees' Annual Report *(continued)*

Year ended 31 August 2020

Objectives and activities

St Mark's Church Community Centre will be a foundation and resource for the positive development and growth of the individual and community Life. We will do this by:

- a) the celebration of public worship and sacraments;
- b) the teaching of the Christian faith;
- c) promoting and supporting the Christian mission and evangelism;
- d) pastoral work (including visiting the sick and the bereaved);
- e) the provision of facilities with a Christian ethos for the local community (including, but not restricted to, the elderly, the young and other groups with disabilities and/or special needs);
- f) the provision of a sacred space for personal prayer and contemplation;
- g) promoting the whole mission of the Church through provision of activities for senior citizens, parent and toddlers and special needs groups;
- h) supporting other charities in the UK and overseas;
- i) the taking of religious assemblies in schools;

These objects are fulfilled through regular weekly worship, including the occasional offices, and a wide range of activities and events supporting and promoting the positive development and growth of the individual and community life.

Throughout the year the way in which the objects of the charity are being fulfilled is monitored by Leadership team overseen by the PCC as Trustees to whom they regularly report.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Trustees' Annual Report *(continued)*

Year ended 31 August 2020

Achievements and performance

The year started as expected in August 2019 with nothing to indicate that the coming year would see the COVID-19 a national pandemic which forced upon the worldwide church, including St Mark's, unprecedented challenges. It has been particularly encouraging to see the membership of the church increasing over the past year. St Mark's is a mission shaped community of faith that has room to welcome for all who embrace questions about faith and the Christian life which we share. We affirm and celebrate all people and are an inclusive family congregation where worship is "relaxed" and "accepting." This year has seen a 10% increase in our electoral roll to 164, some of whom are not resident in the parish and the average weekly attendance during the October Count increased to 83.

In October over 100 people supported our church mission weekend in which we were joined by Phil and Di Stone, who lead the Scargill Community, for our free parish lunch. Church activities included social gatherings, with a Scottish themed quiz evening with dancing. Our annual Christmas fayre achieved considerable success and fund raised a record amount. At Christmas we enjoyed some of most well supported church services and raised funds for Justus a local charity supporting the homeless in Bedford. Looking back we realise how fortunate we were to be able to sing carols in the church and car park. The Bishop of Bedford contributed to our Advent course and joined us for our usual fellowship over wine and cheese. These activities were in keeping with the strategy of engagement which is central to our Mission Action Plan as submitted to the Diocese of St Albans.

However on 23 March 2020 COVID-19 required a complete shutdown of our physical church meetings and our church centre, with the closure of all 60 community groups and charities. St Mark's Church Preschool continued to provide support to the children of key workers and vulnerable children throughout. We are grateful to our staff team, some of whom were initially furloughed but who responded to all requests to work when required to ensure the smooth operation of the preschool.

The pre-COVID-19 world is gone, replaced by a 'new normal.' We have adapted and embraced new ways of doing things and of being God's church. Zoom church services have continued to take place weekly and we have imaginatively provided worship and pastoral care throughout the pandemic. St Mark's featured as a leading story in the Church Times when on 7 June 2019 we became the first church to provide COVID secure services of Holy Communion for six people at a time. These services were authorised by The Bishop of St Albans and held outdoors under gazebos in the consecrated area of the Garden of Remembrance, which complied with the national regulations requiring a maximum of 6 people allowed to meet outdoors. On one Sunday we held 13 services consecutively. We have broadcasted our Sunday worship on our YouTube channel and our Easter broadcast for 2020 received over 300 views. Special measures such as wearing of masks, social distancing and regular fogging of the church and centre with active antiviral cleaning allowed some services to take place. Our congregation have adapted remarkably well to the new technology allowing our Annual Parochial Church Meeting to be held by Zoom attended by 33 church members.

The closure of many activities has enabled a complete redecoration of our premises to ensure that the Church Community Centre is attractive for all users and provides a safe venue for all of the community groups and charities.

The Garden of Remembrance continues to attract widespread support from the community and there have been some beautiful additions to the garden including benches and a water feature. The chapel continues to offer a sacred space for prayer and contemplation and is open to all and frequently used. Church funerals have continued to provide comfort and reassurance to many families who have lost loved ones during the pandemic.

St Mark's continues to provide a pre-school and employs 15 staff to offer 47 weeks each year from 7.30am to 6.00pm. The preschool is a credit to our staff team who have continued to provide support for families in a very challenging environment. We are indebted to the staff who provide a committed service to children and families in our community.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Trustees' Annual Report *(continued)*

Year ended 31 August 2020

Safeguarding

With regard to Safeguarding, the Church Council (PCC) has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults) and have adopted the Church of England and Diocesan policies "Protecting all God's Children" and "Promoting a Safer Church" which have been reviewed in the past 12 months by the Church Council. A Parish Safeguarding Officer has been in place for some years and is now supported by a newly appointed Deputy Safeguarding Officer. All Trustees have undertaken the Diocesan Safeguarding Training and where appropriate additional training including Domestic Abuse training. The St Mark's Pre-school has comprehensive Safeguarding policies and staff have been trained in these policies and procedures.

The Church Centre Complex

The provision of facilities with a Christian ethos for the local community (including, the elderly, the young, and other groups with disabilities and or special needs) has continued through the year and is widely appreciated by the many users who benefit from these facilities. This is in part through our desire to promote the whole mission of the Church through provision of activities for senior citizens, parent and toddlers and special needs groups. The Brickhill Parish Council has an office at the centre, and this is a facility widely appreciated by residents.

Financial review

The unaudited financial statements show net expenditure for the year totalling £3,710 (2019 £28,119 net income),

The financial year progressed largely to plan for the period September to March, however the closure of the Church and Church Centre due to COVID restrictions in late March presented a significant challenge to our budget projections and outturn, primarily as a result of the loss of hire and fundraising income.

We ensured that all expenditure was minimised or removed as far as possible during this shutdown period and from an income perspective we were most fortunate that many members of the congregation who previously supported the church with donations in the weekly offertory moved their donations to direct payment to our bank by standing orders. We are most grateful for the support of all who have contributed to this relatively positive outturn in what was an extraordinary year. We were also successful in obtaining a Government funded Discretionary Grant which also helped to reduce the year end deficit.

We participated in The Coronavirus Job Retention Scheme when it was necessary to place on furlough the staff employed by the Church and Pre School.

It has been another very challenging year for Pre School and the effects of the COVID shutdown have impacted on the parental fees and levels of LEA funding received. Income has been maximised where possible and expenditure very closely managed, whilst a small profit was returned for the year £3,408 it will continue to be financial challenge going forward to remain profitable, given the extremely competitive external environment.

The Garden of Remembrance has continued to operate largely to budget as anticipated over the year.

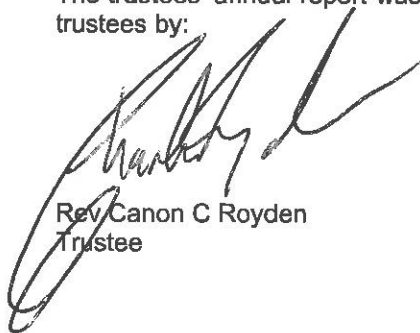
**The Parochial Church Council Of The Ecclesiastical Parish Of St
Mark, Bedford**

Trustees' Annual Report *(continued)*

Year ended 31 August 2020

The trustees consider that the charity has sufficient funds to continue to operate at current levels of activity, for the foreseeable future.

The trustees' annual report was approved on 19.5.21 and signed on behalf of the board of trustees by:



Rev Canon C Royden
Trustee

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

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

Year ended 31 August 2020

I report to the trustees on my examination of the financial statements of The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford ('the charity') for the year ended 31 August 2020.

Responsibilities and basis of report

The trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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 next statement.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

**The Parochial Church Council Of The Ecclesiastical Parish Of St
Mark, Bedford**

**Independent Examiner's Report to the Trustees of The Parochial Church
Council Of The Ecclesiastical Parish Of St Mark, Bedford *(continued)***

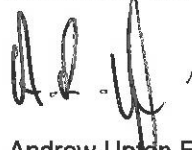
Year ended 31 August 2020

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 2011 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Upton FCCA
Independent Examiner

Collett Hulance LLP
Chartered Certified Accountants
40 Kimbolton Road
Bedford
MK40 2NR

24th May 2021

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Statement of Financial Activities

Year ended 31 August 2020

| | | Unrestricted funds £ | 2020 Restricted funds £ | Total funds £ | 2019 Total funds £ |
|--------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
| | Note | | | | |
| Income and endowments | | | | | |
| Donations and legacies | 4 | 85,836 | 145,281 | 231,117 | 215,441 |
| Charitable activities | 5 | 29,685 | 28,396 | 58,081 | 87,860 |
| Other trading activities | 6 | 31,675 | — | 31,675 | 59,696 |
| Investment income | 7 | 256 | — | 256 | 190 |
| Other income | 8 | 1,111 | — | 1,111 | 1,703 |
| Total income | | <u>148,563</u> | <u>173,677</u> | <u>322,240</u> | <u>364,890</u> |
| Expenditure | | | | | |
| Expenditure on charitable activities | 9,10 | 172,905 | 153,046 | 325,951 | 336,771 |
| Total expenditure | | <u>172,905</u> | <u>153,046</u> | <u>325,951</u> | <u>336,771</u> |
| Net (expenditure)/income | | <u>(24,342)</u> | <u>20,631</u> | <u>(3,711)</u> | <u>28,119</u> |
| Transfers between funds | | 17,223 | (17,223) | — | — |
| Net movement in funds | | <u>(7,119)</u> | <u>3,408</u> | <u>(3,711)</u> | <u>28,119</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 196,417 | 48,856 | 245,273 | 217,154 |
| Total funds carried forward | | <u>189,298</u> | <u>52,264</u> | <u>241,562</u> | <u>245,273</u> |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 11 to 20 form part of these financial statements.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Statement of Financial Position

31 August 2020

| | Note | 2020 £ | £ | 2019 £ |
|---|------|----------------|----------------|----------------|
| Fixed assets | | | | |
| Tangible fixed assets | 15 | | 3,862 | 5,317 |
| Current assets | | | | |
| Debtors | 16 | 22,786 | | 22,131 |
| Cash at bank and in hand | | 220,174 | | 225,725 |
| | | <u>242,960</u> | | <u>247,856</u> |
| Creditors: amounts falling due within one year | 17 | <u>5,260</u> | | <u>7,900</u> |
| Net current assets | | | <u>237,700</u> | <u>239,956</u> |
| Total assets less current liabilities | | | <u>241,562</u> | <u>245,273</u> |
| Net assets | | | <u>241,562</u> | <u>245,273</u> |
| Funds of the charity | | | | |
| Restricted funds | | | 52,264 | 48,856 |
| Unrestricted funds | | | 189,298 | 196,417 |
| Total charity funds | 20 | | <u>241,562</u> | <u>245,273</u> |

These financial statements were approved by the board of trustees and authorised for issue on 19.5.2020 and are signed on behalf of the board by:


Rev Canon C Royden
Trustee


Mr I Farthing
Trustee

The notes on pages 11 to 20 form part of these financial statements.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements

Year ended 31 August 2020

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is St Marks Church Community Centre, Calder Rise, Bedford, MK41 7UY.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 10% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

4. Donations and legacies

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|-------------------------------------|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Donations | 52,687 | — | 52,687 |
| Donations Gift aid tax recovery | 13,219 | — | 13,219 |
| Pre-school funding | — | 128,173 | 128,173 |
| Church groups | 1,371 | — | 1,371 |
| Grants | | | |
| Grants receivable - Beds BC funding | 10,000 | — | 10,000 |
| Government grant income | 4,124 | 17,108 | 21,232 |
| Other donations and legacies | | | |
| Mission fundraising income | 4,435 | — | 4,435 |
| | <u>85,836</u> | <u>145,281</u> | <u>231,117</u> |
| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
| Donations | | | |
| Donations | 44,514 | — | 44,514 |
| Donations Gift aid tax recovery | 12,255 | — | 12,255 |
| Pre-school funding | — | 156,226 | 156,226 |
| Church groups | 1,432 | — | 1,432 |
| Grants | | | |
| Grants receivable - Beds BC funding | — | — | — |
| Government grant income | — | — | — |
| Other donations and legacies | | | |
| Mission fundraising income | 1,014 | — | 1,014 |
| | <u>59,215</u> | <u>156,226</u> | <u>215,441</u> |

5. Charitable activities

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|--|----------------------------|--------------------------|--------------------------|
| Plot sales and related income | 18,675 | — | 18,675 |
| Putnoe Heights PCC ministry contribution | — | — | — |
| Diocesan fees collected | 9,446 | — | 9,446 |
| Sundry income | 1,564 | 147 | 1,711 |
| Nursery fees | — | 28,249 | 28,249 |
| | <u>29,685</u> | <u>28,396</u> | <u>58,081</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

5. Charitable activities *(continued)*

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
|--|----------------------------|--------------------------|--------------------------|
| Plot sales and related income | 25,679 | — | 25,679 |
| Putnoe Heights PCC ministry contribution | 8,534 | — | 8,534 |
| Diocesan fees collected | 9,233 | — | 9,233 |
| Sundry income | 1,530 | — | 1,530 |
| Nursery fees | — | 42,884 | 42,884 |
| | <u>44,976</u> | <u>42,884</u> | <u>87,860</u> |

6. Other trading activities

| | Unrestricted Funds £ | Total Funds 2020 £ | Unrestricted Funds £ | Total Funds 2019 £ |
|------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Fetes, bazaars, other events | 5,380 | 5,380 | 11,319 | 11,319 |
| Copier income | 2,454 | 2,454 | 4,849 | 4,849 |
| Church hall letting income | 23,639 | 23,639 | 43,281 | 43,281 |
| Bookstall | 202 | 202 | 247 | 247 |
| | <u>31,675</u> | <u>31,675</u> | <u>59,696</u> | <u>59,696</u> |

7. Investment income

| | Unrestricted Funds £ | Total Funds 2020 £ | Unrestricted Funds £ | Total Funds 2019 £ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | 256 | 256 | 190 | 190 |

8. Other income

| | Unrestricted Funds £ | Total Funds 2020 £ | Unrestricted Funds £ | Total Funds 2019 £ |
|----------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Feed in tariff | 1,111 | 1,111 | 1,703 | 1,703 |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

9. Expenditure on charitable activities by fund type

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|-----------------------|-------------------------|-----------------------|--------------------------|
| Church activities | 155,540 | 347 | 155,887 |
| Garden of Remembrance | 15,475 | — | 15,475 |
| Pre-school | — | 152,699 | 152,699 |
| Support costs | 1,890 | — | 1,890 |
| | <u>172,905</u> | <u>153,046</u> | <u>325,951</u> |

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
|-----------------------|-------------------------|-----------------------|--------------------------|
| Church activities | 157,263 | — | 157,263 |
| Garden of Remembrance | 16,673 | — | 16,673 |
| Pre-school | — | 161,035 | 161,035 |
| Support costs | 1,800 | — | 1,800 |
| | <u>175,736</u> | <u>161,035</u> | <u>336,771</u> |

10. Expenditure on charitable activities by activity type

| | Activities undertaken directly £ | Grant funding of activities £ | Support costs £ | Total funds 2020 £ | Total fund 2019 £ |
|-----------------------|-------------------------------------|----------------------------------|--------------------|--------------------------|-------------------------|
| Church activities | 149,301 | 6,586 | — | 155,887 | 157,263 |
| Garden of Remembrance | 15,475 | — | — | 15,475 | 16,673 |
| Pre-school | 152,699 | — | — | 152,699 | 161,035 |
| Governance costs | — | — | 1,890 | 1,890 | 1,800 |
| | <u>317,475</u> | <u>6,586</u> | <u>1,890</u> | <u>325,951</u> | <u>336,771</u> |

11. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

| | 2020 £ | 2019 £ |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>4,113</u> | <u>3,833</u> |

12. Independent examination fees

| | 2020 £ | 2019 £ |
|--|--------------|--------------|
| Fees payable to the independent examiner for: Independent examination of the financial statements | <u>1,890</u> | <u>1,800</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

| | 2020 | 2019 |
|---|-----------------------|-----------------------|
| | £ | £ |
| Wages and salaries | 147,891 | 152,221 |
| Social security costs | 1,721 | 1,965 |
| Employer contributions to pension plans | 1,464 | 1,180 |
| | <u>151,076</u> | <u>155,366</u> |

The average head count of employees during the year was 19 (2019: 19).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees;

15. Tangible fixed assets

| | Fixtures and fittings £ | Total £ |
|--------------------------|-------------------------------|----------------------|
| Cost | | |
| At 1 September 2019 | 16,739 | 16,739 |
| Additions | 2,658 | 2,658 |
| At 31 August 2020 | <u>19,397</u> | <u>19,397</u> |
| Depreciation | | |
| At 1 September 2019 | 11,422 | 11,422 |
| Charge for the year | 4,113 | 4,113 |
| At 31 August 2020 | <u>15,535</u> | <u>15,535</u> |
| Carrying amount | | |
| At 31 August 2020 | <u>3,862</u> | <u>3,862</u> |
| At 31 August 2019 | <u>5,317</u> | <u>5,317</u> |

16. Debtors

| | 2020 | 2019 |
|--------------------------------|----------------------|----------------------|
| | £ | £ |
| Prepayments and accrued income | 21,795 | 22,131 |
| Other debtors | 991 | — |
| | <u>22,786</u> | <u>22,131</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

17. Creditors: amounts falling due within one year

| | 2020 | 2019 |
|------------------------------|--------------|--------------|
| | £ | £ |
| Accruals and deferred income | 5,052 | 7,900 |
| Other creditors | 208 | — |
| | <u>5,260</u> | <u>7,900</u> |

18. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,464 (2019: £1,180).

19. Government grants

The amounts recognised in the financial statements for government grants are as follows:

| | 2020 | 2019 |
|---|---------------|----------|
| | £ | £ |
| Recognised in income from donations and legacies: | | |
| Government grants income | <u>21,232</u> | <u>—</u> |

20. Analysis of charitable funds

Unrestricted funds

| | At 1 September 2019 | Income £ | Expenditure £ | Transfers £ | At 31 August 20 20 |
|----------------------------|---------------------------|----------------|------------------|----------------|--------------------------|
| General fund | 186,361 | 121,610 | (157,050) | 17,223 | 168,144 |
| Garden of Remembrance fund | 10,056 | 26,953 | (15,855) | — | 21,154 |
| | <u>196,417</u> | <u>148,563</u> | <u>(172,905)</u> | <u>17,223</u> | <u>189,298</u> |

| | At 1 September 2018 | Income £ | Expenditure £ | Transfers £ | At 31 August 20 19 |
|----------------------------|---------------------------|----------------|------------------|----------------|--------------------------|
| General fund | 170,376 | 142,666 | (159,063) | 32,382 | 186,361 |
| Garden of Remembrance fund | 3,615 | 23,114 | (16,673) | — | 10,056 |
| | <u>173,991</u> | <u>165,780</u> | <u>(175,736)</u> | <u>32,382</u> | <u>196,417</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

20. Analysis of charitable funds *(continued)*

Restricted funds

| | At 1 September 2019 £ | Income £ | Expenditure £ | Transfers £ | At 31 August 20 20 £ |
|-----------------|--------------------------------|-------------|------------------|----------------|-------------------------------|
| Pre-school fund | 48,856 | 173,677 | (153,046) | (17,223) | 52,264 |

| | At 1 September 2018 £ | Income £ | Expenditure £ | Transfers £ | At 31 August 20 19 £ |
|-----------------|--------------------------------|-------------|------------------|----------------|-------------------------------|
| Pre-school fund | 43,163 | 199,110 | (161,035) | (32,382) | 48,856 |

21. Analysis of net assets between funds

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets | 3,862 | — | 3,862 |
| Current assets | 192,881 | 50,079 | 242,960 |
| Creditors less than 1 year | (5,052) | (208) | (5,260) |
| Net assets | 191,691 | 49,871 | 241,562 |

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets | 5,317 | — | 5,317 |
| Current assets | 200,369 | 47,487 | 247,856 |
| Creditors less than 1 year | (6,378) | (1,522) | (7,900) |
| Net assets | 199,308 | 45,965 | 245,273 |

**The Parochial Church Council Of The Ecclesiastical Parish Of St
Mark, Bedford**

Management Information

Year ended 31 August 2020

The following pages do not form part of the financial statements.

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Detailed Statement of Financial Activities

Year ended 31 August 2020

| | 2020 £ | 2019 £ |
|--|----------------|----------------|
| Income and endowments | | |
| Donations and legacies | | |
| Donations | 52,687 | 44,514 |
| Donations Gift aid tax recovery | 13,219 | 12,255 |
| Pre-school funding | 128,173 | 156,226 |
| Church groups | 1,371 | 1,432 |
| Grants receivable - Beds BC funding | 10,000 | — |
| Government grant income | 21,232 | — |
| Mission fundraising income | 4,435 | 1,014 |
| | <u>231,117</u> | <u>215,441</u> |
| Charitable activities | | |
| Plot sales and related income | 18,675 | 25,679 |
| Putnoe Heights PCC ministry contribution | — | 8,534 |
| Diocesan fees collected | 9,446 | 9,233 |
| Sundry income | 1,711 | 1,530 |
| Nursery fees | 28,249 | 42,884 |
| | <u>58,081</u> | <u>87,860</u> |
| Other trading activities | | |
| Fetes, bazaars, other events | 5,380 | 11,319 |
| Copier income | 2,454 | 4,849 |
| Church hall letting income | 23,639 | 43,281 |
| Bookstall | 202 | 247 |
| | <u>31,675</u> | <u>59,696</u> |
| Investment income | | |
| Bank interest receivable | 256 | 190 |
| Other income | | |
| Feed in tariff | 1,111 | 1,703 |
| Total income | <u>322,240</u> | <u>364,890</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Detailed Statement of Financial Activities *(continued)*

Year ended 31 August 2020

| | 2020 £ | 2019 £ |
|---|--------------------|--------------------|
| Expenditure | | |
| Expenditure on charitable activities | | |
| Purchases | 91,860 | 91,094 |
| Wages and salaries | 147,891 | 152,221 |
| Employer's NIC | 1,721 | 1,965 |
| Pension costs | 1,464 | 1,180 |
| Rates and water | 374 | 478 |
| Light and heat | 11,505 | 7,912 |
| Repairs and maintenance | 18,508 | 21,527 |
| Insurance | 1,556 | 1,315 |
| Other establishment | 27,298 | 26,979 |
| Legal and professional fees | 2,310 | 1,800 |
| Telephone | 1,677 | 1,621 |
| Other office costs | 5,428 | 7,188 |
| Depreciation | 4,113 | 3,833 |
| Bank charges | 301 | 266 |
| Church groups | 810 | 2,492 |
| Sundry | 8,529 | 13,487 |
| Computer costs | 606 | 1,413 |
| | <u>325,951</u> | <u>336,771</u> |
| Total expenditure | <u>325,951</u> | <u>336,771</u> |
| Net (expenditure)/income | <u>(3,711)</u> | <u>28,119</u> |

The Parochial Church Council Of The Ecclesiastical Parish Of St Mark, Bedford

Notes to the Detailed Statement of Financial Activities

Year ended 31 August 2020

| | 2020 £ | 2019 £ |
|---|-----------------------|-----------------------|
| Expenditure on charitable activities | | |
| Church activities | | |
| <i>Activities undertaken directly</i> | | |
| Ministry and service costs | 76,610 | 71,885 |
| Wages and salaries | 13,518 | 16,679 |
| Vicarage maintenance costs | 374 | 478 |
| Light and heat | 11,505 | 7,912 |
| Repairs and maintenance | 6,791 | 9,525 |
| Insurance | 1,556 | 1,315 |
| Site costs | 25,850 | 25,836 |
| Telephone and internet | 1,677 | 1,621 |
| Printing, stationery and postage | 5,428 | 7,188 |
| Depreciation | 4,113 | 3,833 |
| Bank charges | 114 | 90 |
| Church groups | 810 | 2,492 |
| Sundry | 349 | 3,739 |
| Computer and software | 606 | 1,413 |
| | <u>149,301</u> | <u>154,006</u> |
| <i>Grant funding activities</i> | | |
| Mission | <u>6,586</u> | <u>3,257</u> |
| Garden of Remembrance | | |
| <i>Activities undertaken directly</i> | | |
| Interment costs | 2,245 | 3,468 |
| Repairs and maintenance | 11,717 | 12,002 |
| Site costs | 1,448 | 1,143 |
| Bank charges | 65 | 60 |
| | <u>15,475</u> | <u>16,673</u> |
| Pre-school | | |
| <i>Activities undertaken directly</i> | | |
| Nursery running costs | 6,419 | 12,484 |
| Wages and salaries | 134,373 | 135,542 |
| Employer's NIC | 1,721 | 1,965 |
| Pension costs | 1,464 | 1,180 |
| Legal and professional fees | 420 | — |
| Bank charges | 122 | 116 |
| Sundry | 8,180 | 9,748 |
| | <u>152,699</u> | <u>161,035</u> |
| Governance costs | | |
| Independent examiner fees | <u>1,890</u> | <u>1,800</u> |
| Expenditure on charitable activities | <u><u>325,951</u></u> | <u><u>336,771</u></u> |