

CHARITY REGISTRATION NUMBER: NIC 101753

ST PAUL'S PARISH CHURCH - GILFORD
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

St Paul's Parish Church - Gilford

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St Paul's Parish Church - Gilford

Reference and Reference and Administrative Details

Year Ended 31 December 2023

Chairman	Rev. Denise Caddoo
Hon. Secretary	Dr Joanne Weir
Hon. Treasurer	Mr Clive Serplus
Parochial Nominators	Mr William McKeown Mr David Francey
Select Vestry	Mrs Grace McCart Mr David Francey Mr Clifford John McBurney Mr William McKeown Mrs Marion Davidson Mr Clive Serplus Rev Denise Caddoo Mrs Judith Vivine McBurney Mr John Henry Dennison Mr Ian McCart Mr Colin McElroy Mr Robert Somerville Dr Joanne Weir Dr Alex Lyons (Appointed 25 April 2024)
Contact Address	The Vicarage 18 Scarva Road Gilford Co Down BT63 6BG
Independent Examiner	Kennedy & Co Chartered Certified Accountants & Registered Auditors 21 Kilmorey Street Newry Co. Down BT34 2 DF
Bankers	Danske Bank Ltd PO Box 183 Donegall Square West Belfast, Co Antrim BT1 6JS

St Paul's Parish Church - Gilford

Trustees' Annual Report

Year Ended 31 December 2023

The trustees present their annual report together with the independently examined financial statements consisting of the Statement of financial activities and the statement of Assets and Liabilities for St Paul's Parish Church Gilford for the year ended 31 December 2023.

Objectives and Activities

The main Charitable purpose of the Church of Ireland is for the advancement of Religion.

The principle function of St Paul's Parish Church is to support the advancement of the Christian faith by promoting through the work of the Vicar, Select Vestry and its parishioners the whole mission of the church, Pastoral, Evangelistic, Social and Ecumenical. A caring Church supporting the needs of the community since 1869 the church has continued to be open and engaging with the community and offering support for those needing help which is fundamental to the practical benefits of Christianity.

As a result of activity in pursuit of the advancement of the Christian Faith, St Paul's Parish Church has custody of property, records, materials and artifacts of significance to the cultural and religious heritage of the community. Maintenance is undertaken by the Select Vestry of St Pauls Parish Church.

Achievements, Performance and Public Benefit

St Pauls Parish Church has weekly services on Sunday mornings at 11:30am and an additional early morning Communion Service at 9:30am once monthly. All services comprise of a mixture of Morning Prayer, Holy Communion, Family Service, Baptism together with other special services during the year comprising of but not limited to Lenten Services, Holy Week, Harvest Thanksgiving and Christmas Services. Pastoral Care is also provided by the Vicar with regular home, hospital and care home visits.

The Vicar of St Paul's Parish sits on the Board of Governors of Gilford Primary School and supports and encourages the work of the school to maintain good standards and practices both academically and through the advancement of Religion. The Vicar attends and conducts regular services within the school.

St Paul's Parish Church - Gifford

Trustees' Annual Report

Year Ended 31 December 2023

Financial review

- The principle source of Income to St Paul's Parish Church continues to be from Free Will Offering Donations and loose plate collections. Gift Aid income is also derived from the above source of income.
- The principle expense of St Paul's Parish Church is in respect of Vicars Stipend, Diocesan Pension and Costs as well as Church maintenance expenses.
- St Paul's Parish Church had a deficit of payments outweighing receipts by £1,496 for the year ended 31 December 2023.
- Essential repairs to the Church, Church Hall and Vicarage are noted in the Parish report and have attributed to the decline in total cash funds from the repair and development fund account.
- RCB investment income of £15,497 is restricted solely for use for the Vicars Stipend.
- Funds reserved in Ulster Bank Accounts are restricted for use against essential maintenance and development costs to the parish.
- St Paul's Church continues to be in a healthy financial position as at 31 December 2023 with total cash funds of £41,068.
- St Paul's Church aims to retain sufficient reserves to meet its expected future expenditure requirements as well as potential future capital projects.
- The Hall Project for the replacement of the Hall Roof and Internal Redevelopment commenced in May 2021 and was completed in May 2022. We received an advance of £50,000 by way of on-going credit facility from Stramore Credit Union with monthly interest of Bank of England base plus 3.9% capped at 6%.

Loan balance as at 31 December 2023 was reduced to £37,785.04. Funds totalling £22,604.44 (£14,604.44 of which is restricted funding) are held in Credit Union Offset Account to reduce interest liabilities on the loan.
- During the year, the legacies totalling £130 were transferred from the Repair and Development Fund to the Hall Redevelopment fund as per the families request.
- The Church has set up a Discretionary Fund through which donations are received and allocated at the discretion of the Vicar to assist those who are in need of help, support and assistance within the Parish.

St Paul's Parish Church - Gilford

Trustees' Annual Report

Year Ended 31 December 2023

Structure, Governance and Management

Going Concern

The trustees have reviewed its planned expenditure for the year ahead and are satisfied that there are adequate funds in place to ensure the Parish can continue its activities and the financial statements for the year ended 31 December 2023 can be signed off as a going concern.

Governing Document and Constitution of the Charity

Chapter 111 of the constitution of the Church of Ireland governs Parishes and Parochial Organisations. The Select Vestry are Charity Trustees.

Organisational Structure

The Select Vestry consists of a member of the Clergy serving in the Parish, the Church Wardens, Glebe Wardens and generally not more than twelve other members elected at General Vestry.

The Select Vestry is responsible for the day to day management of the Parish. The select vestry is chaired by the incumbent or any other member of clergy officiating within the parish. Select vestry members are responsible for making decisions on matters of general concern and importance to the parish including deciding how parish funds can be applied within the remit of Finance, Furnishings and Fixtures.

The Select Vestry meets at times fixed by the members or the Diocesan Synod. Special meetings may be convened at any time by the chairperson or church wardens.

Appointment of Select Vestry (Trustees)

All members of the Church of Ireland who are over the age of 18 and who are either resident within the Parish or live elsewhere but have been accustomed members of the congregation for at least three months may register as members of the General Vestry of the Parish. The register of members is opened for a period of 4 weeks each February and closed and validated by the Select Vestry. Being noted on the Register of Vestrypersons allows them to attend and vote at meetings of the General Vestry and stand for election to the Select Vestry. The Vicar can appoint a Vicars Church Warden and Vicars Glebe Warden with the General Vestry appointing Peoples Church Warden and Peoples Glebe Warden all of which are automatically appointed to the Select Vestry. All Select Vestry members hold their positions for a period of one year and may be re-elected annually with no limit on the terms to be served.

Compliance with Public Benefit

The Parish has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that activities entered into during the year have assisted to achieve the Parish's objectives and activities as well as providing public benefit.

St Paul's Parish Church - Gilford

Trustees' Annual Report

Year Ended 31 December 2023

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Northern Ireland with income of less than £250,000 allows the trustees to prepare a statement of receipts and payments account and a statement of assets and liabilities for each financial year. The trustees have elected under Section 64(3) of the Charities Act (Northern Ireland) 2008 to do this.

The trustees are responsible for keeping accounting records that are sufficient to show and explain the Parish's transactions and disclose with reasonable accuracy at any time the assets and liabilities of the Parish. They are also responsible for the safeguarding of assets and hence for taking all reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to our examiners

In so far as the trustees are aware at the timing of approving our trustees' annual report:

- There is no relevant information of which the Independent Examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make ourselves aware of any relevant examination information and to establish that the Independent examiner is aware of that information.

Independent Examiners

The examiners, Kennedy & Co, have indicated their willingness to continue in office and a resolution concerning their reappointment was proposed at the Annual Easter Vestry Meeting.

This Trustees' Annual Report was approved on 21/10/24 and signed on its behalf by



Clive Serplus
Treasurer



Rev. Denise Caddoo
Vicar

Independent Examiner's Report to the Trustees of St Paul's Parish Church - Gilford

Respective responsibilities of the trustees and examiner

The charity's trustees responsibility for the preparation of the trustees report and the accounts, as set out on pages 4 to 15, in accordance with applicable Northern Irish law and the accounting standards issued by the Accounting Standards Board and published by The Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Northern Ireland) are set out in the Statement of Directors' Responsibilities on page 7. The charity's trustees consider that an audit is not required for this year but have requested that an independent examination be carried out.

It is my responsibility to:

- Examine the accounts
- Follow the procedures laid down in the general Directions given by the terms of our engagement and
- To state whether particular matters have come to my attention.

This report, including the statement, has been prepared for and only for the charity's trustees as a body in accordance with the terms of our engagement and for no other purpose. We do not, in giving this statement, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the terms of our engagement. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented within those records. It also includes consideration of any unusual items or disclosures within the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts provide 'a true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination of the financial statements for the year ended 31 December 2023, 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
 - to prepare accounts which accord with the accounting records and comply with accounting requirementhave not been met
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jonathan Faulkner
FCCA
Kennedy & Co
Chartered Certified Accountants and Registered Auditors
21 Kilmorey Street
Newry
Co Down
BT34 2DF

Date: 30/10/2024

St Paul's Parish Church - Gilford

Receipts and Payments Account for the Year Ended 31 December 2023

	NOTE	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
Income and Endowments from:					
Donations and legacies	2	63,732	15,514	79,246	65,238
Other trading activities	3	3,903	-	3,903	2,720
Investment Income	4	179	15,497	15,676	15,066
Other Income	5	100	-	100	3,745
Total Income		<u>67,914</u>	<u>31,011</u>	<u>98,925</u>	<u>86,769</u>
Expenditure on:					
Diocesan Costs/Assessment	6	45,158	15,497	60,655	54,808
Church and Church hall running costs	7	13,080	-	13,080	14,924
Vicarage running costs	8	3,534	-	3,534	3,775
Administrative costs	9	4,144	-	4,144	4,432
Charitable donations	10	1,940	2,325	4,265	3,052
Capital Payments - Church Hall	11	-	-	-	52,993
Other	12	14,743	-	14,743	798
Total Expenditure		<u>82,599</u>	<u>17,822</u>	<u>100,421</u>	<u>134,782</u>
(Deficit)/Surplus for the year before transfers		(14,685)	13,189	(1,496)	(48,013)
Transfers		(130)	130	-	-
(Deficit)/Surplus for the year		<u>(14,815)</u>	<u>13,319</u>	<u>(1,496)</u>	<u>(48,013)</u>

All of the charity's activities derived from continuing operations during the above two periods.

St Paul's Parish Church - Gilford

Statement of Assets and Liabilities as at 31 December 2023

	Unrestricted Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Cash Funds					
Danske Bank Current Account	6,217.69	-	1,041.00	7,258.69	11,546.55
Danske Bank Repair Fund Account	10,628.86	-	-	10,628.86	15,437.36
Danske Bank Development Fund Account	-	-	3.13	3.13	3.13
Ulster Bank Current Account	-	-	573.17	573.17	973.32
Credit Union Offset Account	8,000.00	-	14,604.24	22,604.24	14,604.44
Total Investment Assets	<u>24,846.55</u>	<u>-</u>	<u>16,221.54</u>	<u>41,068.09</u>	<u>42,564.80</u>

Fixed Assets


Assets retained for the Church's own use comprise the following properties.


	Total 2023 £	Total 2022 £
Vicarage	255,000	255,000
Church Hall	175,368	175,368
	<u>430,368</u>	<u>430,368</u>

Liabilities

Credit Union Loan Account	<u>(37,821)</u>	<u>(52,185)</u>
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Approved by the trustees on 30/10/2024 and signed on their behalf by:


Clive Serplus


Rev. Denise Caddoo
Vicar

Notes to the Financial Statements for the Year Ended 31 December 2023

1 Accounting policies

Set out below are the principal accounting policies which have been adopted in the compilation of the Receipts and Payments Account and the Statement of Assets and Liabilities.

(a) Receipts and Payments Account

All items of income and expenditure included within the Statement of Financial Activities Account have been accounted for on a cash receipts basis.

(b) Statement of Assets and Liabilities

The assets of the Parish, retained for its own use comprise of:

- Church Building and Graveyard
- Church Hall
- Vicarage
- Fixtures and Fittings

The Church Buildings and Graveyard are deemed to be Heritage assets as defined by the Charities SORP (FRS102). These Heritage assets are not included in the statement of assets and liabilities as information on the cost or valuation is not available and such information cannot be obtained at a cost commensurate with the benefit to the users of the accounts and to the parish.

The Vicarage and Church Hall are recognised at the estimated net realisable value of the property. No depreciation has been provided on the rectory as the current estimated residual value is not less than its carrying value and the remaining useful life currently exceeds 50 years.

Basis of preparation

As the total income of the parish is less than £250,000, the trustees have elected to prepare the accounts on a receipts and payment basis.

St Paul's Parish Church - Gilford

Notes to the Financial Statements for the Year Ended 31 December 2023

2 Income from donations and legacies

	Unrestricted Funds General 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Donations and legacies:				
Loose Collections	47,080	-	47,080	44,935
Repairs and Building fund subscriptions	-	13,119	13,119	15,160
Donations	4,931	2,325	7,256	4,673
Legacies	-	-	-	200
Gift aid reclaimed	11,721	-	11,721	-
Hall Project Loose Plate	-	70	70	270
	<u>63,732</u>	<u>15,514</u>	<u>79,246</u>	<u>65,238</u>

3 Income from other trading activities

	Unrestricted Funds General 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Proceeds from Fund Raising Events				
Fundraising Events	3,870	-	3,870	2,707
NIE Wayleave	14	-	14	13
Amazon Awards	19	-	19	-
	<u>3,903</u>	<u>-</u>	<u>3,903</u>	<u>2,720</u>

4 Investment Income

	Unrestricted Funds General 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Interest receivable and similar income;				
Interest receivable on bank deposits	179	15,497	15,676	15,066

St Paul's Parish Church - Gilford

Notes to the Financial Statements for the Year Ended 31 December 2023

5 Other Income

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Covid Grant	-	-	-	1,510
Baptism Certificate	100	-	100	50
Credit Union Loan increase	-	-	-	2,185
	<u>100</u>	<u>-</u>	<u>100</u>	<u>3,745</u>

6 Diocesan Costs/Assessment

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Wages	27,650	15,497	43,147	38,712
Pension	10,848	-	10,848	9,952
Diocesan Costs	6,660	-	6,660	6,144
	<u>45,158</u>	<u>15,497</u>	<u>60,655</u>	<u>54,808</u>

7 Church and hall church running costs

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Church Maintenance	1,369	-	1,369	1,350
Hall Maintenance	137	-	137	1,580
Light and Heat	3,622	-	3,622	5,314
Water Rates	1,132	-	1,132	301
Insurance	3,080	-	3,080	2,866
Church Overheads	3,740	-	3,740	3,514
	<u>13,080</u>	<u>-</u>	<u>13,080</u>	<u>14,925</u>

Notes to the Financial Statements for the Year Ended 31 December 2023

8 Vicarage Costs

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Vicarage Maintenance	2,258	-	2,258	2,565
Rates	1,276	-	1,276	1,210
	<u>3,534</u>	<u>-</u>	<u>3,534</u>	<u>3,775</u>

9 Administrative costs

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Bank Fees	217	-	217	229
Loan Interest	1,620	-	1,620	2,484
Gift Aid Fees	531	-	531	-
Accountancy Fees	600	-	600	600
General	1,176	-	1,176	1,118
	<u>4,144</u>	<u>-</u>	<u>4,144</u>	<u>4,431</u>

10 Charitable Donations

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Poppy Appeal/ Earl Haig Fund	27	123	150	200
Gilford Scout Group	250	-	250	50
Harvest Appeal - Craigavon Foodbank	-	500	500	500
Harvest Appeal - McMillan Nurses	-	-	-	500
Harvest Appeal - Biblica	-	500	500	-
Turkey Appeal	16	434	450	-
Lybia Appeal	2	253	255	-
Belvedere Nursing Home	12	213	225	-
DSD - Gilford Primary	125	-	125	124
Angel Wishes	500	-	500	-
Craigavon Food Bank	250	-	250	-
B Positive Charity	250	-	250	-
Bishop Appeal	-	-	-	267
Altex Collection	-	-	-	242
Hall Festival	-	-	-	167
Christian Aid	8	302	310	78
Southern Area Hospice	500	-	500	500
CMS Donated	-	-	-	425
	<u>1,940</u>	<u>2,325</u>	<u>4,265</u>	<u>3,053</u>

Notes to the Financial Statements for the Year Ended 31 December 2023

		Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
11	Capital Payment - Church Hall				
	Church Hall	-	-	-	52,993

		Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
12	Sundry				
	Invitation cards	-	-	-	30
	Jubilee Coins	-	-	-	70
	Gift for outgoing vestry	-	-	-	70
	Baptism cards	-	-	-	16
	Organ Service	-	-	-	185
	Mothers Union Evening costs	-	-	-	74
	Donations to Bishops Bike Ride	-	-	-	100
	Flowers for Bishops Wife	-	-	-	55
	Mens Breakfast Club	70	-	70	76
	Sunday prize	240	-	240	123
	St Patricks Night Costs	33	-	33	-
	Credit Union Loan Decrease	14,400	-	14,400	-
		<u>14,743</u>	<u>-</u>	<u>14,743</u>	<u>799</u>

- 13 Transactions with the Trustees**
The parish paid expenses of £3,534 relating to the running costs of the vicarage which is occupied by the reverend.

14 Governance Costs

Governance costs of £600 were included during the year which solely relate to fees paid to the independent examiner. Governance costs are included within Administrative costs in the Receipts and Payments Account.