

St John the Baptist Parish of Dunluce, Bushmills
Trustees' Annual report and Statement of Receipts and Payments and Assets and Liabilities

For the year ended 31st December 2022

Charities Number: NIC102940

St John the Baptist Parish of Dunluce, Bushmills

Annual report and financial statements for the year ended 31st December 2021

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St John the Baptist Parish of Dunluce, Bushmills

References and administrative details

Charity Name: St John the Baptist Parish of Dunluce, Bushmills

Charity Registration Number: NIC102940

Contact Address: The Parish Centre
13 Priestland Road
Bushmills
BT57 8UN

Trustees (Select Vestry)

Clergy	Vacant The Rev Canon George Graham retired 31 st Oct 2022	
Churchwardens	Ronnie Garvin (Rector's) and Billy Creighton (People's)	
Glebe wardens	Danny McCormick (Rector's) and Ken Caskey (People's)	
Select Vestry	David Taylor Neil Salisbury (Hon Secretary) Brian Sweeney Ruth Wee Aileen Gault Glenda Rodgers-McCormick (Sacristan)	James Fairbairn Pamela McLean (Hon Treasurer) Eileen Scott April Salisbury Joanne McKeown Joyce Glass

Diocesan Synods Person

Billy Creighton and James Fulton

Supplemental Synods Person

Ronnie Garvin and Glenda Rodgers-McCormick

Parochial Nominators

Billy Creighton, Glenda Rodgers-McCormick, Neil Salisbury and Ruth Wee

Supplemental Nominators

Ronnie Gavin, Aileen Gault, McElnay, James Fairbairn and Eileen Scott

Independent Examiner

Stephen Kane

Bankers

Danske Bank
6 High Street
Ballymoney
BT53 6AD

St John the Baptist Parish of Dunluce, Bushmills

Trustees' Annual Report for the year ended 31st December 2022

The trustees present the annual report and statement of Receipts and Payments and Assets and Liabilities for St John the Baptist Parish of Dunluce for the year ended 31st December 2022.

Objectives and Activities

The charitable purpose of St John the Baptist Parish of Dunluce is the advancement of religion.

The principal function is to support the advancement of the Christian religion by promoting, through the work of the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Engaging with society as a whole and offering support for those needing help are fundamental to the practical delivery of the benefits of Christianity.

As a result of activity in the pursuit of the advancement of the Christian religion, the Parish has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage and maintenance of which is undertaken by the Select Vestry.

Achievements, Performance & Public Benefit

Highlights of 2022

The main priority during 2022 has been to get things back to normal as the threat from Covid has diminished.

- Church attendance recovered almost to pre-Covid levels and the Lighthouse Club and Youth Club started operating again.
- The highlight of the year was undoubtedly the Bicentenary celebrations in June - the Church Service led by the Bishop of Connor, a new stained glass window, an exhibition, a walk from St Cuthbert's and the publication of a book on the history of St John the Baptist Church.
- In October, the Rev Canon George Graham retired after nearly 18 years as our Rector.

Worship and prayer

We continue to offer a range of services during the week and over the course of the year that our community finds both beneficial and spiritually fulfilling. Regular services take place on Sundays, midweek and on religious festivals. At present, there are 598 Church of Ireland families resident in the parish.

As well as our regular public services, we enable our community to celebrate and thank God at the milestones of the journey through life. In 2022, there were 13 baptisms, 5 weddings and 17 funerals.

Pastoral care

We believe that pastoral care should permeate all aspects of Church life in the Parish. The Rector has overall responsibility for ensuring that pastoral care is provided in the church and community but everyone has a responsibility to care for others by visiting the sick, elderly and bereaved, and those facing difficult times.

People cannot care for one another if they don't know what is going on in each other's lives. We provide clear accessible information through the Dunluce Parish website, the parish newsletter and Facebook. Dunluce Parish Church is at the centre of the Bushmills community and we provide a range of opportunities for worship, prayer, fun, giving and serving.

Trustees' Annual Report for the year ended 31st December 2022 (continued)

Mission and outreach work

One of the ways in which we reach people outside Bushmills is by giving money to other Christian organisations. In 2022, we provided support to a wide range of organisations enabling them to help thousands of people: children, young people and adults. This included making a substantial donation to the Church of Ireland Bishops' Appeal for World Aid and Development to assist with the humanitarian response to the current crisis in Ukraine.

Parish groups

We run several parish groups including:

- Sunday school takes place during our 11 am Sunday Service and is well attended. Time is devoted to Bible teaching, worship, and games.
- The Youth Club meets every Monday evening in the Parish Centre. It allows young people to socialise, and to enjoy different sports and activities.
- Uniformed organisations (Anchor Boys, Boys Brigade and Royal British Legion Youth Section) have unfortunately not met since before Covid.
- An Indoor Bowling Club is open on Monday and Wednesday evenings and is operated on a voluntary basis by a small committee.
- An External Bowling Club, behind the Parish Centre, is on land leased from the Parish but there is currently no relationship between the two.
- The Mother's Union meets on the second Tuesday of each month.

Many of our youth organisations have struggled post Covid not actually because the young don't want to join but because there is an acute shortage of adult instructors. When the young do turn up they like to be involved and appreciated.

Innovation in worship

We are always looking for innovative ways to implement the charitable purpose of St John the Baptist Parish of Dunluce.

During the Covid pandemic, services were broadcast online and post covid we continue to record and distribute the Sunday Service to those who are house bound or otherwise unable to attend regular worship.

The website dunluceparish.org with our Facebook page provides up to date information about Services, events and activities.

Our digital graveyard mapping has simplified control of the graveyard. Deceased records are available to the public through the [gencalogy portal www.discovereverafter.com](http://www.discovereverafter.com)

Public Benefit

The trustees have considered the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the Parish's objectives and activities, as well as providing public benefit. The provision of regular public worship has implemented the charitable purpose of Dunluce Parish (the advancement of religion) to the benefit of the people of Bushmills and visitors to the area. The activities which we have undertaken have contributed to the spiritual well-being of participants and the reinforcement of Christian values.

St John the Baptist Parish of Dunluce, Bushmills

Trustees' Annual Report for the year ended 31st December 2022 (continued)

All sections of society are catered for from the very young, through youth groups and adults to the elderly and infirmed. A particular effort is made to welcome visitors from outside Bushmills and from other faiths. The Parish's mission and out-reach work ensures that our beneficiaries extend well beyond the local area. The trustees have made every attempt to minimise restrictions on access to our services and facilities. Disabled access is available both in the Church and in the Parish Centre. We have mitigated any potential harm from the activities which we undertake. Our Safeguarding Trust is reviewed annually and children using our premises have their general safety and welfare promoted while being protected from abuse. There is restricted access to unsafe areas such as the kitchen and the Church tower.

Volunteers

The trustees would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens who have worked so tirelessly on our behalf, and our administrator, the Glebe Committee, the counters, the choir, the readers, the organists, the flower arrangers, the teachers and youth leaders and everyone else for their valuable contribution to our ministry and for keeping the church running.

Financial Review

The trustees report a decrease of £8,789 in unrestricted funds for the year, and comment further as follows:

- Income from direct giving was significantly higher and is returning to pre pandemic levels.
- The art sale fundraiser returned and was very successful. We were also pleased to host the 'Bushmills through the Wars' exhibition, and acknowledge their generous donation
- Income from the use of the Parish centre remains low. Many clubs and groups closed during the pandemic and it will take time and encouragement to restart this income source.
- The bicentenary of the church was marked by commissioning a stained glass window in the church, and publishing a history book, costing a total of £16,600.
- Donations to Christian causes were significantly increased on previous years.

Reserves

The parish had unrestricted cash reserves of £378,816 at 31st December 2022 (2021 £387,605).

The trustees feel the current level of reserves are adequate to sustain the anticipated day to day running costs, and the costs of upkeep and repair of the Church, Parish buildings and graveyard for the foreseeable future, and until normal Parish activities resume.

Going Concern

The trustees have reviewed the budgets for the year ahead and are satisfied that there are adequate funds in place to ensure that the Parish can continue its activities and the financial statements for the year ended 31st December 2022 can be signed off as a going concern.

Structure, Governance and Management

Governing Document and Constitution of the Charity

Chapter III of the Constitution of the Church of Ireland governs Parishes and Parochial Organisation. The Select Vestry members are the Charity Trustees.

Trustees' Annual Report for the year ended 31st December 2022 (continued)

Recruitment and Appointment of Select Vestry (Trustees)

All members of the Church of Ireland who are over the age of 18 and 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, allowing them to attend and vote at meetings of the General Vestry and to stand for election to the Select Vestry. Meetings of the General Vestry are held at least once a year. The Select Vestry is elected as part of the General Easter Vestry meeting. The Select Vestry will hold their positions for a period of one year. Select Vestry members may be re-elected annually and there is no limit on the number of terms which may be served.

Pay and remuneration

The incumbent receives a stipend in accordance with figures approved by the General Synod of the Church of Ireland.

Organisational Structure

The Select Vestry is responsible for the day to day management of the Parish. The Select Vestry consists of the member of the clergy serving in the Parish, any curate assistant ("the curate"), the churchwardens, the glebe wardens and generally not more than twelve other members of the General Vestry elected at the General Easter Vestry.

The Select Vestry is chaired by the incumbent or other member of the clergy officiating in 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 are to be applied.

The Select Vestry meets at times fixed by the members or by the diocesan synod. Special meetings may be convened at any time by the chairperson or the churchwardens. In 2022, the Select Vestry met nine times during the year and the average attendance was 85%.

Administrative support to the Parish is provided by a Sexton, a Parish Administrator and a cleaner.

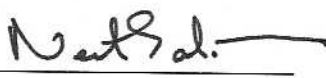
Statement of Trustees' Responsibilities


The trustees are responsible for preparing the Trustees' Report and the statement of receipts and payments and statement of assets and liabilities in accordance with applicable law and regulations.

The law applicable to charities in Northern Ireland with Income of less than £250,000 requires the trustees to prepare a statement of receipts and payments and a statement of assets and liabilities for each financial year.

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 safeguarding the assets of the Parish and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees

(1) 
Neil Salisbury, Honorary Secretary

(2) 
Pamela McLean, Honorary Treasurer

Date: 23 March 2023

St John the Baptist Parish of Dunluce, Bushmills

Independent Examiner's Report to the Trustees of St John the Baptist Parish of Dunluce

I report on the accounts of the Trust for the year ended 31st December 2022, which are set out on pages 7 to 11.

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008. It is my responsibility to:

- Examine the accounts under section 65 of the Charities Act.
- Follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act.
- State whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of the Charities Act.
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with the following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Signed:



Stephen Kane, Parish Accountant

Date:


3/5/23


St John the Baptist Parish of Dunluce, Bushmills

Statement of Assets and Liabilities as at 31st December 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total 2022 £	Total 2021 £
Cash Funds					
Current Accounts	115,225	3,993		119,218	132,238
Deposit Accounts	263,591			263,591	260,637
Total Cash Funds	378,816	3,993		382,809	392,875
<hr/>					
Investment Assets					
RCB Unit Trusts		2,276,843		2,276,843	2,453,766
CIT Unit Trusts		23,774		23,774	27,137
Total Investment Assets		2,300,617		2,300,617	2,480,903
<hr/>					
Assets retained for the Parish's own use					
Parish Centre		1,001,871		1,001,871	1,001,871
Glebe House		352,418		352,418	352,418
Total Assets retained for the Parish's own use		1,354,289		1,354,289	1,354,289
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Signed on Behalf of the Trustees

(1) 
Neil Salisbury, Honorary Secretary

(2) 
Pamela McLean, Honorary Treasurer

Date: 23 Nov 2023


St John the Baptist Parish of Dunluce, Bushmills

Receipts and Payments Account for the year ended 31st December 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total 2022 £	Total 2021 £
<u>Receipts</u>					
Regular Direct Giving	81,226	19		81,245	64,848
Donations and Legacies	3,299	1,030		4,329	100
Fundraising	2,772			2,772	
Investment Income	67,620			67,620	65,853
Other Income	10,270			10,270	15,334
Parish Organisations		521		521	
<u>Total Receipts</u>	165,187	1,570		166,757	146,135
<u>Payments</u>					
Diocesan Assessments	24,847			24,847	25,369
Stipend and Staff Costs	64,880			64,880	69,486
Ministry and Outreach	1,790			1,790	144
Administration Costs	17,065	42		17,107	9,101
Property and Equipment Costs	48,394			48,394	21,990
Donations	17,958	1,358		19,316	6,850
Parish Organisations	349	140		489	21
<u>Total Payments</u>	175,283	1,540		176,823	132,961
Net Receipts/(Payments) for the year before transfers	(10,096)	30		(10,066)	13,174
Fund Transfers	1,307	(1,307)			
Net Receipts/ (Payments) for the year after transfers	(8,789)	(1,277)		(10,066)	13,174
 Cash Funds at start of year	 387,605	 5,270		 392,875	 379,701
Cash Funds at end of year	378,816	3,993		382,809	392,875

Signed on Behalf of the Trustees

(1) 
Neil Salisbury, Honorary Secretary

(2) 
Pamela McLean, Honorary Treasurer

Date: 23 Nov 2023

Notes to the financial statements for the year ended 31st December 2022

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 Receipts and Payments Account have been accounted for on a cash receipts basis.

(b) Statement of Assets and Liabilities

(i) Assets retained for the Parish's own use

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

Church Building and Graveyard

The Church Building 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.

Parish Centre

The Parish Centre is recognised at rebuild cost for insurance purposes. This was professionally assessed in 2010 following completion of major refurbishment and renovation works. No depreciation has been provided on the Parish Centre buildings as the current estimated residual value is not less than its carrying value and the remaining useful life currently exceeds 50 years.

Rectory

The Rectory is recognised at the cost of major refurbishment, extension and renovation works completed in 2013. 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.

All property is vested in trust with the Representative Church Body.

(ii) Investments

Investments in RCB/CIT Unit Trusts are initially recorded at cost and are then subsequently stated at fair value at each year end date.

Notes to the financial statements for the year ended 31st December 2022 (continued)

2. Movement in Cash Funds

	1 Jan 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	31 Dec 2022 £
Restricted funds					
Collections for others	328	1030	(1,358)		-
Yei Diocese	2,100	19			2,119
Bowling Club	1,492	521	(139)		1,874
Youth Club	1,350		(43)	(1,307)	-
	5,270	1,570	(1,540)	(1,307)	3,993
Unrestricted funds					
General Fund	387,605	165,187	(175,283)	1,307	378,816
Total Funds	392,875	166,757	(176,823)	-	382,809

Purposes of Restricted Funds

Collections for others: See note 4 below for analysis

Yei Diocese: Funds raised specifically to support the development of Christian ministry in Yei, Sudan

Bowling/Youth Club: Funds raised by these organizations to cover their running costs and future development.

3. Movement in Investment Funds

	Valuation 1 Jan 2022 £	Transfers in £	Transfers Out £	Valuation Adjustment £	Valuation 31 Dec 2022 £
Endowment Funds					
Bequests	29,767			(3,553)	26,214
Restricted Funds					
Capital Fund	2,451,136			(176,733)	2,274,403
Total Investment Funds	2,480,903			(180,286)	2,300,617

Endowment Funds

Bequests: The total value of a number of historic endowments. The Parish has no access to the capital value.

Annual investment income is paid to the Parish under the terms of the endowment to defray specified operating costs e.g. Stipend, grave upkeep.

Restricted Funds

Capital Fund: The sales proceeds of Parish glebe lands and property is held in trust by the RCB. The Parish has restricted access to these funds for approved property capital expenditure only. Investment income is paid to the Parish to defray general operating costs.

Notes to the financial statements for the year ended 31st December 2022 (continued)

4. Collections for Third Parties

	2022 £	2021 £
Bishops' Appeal	2,250	245
NI Hospice	1,030	
Christian Aid		446
Royal British Legion		62
	<u>3,280</u>	<u>753</u>

The above amounts have been included in Receipts for the Year under "Regular Giving/Donations" and in Payments for the year under "Donations".

5. Transactions with the Trustees

The Parish paid three trustees a total sum of £53,555 for salaries and legitimate expenses.