

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 2023

Charities Number: NIC102940

Annual report and financial statements for the year ended 31st December 2023

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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	Rev Brian Harper (installed 18/08/2023)	
Churchwardens	Ronnie Garvin (Rector's) and Billy Creighton (People's)	
Glebe wardens	Vacant (Rector's) and Ken Caskey (People's)	
Select Vestry	David Johnson Neil Salisbury (Hon Secretary) Brian Sweeney Ruth Wee Aileen Gault Glenda Rodgers-McCormick (Sacristan)	James Fairbairn Doris Johnston Dermot MacLennan April Salisbury Joanne McKeown Joyce Glass

Diocesan Synods Person

Billy Creighton and David Johnston

Supplemental Synods Person

Ronnie Garvin and Jim Fairbairn

Parochial Nominators

Ronnie Gavin, Glenda Rodgers-McCormick, Neil Salisbury and Eileen Scott

Supplemental Nominators

James Fairbairn, Doris Johnston, Brian Sweeney and Aileen Gault

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 2023

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 2023.

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 2023

The main priorities during 2023 have been to install a new Rector and get things back to normal post Covid.

- Throughout the vacancy and for the first 8 months of the year, the Rural Dean Canon Malcolm Ferry, officiated in the Parish. Then in August, we were delighted to welcome the Reverend Brian Harper as our new Rector.
- By the end of the reporting period church attendance had recovered to pre-Covid levels.

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 513 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 2023, there were 2 baptisms, 0 weddings and 16 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.

St John the Baptist Parish of Dunluce, Bushmills

Trustees' Annual Report for the year ended 31st December 2023 (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 2023, 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.

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 group meets every Monday evening in the Parish Centre. It allows young people to socialise, and to enjoy different sports and activities.
- 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. Negotiations are currently ongoing between the Select Vestry, leasee and RCB and it is planned that a new lease arrangement will be introduced in 2024.
- 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.

Our Facebook page has been reinvigorated and together with our website www.dunluceparish.org, provides up to date information about Services, events and activities.

We continue to record and distribute the Sunday Service to those who are housebound or otherwise unable to attend regular worship.

Our digital graveyard mapping has simplified control of the graveyard. Deceased records are available to the public through the genealogy portal 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 2023 (continued)

All sections of society are catered for from the very young, through youth groups and adults to the elderly and infirm. A particular effort is made to welcome visitors from outside Bushmills and from other faiths. The Parish's mission and outreach 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 Policy 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 an increase of £18,998 in unrestricted funds for the year, and comment further as follows:

- Income from all sources increased or remained on a par with the previous year.
- The annual Art sale and the Christmas fundraiser were very successful. We were also pleased to host the 'Bushmills through the Wars' exhibition and acknowledge their generous donation
- Costs reduced primarily as a consequence of the pastoral vacancy.
- Major capital expenses included the refurbishment of the Rectory, repainting the outside of the Parish Centre and installing a safe and cupboards in the Vestry Room to conserve historic documents.
- Donations in 2023 returned to 'normal' levels following the unusually high level which marked our Bicentenary year in 2022.

Reserves

The parish had unrestricted cash reserves of £397,814 at 31st December 2023 (2022 £378,816).

The trustees considered this level of reserves was more than adequate to sustain the anticipated day-to-day running costs, upkeep and repair of the Church, Parish Centre, and graveyard for the foreseeable future. A decision was made in December 2023 to invest £91,000 for the long term in unit trusts funds managed by the RCB.

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 2023 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.

St John the Baptist Parish of Dunluce, Bushmills

Trustees' Annual Report for the year ended 31st December 2023 (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 2023, the Select Vestry met 9 times during the year and the average attendance was 89 %.

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

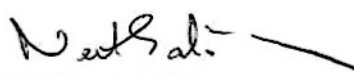
Statement of Trustees' Responsibilities

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

Date: 16 Apr 24

(2) 
Reverend Brian Harper, Rector

Date: 16 Apr 24

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 2023, 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 Auditor

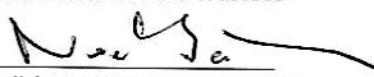
Date: 18/5/24.


St John the Baptist Parish of Dunluce, Bushmills

Receipts and Payments Account for the year ended 31st December 2023

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total 2023 £	Total 2022 £
<u>Receipts</u>					
Regular Direct Giving	80,175			80,175	81,245
Donations and Legacies	6,789			6,789	4,329
Fundraising	2,988			2,988	2,772
Investment Income	72,191			72,191	67,620
Other Income	9,483			9,483	10,270
Parish Organisations		506		506	521
<u>Total Receipts</u>	171,626	506		172,132	166,757
<u>Payments</u>					
Diocesan Assessments	21,939			21,939	24,847
Stipend and Staff Costs	48,983			48,983	64,880
Ministry and Outreach	2,896			2,896	1,790
Administration Costs	9,533			9,533	17,707
Property and Equipment Costs	57,493			57,493	48,394
Donations	11,784	2,119		13,903	19,316
Parish Organisations		591		591	489
<u>Total Payments</u>	152,628	2,710		155,338	176,823
Net Receipts/(Payments) for the year before transfers	18,998	(2,204)		16,794	(10,066)
Fund Transfers					
Net Receipts/ (Payments) for the year after transfers	18,998	(2,204)		16,794	(10,066)
Cash Funds at start of year	378,816	3,993		382,809	392,875
Cash Funds at end of year	397,814	1,789		399,603	382,809

Signed on Behalf of the Trustees

(1) 
 Neil Salisbury, Honorary Secretary
 Date: 16 Apr 24

(2) 
 Reverend Brian Harper, Rector
 Date: 16 Apr 24

St John the Baptist Parish of Dunluce, Bushmills


Statement of Assets and Liabilities as at 31st December 2023

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total 2023 £	Total 2022 £
Cash Funds					
Current Accounts	220,880	1,789		222,669	119,218
Deposit Accounts	176,934			176,934	263,591
Total Cash Funds	397,814	1,789		399,603	382,809
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Investment Assets					
RCB Unit Trusts		2,345,187		2,345,674	2,276,843
CIT Unit Trusts		24,875		24,875	23,774
Total Investment Assets		2,370,062		2,370,549	2,300,617
<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

Date: 16 Apr 24

(2) 
Reverend Brian Harper, Rector

Date: 16 Apr 24

Notes to the financial statements for the year ended 31st 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 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.

St John the Baptist Parish of Dunluce, Bushmills

Notes to the financial statements for the year ended 31st December 2023 (continued)

2. Movement in Cash Funds

	1 Jan 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	31 Dec 2023 £
Restricted funds					
Yei Diocese	2,119		(2119)		
Bowling Club	1,874	506	(591)		1,789
	3,993	506	(2,710)		1,789
Unrestricted funds					
General Fund	378,816	171,626	(152,628)		397,814
Total Funds	382,809	173,196	(154,168)	-	399,603

Purposes of Restricted Funds

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

Bowling Club: Funds raised to cover their running costs and future development.

3. Movement in Investment Funds

	Valuation 1 Jan 2023 £	Transfers in £	Transfers Out £	Valuation Adjustment £	Valuation 31 Dec 2023 £
Endowment Funds					
Bequests	26,214			1,174	27,388
Restricted Funds					
Capital Fund	2,274,403			68,271	2,342,674
Total Investment Funds	2,300,617			69,445	2,370,062

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 2023 (continued)

4. Collections for Third Parties

	2023	2022
	£	£
Bishops' Appeal	706	2,250
Christian Aid	985	
Royal British Legion	597	
CMSI (Yei)	243	
NI Hospice		1,030
	<hr/> 2,531	<hr/> 3,280

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 two individuals who were trustees for part of the year (the Sexton and the Parish Administrator) a total sum of £19,110 for salaries and legitimate expenses. Neither individuals were present at any meetings, discussions or votes where there was a potential conflict of interest.