

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**

**Milltown Parish Church**

**Trustees' Annual report and Statement of Receipts and Payments and Assets and Liabilities for the year ended 31 December 2023**

**Charity Number: NIC104299**

**Annual report and financial statements for the year ending 31<sup>st</sup> December 2023**

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**

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

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**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**

**References and administrative details**

**Charity Name:** Milltown Parish Church

**Charity Registration Number:** NIC104299

**Contact Address:** 142 Derrylee Road  
Dungannon  
BT71 6NU

**Trustees**

Henry Abraham, Stuart Brennan, Eric Douglas, Miss Hazel Douglas, Mrs Kathleen Douglas, Colin Greenaway, Derek Greenaway, Christopher Lappin, Kenneth Lappin, George Potts, Mrs Sandra Quin, Jason Smith, Mrs Mary Stafford, Wesley Stafford, Mrs Shirley Swain, Victor Swain, Rev Geoffrey Walmsley

**Principal Office-bearers**

**Clergy:** Rev Geoffrey Walmsley  
**Church Treasurer** Kathleen Douglas (Mrs)  
**Church Secretary:** Sandra Quin (Mrs)  
**Church Warden: Clergy:** Henry Abraham  
**Church Warden: People:** Eric Douglas

**Independent Examiner**

E Gerald Lunn FAIA  
2 Chamwood Grange  
Portadown  
BT63 5TU

**Bankers**

Bank of Ireland  
13 Market Street  
Lurgan  
BT66 6AR

## Portadown/Milltown/St Andrews/Armagh/Church of Ireland

### **Trustees' Annual Report for the year ended 31<sup>st</sup> December 2023**

The trustees present the annual report and statements of Receipts and Payments and Assets and Liabilities for Milltown Parish Church for the year ended 31 December 2023

#### **Objectives and Activities**

The charitable purpose of the Church of Ireland is the advancement of Christian religion.

The principal function of Milltown Parish Church is to support the advancement of the Christian religion by promoting, through the work of Milltown Parish Church the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Being open to and 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, Milltown Parish Church 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 of Milltown Parish Church.

#### **Achievements, Performance and Public Benefit**

Following is a summary of the main activities undertaken by the parish to carry out its charitable purposes for the benefit of the public and the main achievements during the year.

##### **Sunday Worship**

Unfortunately Milltown Parish Church had a fire in May 2021 and was completely smoke damaged and the restoration took two years to complete. Church Services during that time took place in the Parish Hall on Sunday mornings. Sunday School also took place in the Parish Hall as did Funerals and Baptisms.

The Church reopened on 8<sup>th</sup> May 2023 and Church services returned to normal on Sunday mornings and evenings. Holy Communion takes place twice monthly.

Sunday School also returned to Church before the morning service. Children are encouraged to attend the Church services with their parents. A children's talk takes place every Sunday morning during the service.

The youth also take part in services during the year on Youth Sunday, Junior Carol Service and Harvest Services. Organisations have special services and enrolment services during the year. All morning services and special services are uploaded on line, and the Rector has Bible Study weekly on line. For elderly and those who do not have internet access a CD ministry is provided.

## Portadown/Milltown/St Andrews/Armagh/Church of Ireland

### **Trustees' Annual Report for the year ended 31<sup>st</sup> December 2023**

At Christmas time some Parishioners provide and cook a Christmas dinner for Parishioners who are 70 years plus. We also have a toy collection for the Salvation Army at the Junior Carol Service.

We donated provisions to the Food Bank at Harvest time and we also have a Food Trolley at the Church for regular donations.

### **ORGANISATIONS**

Our organisations include Girls Friendly Society, Townsend Fellowship, Mothers Union, Boys Brigade, Christian Endeavour, Tennis Club, Bowling Club and Milltots. Holiday Bible Club takes place once a year. We have commenced a Youth Club known as Elevate. Bible Study takes place weekly and Pastoral Care is very important.

### **MISSION OUTREACH AT HOME AND ABROAD**

Milltown Parish is committed to reaching out to our local community with the good news of God's love through our witness by Word and Action and by example as to how God wants us to live our lives. We work closely with other agencies in supporting numerous Missionary works financially and through Prayer and in person when permitted.

We support 3 main projects. Through CMSI we support the Dominican Republic of Congo where we are in partnership with North Kivu Diocese.

We also support Mission Aviation Fellowship and through Crosslinks support a student project in Italy. Other outreach work takes place during the year.

### **Child Protection**

As a Parish we adhere to the Church of Ireland Child Protection Policy – Safeguarding Trust, and all of our leaders have had Access NI checks carried out and have attended the appropriate training.

### **Financial Review**

The Parish's financial position at 31 December 2023 is set out on this report. The trustees' policy is to hold cash reserves in bank current accounts and bank deposit accounts.

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

## Portadown/Milltown/St Andrews/Armagh/Church of Ireland

### Trustees Annual Report continued

### 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 Organisations. The Select Vestry members are the Charity Trustees.

#### 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 this General 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.

### ORGANISATIONAL STRUCTURE

#### Select Vestry

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, the churchwardens, the glebe wardens and generally not more than twelve other members of the general vestry elected at an annual General Vestry meeting.

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 churchwardens. The average attendance was 14.

#### Pay and remuneration

The incumbent of the Parish is paid a stipend, locomotory allowance and office expenses in accordance with figures approved by the General Synod of the Church of Ireland.

#### 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 the actives entered into during the year have helped to achieve the Parish's objectives and activities, as well as providing public benefit.

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**

**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**

Mrs Kathleen Douglas, Treasurer

  
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Mrs Sandra Quin, Secretary

  
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Dated 05 August 2024

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**

**Independent examiner's report to the charity trustees of Milltown Parish Church**

I report on the accounts of Milltown Parish Church for the year ended 31 December 2023, which are set out on pages 9 to 12.

**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 following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



E Gerald Lunn FAIA ATT  
The Association of International Accountants  
2 Charnwood Grange  
Portadown  
Co Armagh  
BT63 5TU

Date: 05 August 2024

Portadown/Milltown/St Andrews/Armagh/Church of Ireland  
Receipts and Payments Accounts for the year ended 31 December 2023

| Note   | Unrestricted  | Restricted    | Endowment     | Total         | Total         |
|--|---------------|---------------|---------------|---------------|---------------|
|  | Funds<br>2023 | Funds<br>2023 | Funds<br>2023 | 2023          | 2022          |
|  | £             | £             | £             | £             | £             |
| <b>Receipts</b>  |               |               |               |               |               |
| Donations and plate collection                                 | 127699        |               |               | 127699        | 96478         |
| Proceeds from fund raising events                              | 3644          |               |               | 3644          | 895           |
| Legacies   | 11742         |               |               | 11742         | 4833          |
| Bank and deposit interest                                      | 248           | 13            |               | 261           | 44            |
| Donations for use of parish centre                             | 477           |               |               | 477           | 399           |
| Sale of assets   | 0             |               |               | 0             | 500           |
| Grants   | 2550          |               |               | 2550          | 8000          |
| Grave fees   | 2650          |               |               | 2650          | 2075          |
| Receipts from parish organisations                             | 460           |               |               | 460           | 0             |
| Special collections  | 7031          |               |               | 7031          | 13707         |
| Other receipts   | 2761          |               |               | 2761          | 470           |
| Insurance claim  | 23133         |               |               | 23133         | 164988        |
| <b>Total receipts</b>  | <b>182395</b> | <b>13</b>     | <b>0</b>      | <b>182408</b> | <b>292389</b> |
| <b>Payments</b>  |               |               |               |               |               |
| Diocesan assessment  | 66118         |               |               | 66118         | 59922         |
| Church running costs   | 97853         |               |               | 97853         | 18024         |
| Glebe costs  | 22253         |               |               | 22253         | 12811         |
| Parish Centre costs  | 5424          |               |               | 5424          | 20929         |
| Administration costs   | 12175         |               |               | 12175         | 6161          |
| Charitable donations   | 22582         |               |               | 22582         | 15107         |
| Payments for parish organisations                              | 0             |               |               | 0             | 0             |
| Insurance claim  | 0             |               |               | 0             | 154778        |
| <b>Total payments</b>  | <b>226405</b> | <b>0</b>      | <b>0</b>      | <b>226405</b> | <b>287732</b> |
| Excess of Payments over Receipts for the year before transfers | (44010)       | 13            | 0             | (43997)       | 4657          |
| Transfers  | 0             | 0             | 0             | 0             | 0             |
| Excess of Payments over Receipts for the year                  | (44010)       | 13            | 0             | (43997)       | 4657          |

On behalf of the Trustees

Treasurer - Kathleen Douglas

Secretary - Sandra Quin

*Kathleen Douglas*  
*Sandra Quin*

Date 05 August 2024

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland  
Statement of Assets and Liabilities as at 31 December 2023**

|   | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Endowment<br>Funds<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---|------------------------------------|----------------------------------|---------------------------------|--------------------|--------------------|
| <b>Cash Funds</b>   |                                    |                                  |                                 |                    |                    |
| Current accounts  | 43961                              | 3840                             | 15198                           | 62999              | 99390              |
| Deposit accounts  | 29655                              | 0                                | 0                               | 29655              | 37240              |
| Cash in hand  | 60                                 | 0                                | 0                               | 60                 | 81                 |
| <b>Total Cash Funds</b>                                   | <b>73676</b>                       | <b>3840</b>                      | <b>15198</b>                    | <b>92714</b>       | <b>136711</b>      |
| <b>Investment Assets</b>                                  |                                    |                                  |                                 |                    |                    |
| Investments in RCB Trust                                  | 0                                  | 0                                | 366                             | 366                | 366                |
| <b>Total Investment Assets</b>                            | <b>0</b>                           | <b>0</b>                         | <b>366</b>                      | <b>366</b>         | <b>366</b>         |
| <b>Assets retained for the<br/>Parish's own use</b>       |                                    |                                  |                                 |                    |                    |
| Glebe House   | 0                                  | 250000                           | 0                               | 250000             | 250000             |
| <b>Total Assets retained<br/>for the Parish's own use</b> | <b>0</b>                           | <b>250000</b>                    | <b>0</b>                        | <b>250000</b>      | <b>250000</b>      |

On behalf of the Trustees

Treasurer - Kathleen Douglas

*Kathleen Douglas*

Secretary - Sandra Quin

*Sandra Quin*

Date 05 August 2024

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**  
**Notes to the financial statement for the year ended 31 December 2023 (continued)**

**2. Reconciliation of Cash Funds**

|   |                 |
|---|-----------------|
|   | £               |
| Total Cash Funds at beginning of the year | 136711          |
| Receipts for the year                     | 182408          |
| Payments for the year                     | <u>(226405)</u> |
| Total Cash Funds at end of the year       | <u>92714</u>    |

**3. Movement in Funds**

|                             | At 01 Jan<br>2022 | Incoming<br>Resourses | Outgoing<br>Resourses | Transfers | At 31 Dec<br>2023 | At 31 Dec<br>2022 |
|-----------------------------|-------------------|-----------------------|-----------------------|-----------|-------------------|-------------------|
|                             | £                 | £                     | £                     | £         | £                 | £                 |
| <b>Endowment funds</b>      |                   |                       |                       |           |                   |                   |
| Various bequests            | 15184             | 13                    | 0                     | 0         | 15197             | 15184             |
|                             | <u>15184</u>      | <u>13</u>             | <u>0</u>              | <u>0</u>  | <u>15184</u>      | <u>15184</u>      |
| <b>Restricted funds</b>     |                   |                       |                       |           |                   |                   |
| Dominican Republic of Congo | 10991             | 2135                  | (9286)                | 0         | 3840              | 10991             |
|                             | <u>10991</u>      | <u>2135</u>           | <u>(9286)</u>         | <u>0</u>  | <u>3840</u>       | <u>10991</u>      |
| <b>Unrestricted funds</b>   |                   |                       |                       |           |                   |                   |
| Designated Fabric Fund      | 37240             | 57891                 | (84863)               | 0         | 10268             | 37240             |
| Designated Kitchen Fund     | 0                 | 1320                  | (1320)                | 0         | 0                 | 0                 |
| Parish Organisations Funds  | 12580             | 4161                  | (3307)                | 0         | 13434             | 12580             |
| General Fund                | 60716             | 112772                | (123500)              | 0         | 49988             | 60716             |
|                             | <u>110536</u>     | <u>176144</u>         | <u>(212990)</u>       | <u>0</u>  | <u>73690</u>      | <u>110536</u>     |
| Total funds                 | <u>136711</u>     | <u>178292</u>         | <u>(222276)</u>       | <u>0</u>  | <u>92714</u>      | <u>136711</u>     |

**Purposes of Endowment Funds**

Over the years various bequests have been made to the Parish with funds to be used as stated by the donor in the bequest.

**Purposes of Restricted Funds**

Dominican Republic of Congo: in 2013 the Parish set up a fund to provide assistance for the building of an orphanage in the Dominican Republic of Congo.

**Purposes of Designated Funds**

Fabric Fund: this is a fund to be used for the repair and maintenance of the parish property.

Kitchen Fund: this is a fund for receipts and payments in connection with funeral teas held in parish halls. The balance in the bank account was transferred to the Building Fund in the year.

**4. Collections for third parties**

During the year the Parish organised collections amounting to £22,582 for various charitable causes.

This amount is included in Receipts for the year under Special Collections and in Payments for the year under Charitable Donations.

**Portadown/Milltown/St Andrews/Armagh/Church of Ireland**  
**Notes to the financial statement for the year ended 31 December 2023 (continued)**

**5. Transactions with the Trustees**

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

**6. Governance Costs**

Governance costs of £295 were incurred during the year of which £295 relates to fees paid to the independent examiner. Governance costs are included within Administration costs in the Receipts and Payments Accounts.