

ST. Mark's Parish Church, Portadown

Annual Report and Financial Statements

For the year ended 31st December 2023

Charities Number: NIC 104635

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General Information

Charity Name: St. Mark's Parish Church Portadown

Charity Registration Number: NIC104635

Contact Address: The Church Office
Fergus Hall
Church Street
Portadown
BT62 3LN

Trustees

Mrs A Devlin, Mr W Quinn, Mr P Stewart, Mr R Henry, Mrs V Coulter, Mr T Flannagan, Mrs A Kennedy, Mr S Guy, Mr K McGuinness, Mr H Simpson, Mr G Wilson, Mr S Topley, Mr P Walker, Mr D Brown, Mrs S Douglas, Ms S Leeman

Principal Office-bearers

Clergy: Rev William Orr
Church Treasurer: Mrs Anne Kennedy
Church Secretary: Ms S Leeman
Church Warden: Mrs S Douglas
Church Warden: Mr D Brown

Independent Examiner

S D Brown
S D Brown and Company
Chartered Certified Accountant
25-27 Edward Street
Portadown
BT62 3NE

Bankers

Danske Bank
45-48 High Street
Portadown
BT62 1LB

Trustees Report

Year Ended 31 December 2023

The trustees present the Annual Report and Statement of Financial Activities for St Mark's Parish Church, Portadown for the year ended 31 December 2023.

Objectives and Activities

The charitable purpose Of The Church of Ireland is the advancement of religion. The principal function of St Mark's Parish Church, Portadown is to support the advancement of the Christian religion by promoting through its work 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 this activity in the pursuit of the advancement of the Christian religion, St Mark's Parish Church, Portadown has custody of property and of records, materials, and artefacts of significance to the cultural and religious heritage; the maintenance of which is undertaken by St Mark's Parish Church, Portadown.

Achievements, Performance and Public Benefit

Gradually during 2023 many of the activities that were restricted during the pandemic have been successfully re-established and it was most encouraging to see an effective community programme during Holy Week and likewise during the Christmas period resulting in a steady increase in participation levels at church events and public worship.

Finance

The Select Vestry, with the generous support of the parishioners continue to seek to establish a sustainable financial future for the parish. An increasing number of parishioners are making use of electronic banking services to facilitate their freewill offerings.

Managing finance and maintaining church property are part of the major responsibilities of the Select Vestry. Connectivity in the church continues to be improved to provide more reliable online ministry.

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 31 December 2023 can be signed off as a going concern.

Structure, Governance and Management

Chapter 111 of the Constitution of the Church of Ireland governs Parishes and Parochial Organisation. The Select Vestry members are the Charity 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 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.

Pay and Remuneration

The Rector of St. Mark's Parish receive a stipend which is paid by the Parish, in accordance with figures approved by the General Synod of the Church of Ireland (GSCI). Details of office and locomotory allowances are also approved by GSCI. The actual payments made by St Mark's Parish towards Stipends are calculated by the Stipends Committee of Armagh Diocese based on the size of the church membership.

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 assistance ("the curate") churchwardens, the glebe wardens and generally not more than twelve other members of the general vestry elected at the Annual General Vestry.
- The Select Vestry is chaired by the rector 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.
- Another important aspect of the work of the vestry is to ensure compliance with state and church legislation and any rules and regulations imposed by Armagh Diocesan Synod. They are also responsible for the proper conduct of all church activities and that they comply with the new Safeguarding Guidelines drawn up by the Church of Ireland in 2018. Adult Safeguarding guidelines have also been Introduced in 2018. The vestry makes an annual declaration to the diocese that Safeguarding Guide lines are being followed and to ensure compliance training is arranged each year. A Select Vestry Handbook is available.
- The Select Vestry met regularly during the year to consider a range of important issues relevant to many aspects of church life. The duties and responsibilities of the select vestry are detailed in the Constitution of the Church of Ireland and include managing the parish finances and the employment of the lay people such as the Parish Administrator, Organist, Sexton, Cleaner. Furthermore, the vestry provides the infrastructure which supports worship and ministry and looks after the interior and exterior of the church, rectory, curates' houses, Parochial Hall and Fergus Hall.

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

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the statement of Financial Activities and statement of Assets and liabilities in accordance with applicable law and regulations.

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

Trustee 1 *Sandra Leman*

Trustee 2 *Anne Kennedy*

Date 17th April 2024

Independent examiner's report to the charity trustees of St. Mark's Parish Church, Portadown.

I report on the accounts of the Charity for the year ended 31st December 2023, which are set out on pages 4 to 16.

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 give 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.

Name: *S. D. Brown*

**S.D. Brown
For S.D. Brown and Company**

Relevant professional qualification or body: Chartered Certified Accountant

Address: 25-27 Edward Street Portadown BT62 3NE

Date: 23rd April 2024

St. Mark's Parish Church, Portadown

Statement of Financial Activities for the year ended 31st December 2023

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u>	<u>Total</u>
		<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income						
Donations and Plate Collections	3	173,769	10,167	-	183,936	184,135
Proceeds from fund raising events		1,598	-	-	1,598	8,014
Bank and deposits interest		452	33	-	485	737
Rental Proceeds		7,549	-	-	7,549	5,850
Investment Income		-	-	-	-	3,316
Legacies		5,000	-	-	5,000	13,530
Collection for Third Parties		1,301	4,458	-	5,759	5,810
Other Receipts	4	8,254	-	-	8,254	7,367
Receipts from Parish organisations		-	11,302	-	11,302	5,290
Total Income		197,923	25,960	-	223,883	234,049
Expenditure						
Wages and salaries		45,321	-	-	45,321	31,503
Diocesan Costs /Assessment		79,836	-	-	79,836	77,786
Church Running Costs	5	47,335	4,546	-	51,881	51,539
Rectory Running Costs		3,164	2,567	-	5,731	5,068
Investment Property Costs		1,018	357	-	1,375	1,377
Admin Costs	6	19,625	-	-	19,625	16,314
Charitable Gifts/Donations	7	1,951	7,362	-	9,313	13,017
Payments for parish organisations		-	12,888	-	12,888	5,344
Total Expenditure		198,250	27,720	-	225,970	201,948
Net Income(Expenditure)		(327)	(1,760)	-	(2,087)	32,101
Transfers between funds		9,720	(9,720)	-	-	-
Loss on Sale of Curatage		-	-	-	-	(23,710)
Transferred to St Marks Holdings Ltd-	14	(1,814,948)	-	-	(1,814,948)	(126,268)
(Diminution)/increase value of investment	10	-	66,013	474	66,487	(117,453)
Surplus/(Deficit)/ for year		(1,805,555)	54,533	474	(1,750,548)	(235,330)
Total Funds brought forward		2,405,738	1,039,523	15,797	3,461,058	3,696,388
Total Funds Carried Forward		600,183	1,094,056	16,271	1,710,510	3,461,058

St. Mark's Church Portadown

Statement of Financial Position (Balance Sheet) as at 31st December 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible Fixed Assets	9	397,953	2,212,901
Investments	10	1,057,298	990,811
Total Fixed Assets		1,455,251	3,203,712
Current Assets			
Debtors – Gift Aid		24,607	26,629
Prepayment-Insurance		9,743	9,167
Loan to St Marks Holdings Ltd		18,000	7,000
Cash and Cash equivalents	12	209,120	217,742
Total Current Assets		261,470	260,538
Creditors – amounts falling due within one year	11	(6,211)	(3,192)
Net Current Assets		255,259	257,346
Total Assets less current liabilities		1,710,510	3,461,058
Creditors amounts falling due after 1 year		-	-
Total Net Assets		1,710,510	3,461,058
The Funds of the Parish			
Unrestricted Funds		600,182	2,405,738
Restricted Funds		1,094,057	1,039,523
Endowment Funds		16,271	15,797
Total Charity Funds	13	1,710,510	3,461,058

The notes on pages 11 to 21 are an integral part of these financial statements.

The financial statements on pages 4 to 10 were approved by the Board of Trustees on 17th April 2024 and signed on its behalf by:

Trustee 1 *Sandra Leenan*

Trustee 2 *Anne Kennedy*

St. Mark's Parish Church Portadown
Notes to the financial statements for the year ended 31st December 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a). Basis of preparation

The financial statements have been prepared on a going concern basis in accordance with Accounting and Reporting by Charities: 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)).

The Parish meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost and transaction value unless otherwise stated in the relevant accounting policy note(s).

b). Preparation of accounts on a going concern basis

The Parish generally meets its day to day working capital requirements from its annual income. The Trustees have obtained and reviewed cash flow forecasts for the coming year and based on these are satisfied that the Parish has resources to provide a reasonable expectation that it can continue to meet its financial obligations as they fall due for the foreseeable future. Therefore these financial statements have been prepared on a going concern basis.

c). Income

Plate Collections and Weekly Envelopes, are accounted for on a cash receipts basis as the amount is collected.

Income arising from the rental of Parish Centre facilities to third parties is recognized when the parish has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognized when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are included with Income under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty. Donations and gifts in kind are brought into the accounts at their fair value to the Parish.

d). Expenditure

Expenditure is recognized once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

e). Tangible assets

The assets of the Parish comprise:-

- Church Building
- Fixtures and fittings
- Rectory

The Church Building, is deemed to be Heritage assets as defined by the Charities SORP (FRS102) These Heritage assets are not included on the balance sheet 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.

St. Mark's Parish Church, Portadown

Notes to the financial Statements for the year ended December 2023 (continued)

1). Accounting policies (continued)

Parish Halls, Rectory, Curatages and Scout Hall

- The above assets are stated at a valuation. A professional valuation was carried out in 2017 as a result of an insurance asset and risk survey.
- No depreciation has been provided on these buildings as the current estimated residual value is not less than its carrying value and the remaining useful life currently exceeds 50 years.

f). Investments

Fixed assets investments comprising investment properties, investments in equities and investment in RCB/CIT Unit Trusts are initially recorded at cost and are then subsequently stated at fair value at each balance sheet date. Investments in unquoted investments are recorded at cost and are assessed annually for impairment. Unrealised gains and losses represent the difference between the fair value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and fair value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the fair value at the start of the year or cost if purchased in the year. Both realised and unrealised gains and losses in investments are reported within "Net Gains/(Losses) on Investments" within the Statement of Financial Activities.

g). Cash and equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts are shown.

h). Financial Instruments

The Parish only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction price and subsequently measured at their settlement value.

i). Funds

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the Parish.

Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income there from is used for the purpose defined in accordance with the objects of the parish.

St. Mark's Parish Church, Portadown**Note to the Financial Statements for the year ended 31st December 2023 (continued)**

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

2. Critical Accounting Judgments and estimation uncertainty

Estimates and judgments made in the process of preparing the financial statements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Trustees do not consider that there are any critical judgments made in applying the Parish's accounting policies or that there are any critical accounting estimates or assumptions which may have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year.

3. Donations and Plate Collections

	<u>Unrestricted</u> <u>Funds</u> <u>2023</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>2023</u> <u>£</u>	<u>Endowment</u> <u>Funds</u> <u>2023</u> <u>£</u>	<u>Total</u> <u>2023</u> <u>£</u>	<u>Total</u> <u>2022</u> <u>£</u>
Donations	152,197	10,167	-	162,364	157,307
Giving/Collections					
Gift Aid	21,572	-	-	21,572	26,828
	<u>173,769</u>	<u>10,167</u>	<u>-</u>	<u>183,936</u>	<u>184,135</u>

4 Other Receipts

Bible Notes	695	-	-	695	350
NIE Rental	1,889	-	-	1,889	1,891
Room Hire	360	-	-	360	500
Benevolent Fund receipts	5,164	-	-	5,164	3,116
RCB Grant	146	-	-	146	1,510
	<u>8,254</u>	<u>-</u>	<u>-</u>	<u>8,254</u>	<u>7,367</u>

St Mark's Parish Church, Portadown

Notes to the Financial Statements for the year ended 31st December 2023 (continued)

5). Church Running Costs

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>		
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Church Maintenance	4,447	1,653	-	6,100	2,397
Fergus Hall Maintenance	1,830	1,135	-	2,965	12,886
Parochial Hall Maintenance	1,876	1,758	-	3,634	1,820
Heat & Light	17,682	-	-	17,682	14,112
Insurance	11,046	-	-	11,046	10,166
Telephone/Broadband	1,096	-	-	1,096	-
General	9,358	-	-	9,358	10,158
	<u>47,335</u>	<u>4,546</u>	<u>-</u>	<u>51,881</u>	<u>51,539</u>

6). Admin Costs

General	11,165	-	-	11,165	10,040
Health & Safety	327	-	-	327	1,078
Bank Fees	1,457	-	-	1,457	1,443
Accountancy	2,709	-	-	2,709	2,693
Benevolent Fund exps	3,967	-	-	3,967	1,060
	<u>19,625</u>	<u>-</u>	<u>-</u>	<u>19,625</u>	<u>16,314</u>

7). Charitable Gift/Donations

Parochial Account – ADYC	1,301	-	-	1,301	398
New Wine	-	1,000	-	1,000	-
ICM	-	3,410	-	3,410	4,327
Crosslinks	-	1,752	-	1,752	3,000
SAMS	-	-	-	-	-
A Flanagan	-	1,200	-	1,200	1,200
H Simpson	400	-	-	400	-
Ukraine	-	-	-	-	1,525
Reach Mentoring	250	-	-	250	-
Benevolent Fund Grant	-	-	-	-	2,010
Hospice	-	-	-	-	500
	<u>1,951</u>	<u>7,362</u>	<u>-</u>	<u>9,313</u>	<u>13,017</u>

St Mark's Parish Church, Portadown**Notes to the financial statements for the year ended 31st December 2023 (continued)****8). Taxation**

St Mark's Parish Church Portadown is recognized as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities.

9). Tangible Fixed Assets Schedule

	Costs/INS Value/Ratable Value £	Depn to Date £	Net Book Value at 31.12.22 £	Added £	Trans St Marks Holdings £	Depn for Year £	Net Book Value at 31.12.23 £
Parish Halls including Fixtures & Fitting	1,105,798	-	1,105,798	-	(1,105,798)	-	NIL
Rectory including Fixtures & fittings	397,953	-	397,953	-	-	-	397,953
Curatage 115 Brownstown Road	157,270	-	157,270	-	(157,270)	-	NIL
Scout Hall, Mahon Road	551,880	-	551,880	-	(551,880)	-	NIL
Total Tangible Assets	2,212,901	-	2,212,901	-	(1,814,948)	-	397,953

10). Investments

	Value at 31.12.23	Increase for Year	Value at 31.12.22
Investment Assets			
RCB Investments 3824 Units of RB General Trust (NI)	16,271	474	15,797
Clarke Investment Portfolios managed by Davy Stockbroker	1,041,027	66,013	975,014
	£1,057,298	£66,487	£990,811

11). Creditors Amounts Due within 1 year

	2023 £	2022 £
Accruals	6,211	3,192
	6,211	3,192

St. Mark's Parish Church, Portadown

Notes to the Financial Statement for the year ended 31st December 2023 (continued)

12). Cash and Cash Equivalents

	31.12.2023	31.12.2022
Parochial Account	43,806	45,932
Missions & Charities Account	415	1,919
Benevolent Fund	3,121	3,138
Bequest Account	29,163	104,163
Bequest Fixed Rate Deposit	80,000	-
Misses Thornton Account	292	292
Mothers Union Bequest Account	3,490	3,459
Organ Fund Account	5,133	5,490
Repair Fund	22,097	29,871
Parish Organisations	21,603	23,478
	<u>209,120</u>	<u>217,742</u>

St. Mark's Parish Church, Portadown

Notes to the Financial Statement for the year ended 31st December 2023 (continued)

13). Funds of the Parish

	<u>At 1.1.23</u>	<u>Incomin</u>	<u>Outgoing</u>	<u>Outgoing</u>	<u>Transf</u>	<u>Investmen</u>	<u>At</u>
		<u>g</u>	<u>Resources</u>	<u>Resources</u>	<u>ers</u>	<u>t</u>	<u>31.12.2023</u>
		<u>Resourc</u>	<u>Revenue</u>	<u>Capital</u>		<u>Gain/Loss</u>	
	<u>£</u>	<u>es</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
		<u>£</u>					
Endowment Funds							
RCB	15,797	-	-	-	-	474	16,271
Investment							
	15,797	-	-	-	-	474	16,271
Restricted Funds							
Clarke Fund	975,014	-	-	-	-	66,013	1,041,027
Missions & Charities account	1,919	4,458	(7,362)	-	1,400	-	415
Misses Thornton	292	-	-	-	-	-	292
Mothers Union	3,459	31	-	-	-	-	3,490
Bequest Account	-	-	-	-	-	-	-
Organ Fund	5,490	3	(360)	-	-	-	5,133
Repair Fund	29,871	10,167	(7,110)	-	(10,831)	-	22,097
Parish Organisations	23,478	11,302	(12,888)	-	(289)	-	21,603
	1,039,523	25,961	(27,720)	-	(9,720)	66,013	1,094,057
Unrestricted Funds							
Fixed Assets	2,212,901	-	-	(1,814,948)	-	-	397,953
Debtors	26,629	-	(2,022)	-	-	-	24,607
Prepayment	9,167	576	-	-	-	-	9,743
Insurance							
St Marks Holdings	7,000	-	-	-	11,000	-	18,000
Parochial Account	45,932	189,780	(191,016)	-	(890)	-	43,806
Benevolent Fund	3,138	5,164	(4,791)	-	(390)	-	3,121
Bequest account	104,163	5,000	-	-	-	-	109,163
Accruals	(3,192)	-	(3,019)	-	-	-	(6,211)
	2,405,738	200,520	(200,848)	(1,814,948)	9,720	-	600,182
Total Funds	3,461,058	226,481	(228,568)	(1,814,948)	-	66,487	1,710,510

14) During year ended 31 December 2023 the Parochial Hall at Carleton Street, Portadown the Fergus Hall at Church Street, the Scout Hall at Mahon Road, Portadown and 115 Brownstown Road, Portadown were transferred to St Marks Holding Ltd/a company limited by guarantee. St Marks Holdings is under the control and management of representatives from the General Vestry.