



CHURCH OF IRELAND
THE REPRESENTATIVE CHURCH BODY

Church of Ireland House, Church Avenue, Rathmines, Dublin 6 DO6 CF67

Tel: (+3531) 4978422

Fax: (+3531) 4978821

Email: office@rcbdub.org

DX 10010 Ranelagh

Our Ref:

Your Ref:

4 February 2016

TO Incumbents & Secretaries of Select Vestries (Republic of Ireland)

RE: Charity Registration (Republic of Ireland)

Dear Incumbent and Secretary

As the deadline for registration of charities in the Republic of Ireland approaches on 16 April 2016, I am writing to keep you up to date with the progress of registration of parishes and parish assets. Please read this letter and the accompanying material (form) carefully to ensure that your parish and its assets are completely covered by the provisions made and contact us urgently if you have any concerns.

1. All Select Vestries in the following dioceses have already completed, or are completing, registration via the Charities Regulatory Authority (CRA) website in an organised process managed by your Diocesan Secretary and central Church. These parishes are already noted for registration by the CRA.
 - Dublin & Glendalough
 - Limerick
2. Diocesan Secretaries in the following dioceses are being asked to supply the central Church with a list of Select Vestries seeking to register under the Charities Act 2009 before the 16 April deadline. This list will be treated by the CRA as equivalent to application for registration. Parishes in these dioceses will continue to be called forward in a process organised by their Diocesan Secretary.
 - Cork
 - Kilmore
 - Cashel, Ferns & Ossory
 - Clogher
 - Meath & Kildare
 - Raphoe
 - Tuam
 - Armagh
3. Parishes with property or financial assets managed locally and vested in the Representative Church Body (RCB) for the benefit of the parish, or in all of the members of the Select Vestry, or in local trustees appointed by and reporting through the Select Vestry and the parish accounts, do not need to take further action in the immediate term.

BUT – where there are properties, monies or trusts held by trustees other than the RCB or all of the Select Vestry, please read the following carefully.

4. Select Vestries of parishes with property or financial assets managed locally and vested in local trustees who do **NOT** report on the asset through the parish accounts should take immediate steps to ensure that these properties and financial assets are included in the **central Church of Ireland list of charitable assets requiring registration** which is being prepared by Church House for submission to the CRA. A form is attached for you to fill in and return to us by 20 February 2016 listing any such properties or financial assets in your parish. It is important that this be completed

and returned in a timely manner to ensure that trustees do not miss the 16 April deadline. Inclusion on the central list will qualify as notification to the Charities Regulatory Authority of the existence of a charitable asset seeking registration and the Select Vestry will not then need to take further action for the time being.

5. Examples that we are aware of include: property, local trusts applied to welfare or educational purposes, 1885 Educational Endowment Schemes (holding property either used for schools or for other parish use), bequests of various kinds, incumbent's hardship funds.
6. Including an asset on the central Church list does **NOT** imply that the asset will be vested in the RCB. The purpose of the list is to ensure that parish assets are fully recorded, and that local trustees are assisted in their responsibility to comply with the Charities Act 2009 and are not at risk of unnecessary personal individual exposure to other liabilities. It also seeks to avoid unintended outcomes where the charitable status of an asset might be questioned in the future or lost to the parish. If you are in any doubt, include an asset on the list rather than leaving it off.
7. Select Vestries who have appointed local trustees of parish assets should engage with those trustees to ensure that all documentation (title deeds, conveyancing documents, trust deeds or deeds relating to management of financial assets) is available and that up-to-date accounts have been produced by the local trustees. These will be required for registration at a later stage. Please check that all legal documents state the charitable purpose (advancement of the Christian religion in the parish of XXX) and that trustee positions and casual vacancies are filled by the Select Vestry.

As some of these documents are very old, they may need to be amended before registration. If you discover particular problems such as dead trustees, missing deeds etc, please do not delay filling in the form, but make a note of the problem on the form to alert us to the difficulty.

If you have any queries, please contact Joanne Richards (01 4125660)

Email charityreg@rcbdub.org

Charity Registration
Church of Ireland House
Church Avenue
Rathmines
Dublin 6

Yours sincerely

Janet Maxwell
Head of Synod Services

Notification of charities seeking registration with the Charities Regulatory Authority

February 2016

Assets of the parish of: _____

in the diocese of: _____

held on behalf of the parish by local trustees

Name of property/trust/ fund held by local trustees	Address	Contact person	Contact tel + email	Charitable purpose	Special notes
1.					
2.					
3.					
4.					

Signed: _____ (Incumbent & Chair of Select Vestry) _____ (Secretary to Select Vestry)

Please return completed form to: Charity Registration, Church of Ireland House, Church Avenue, Rathmines, Dublin 6 (Email charityreg@rcbdub.org)