

Manningham Project Limited

Charity number 1103020

A company limited by guarantee number 04481358

Annual Report and Financial Statements for the year ended 31 March 2021



West Yorkshire Community Accounting Service

Manningham Project Limited

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Manningham Project Limited

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Martin Carter	Chair	
Christine Dawson	Vice Chair	
Mollie Somerville	Secretary	
Joanna Allan	Treasurer	
Heather Grinter		
Bruce Barnes		
Catherine Milford		

Charity number	1103020	Registered in England and Wales
Company number	04481358	Registered in England and Wales

Registered and principal address	Bankers
203 Lumb Lane	Unity Trust Bank
Bradford	9 Brindley Place
BD8 7SG	Birmingham B1 2HB

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 9 July 2002. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The Management Committee notes a continuing need to refresh and expand its membership. An aim of the Committee's current strategic review includes finding new members, especially from within the local community.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

To promote the benefit of the inhabitants of Bradford covered by the postal districts of BD8 and BD9 and the neighbourhood thereof, (hereinafter called the "area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide advice in the interest of social welfare with the objects of improving the conditions of life for the said inhabitants.

Establish or secure the establishment of a Centre (hereinafter called Manningham Project) and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in furtherance of these objects.

The charity's main activities

Manningham Project has provided a free, confidential, comprehensive generalist advice service in the Manningham and Heaton area of Bradford since 1974. We work from our Lumb Lane advice centre and see clients here as well as in multiple outreach locations within the Bradford West area. Volunteers support the advice workers in our core building and enable clients to access computers and online services. We are able to provide a limited appeals service with the option to make referrals and have provided small group courses on topics of help to local residents, such as money management skills.

We have recently introduced a new self-sufficiency coaching service with the aim of helping clients to find solutions to longer term problems that may contribute to their various needs for advice service support.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit. In particular we work for the prevention and relief of poverty and the relief of those in need due to financial hardship or other disadvantage through the provision of advice and other practical assistance. This service is available free of charge to all residents of our area of benefit.

Achievements and performance

Advice Services

Manningham Project's advice services were supported throughout the year by three continuing sources of funding. The largest contribution was our contract with Citizens Advice Bradford, funded by Bradford Metropolitan District Council, although this began with a funding reduction to provide twelve advice sessions per week compared with fifteen throughout the previous year. Sessions were still provided at the Advice Centre in Lumb Lane and in outreach locations across our area of benefit. The grant awarded by the Henry Smith Charity supported a further five advice sessions per week and two more sessions each week were maintained by Bradford VCS Alliance.

The delivery of advice services was disrupted by the Covid-19 pandemic. Essential health precautions and compliance with government regulation led to two periods in which face-to-face meetings with clients were suspended, first from 23 March to 15 May 2020 and subsequently from 5 November 2020 until April 2021. Client advice continued during these periods by telephone and by online consultation.

Several organisations responded to the pandemic by offering additional Covid-19 related emergency funding. In July we were awarded a grant from the National Lottery Coronavirus Community Support Fund for "meeting the critical advice needs of clients" and in August we received a further grant from the Give Bradford Resilience Fund to support the delivery of ongoing work. Bradford Metropolitan District Council reversed the earlier reduction in the value of its contract and extended this provision to March 2022. The Council also provided additional funding to improve the use of communications and information technology in supporting clients.

These additional resources enabled us to provide 1,325 client appointments during the year resulting in securing £1,320,085 for clients and to stabilise £39,900 of debt.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continue)

Service Development

The grant received in January 2020 from National Lottery Awards-for-All has been used to support a process of service development intended to widening the scope of our work in order to help our clients achieve greater independence. Two external consultants were appointed and a survey of client needs undertaken followed by meetings with leading providers of services that we had identified as possible models for a new approach. Further discussions with clients and with staff led to the establishment of a pilot for a new service under the title of the Self-Reliance Programme. This uses a solution focused coaching approach to help clients to identify goals, to set themselves targets. Manningham Project provides support in developing the knowledge and skills for clients to achieve their goals. Training sessions for staff were undertaken and clients likely to benefit from this approach were identified. Active sessions with clients began in September but were suspended in November due to the re-introduction of Covid-19 restrictions. The service restarted in March 2021 and has since been expanded with the support of a further National Lottery grant.

We were awarded further funding for development by Give Bradford Resilience Fund and by Bradford Metropolitan District Council's Transformation fund. These grants provided consultancy support in preparing a new website which is to be launched in 2021-22 and for continuing advice on future fundraising.

Looking forward

Following the impact of the pandemic during 2020-21, Bradford Metropolitan District Council has extended our contract with Bradford Citizen's Advice until March 2023 so that Manningham Project's funding for 2021-22 is secure. We continue to develop plans for enlarging our service and we are working to raise funds to achieve this from 2022 onward. We also look forward to being able to respond to the Council's expected invitation to tender for advice services for the period from April 2023 onward.

Financial review

The net income for the year was £26,446, including net income of £30,122 on unrestricted funds and net expenditure of £3,676 on restricted funds, after transfers.

Manningham Project has a secure budget for 2021-22 based on the continuation of the contract with BMDC via CAB, now extended to March 2023 together with other supplementary grants. This position, combined with our level of available unrestricted reserves, gives the trustees confidence in believing the charity will remain a going concern for at least twelve months from the date that the accounts are approved.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 24/11/2021

Martin Carter (Trustee)

Manningham Project Limited

Independent examiner's report to the trustees of Manningham Project Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 7 to 13.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

29/11/21

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Manningham Project Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	12,590	73,430	86,020	68,977
Sales and fees		94,698	-	94,698	103,651
Other income		339	-	339	1,751
Bank interest		30	-	30	81
Total income		<u>107,657</u>	<u>73,430</u>	<u>181,087</u>	<u>174,460</u>
Expenditure on:					
Salaries and on costs	(3)	63,418	55,808	119,226	116,107
Training		-	-	-	240
Staff expenses		46	-	46	1,228
Rent and rates		-	7,650	7,650	8,375
Heat, light and water		1,825	-	1,825	2,366
Cleaning, repairs and maintenance		114	21	135	778
Printing, postage and stationery		1,133	150	1,283	1,604
Insurance		1,399	-	1,399	1,323
Telephone and broadband		1,977	-	1,977	2,118
Computer costs		578	660	1,238	1,495
Subscriptions		1,823	-	1,823	2,120
Other expenditure		1,451	-	1,451	277
Independent examination		840	-	840	780
Professional fees		2,965	9,867	12,832	2,633
Depreciation		2,645	-	2,645	1,907
Fuel top-ups		160	-	160	320
Grant repayment		-	-	-	1,000
Grant payment		-	-	-	1,000
Bank charges		111	-	111	91
Total expenditure		<u>80,485</u>	<u>74,156</u>	<u>154,641</u>	<u>145,762</u>
Net income / (expenditure)		<u>27,172</u>	<u>(726)</u>	<u>26,446</u>	<u>28,698</u>
Transfers between funds		<u>2,950</u>	<u>(2,950)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>30,122</u>	<u>(3,676)</u>	<u>26,446</u>	<u>28,698</u>
Fund balances brought forward		<u>79,616</u>	<u>21,353</u>	<u>100,969</u>	<u>72,271</u>
Fund balances carried forward	(4)	<u>109,738</u>	<u>17,677</u>	<u>127,415</u>	<u>100,969</u>

All incoming resources and resources expended derive from continuing activities.

Manningham Project Limited

Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) <u>2,212</u>	<u>-</u>	<u>2,212</u>	<u>1,907</u>
Total fixed assets	<u>2,212</u>	<u>-</u>	<u>2,212</u>	<u>1,907</u>
Current assets				
Debtors and prepayments	(6) 8,125	2,950	11,075	8,396
Cash at bank and in hand	(7) <u>101,536</u>	<u>27,301</u>	<u>128,837</u>	<u>92,938</u>
Total current assets	<u>109,661</u>	<u>30,251</u>	<u>139,912</u>	<u>101,334</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) <u>2,135</u>	<u>12,574</u>	<u>14,709</u>	<u>2,272</u>
Total current liabilities	<u>2,135</u>	<u>12,574</u>	<u>14,709</u>	<u>2,272</u>
Net current assets / (liabilities)	<u>107,526</u>	<u>17,677</u>	<u>125,203</u>	<u>99,062</u>
Net assets	<u>109,738</u>	<u>17,677</u>	<u>127,415</u>	<u>100,969</u>
Funds				
Unrestricted funds	109,738	-	109,738	79,616
Restricted funds	<u>-</u>	<u>17,677</u>	<u>17,677</u>	<u>21,353</u>
Total funds	<u>109,738</u>	<u>17,677</u>	<u>127,415</u>	<u>100,969</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 24/11/2021

Martin Carter (Trustee)

Manningham Project Limited

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: Over 5 years straight line

Improvements to leasehold property: Over the life of the lease

Computer equipment and software: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2021

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
National Lottery Community Fund (NLCF)	-	19,780	19,780	-
The Henry Smith Charity	-	29,200	29,200	48,100
Give Bradford - Leeds Community Foundation	-	9,850	9,850	-
Bradford Metropolitan District Council (BMDC)	10,000	14,600	24,600	10,212
Absolute Return for Kids (Ark)	-	-	-	500
Awards for All	-	-	-	9,900
Donations	2,590	-	2,590	265
	<u>12,590</u>	<u>73,430</u>	<u>86,020</u>	<u>68,977</u>

3 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	111,296	107,577
Social security costs	8,058	7,404
Employment allowance	(4,000)	(3,000)
Pensions	3,062	3,095
Payroll charges	810	1,031
	<u>119,226</u>	<u>116,107</u>

The average number employees during the year was 7.5, being an average of 4.1 full time equivalent (2020: 7.6, 4.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	3,062	3,095
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Sovereign Health	250	-	-	-	250
ARK	500	-	-	-	500
BMDC Building Grant	21	7,650	7,671	-	-
BMDC IT Grant	-	2,950	-	(2,950)	-
Henry Smith Fund	13,315	29,200	34,628	-	7,887
Awards for All	7,267	-	2,667	-	4,600
NLCF Covid-19 Response Fund	-	19,780	17,040	-	2,740
Give Bradford - Resilience Fund	-	9,850	9,850	-	-
BMDC Transformation Fund	-	4,000	2,300	-	1,700
	<u>21,353</u>	<u>73,430</u>	<u>74,156</u>	<u>(2,950)</u>	<u>17,677</u>

Fund name	Purpose of restriction
Sovereign Health	Repair to the disabled ramp access.
ARK	For funding of advice related publications.
BMDC Building Grant	Towards building costs
BMDC IT Grant	Towards improving the use of communications and information technology in supporting clients. The transfer relates to the capitalisation of IT equipment which is for the general use of the charity
Henry Smith Fund	For funding of advice sessions and running costs.
Awards for All	For developing the charity as an agent for change.
NLCF Covid-19 Response Fund	To support local communities through COVID-19 crisis.
Give Bradford - Resilience Fund	For delivering ongoing work and core costs for planning and development.
BMDC Transformation Fund	To develop communication strategy, web presence and provide consultation to support work.

5 Tangible assets

	Computer equipment and Software	Equipment, Fixtures and fittings	Total
<u>Cost</u>	£	£	£
At 1 April 2020	4,014	15,535	19,549
Additions	<u>2,950</u>	<u>-</u>	<u>2,950</u>
At 31 March 2021	<u>6,964</u>	<u>15,535</u>	<u>22,499</u>
<u>Depreciation</u>			
At 1 April 2020	4,014	13,628	17,642
Charge for year	<u>738</u>	<u>1,907</u>	<u>2,645</u>
At 31 March 2021	<u>4,752</u>	<u>15,535</u>	<u>20,287</u>
<u>Net book value</u>			
At 31 March 2021	<u>2,212</u>	<u>-</u>	<u>2,212</u>
At 31 March 2020	<u>-</u>	<u>1,907</u>	<u>1,907</u>

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2021

6 Debtors and prepayments	2021	2020
	£	£
Debtors	11,075	8,125
Prepayments	-	271
	<u>11,075</u>	<u>8,396</u>

7 Cash at bank and in hand	2021	2020
	£	£
Cash at bank	128,652	92,801
Cash in hand	185	137
	<u>128,837</u>	<u>92,938</u>

8 Creditors and accruals	2021	2020
	£	£
Creditors	13,633	1,211
Accruals	1,076	1,061
	<u>14,709</u>	<u>2,272</u>

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Co-ordinator. The total employee benefits received by the Coordinator were £43,436 (previous year: £37,018).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2021	2020
	£	£
Within one year	791	810
In the second to fifth years inclusive	654	1,481
	<u>1,445</u>	<u>2,291</u>

Manningham Project Limited

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	12,590	265	73,430	68,712	86,020	68,977
Sales and fees	94,698	103,651	-	-	94,698	103,651
Other income	339	751	-	1,000	339	1,751
Bank interest	30	81	-	-	30	81
Total income	107,657	104,748	73,430	69,712	181,087	174,460
Expenditure						
Salaries and on costs	63,418	78,721	55,808	37,386	119,226	116,107
Training	-	240	-	-	-	240
Staff expenses	46	1,228	-	-	46	1,228
Rent and rates	-	-	7,650	8,375	7,650	8,375
Heat, light and water	1,825	551	-	1,815	1,825	2,366
Cleaning, repairs and maintenance	114	778	21	-	135	778
Printing, postage and stationery	1,133	1,604	150	-	1,283	1,604
Insurance	1,399	1,323	-	-	1,399	1,323
Telephone	1,977	2,118	-	-	1,977	2,118
Computer costs	578	1,495	660	-	1,238	1,495
Subscriptions	1,823	2,120	-	-	1,823	2,120
Other expenditure	1,451	277	-	-	1,451	277
Independent examination	840	780	-	-	840	780
Professional fees	2,965	-	9,867	2,633	12,832	2,633
Depreciation	2,645	1,907	-	-	2,645	1,907
Fuel top-ups	160	320	-	-	160	320
Grant repayment	-	-	-	1,000	-	1,000
Grant payment	-	-	-	1,000	-	1,000
Bank charges	111	91	-	-	111	91
Total expenditure	80,485	93,553	74,156	52,209	154,641	145,762
Net income / (expenditure)	27,172	11,195	(726)	17,503	26,446	28,698
Transfers between funds	2,950	-	(2,950)	-	-	-
Net movement in funds	30,122	11,195	(3,676)	17,503	26,446	28,698
Fund balances brought forward	79,616	68,421	21,353	3,850	100,969	72,271
Fund balances carried forward	109,738	79,616	17,677	21,353	127,415	100,969