

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 July 2021

for  
Manor Training And Resource Centre  
Limited  
(A Company Limited by Guarantee)

Landin Willcock & Co  
Chartered Accountants  
68 Queen Street  
Sheffield  
South Yorkshire  
S1 1WR

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**Manor Training And Resource Centre  
Limited**  
**Contents of the Financial Statements  
for the Year Ended 31 July 2021**

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The Trustees present their annual report and financial statements for the year ended 31 July 2021 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.
- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

##### **Significant activities**

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

Welsh Joint Education Committee (WJEC)

National Open College Network (NOCN)

Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

**OBJECTIVES AND ACTIVITIES**

**Public benefit**

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibility government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all.

Courses are held mainly in school term time but we can meet learner demand and deliver to learners at other times.

Accredited courses all lead to nationally recognised qualifications to help people gain the skills to access further education or employment. All non-accredited courses have progression routes. The company has a robust equal opportunities policy, which is regularly reviewed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Use of volunteers**

The charity has volunteers that help out by assisting in classroom and in admin or on reception. The charity pay for a small amount of the volunteers expenses.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The following qualifications were gained by learners during the year 20/21:

- NCFE Functional Skills in English and Maths Entry Level 2
- NCFE Functional Skills in English and Maths Entry Level 3
- NCFE Functional Skills in English and Maths Level 1
- NCFE Functional Skills in English and Maths Level 2
- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses
- Study support: one-to-one; support in a group; within main programme
- Tutor support

**FINANCIAL REVIEW**

**Financial position**

The charity continues to be a financially secure organisation.

**Principal funding sources**

The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MATREC's funding through ASB for 20/21 is £150,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2020/21.

**Investment policy and objectives**

The charity owns 2 buildings on a leasehold basis. All our course provision is now in one main building.

**Reserves policy**

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £396,309 (2020 - £178,489). This approximately covers 14 months running costs, as the budgeted expenditure for 2021 - 2022 is £155,487. The reserves are needed to meet the working capital requirements of the charity. The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

**FUTURE PLANS**

The charity will continue to review and explore additional provision according to the needs and demands of learners, employers and government agendas. The charity will continue to identify and tender for relevant funding opportunities.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under its Articles of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Committee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

**Organisational structure**

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

**Induction and training of new trustees**

A formal system of inductions for Management Committee members is in place.

**Related parties**

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

**Financial risk**

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

**Credit risk**

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.

**Liquidity risk**

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

**COVID-19 impact statement**

The impact of Covid-19 on the operations of Manor Training & Resource Centre during this financial year was minimal as our training courses were moved online. Unfortunately some learners were unable to continue their learning online, so did leave their course. We have continued to deliver online learning since April 2020. There has been financial impact of approximately £30,000 (2020 - £11,000) due to some learners leaving, meaning we did not meet the contract value.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
02159510 (England and Wales)

**Registered Charity number**  
1000516

**Registered office**  
304-308 Prince Of Wales Road  
Sheffield  
South Yorkshire  
S2 1FF

Manor Training And Resource Centre  
Limited  
Report of the Trustees  
for the Year Ended 31 July 2021

**Trustees**

Mrs Carol Ann Jenkinson  
Mrs Michelle Glover (appointed 24.3.21)  
Mr Stuart Peaker (appointed 24.3.21)  
Mrs Gale Hollis (appointed 12.5.21)  
Mrs Samantha Nicholson (appointed 24.3.21)  
Mr Lee Bagshaw (resigned 3.5.22)  
Mrs Norma Armitage (resigned 1.2.21)  
Mr David John Clarson (resigned 16.12.21)

**Company Secretary**

Mrs Carol Ann Jenkinson

**Independent Examiner**

Landin Wilcock & Co  
Chartered Accountants  
68 Queen Street  
Sheffield  
South Yorkshire  
S1 1WR

**Bankers**

HSBC  
660 Staniforth Road  
Darnall  
Sheffield  
South Yorkshire  
S9 4LQ

Approved by order of the board of trustees on 3 May 2022 and signed on its behalf by:

*CA Jenkinson*

Mrs Carol Ann Jenkinson - Trustee

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')  
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

**Responsibilities and basis of report**

As the charity's trustees of the 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 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 2011 ('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 matters have come to my attention in connection with the examination giving me cause to believe:

1. the accounts 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.

Robert Hampstead FCA  
Landin Wilcock & Co  
Chartered Accountants  
68 Queen Street  
Sheffield  
South Yorkshire  
S1 1WR

Date: .....

Manor Training And Resource Centre  
Limited

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 July 2021

	31/7/21	31/7/20	Notes	
	£	£		
	Total funds	Restricted fund	Unrestricted fund	Total
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	501	-	501	1,000
<b>Charitable activities</b>	149,517	20,793	128,724	129,611
Other trading activities	18	-	18	296
Investment income	8,469	-	8,469	12,069
Other income	34,382	-	34,382	13,198
<b>Total</b>	<b>192,887</b>	<b>20,793</b>	<b>172,094</b>	<b>156,174</b>
<b>EXPENDITURE ON</b>				
Raising funds	-	-	-	50
<b>Charitable activities</b>	103,815	8,831	94,984	142,371
Support costs	50,349	-	50,349	59,611
Governance costs	1,248	-	1,248	1,008
<b>Total</b>	<b>155,412</b>	<b>8,831</b>	<b>146,581</b>	<b>203,040</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>37,475</b>	<b>11,962</b>	<b>25,513</b>	<b>(46,866)</b>
<b>Transfers between funds</b>	-	(192,307)	192,307	-
<b>Net movement in funds</b>	<b>37,475</b>	<b>(180,345)</b>	<b>217,820</b>	<b>(46,866)</b>
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	375,026	196,537	178,489	421,892
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>412,501</b>	<b>16,192</b>	<b>396,309</b>	<b>375,026</b>

The notes form part of these financial statements

Notes	Unrestricted fund	Restricted fund	Total funds	31/7/20	Total funds	31/7/20
<b>FIXED ASSETS</b>						
Tangible assets	152,112	-	152,112	158,232		
Investment property	110,000	-	110,000	110,000		
<b>CURRENT ASSETS</b>						
Debtors	6,101	-	6,101	10,184		
Cash at bank and in hand	136,774	16,192	152,966	103,416		
<b>CREDITORS</b>						
Amounts falling due within one year	(8,678)	-	(8,678)	(6,806)		
<b>NET CURRENT ASSETS</b>	134,197	16,192	150,389	106,794		
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	396,309	16,192	412,501	375,026		
<b>NET ASSETS</b>	396,309	16,192	412,501	375,026		
<b>FUNDS</b>						
Unrestricted funds	396,309	178,489	196,537	375,026		
Restricted funds	16,192	412,501	196,537	412,501		
<b>TOTAL FUNDS</b>	412,501	412,501	375,026	375,026		

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

(a) The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

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**Manor Training And Resource Centre  
Limited**

**Balance Sheet - continued  
31 July 2021**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 3rd May 2022, and were signed on its behalf by:

*S. Nicholson*  
Mrs Samantha Nicholson - Trustee

*C. Jenkinson*  
Mrs Carol Ann Jenkinson - Trustee

1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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' (effective 1 January 2019), 'Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic and functional environment in which the Charity operates.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income and endowments**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Investment income**

Investment income is recognised on a receivable basis

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Charitable activities**

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Freehold property	-	2% on cost
Fixtures and fittings	-	20% on cost

**Investment property**

Investment property was revalued on 31 July 2021. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

1. ACCOUNTING POLICIES - continued

**Fund accounting**

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Going Concern**  
With the support of existing lenders and creditors and the steps the trustees' have taken, since the Covid-19 pandemic, the trustees' consider the Charity to be a going concern.

**Grants**  
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**Financial instruments**  
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. OTHER TRADING ACTIVITIES

	31/7/21	31/7/20
Unrestricted funds	£ 18	£ 296
Restricted funds	-	-
<b>Total funds</b>	<b>£ 18</b>	<b>£ 296</b>

Fundraising events

3. INVESTMENT INCOME

	31/7/21	31/7/20
Unrestricted funds	£ 8,400	£ 12,000
Restricted funds	-	-
<b>Total funds</b>	<b>£ 8,400</b>	<b>£ 12,000</b>

Rents received  
Deposit account interest

	31/7/21	31/7/20
<b>4. NET INCOME/(EXPENDITURE)</b>		
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation - owned assets	£ 8,491	£ 8,374
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	31/7/21	31/7/20

Manor Training And Resource Centre  
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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted fund	Restricted fund	Total funds
	£	£	£
NET INCOME/(EXPENDITURE)	(48,125)	1,259	(46,866)
RECONCILIATION OF FUNDS			
Total funds brought forward	226,614	195,278	421,892
TOTAL FUNDS CARRIED FORWARD	178,489	196,537	375,026
8. TANGIBLE FIXED ASSETS			
	£	£	£
COST	200,000	271,730	471,730
At 1 August 2020	-	2,371	2,371
Additions	200,000	274,101	474,101
At 31 July 2021	200,000	274,101	474,101
DEPRECIATION	51,867	261,631	313,498
At 1 August 2020	4,000	4,491	8,491
Charge for year	55,867	266,122	321,989
At 31 July 2021	55,867	266,122	321,989
NET BOOK VALUE	144,133	7,979	152,112
At 31 July 2021	144,133	7,979	152,112
At 31 July 2020	148,133	10,099	158,232
9. INVESTMENT PROPERTY			
	£		£
FAIR VALUE	110,000		110,000
At 1 August 2020	110,000		110,000
At 31 July 2021	110,000		110,000
NET BOOK VALUE	110,000		110,000
At 31 July 2021	110,000		110,000
At 31 July 2020	110,000		110,000

The investment property class of fixed assets was revalued on 31 July 2021 by the trustees, who are internal to the charity. The valuation was open market value.

	31/7/21	31/7/20
10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Trade debtors Other debtors Prepayments	Trade debtors Other debtors Prepayments
	190 5 5,906	4,383 1,545 4,256
	<u>6,101</u>	<u>10,184</u>
11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Trade creditors Accrued expenses	Trade creditors Accrued expenses
	7,538 1,140	5,906 900
	<u>8,678</u>	<u>6,806</u>
12. MOVEMENT IN FUNDS	At 1/8/20	At 31/7/21
Unrestricted funds	£ 178,489	£ 396,309
General fund	25,513	192,307
Restricted funds	11,962	(192,307)
Restricted funds	196,537	16,192
TOTAL FUNDS	<u>375,026</u>	<u>412,501</u>
Net movement in funds, included in the above are as follows:		
Incoming resources	£ 172,094	£ 25,513
Resources expended	£ (146,581)	£ 192,307
Transfers between funds	-	£ 31/7/21
Unrestricted funds	General fund	£ 178,489
Restricted funds	Restricted funds	£ 11,962
TOTAL FUNDS		<u>£ 37,475</u>
Unrestricted funds	General fund	£ 172,094
Restricted funds	Restricted funds	£ (8,831)
TOTAL FUNDS		<u>£ 192,887</u>
Unrestricted funds	General fund	£ 25,513
Restricted funds	Restricted funds	£ 11,962
TOTAL FUNDS		<u>£ 37,475</u>

Manor Training And Resource Centre  
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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2021

12. MOVEMENT IN FUNDS - continued  
Comparatives for movement in funds

	At 1/8/19 £	Net movement in funds £	At 31/7/20 £
Unrestricted funds	226,614	(48,125)	178,489
Restricted funds	195,278	1,259	196,537
<b>TOTAL FUNDS</b>	<b>421,892</b>	<b>(46,866)</b>	<b>375,026</b>
Comparative net movement in funds, included in the above are as follows:			
	£	£	£
Unrestricted funds	140,184	(188,309)	(48,125)
Restricted funds	15,990	(14,731)	1,259
<b>TOTAL FUNDS</b>	<b>156,174</b>	<b>(203,040)</b>	<b>(46,866)</b>
A current year 12 months and prior year 12 months combined position is as follows:			
	£	£	£
Unrestricted funds	226,614	(22,612)	396,309
Restricted funds	195,278	13,221	16,192
<b>TOTAL FUNDS</b>	<b>421,892</b>	<b>(9,391)</b>	<b>412,501</b>
		Transfers between funds £	At 31/7/21 £

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds	312,278	(334,890)	(22,612)
General fund			
Restricted funds	36,783	(23,562)	13,221
Restricted funds			
TOTAL FUNDS	<u>349,061</u>	<u>(358,452)</u>	<u>(9,391)</u>

The property and investment property have been transferred from restricted to unrestricted funds during the year, after significant research by the trustees confirmed they were not aware of any existing restrictions over the property.

13. RELATED PARTY DISCLOSURES

Samantha Nicholson is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,510 (2020 - Nil). The amount owed to Nicholson & Co Accounting Services at the balance sheet date is Nil (2020 - Nil).

Stuart Peaker is a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £4,249 (2020 - Nil). The amount owed to MRT at the balance sheet date is Nil (2020 - Nil)

Both the bookkeeping and IT support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest arising from these contracts.

**Detailed Statement of Financial Activities  
for the Year Ended 31 July 2021**

**Manor Training And Resource Centre  
Limited**

	£ 31/7/21	£ 31/7/20
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies	501	1,000
Donations		
Other trading activities	18	296
Fundraising events		
Investment income	8,400	12,000
Rents received		
Deposit account interest	8,469	12,069
Charitable activities	111,088	107,509
Course fees		
Student fees		
Administration fees	487	220
Class room hire	4,406	3,638
Grants	32,681	15,990
Equipment hire	425	755
Other income	34,382	13,198
Government Grants		
<b>Total incoming resources</b>	<b>192,887</b>	<b>156,174</b>
<b>EXPENDITURE</b>		
Other trading activities	-	50
Bad debts		
Charitable activities	88,051	119,145
Wages		
Social security	1,536	4,314
Pensions	2,828	2,158
Staff training	6,350	9,926
Training and resources	3,273	2,070
Project expenditure		
Travel	575	1,577
Volunteer expenditure		
Publicity	25	240
Administration	105,066	142,371

This page does not form part of the statutory financial statements

**Manor Training And Resource Centre  
Limited**  
Detailed Statement of Financial Activities  
for the Year Ended 31 July 2021

	31/7/21	31/7/20
<b>Support costs</b>	<b>£</b>	<b>£</b>
Management		
Rates and water	1,219	2,650
Insurance	4,431	3,950
Light and heat	8,024	5,568
Telephone	9,645	3,241
Administration	4,528	21,470
Professional fees	8,382	5,365
Cleaning	715	814
Freehold property	4,000	4,000
Fixtures and fittings	4,491	4,374
<b>Finance</b>	<b>49,074</b>	<b>59,577</b>
Bank charges	24	34
<b>Governance costs</b>		
Accountancy	1,248	1,008
Total resources expended	<u>155,412</u>	<u>203,040</u>
<b>Net income/(expenditure)</b>	<u>37,475</u>	<u>(46,866)</u>

This page does not form part of the statutory financial statements

