

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 July 2024  
for  
Manor Training And Resource Centre  
Limited  
(A Company Limited by Guarantee)

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

Manor Training And Resource Centre  
Limited

Contents of the Financial Statements  
for the Year Ended 31 July 2024

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Manor Training And Resource Centre  
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Report of the Trustees  
for the Year Ended 31 July 2024

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The Trustees present their annual report and financial statements for the year ended 31 July 2024 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.

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Report of the Trustees  
for the Year Ended 31 July 2024

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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 Flexibilities 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 mainly held 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 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 2022 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 volunteer expenses.

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Report of the Trustees  
for the Year Ended 31 July 2024

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ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following qualifications were gained by learners during the year 23/24:

- NOCN Functional Skills in English and Maths Entry Level 1
- NOCN Functional Skills in English and Maths Entry Level 2
- NOCN Functional Skills in English and Maths Entry Level 3
- NOCN Functional Skills in English and Maths Level 1
- NOCN 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 23/24 was £104,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2023/2024.

Investment policy and objectives

The charity owns 1 building on a leasehold basis and all our course provision is now in one main building.

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Report of the Trustees  
for the Year Ended 31 July 2024

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#### FINANCIAL REVIEW

##### 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 £301,795 (2023 - £362,152). This approximately covers more than 17 months running costs, as the budgeted expenditure for 2024 - 2025 is £246,517. 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.

For the financial year 2024-25 we will continue with our current offering, with a view in our 2025-26 year to potential offer more courses and increase our current contract value with Sheffield College.

#### 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 a Memorandum 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.

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Report of the Trustees  
for the Year Ended 31 July 2024

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STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

Manor Training And Resource Centre  
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Report of the Trustees  
for the Year Ended 31 July 2024

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STRUCTURE, GOVERNANCE AND MANAGEMENT

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 written 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.

The charity has no significant credit risk.

Liquidity risk

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

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

Trustees

Mrs Carol Ann Jenkinson

Mrs Michelle Glover

Mr Stuart Peaker

Mrs Samantha Nicholson

Company Secretary

Mrs Carol Ann Jenkinson

Independent Examiner

Landin Wilcock & Co

Chartered Accountants

68 Queen Street

Sheffield

South Yorkshire

S1 1WR

Manor Training And Resource Centre  
Limited

Report of the Trustees  
for the Year Ended 31 July 2024

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REFERENCE AND ADMINISTRATIVE DETAILS

Bankers  
HSBC  
660 Staniforth Road  
Darnall  
Sheffield  
South Yorkshire  
S9 4LQ

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Mrs Carol Ann Jenkinson - Trustee

Independent Examiner's Report to the Trustees of  
Manor Training And Resource Centre  
Limited

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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 2024.

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. 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.

Tom Henshaw ACA

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

Date: .....

Manor Training And Resource Centre  
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Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 July 2024

|                                    | Notes | Unrestricted fund<br>£ | Restricted fund<br>£ | 31/7/24<br>Total funds<br>£ | 31/7/23<br>Total funds<br>as restated<br>£ |
|------------------------------------|-------|------------------------|----------------------|-----------------------------|--|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                        |                      |                             |  |
| Donations and legacies             |       | -                      | -                    | -                           | 558  |
| Charitable activities              |       |                        |                      |                             |  |
| Charitable activities              |       | 138,433                | 81,459               | 219,892                     | 157,338                                    |
| Support costs                      |       | -                      | -                    | -                           | (25,837)                                   |
| Other trading activities           | 2     | 321                    | -                    | 321                         | 223  |
| Investment income                  | 3     | 595                    | -                    | 595                         | 626  |
| <b>Total</b>                       |       | <u>139,349</u>         | <u>81,459</u>        | <u>220,808</u>              | <u>132,908</u>                             |
| <b>EXPENDITURE ON</b>              |       |                        |                      |                             |  |
| Charitable activities              |       |                        |                      |                             |  |
| Charitable activities              |       | 199,706                | 32,757               | 232,463                     | 138,066                                    |
| Support costs                      |       | -                      | -                    | -                           | 69,020                                     |
| <b>Total</b>                       |       | <u>199,706</u>         | <u>32,757</u>        | <u>232,463</u>              | <u>207,086</u>                             |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (60,357)               | 48,702               | (11,655)                    | (74,178)                                   |
| <b>RECONCILIATION OF FUNDS</b>     |       |                        |                      |                             |  |
| Total funds brought forward        |       | 362,152                | 4,053                | 366,205                     | 440,383                                    |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>301,795</u></u>  | <u><u>52,755</u></u> | <u><u>354,550</u></u>       | <u><u>366,205</u></u>                      |

The notes form part of these financial statements

Manor Training And Resource Centre  
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Balance Sheet  
31 July 2024

|  | Notes | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31/7/24<br>Total<br>funds<br>£ | 31/7/23<br>Total<br>funds<br>as restated<br>£ |
|--|-------|---------------------------|-------------------------|--------------------------------|---|
| <b>FIXED ASSETS</b>                          |       |                           |                         |                                |   |
| Tangible assets                              | 9     | 136,248                   | 2,895                   | 139,143                        | 145,849                                       |
| Investment property                          | 10    | -                         | -                       | -                              | 130,000                                       |
|  |       | <u>136,248</u>            | <u>2,895</u>            | <u>139,143</u>                 | <u>275,849</u>                                |
| <b>CURRENT ASSETS</b>                        |       |                           |                         |                                |   |
| Debtors                                      | 11    | 17,195                    | -                       | 17,195                         | 11,564  |
| Cash at bank and in hand                     |       | 155,701                   | 49,860                  | 205,561                        | 90,690  |
|  |       | <u>172,896</u>            | <u>49,860</u>           | <u>222,756</u>                 | <u>102,254</u>                                |
| <b>CREDITORS</b>                             |       |                           |                         |                                |   |
| Amounts falling due within one year          | 12    | (7,349)                   | -                       | (7,349)                        | (11,898)                                      |
|  |       | <u>165,547</u>            | <u>49,860</u>           | <u>215,407</u>                 | <u>90,356</u>                                 |
| <b>NET CURRENT ASSETS</b>                    |       |                           |                         |                                |   |
|  |       | <u>301,795</u>            | <u>52,755</u>           | <u>354,550</u>                 | <u>366,205</u>                                |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                           |                         |                                |   |
|  |       | <u>301,795</u>            | <u>52,755</u>           | <u>354,550</u>                 | <u>366,205</u>                                |
| <b>NET ASSETS</b>                            |       |                           |                         |                                |   |
|  |       | <u><u>301,795</u></u>     | <u><u>52,755</u></u>    | <u><u>354,550</u></u>          | <u><u>366,205</u></u>                         |
| <b>FUNDS</b>                                 |       |                           |                         |                                |   |
| Unrestricted funds                           | 13    |                           |                         | 301,795                        | 362,152                                       |
| Restricted funds                             |       |                           |                         | 52,755                         | 4,053   |
|  |       |                           |                         | <u>354,550</u>                 | <u>366,205</u>                                |
| <b>TOTAL FUNDS</b>                           |       |                           |                         |                                |   |
|  |       |                           |                         | <u><u>354,550</u></u>          | <u><u>366,205</u></u>                         |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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

Manor Training And Resource Centre  
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Balance Sheet - continued  
31 July 2024

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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 ..... and were signed on its behalf by:

.....  
Mrs Samantha Nicholson - Trustee

.....  
Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

Manor Training And Resource Centre  
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Notes to the Financial Statements  
for the Year Ended 31 July 2024

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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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The 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 environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemption 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 2022. 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.

Manor Training And Resource Centre  
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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

1. ACCOUNTING POLICIES - continued

Fund accounting

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

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.

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

|                              |                       |                     | 31/7/24        | 31/7/23<br>as restated |
|------------------------------|-----------------------|---------------------|----------------|------------------------|
|                              | Unrestricted<br>funds | Restricted<br>funds | Total<br>funds | Total<br>funds         |
|                              | £                     | £                   | £              | £                      |
| Fundraising events           | 16                    | -                   | 16             | 76                     |
| Other fundraising activities | -                     | -                   | -              | 79                     |
| Cafe income                  | 305                   | -                   | 305            | 68                     |
|                              | <u>321</u>            | <u>-</u>            | <u>321</u>     | <u>223</u>             |

Manor Training And Resource Centre  
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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

3. INVESTMENT INCOME

|                          |                       |                     | 31/7/24        | 31/7/23<br>as restated |
|--------------------------|-----------------------|---------------------|----------------|------------------------|
|                          | Unrestricted<br>funds | Restricted<br>funds | Total<br>funds | Total<br>funds         |
|                          | £                     | £                   | £              | £                      |
| Rents received           | 595                   | -                   | 595            | 435                    |
| Deposit account interest | -                     | -                   | -              | 191                    |
|                          | <u>595</u>            | <u>-</u>            | <u>595</u>     | <u>626</u>             |

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

|                             |   | 31/7/24      | 31/7/23<br>as restated |
|-----------------------------|---|--------------|------------------------|
|                             | £ | £            | £                      |
| Depreciation - owned assets |   | <u>6,706</u> | <u>8,760</u>           |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

There were no trustees' expenses paid for in the year ended 31 July 2024 nor for the year ended 31 July 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

|                             |  | 31/7/24  | 31/7/23<br>as restated |
|-----------------------------|--|----------|------------------------|
| Average number of employees |  | <u>7</u> | <u>7</u>               |

No employees received emoluments in excess of £60,000.

Manor Training And Resource Centre  
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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

| 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES | Unrestricted<br>fund | Restricted<br>fund | Total<br>funds<br>as restated |
|---|----------------------|--------------------|-------------------------------|
|   | £                    | £                  | £                             |
| INCOME AND ENDOWMENTS FROM                                |                      |                    |                               |
| Donations and legacies                                    | 558                  | -                  | 558                           |
| Charitable activities                                     |                      |                    |                               |
| Charitable activities                                     | 127,780              | 29,558             | 157,338                       |
| Support costs   | (12,308)             | (13,529)           | (25,837)                      |
| Other trading activities                                  | 223                  | -                  | 223                           |
| Investment income   | 626                  | -                  | 626                           |
|   | <u>116,879</u>       | <u>16,029</u>      | <u>132,908</u>                |
| Total   |                      |                    |                               |
| EXPENDITURE ON  |                      |                    |                               |
| Charitable activities                                     |                      |                    |                               |
| Charitable activities                                     | 127,000              | 11,066             | 138,066                       |
| Support costs   | 62,899               | 6,121              | 69,020                        |
|   | <u>189,899</u>       | <u>17,187</u>      | <u>207,086</u>                |
| Total   |                      |                    |                               |
| NET INCOME/(EXPENDITURE)                                  | (73,020)             | (1,158)            | (74,178)                      |
| RECONCILIATION OF FUNDS                                   |                      |                    |                               |
| Total funds brought forward                               | 435,172              | 5,211              | 440,383                       |
|   | <u>362,152</u>       | <u>4,053</u>       | <u>366,205</u>                |
| TOTAL FUNDS CARRIED FORWARD                               |                      |                    |                               |

8. PRIOR YEAR ADJUSTMENT

The prior year comparatives have been adjusted in relation to an accounting error identified during the current year relating to a sales invoice raised for training services that were subsequently cancelled and no work performed. The effect of this adjustment is to reduce course fee income by £12,308, and reduce trade debtors by £12,308 in the year to 31.07.23. There are no taxation implications as these services fall outside the scope of corporation tax.

Manor Training And Resource Centre  
Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

9. TANGIBLE FIXED ASSETS

|                                   | Freehold<br>property<br>£ | Fixtures<br>and<br>fittings<br>£ | Totals<br>£    |
|-----------------------------------|---------------------------|----------------------------------|----------------|
| COST                              |                           |                                  |                |
| At 1 August 2023 and 31 July 2024 | <u>200,000</u>            | <u>284,346</u>                   | <u>484,346</u> |
| DEPRECIATION                      |                           |                                  |                |
| At 1 August 2023                  | 63,867                    | 274,630                          | 338,497        |
| Charge for year                   | <u>4,000</u>              | <u>2,706</u>                     | <u>6,706</u>   |
| At 31 July 2024                   | <u>67,867</u>             | <u>277,336</u>                   | <u>345,203</u> |
| NET BOOK VALUE                    |                           |                                  |                |
| At 31 July 2024                   | <u>132,133</u>            | <u>7,010</u>                     | <u>139,143</u> |
| At 31 July 2023                   | <u>136,133</u>            | <u>9,716</u>                     | <u>145,849</u> |

10. INVESTMENT PROPERTY

|                  | £                |
|------------------|------------------|
| FAIR VALUE       |                  |
| At 1 August 2023 | 130,000          |
| Disposals        | <u>(130,000)</u> |
| At 31 July 2024  | <u>-</u>         |
| NET BOOK VALUE   |                  |
| At 31 July 2024  | <u>-</u>         |
| At 31 July 2023  | <u>130,000</u>   |

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 31/7/24       | 31/7/23<br>as restated |
|---------------|---------------|------------------------|
|               | £             | £                      |
| Trade debtors | 8,843         | 2,569                  |
| Other debtors | 92            | 357                    |
| Prepayments   | <u>8,260</u>  | <u>8,638</u>           |
|               | <u>17,195</u> | <u>11,564</u>          |

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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | 31/7/24      | 31/7/23<br>as restated |
|---------------------------------|--------------|------------------------|
|                                 | £            | £                      |
| Trade creditors                 | 4,423        | 8,971                  |
| Social security and other taxes | 565          | 1,277                  |
| Other creditors                 | 465          | -                      |
| Accrued expenses                | 1,896        | 1,650                  |
|                                 | <u>7,349</u> | <u>11,898</u>          |

13. MOVEMENT IN FUNDS

|                    | At 1/8/23<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31/7/24<br>£ |
|--------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds |                |                                  |                    |
| General fund       | 362,152        | (60,357)                         | 301,795            |
| Restricted funds   |                |                                  |                    |
| Restricted funds   | 4,053          | 48,702                           | 52,755             |
|                    | <u>366,205</u> | <u>(11,655)</u>                  | <u>354,550</u>     |

Net movement in funds, included in the above are as follows:

|                    | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds |                            |                            |                           |
| General fund       | 139,349                    | (199,706)                  | (60,357)                  |
| Restricted funds   |                            |                            |                           |
| Restricted funds   | 81,459                     | (32,757)                   | 48,702                    |
|                    | <u>220,808</u>             | <u>(232,463)</u>           | <u>(11,655)</u>           |

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Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

|                    | At 1/8/22<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31/7/23<br>£ |
|--------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds |                |                                  |                    |
| General fund       | 435,172        | (73,020)                         | 362,152            |
| Restricted funds   |                |                                  |                    |
| Restricted funds   | 5,211          | (1,158)                          | 4,053              |
| <b>TOTAL FUNDS</b> | <u>440,383</u> | <u>(74,178)</u>                  | <u>366,205</u>     |

Comparative net movement in funds, included in the above are as follows:

|                    | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds |                            |                            |                           |
| General fund       | 116,879                    | (189,899)                  | (73,020)                  |
| Restricted funds   |                            |                            |                           |
| Restricted funds   | 16,029                     | (17,187)                   | (1,158)                   |
| <b>TOTAL FUNDS</b> | <u>132,908</u>             | <u>(207,086)</u>           | <u>(74,178)</u>           |

14. RELATED PARTY DISCLOSURES

Samantha Nicholson (Director and Charitable Trustee) 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 £6,360 (2023 - £6,360). The amount owed to Nicholson & Co Accounting Services at the balance sheet date is £nil (2023 - £530).

Stuart Peaker (Director and Charitable Trustee) is also a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £3,373 (2023 - £3,587). The amount owed to MRT at the balance sheet date is £nil (2023 - £351)

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 risk arising from these contracts.

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Detailed Statement of Financial Activities  
for the Year Ended 31 July 2024

|                              | 31/7/24        | 31/7/23<br>as restated |
|------------------------------|----------------|------------------------|
|                              | £              | £                      |
| <b>INCOME AND ENDOWMENTS</b> |                |                        |
| Donations and legacies       |                |                        |
| Donations                    | -              | 558                    |
| Other trading activities     |                |                        |
| Fundraising events           | 16             | 76                     |
| Other fundraising activities | -              | 79                     |
| Cafe income                  | 305            | 68                     |
|                              | <u>321</u>     | <u>223</u>             |
| Investment income            |                |                        |
| Rents received               | 595            | 435                    |
| Deposit account interest     | -              | 191                    |
|                              | <u>595</u>     | <u>626</u>             |
| Charitable activities        |                |                        |
| Course fees                  | 103,102        | 102,793                |
| Student fees                 | 2,191          | 65                     |
| Administration fees          | 1,778          | 7,269                  |
| Grants                       | 112,811        | 21,279                 |
| Equipment hire               | 10             | 95                     |
|                              | <u>219,892</u> | <u>131,501</u>         |
| Total incoming resources     | 220,808        | 132,908                |
| <b>EXPENDITURE</b>           |                |                        |
| Charitable activities        |                |                        |
| Wages                        | 116,606        | 107,193                |
| Social security              | 3,186          | 1,902                  |
| Pensions                     | 3,292          | 3,156                  |
| Advertising                  | 600            | 600                    |
| Staff training               | 596            | 5                      |
| Training and resources       | 10,993         | 7,878                  |
| Project expenditure          | 22,229         | 14,049                 |
| Volunteer expenditure        | 1,270          | 1,754                  |
|                              | <u>158,772</u> | <u>136,537</u>         |

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Detailed Statement of Financial Activities  
for the Year Ended 31 July 2024

|                          | 31/7/24         | 31/7/23<br>as restated |
|--------------------------|-----------------|------------------------|
|                          | £               | £                      |
| Support costs            |                 |                        |
| Management               |                 |                        |
| Rates and water          | 3,286           | 9,219                  |
| Insurance                | 5,123           | 4,822                  |
| Light and heat           | 26,025          | 21,704                 |
| Telephone                | 3,005           | 2,645                  |
| Maintenance              | 9,689           | 7,860                  |
| Administration           | 5,286           | 2,412                  |
| Professional fees        | 11,924          | 10,881                 |
| Cleaning                 | 668             | 516                    |
| Freehold property        | 4,000           | 4,000                  |
| Fixtures and fittings    | 2,706           | 4,760                  |
|                          | <u>71,712</u>   | <u>68,819</u>          |
| Finance                  |                 |                        |
| Bank charges             | 83              | 80                     |
| Governance costs         |                 |                        |
| Accountancy              | 1,896           | 1,650                  |
|                          | <u>232,463</u>  | <u>207,086</u>         |
| Total resources expended |                 |                        |
| Net expenditure          | <u>(11,655)</u> | <u>(74,178)</u>        |

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