

Manningham Project Limited

Charity number 1103020

A company limited by guarantee number 04481358

Annual Report and Financial Statements

for the year ended 31 March 2023



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COMMUNITY ACCOUNTING
WEST YORKSHIRE

Manningham Project Limited

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Manningham Project Limited

Trustees' report for the year ended 31 March 2023

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	
Mollie Somerville	Vice Chair	
Joanna Allan	Treasurer	
Heather Grinter		
Yasmin Saddique		Appointed 24 February 2023
Christine Dawson		Resigned 24 November 2022
Bruce Barnes		Resigned 24 November 2022
Catherine Milford		Resigned 24 November 2022

Charity number 1103020 Registered in England and Wales

Company number 04481358 Registered in England and Wales

Registered and principal address	Bankers
203 Lumb Lane Bradford BD8 7SG	Unity Trust Bank Four Brindleyplace Birmingham B1 2JB

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

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 as amended on 18 February 2023. 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 2023

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 provided advice services throughout the year under our contract with Citizens Advice Bradford, funded by Bradford Metropolitan District Council. We also continued to deliver weekly sessions on behalf of Bradford VCS Alliance. Our Lumb Lane advice centre remained the main location for client appointments while the ending of COVID-19 restrictions enabled us to re-establish weekly sessions at outreach venues in our district. We provided 1,602 client appointments during the year, securing £1,477,290 for clients and stabilising £11,975 of debt.

Self-Reliance Programme

The Self-Reliance Programme uses a solution focused coaching approach to help clients to identify goals, to set themselves targets and achieve greater levels of independence and fulfilment. We have continued to develop the programme which has been advertised widely via the website, word of mouth referrals, staff identifying suitable clients during advice work sessions and signposting from other local organisations. In October we were awarded a substantial three year grant from the National Lottery Community Fund which will support the continuation and possible expansion of this programme.

Staff changes

Azar Khan, our manager for 14 years, began his very well-earned retirement having given Manningham Project a very remarkable 40 years of service. He will be very much missed by trustees, staff and clients. Sajila Malik has been promoted to the role of Service Manager and we are pleased to welcome Umar Ghafoor, who has joined us as Chief Executive.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (continued)

Looking forward

Bradford Metropolitan District Council has awarded us a new revised contract with Bradford Citizen's Advice for four years until March 2027. Regrettably the value of this contract has been reduced from 36 hours of advice sessions per week to 30. Nevertheless, we will continue to provide additional advice sessions for Bradford VCS Alliance and our new National Lottery Community Fund grant will provide ongoing support for our Self-Reliance Programme. We are actively seeking additional grant funding to make up for the reduction in the Council's contract and to cover other overheads not currently met by our currently assured income.

Financial review

The net expenditure for the year was £27,064, including net expenditure of £29,944 on unrestricted funds and net income of £2,880 on restricted funds.

While the outcome of our current fundraising is uncertain we nevertheless hold sufficient reserves for us to continue operating in the coming year. The trustees have assessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £72,855.

Manningham Project will maintain a minimum reserve of £40,000 to cover estimated costs in the event of closure (redundancy payments, lease terminations, clearance and archiving costs and legal and accounting fees). This amount will be reviewed annually. Existing reserves above this minimum will be held in order to make up anticipated deficits from the organisation's current activities.

As a general guide a level equivalent to three months of annual expenditure above the minimum is considered appropriate for these purposes. This corresponds to £37,150 based on budgeted 2023-2024 expenditure making a total target reserve of £77,150.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2023

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.

Approved by the board of trustees on 7/11/2023

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 2023, 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

9/11/2023

West Yorkshire Community Accountancy Service CIO

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 2023

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	496	26,308	26,804	25,310
Sales and fees		99,836	-	99,836	98,465
Other income		2,570	-	2,570	777
Bank interest		388	-	388	18
Total income		<u>103,290</u>	<u>26,308</u>	<u>129,598</u>	<u>124,570</u>
Expenditure on:					
Salaries and on costs	(3)	114,495	9,118	123,613	101,672
Training		78	-	78	1,730
Staff expenses		979	-	979	58
Rent and rates		369	7,650	8,019	7,838
Heat, light and water		4,158	172	4,330	3,169
Cleaning, repairs and maintenance		897	295	1,192	259
Printing, postage and stationery		1,419	100	1,519	1,216
Insurance		1,476	78	1,554	1,595
Telephone and broadband		1,654	134	1,788	1,894
IT costs		-	775	775	3,505
Subscriptions		1,347	349	1,696	351
Other expenditure		588	82	670	167
Independent examination		1,254	-	1,254	900
Professional fees		2,466	4,675	7,141	13,808
Depreciation		738	-	738	738
Fuel top-ups		1,200	-	1,200	675
Bank charges		116	-	116	115
Total expenditure		<u>133,234</u>	<u>23,428</u>	<u>156,662</u>	<u>139,690</u>
Net income / (expenditure)		<u>(29,944)</u>	<u>2,880</u>	<u>(27,064)</u>	<u>(15,120)</u>
Fund balances brought forward		<u>103,535</u>	<u>8,760</u>	<u>112,295</u>	<u>127,415</u>
Fund balances carried forward	(4)	<u>73,591</u>	<u>11,640</u>	<u>85,231</u>	<u>112,295</u>

All incoming resources and resources expended derive from continuing activities.

Manningham Project Limited
Balance sheet
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 736	-	736	1,474
Total fixed assets	<u>736</u>	<u>-</u>	<u>736</u>	<u>1,474</u>
Current assets				
Debtors and prepayments	(6) 18,178	-	18,178	8,083
Cash at bank and in hand	(7) 67,426	11,640	79,066	116,751
Total current assets	<u>85,604</u>	<u>11,640</u>	<u>97,244</u>	<u>124,834</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 12,749	-	12,749	14,013
Total current liabilities	<u>12,749</u>	<u>-</u>	<u>12,749</u>	<u>14,013</u>
Net current assets	<u>72,855</u>	<u>11,640</u>	<u>84,495</u>	<u>110,821</u>
Net assets	<u>73,591</u>	<u>11,640</u>	<u>85,231</u>	<u>112,295</u>
Funds				
Unrestricted funds	73,591	-	73,591	103,535
Restricted funds	-	11,640	11,640	8,760
Total funds	<u>73,591</u>	<u>11,640</u>	<u>85,231</u>	<u>112,295</u>

For the year ending 31 March 2023 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 are 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 7/11/2023

Martin Carter (Trustee)

Manningham Project Limited

Notes to the accounts

for the year ended 31 March 2023

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, if 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

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.

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.

Manningham Project Limited

Notes to the accounts continued

for the year ended 31 March 2023

1 Accounting policies continued

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

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Bradford Metropolitan District Council (BMDC)	-	7,650	7,650	15,310
National Lottery Community Fund (NLCF)	-	18,363	18,363	9,985
The Ark Charity Shop	-	295	295	-
Other donations	496	-	496	15
	<u>496</u>	<u>26,308</u>	<u>26,804</u>	<u>25,310</u>

3 Staff costs and numbers

	2023 £	2022 £
Gross salaries	116,466	95,908
Social security costs	8,752	6,702
Employment allowance	(5,000)	(4,000)
Pensions	2,491	2,541
Payroll charges	904	521
	<u>123,613</u>	<u>101,672</u>

The average number of employees during the year was 5.4, being an average of 3.7 full time equivalent (2022: 6.3, 3.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2023 £	2022 £
Costs of the scheme to the charity for the year	2,491	2,541
Amount of any contributions outstanding at the year end	-	-

4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC Community Buildings	-	7,650	7,650	-	-
Ark	-	295	-	-	295
Soverign Health	250	-	250	-	-
NLCF Self Reliance Programme	2,652	-	2,652	-	-
BMDC Additional Restrictions	4,000	-	4,000	-	-
NLCF Reaching Communities	-	18,363	8,077	-	10,286
BMDC IT Grant	1,858	-	799	-	1,059
	<u>8,760</u>	<u>26,308</u>	<u>23,428</u>	<u>-</u>	<u>11,640</u>

Manningham Project Limited

Notes to the accounts continued

for the year ended 31 March 2023

4 Restricted funds continued

Fund name	Purpose of restriction
BMDC Community Buildings	Towards running costs of the charity's premises, support of community
Ark	Towards training.
Soverign Health	To contribute to repair costs for the disabled ramp access.
NLCF Self Reliance Programme	For developing the charity as an agent for change as part of the self-reliance pilot programme.
BMDC Additional Restrictions	For consultancy support, facilitation and support to trustees through recruitment process and training in AdvicePro.
NLCF Reaching Communities	To support people in developing skills and knowledge so they can tackle their own problems and improve quality of life.
BMDC IT Grant	Towards improving the use of communications and information technology in supporting clients.

5 Tangible assets

	Computer equipment	Equipment, fixtures and fittings	Total
<u>Cost</u>	£	£	£
At 1 April 2022	6,964	15,535	22,499
Disposals	(414)	(9,035)	(9,449)
At 31 March 2023	<u>6,550</u>	<u>6,500</u>	<u>13,050</u>
<u>Depreciation</u>			
At 1 April 2022	5,490	15,535	21,025
Depn reversed re. disposals	(414)	(9,035)	(9,449)
Charge for year	738	-	738
At 31 March 2023	<u>5,814</u>	<u>6,500</u>	<u>12,314</u>
<u>Net book value</u>			
At 31 March 2023	<u>736</u>	<u>-</u>	<u>736</u>
At 31 March 2022	<u>1,474</u>	<u>-</u>	<u>1,474</u>

6 Debtors and prepayments

	2023	2022
	£	£
Debtors	17,372	7,583
Prepayments	806	500
	<u>18,178</u>	<u>8,083</u>

7 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	78,856	116,456
Cash in hand	210	295
	<u>79,066</u>	<u>116,751</u>

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2023

8 Creditors and accruals	2023	2022
	£	£
Other creditors	11,124	11,124
Accruals	1,625	1,389
Taxation and social security	-	1,500
	<u>12,749</u>	<u>14,013</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 total employee benefits received by key management personnel were £32,095 (previous year: £35,804).

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:	2023	2022
	£	£
Within one year	596	676
In the second to fifth years inclusive	1,550	-
	<u>2,146</u>	<u>676</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 2023

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	496	15	26,308	25,295	26,804	25,310
Sales and fees	99,836	98,465	-	-	99,836	98,465
Other income	2,570	777	-	-	2,570	777
Bank interest	388	18	-	-	388	18
Total income	103,290	99,275	26,308	25,295	129,598	124,570
Expenditure						
Salaries and on costs	114,495	89,897	9,118	11,775	123,613	101,672
Training	78	1,230	-	500	78	1,730
Staff expenses	979	58	-	-	979	58
Rent and rates	369	188	7,650	7,650	8,019	7,838
Heat, light and water	4,158	3,169	172	-	4,330	3,169
Cleaning, repairs and maintenance	897	259	295	-	1,192	259
Printing, postage and stationery	1,419	1,216	100	-	1,519	1,216
Insurance	1,476	1,595	78	-	1,554	1,595
Telephone and broadband	1,654	1,894	134	-	1,788	1,894
IT costs	-	22	775	3,483	775	3,505
Subscriptions	1,347	351	349	-	1,696	351
Other expenditure	588	167	82	-	670	167
Independent examination	1,254	900	-	-	1,254	900
Professional fees	2,466	3,004	4,675	10,804	7,141	13,808
Depreciation	738	738	-	-	738	738
Fuel top-ups	1,200	675	-	-	1,200	675
Bank charges	116	115	-	-	116	115
Total expenditure	133,234	105,478	23,428	34,212	156,662	139,690
Net movement in funds	(29,944)	(6,203)	2,880	(8,917)	(27,064)	(15,120)
Fund balances brought forward	103,535	109,738	8,760	17,677	112,295	127,415
Fund balances carried forward	73,591	103,535	11,640	8,760	85,231	112,295