

Manningham Project Limited

Charity number 1103020

A company limited by guarantee number 04481358

Annual Report and Financial Statements for the year ended 31 March 2025



Manningham Project Limited

Annual Report and Financial Statements for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Manningham Project Limited

Trustees' report for the year ended 31 March 2025

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	
Yasmin Saddique	Vice-chair	
Mollie Somerville	Secretary	
Joanna Allan	Treasurer	
Heather Grinter		
Ramona Barrow		Appointed 24 June 2024 Resigned 21 November 2024
Yassa Yaseen		Appointed 21 November 2024
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 18 February 2023 and 23 November 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 2025

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 also provide a self-sufficiency coaching service we call the Self-Reliance Programme which helps 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 until October 2024. In January 2024 we were awarded a substantial three year grant by the Henry Smith Charity which enables additional advice sessions and supports our general running costs.

Our Lumb Lane advice centre remained the main location for client appointments while also providing sessions in several outreach venues in our district. We provided 2,189 client appointments during the year, serving 1,829 clients. We secured £2,153,395 benefit income for clients and stabilised £5,619 of debt (clients with multiple debts above £2,000 were referred to specialists in Citizens Advice).

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. This programme is supported by a grant from the National Lottery Community Fund. Eight clients completed the programme during the year with a further 25 provided with additional support related to the programme.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2025

Financial review

The net income for the year was £22,078, including net income of £11,499 on unrestricted funds and net income of £10,579 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £52,379.

Manningham Project will maintain a minimum reserve of £45,000 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 £48,355 based on budgeted 2025-2026 expenditure making a total target reserve of £93,355.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2025

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 27/10/2025

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 2025, 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

WYCAS conduct the bookkeeping and complete the independent examination for the charity. The following criteria are met:

- 1 the independent examiner is a member of an approved body that has applied the FRC's Revised Ethical Standard;
- 2 there is documentary evidence in respect of the bookkeeping arrangements that the trustees were "informed management" and have made such judgements and decisions that are needed in relation to the presentation and disclosure of information in the financial statements;
- 3 the independent examiner was not the book-keeper nor does the examiner report directly to the book-keeper.

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

28/10/2025

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 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	2,734	132,460	135,194	88,497
Sales and fees		77,037	-	77,037	86,174
Other income		455	-	455	400
Bank interest		1,125	-	1,125	1,072
Total income		81,351	132,460	213,811	176,143
Expenditure on:					
Salaries and on costs	(3)	57,271	103,525	160,796	148,106
Training		-	680	680	387
Staff and volunteer expenses		315	-	315	510
Rent and rates		-	7,812	7,812	7,818
Heat, light and water		772	3,913	4,685	6,169
Cleaning, repairs and maintenance		651	290	941	4,486
Printing, postage and stationery		1,452	430	1,882	1,420
Insurance		2,070	390	2,460	1,589
Telephone and broadband		1,873	457	2,330	1,659
IT costs		130	1,537	1,667	1,677
Subscriptions		2,165	215	2,380	2,481
Other expenditure		60	176	236	1,050
Independent examination		1,131	189	1,320	1,320
Professional fees		1,825	2,267	4,092	4,028
Depreciation		-	-	-	736
Fuel top-ups		80	-	80	400
Bank charges		57	-	57	118
Total expenditure		69,852	121,881	191,733	183,954
Net income / (expenditure)		11,499	10,579	22,078	(7,811)
Fund balances brought forward		40,880	36,540	77,420	85,231
Fund balances carried forward	(4)	52,379	47,119	99,498	77,420

All incoming resources and resources expended derive from continuing activities.

Manningham Project Limited
Balance sheet
as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments	(6)	18,470	-	18,470	6,863
Cash at bank and in hand	(7)	54,909	47,733	102,642	89,104
Total current assets		<u>73,379</u>	<u>47,733</u>	<u>121,112</u>	<u>95,967</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	21,000	614	21,614	18,547
Total current liabilities		<u>21,000</u>	<u>614</u>	<u>21,614</u>	<u>18,547</u>
Net assets		<u>52,379</u>	<u>47,119</u>	<u>99,498</u>	<u>77,420</u>
Funds					
Unrestricted funds		52,379	-	52,379	40,880
Restricted funds		-	47,119	47,119	36,540
Total funds		<u>52,379</u>	<u>47,119</u>	<u>99,498</u>	<u>77,420</u>

For the year ending 31 March 2025 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 27/10/2025

Martin Carter (Trustee)

Manningham Project Limited

Notes to the accounts

for the year ended 31 March 2025

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

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.

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.

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Bradford Metropolitan District Council (BMDC)	-	8,250	8,250	5,000
National Lottery Community Fund (NLCF)	-	58,210	58,210	37,174
Rands Almshouses	2,000	-	2,000	-
The Henry Smith Charity	-	66,000	66,000	33,000
Citizens Advice Bradford & Airedale (CAB)	-	-	-	2,195
Leeds Community Foundation (LCF)	-	-	-	10,000
Other donations	734	-	734	1,128
	<u>2,734</u>	<u>132,460</u>	<u>135,194</u>	<u>88,497</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	150,351	137,896
Social security costs	11,725	11,283
Employment allowance	(5,000)	(5,000)
Pensions	2,959	3,155
Payroll cost	761	772
	<u>160,796</u>	<u>148,106</u>

The average number of employees during the year was 6.8, being an average of 4.3 full time equivalent (2024: 6.3, 4.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	2,959	3,155

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
NLCF- Awards for All	-	20,000	-	-	20,000
CAB IT Grant	2,118	-	1,537	-	581
BMDC - Community Buildings	-	8,250	8,250	-	-
Henry Smith Fund	16,500	66,000	66,000	-	16,500
LCF Give Bradford Fund	7,670	-	7,670	-	-
NLCF - Reaching Communities	10,252	38,210	38,424	-	10,038
	<u>36,540</u>	<u>132,460</u>	<u>121,881</u>	<u>-</u>	<u>47,119</u>

Fund name	Purpose of restriction
NLCF- Awards for All	To support the Digital Inclusion project.
CAB IT Grant	Towards IT costs.
BMDC - Community Buildings	Towards running costs of the charity's premises.
Henry Smith Fund	Towards the organisation's running costs.
LCF Give Bradford Fund	To support the charity's strategic development.
NLCF - Reaching Communities	To support people in developing skills and knowledge so they can tackle their own problems and improve quality of life.

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2025

5 Tangible assets	Computer equipment	Equipment, fixtures and	Total
<u>Cost</u>	£	£	£
At 1 April 2024	2,950	6,500	9,450
Additions	-	-	-
At 31 March 2025	2,950	6,500	9,450
 <u>Depreciation</u>			
At 1 April 2024	2,950	6,500	9,450
Charge for year	-	-	-
At 31 March 2025	2,950	6,500	9,450
 <u>Net book value</u>			
At 31 March 2025	-	-	-
At 31 March 2024	-	-	-

6 Debtors and prepayments	2025	2024
	£	£
Debtors	17,500	6,863
Prepayments	970	-
	18,470	6,863

7 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	102,474	88,836
Cash in hand	168	268
	102,642	89,104

8 Creditors and accruals	2025	2024
	£	£
Creditors	790	11,124
Accruals	1,619	1,803
Other creditors	19,205	5,620
	21,614	18,547

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 £45,177 (previous year: £34,136).

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2025

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:

	2025	2024
	£	£
Within one year	854	834
In the second to fifth years inclusive	142	1,550
	<u>996</u>	<u>2,384</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 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	2,734	1,128	132,460	87,369	135,194	88,497
Sales and fees	77,037	86,174	-	-	77,037	86,174
Other income	455	400	-	-	455	400
Bank interest	1,125	1,072	-	-	1,125	1,072
Total income	81,351	88,774	132,460	87,369	213,811	176,143
Expenditure						
Salaries and on costs	57,271	100,196	103,525	47,910	160,796	148,106
Training	-	-	680	387	680	387
Staff and volunteer expenses	315	510	-	-	315	510
Rent and rates	-	168	7,812	7,650	7,812	7,818
Heat, light and water	772	5,479	3,913	690	4,685	6,169
Cleaning, repairs and maintenance	651	4,080	290	406	941	4,486
Printing, postage and stationery	1,452	1,084	430	336	1,882	1,420
Insurance	2,070	1,353	390	236	2,460	1,589
Telephone and broadband	1,873	921	457	738	2,330	1,659
IT costs	130	518	1,537	1,159	1,667	1,677
Subscriptions	2,165	2,402	215	79	2,380	2,481
Other expenditure	60	806	176	244	236	1,050
Independent examination	1,131	1,136	189	184	1,320	1,320
Professional fees	1,825	1,578	2,267	2,450	4,092	4,028
Depreciation	-	736	-	-	-	736
Fuel top-ups	80	400	-	-	80	400
Bank charges	57	118	-	-	57	118
Total expenditure	69,852	121,485	121,881	62,469	191,733	183,954
Net income / (expenditure)	11,499	(32,711)	10,579	24,900	22,078	(7,811)
Fund balances brought forward	40,880	73,591	36,540	11,640	77,420	85,231
Fund balances carried forward	52,379	40,880	47,119	36,540	99,498	77,420