

THE MANNA HOUSE TRUST

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2019

Registered Charity Number 286358

THE MANNA HOUSE TRUST
CONTENTS

Report of the trustees	2 to 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 to 14

THE MANNA HOUSE TRUST

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 30 September 2019.

Principal activity and objects

The Manna House Trust (formally The Northampton Christian Centre Trust) is registered by the Charity Commission as charity number 286358 and is governed by a trust deed dated 23 August 1982 and a supplemental deed dated 8 January 1983. Another supplemental deed was added on 8 May 2003 changing two parts of the constitution and the charity's name. The Charity Commission accepted these changes on 26 February 2004 and the charity has been known as The Manna House Trust with effect from that date. It is controlled by a working committee and aims to serve the local community and promote the Christian religion. Its mission is:

- To provide a well- respected counselling service freely available to all communities throughout the county of Northamptonshire.
- To provide counsellor training courses to potential counsellors on a local, national and international basis.
- To help and advise, where appropriate, other groups around the county to establish counselling services.

During the year the Trust disposed of 100% of the issued share capital of Northampton Christian Centres Limited, a company in which D V Hill, V G Winchcombe and J C Nightingale are directors. The company is principally engaged in the sale of Christian books, music and associated goods.

Review of the activities and achievements

A full review of the Trust's activities is set out in a separate annual report.

2018-19 has been a year of change and consolidation.

The main change has been the closure of the Christian Bookshop. Having opened in October 1983 it was with great sadness that the Trustees finally closed the retail unit in February 2019. The High Street locally had changed dramatically over recent years and footfall within the town centre had been badly affected. The conclusion was also facilitated by a break clause in the lease which fell due in March 2019. So, after 35½ years of service and sales of over £8 million this decision was clearly the right thing to do.

The consolidation undertaken by the Trustees centred on the work of the Manna House Counselling Service (MHCS). Trustees have been pleased to see how the mission statement of the Counselling Service has continued to be accomplished during the 2018-19 :-

The Trustees have been pleased to see how the mission statement of the Counselling Service has been accomplished during the last year:-

1. To provide a well respected counselling service freely available to all Communities throughout the county of Northamptonshire.

The MHCS has maintained the number of face to face counselling and supervision sessions during the year, delivering about 2,400. This maintains the MHCS as one of the largest Voluntary Sector counselling agencies in the county. The service has an excellent team of 31 fully trained counsellors who offer essential help to many people facing a wide variety of issues. Referrals were down in the year to about 200 primarily because of the length of time clients have to wait to be seen – approximately 5 months. About 55% of clients are from the town of Northampton with the rest being evenly split around the rest of the county. Many of

THE MANNA HOUSE TRUST

REPORT OF THE TRUSTEES

those attending counselling were unwaged and therefore struggled to contribute to costs. This continues to have a significant impact on MHCS resources, which makes sustainability an ongoing challenge. The Trustees are hopeful that new sources of funding can be accessed to increase capacity and therefore reduce waiting times.

The service continues to benefit from being a member of the Mental Health Northants Collaboration (MHNC), a group of 12 mental health charities in the county, which has helped secure two streams of ongoing funding. The Northampton Borough Council has also maintained a level of support. More grants of this nature will be sought to add to the sustainability of the service. Income was also received from a number of local and national charitable trusts.

Contracted work has continued at a local GP surgery and a forensics company and there is a possibility that a 'listening service' will be commissioned during next year.

2. To provide counsellor training courses to potential counsellors on a local, national and international basis.

Despite the economic climate, the numbers of students on the training courses offered by MHCS have grown. The delivery of a progressive programme of counsellor training in the UK at Level 2 (Introduction), Level 3 (Certificate) & Level 4 (Diploma) has been successfully completed in Northampton. Further training development work has been done, in conjunction with the MHNC and six well-being courses are being taught regularly.

3. To help and advise, where appropriate, other groups around the country to establish counselling centres.

This work continues on an informal basis with groups in Bedford and Milton Keynes and other enquiries are dealt with on a regular basis.

Once again the MHCS Service has continued to make a significant contribution to the maintenance of inclusive, effective communities in Northamptonshire and beyond, through our face to face counselling service, partnership working with statutory bodies & other voluntary sector organisations.

Financial review

The net outgoing resources of the Charity for the year amounted to (£28,412) as set out on page 6.

No depreciation has been provided on freehold land and buildings as in the opinion of the trustees the present market value is in excess of original costs.

It was disclosed in the trustees report for last year that the Christian Bookshop was no longer viable and would be closing by March 2019. As a result the financial results for this financial year have been impacted by the closure costs of the Shop amounting to c£30,000, if these costs are excluded the Trust broke-even.

THE MANNA HOUSE TRUST
REPORT OF THE TRUSTEES

Reserves policy

The trustees have again reviewed this policy and aim to ensure that unrestricted reserves be sufficient to cover 3 to 6 months expenses. This would negate the need to realise fixed assets due to unforeseen difficulties.

Trustees and members of the committee

The trustees serving during the year were:

V G Winchcombe (chair)

D V Hill

The members of the committee serving during the year were:

K T Davidson

E P Harding (representative of the Parochial Church for the Parish of St Giles)

L E Thomson

Mrs H M Gompertz (ceased 3rd October 2018)

G Pritchard (appointed 26th March 2019)

J C Nightingale (Honorary secretary, non-voting)

Principal address

73 St Giles Street
Northampton
NN1 1JF

Independent examiner

Neil Sawford FCCA
Sawford Bullard
Accountants
The Old Mill
Blisworth Hill Farm
Stoke Road
Blisworth
Northampton
NN7 3DB

Bankers

The Co-operative Bank Plc
65/65a St Giles Street
Northampton
NN1 2BH

On behalf of the trustees

19 May 2020



J C Nightingale
Honorary secretary

THE MANNA HOUSE TRUST

INDEPENDENT EXAMINER'S UNQUALIFIED REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the financial statements of The Manna House Trust ('the charity') for the year ended 30 September 2019 which are set out on pages 1 to 14.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Neil Sawford

Neil K Sawford FCCA

Sawford Bullard
Accountants
The Old Mill
Blisworth Hill Farm
Stoke Road
Blisworth
Northampton
NN7 3DB

19 May 2020

THE MANNA HOUSE TRUST
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
30 SEPTEMBER 2019

		Unrestricted funds	Restricted funds	2019	2018
	Note	£	£	£	£
Incoming resources					
Donations and legacies received		72,006		72,006	85,520
Grants received from local councils		-	26,249	26,249	34,921
Counselling course and contract fees		27,863		27,863	27,597
Interest received		56		56	56
Total income and endowments		99,925	26,249	126,174	148,094
Resources expended and exceptional item	4	(128,337)	(26,249)	(154,586)	(277,266)
Net (outgoing)incoming resources		(28,412)	-	(28,412)	(129,172)
Balances at 1 October 2018		472,087	-	472,087	601,259
Balances at 30 September 2019		443,675		443,675	427,087

THE MANNA HOUSE TRUST

BALANCE SHEET AT

30 SEPTEMBER 2019

		2019	2019	2018	2018
	Note	£	£	£	£
Fixed assets					
Tangible fixed assets	5		384,072		384,165
Investment in subsidiary	6		-		-
			<u>384,072</u>		<u>384,165</u>
Current assets					
Debtors	7	3,291		7,136	
Cash at bank and in hand		93,494		102,467	
		<u>96,785</u>		<u>109,603</u>	
Creditors: due within one year	8	(26,072)		(10,571)	
Net current assets			<u>70,713</u>		<u>99,032</u>
Total assets less current liabilities			<u>454,785</u>		<u>483,197</u>
Creditors: due after one year	9		(11,110)		(11,110)
Total net assets			<u>443,675</u>		<u>472,087</u>
Income funds					
Restricted reserves	10		-		-
Unrestricted reserves	11		443,675		472,087
Total charity funds			<u>443,675</u>		<u>472,087</u>

These financial statements were approved by the board of trustees and committee on 19 May 2020 and are signed on behalf of the board by:



D V Hill
Trustee and committee member

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 73 St Giles Street, Northampton NN1 1LF.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, The Financial Reporting Standard applicable in the UK and the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income and expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Cash flow statement

The charity satisfies the criteria of being a qualifying entity as defined by FRS 102 and has taken advantage of exemption in respect of not preparing a cash flow statement.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the proprietor for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

VAT

Value added tax is not recoverable by the charitable company, and as such is included in the relevant costs in the Statement of Financial Activities and tangible fixed assets.

Tangible fixed assets and depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Freehold land and buildings	Nil
Office equipment	25% on reducing balance
Computer equipment	33.3% straight line

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

4. Resources expended

	Unrestricted funds	Restricted funds	2019	2018
	£	£	£	£
Salaries	60,014	26,249	86,263	77,801
Staff training	2,529		2,529	2,443
Counselling course and contract expenses	4,439		4,439	2,715
Consultancy fees and fund raising	750		750	3,000
Advertising and publicity	0		0	-
Travelling costs	2,589		2,589	2,385
Rent	6,406		6,406	14,500
Rates and water charges	3,390		3,390	4,195
Insurances	4,587		4,587	4,777
Property repairs and maintenance	4,198		4,198	7,137
Light and heat	3,407		3,407	3,324
Telephone, internet and office costs	3,849		3,849	1,527
Independent examiners fees	1,850		1,850	1,850
Professional fees and subscriptions	5,266		5,266	6,157
Sundry expenses and cleaning	1,951		1,951	1,678
Depreciation	93		93	117
Investment in and loans to Northampton Christian Centre Ltd written off (see Note 6)	23,018		23,018	143,660
	<u>128,336</u>	<u>26,249</u>	<u>154,585</u>	<u>277,266</u>

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

5. Tangible fixed assets

	Freehold land and buildings	Office equipment	Total
	£	£	£
Cost			
1 October 2018	383,699	18,231	401,930
Additions	-	-	-
Disposals	-	-	-
30 September 2019	383,699	18,231	401,930
Depreciation			
1 October 2018	-	17,765	17,765
Charge for period	-	93	93
On disposals	-	-	-
30 September 2019	-	17,858	17,858
Net book value			
30 September 2019	383,699	373	384,072
30 September 2018	383,699	466	384,165

The trustees do not consider it beneficial to the charity to incur the cost of an external valuation of charity's freehold property. The trustees' are of the opinion that market value exceeds book value and therefore no depreciation has been applied.

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

6. Investment in subsidiary

As disclosed in the Trustees Report, the Christian Bookshop operated via the Charity's subsidiary Northampton Christian Centres Limited, closed at the end of March 2019. Following closure the shares in the company were passed at no cost to two employees, intending to continue with an on-line business.

7. Debtors

	2019	2018
	£	£
Amounts falling due within one year		
Trade debtors	1,581	1,514
Grants receivable	0	-
Prepayments and accrued income	1,710	5,622
	<u>3,291</u>	<u>7,136</u>
Amounts falling due after one year		
Loan Northampton Christian Centres Limited	-	-
Total debtors	<u>3,291</u>	<u>7,136</u>

8. Creditors due within one year

	2019	2018
	£	£
Trade creditors	573	436
Other creditors	25,499	10,135
	<u>26,072</u>	<u>11,640</u>

9. Creditors due after one year

	2018	2017
	£	£
Other loans	11,110	11,110
	<u>11,110</u>	<u>11,110</u>

Other loans relate to loans from individuals, which are interest free with no fixed repayment date.

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

10. Restricted reserves

	2018	Incoming resources	Resources expended	2019
	£	£	£	£
Counselling fund	-	26,249	(26,249)	-

11. Unrestricted funds

	2018	Incoming resources	Resources expended	2019
	£	£	£	£
General income fund	472,087	99,925	(128,337)	443,675

12. Analysis of net assets by fund

	Unrestricted funds	Restricted funds	2018
	£	£	£
Tangible fixed assets	384,072	-	384,072
Current assets	78,985	17,800	96,785
Creditors due within one year	(8,272)	(17,800)	(26,072)
Creditors due after one year	(11,110)	-	(11,110)
At 30 September 2017	443,675	-	443,675

13. Transactions with trustees

During the year the Charity paid £750 (2018: £3,000) to V G Winchcombe, a trustee, in respect of consultancy fees and fundraising. These payments were approved by the trustees and are authorised by the Charity's trust deed.

No remuneration was paid to the trustees in either the current or the previous year.

14. Ultimate controlling party

The Manna House Trust is controlled by its board of trustees as identified in the trustees report.

No transitional adjustments were required in the retained funds or income or expenditure for the year.

THE MANNA HOUSE TRUST
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2019

15. Operating lease commitments

The total future minimum lease payments under not-cancellable operating leases are as follows:

	2019	2018
	£	£
Not later than 1 year	-	6,405
Later than 1 year and not later than 5 years	-	-
	<u>6,405</u>	<u>25,375</u>

THE MANNA HOUSE TRUST
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
30 SEPTEMBER 2019

	2019	2019	2018	2018
	£	£	£	£
Income				
Donations and legacies received		72,006		85,520
Grants received from local councils		26,249		34,921
Counselling course and contract fees		27,862		27,597
Interest received		56		56
		126,173		148,094
Less overheads				
Salaries	86,263		77,801	
Staff training	2,529		2,443	
Counselling course and contract expenses	4,439		2,715	
Consultancy fees and fund raising	750		3,000	
Advertising and publicity	-		-	
Travelling costs	2,589		2,385	
Rent	6,406		14,500	
Rates and water charges	3,390		4,195	
Insurances	4,587		4,777	
Property repairs and maintenance	4,198		7,137	
Light and heat	3,407		3,324	
Telephone, internet and office costs	3,849		1,527	
Independent examiners fees	1,850		1,850	
Professional fees and subscriptions	5,266		6,157	
Sundry expenses and cleaning	1,951		1,678	
Depreciation	93		117	
Investment in and loans to Northampton Christian Centre Ltd written off (see Note 6)	23,018		143,660	
		154,585		277,266
Net deficit for year		(28,412)		(129,172)

This page does not form part of the statutory accounts