

**EAST MANCHESTER COMMUNITY BOAT PROJECT**

**REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED**

**31 MARCH 2020**

(Registered Charity Number 1155976)

# EAST MANCHESTER COMMUNITY BOAT PROJECT

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**EAST MANCHESTER COMMUNITY BOAT PROJECT**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees:</b>	
<b>President</b>	Mr N Anderson
<b>Chair</b>	Dr J W Stephens CBE
<b>Treasurer</b>	Mr J A Strudwick
<b>Secretary</b>	Ms S E Steventon
<b>Trustees</b>	Mr K Glover Mrs G Walker Mr B Sharples Mrs J Bailey Mrs A Cartledge Mr J Fletcher
<b>Principal Office</b>	c/o Portland Basin Marina Lower Alma Street Dukinfield Cheshire SK16 4SQ
<b>Accountants</b>	Topping Partnership (Accountants) Limited Incom House Waterside Trafford Park Manchester M17 1WD
<b>Bankers</b>	HSBC Bank plc 2-4 St Ann's Square Manchester M2 7HD

## EAST MANCHESTER COMMUNITY BOAT PROJECT

### ANNUAL REPORT

#### FOR THE YEAR TO 31 MARCH 2020

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

#### Reference and Administrative Details

Reference and administration details are shown in the Schedule of Members of the Board and Professional Advisers on page 1 of the Financial Statements.

#### The Trustees

The trustees who served in the year were:

Mr N Anderson	Dr J W Stephens
Ms S E Steventon	Mr J A Strudwick
Mr K Glover	Mr S Gainey (resigned 30/09/2019)
Mrs G Walker (appointed 21/08/2019)	Mr B Sharples (appointed 21/08/2019)
Mrs J Bailey (appointed 21/08/2019)	Mrs A Cartledge (appointed 18/12/2019)
Mr J Fletcher (appointed 18/12/2019)	

The trustees are appointed according to the constitution structure, governance and management and their responsibilities are contained in the constitution.

The Committee meets six times a year and is bound by the rules of conduct contained in the constitution. The Committee is subject to election at the Annual General Meeting.

The principal office of the company is Portland Basin Marina, Lower Alma Street, Dukinfield, Cheshire, SK16 4SQ.

#### Objectives and Activities

The charity's objects are:

To provide or assist in the provision of facilities, in the interests of social welfare, for recreation, education or other leisure time, occupation of persons mainly in the East of Manchester and Greater Manchester areas, who have need of such facilities by reason of their disability. In the event of spare capacity, to also include persons who are disadvantaged by social and economic circumstances with the object of improving and enhancing their conditions of life.

The trustees, when deciding on the charity's activities for the year, are mindful of the Charity Commission's Guidance on Public Benefit. The facilities are available to all regardless of gender, faith or personal circumstances.

The trustees and members are custodians of a narrowboat, a full description of which is given on page 7.

#### Activities and Achievements

The activities and achievements for the year are shown in the message from the Chair.

**EAST MANCHESTER COMMUNITY BOAT PROJECT**  
**ANNUAL REPORT**  
**FOR THE YEAR TO 31 MARCH 2020**

**Financial Review**

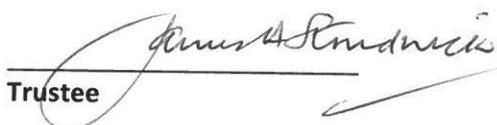
The trustees have no formal policy to maintain a level of reserves, however, they are conscious of their responsibilities and monitor the level of the reserves to ensure the charity holds a minimum of one year's full running costs as a reserve fund, in addition to allowing for general maintenance costs.

At the start of the year the charity had £110,403 of reserves. This increased and at 31 March 2020 the charity had £110,888 of reserves.

**Responsibilities of the trustees**

The trustees are responsible for ensuring proper accounting records that disclose with reasonable accuracy at any time the financial position of the project. The trustees are also responsible for safeguarding the assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**SIGNED BY ORDER OF THE BOARD**

  
Trustee

25 September 2020  
Date

# **EAST MANCHESTER COMMUNITY BOAT PROJECT**

## **ANNUAL REPORT**

### **FOR THE YEAR TO 31 MARCH 2020**

#### ***Message from the Chair***

At the time of writing this report we have been experiencing the impact of the 'lockdown' response to a global pandemic. 'Community Spirit 2' has scarcely moved for a number of months and our dedicated volunteer teams have been unable to enjoy the benefits of meeting and working together in the service of others. It's an overused phrase, but we really are in extraordinary times. The report, however, focuses on the year to 31 March 2020 and reflecting on that very different time should equally inspire us for what will become a bright and positive future.

We have, once again, been remarkably successful in fulfilling both our community mission and moral purpose. We have achieved this continued success primarily through the provision of day trips for people who have disabilities or who are disadvantaged in some way. The regular trips that we offer to the National Autistic Society groups play an important part in the provision offered to these passengers. We are a significant local charity doing work that is highly valued by the people that we serve. We always ask our passenger groups to complete feedback forms at the end of their boat trips so that we can improve our offer continuously. We have taken a record 2090 passengers this year. This is a significant increase (378) from 2019. 100% of passengers report that they are 'very satisfied' with the trip and the crew. Maintaining these excellent levels of satisfaction is an amazing achievement! Almost 80% of passengers have also reported that they are 'satisfied' or 'very satisfied' with the input on local history, wildlife and the conservation of canals. This clearly demonstrates our commitment to quality, year on year. Once we resume operations in 2020/21 we will have the additional benefit of the excellent educational resources developed by Brian Sharples and team.

We continue to meet our mission to serve people with disabilities well. Most of our trips include passengers who have described themselves as having a disability or requiring some form of additional care and/or support. Additionally, a number of our passengers are registered carers providing the support necessary to allow people with disabilities to access and enjoy the service that we offer. Most of our passengers (49%) identify as white British. The inclusive nature of our project is reflected in the diversity of our passenger groups. This year our passengers included people who identify as 24% Black/African/Caribbean/Black British or Asian/Asian British. 25% declined to record their ethnicity. 38% are over 50 years of age. It is really encouraging to see how well we continue to reach our target groups providing a rich and rewarding day out.

My colleague trustees continue to give outstanding and loyal support to the project and never more so than in their robust decision making following the announcement of the national lockdown. At all times, trustees have put the health, safety and well-being of passengers and volunteers first. Thanks to their diverse skills and dedication, the project benefits from very strong, open and transparent governance. Trustees are always solution-focused and have continued to undertake their oversight of the project with great care. The Board of Trustees have continued to be excellent guardians of the core purposes of EMCBP. We have benefited this year from the additional skills of Angela Cartledge and John Fletcher, both of whom will have their substantive appointment formally agreed at the 2020 Annual General Meeting. John has been leading the research on the 'Green for Go' project that we announced at the 2019 AGM. At the end of September 2019, Stewart Gainey stood down as a trustee after a number of years of loyal and outstanding service. Stewart helped us to develop an excellent relationship with the charitable work of the Co-op from which we continue to benefit. He also provided excellent advice on the design of 'Community Spirit 2' as well as establishing our web and social media presence. Stewart co-ordinated bookings and provided outstanding support to crew and the wider volunteer group. I am delighted that Stewart remains as a volunteer; his contributions are invaluable.

# **EAST MANCHESTER COMMUNITY BOAT PROJECT**

## **ANNUAL REPORT**

### **FOR THE YEAR TO 31 MARCH 2020**

#### ***Message from the Chair (cont.)***

On behalf of everyone involved in EMCBP, I would like to record my thanks to colleague trustees. Their collective wisdom, specialist expertise, common sense and their unfailing loyalty to the aims of the project have been hugely helpful in supporting the many achievements of the past year. Of course, the trustees also benefit from the expert input from crew members. The additional advice from those who work on the boat ensures that all decisions are grounded in the day to day realities of our project. Indeed, most of our time as trustees is spent focusing on the experience people have on our boat and trying to make that better for both our volunteers and passengers.

As part of our drive for continuous improvement, we are always looking at ways in which we can build on our successes. It's so important that we continue to build our volunteer numbers and nurture and value all those that join us in whatever capacity. The regular training sessions are making a real difference, helping to improve standards as well as building the sense of teamwork. I know that many people have really missed the Monday training sessions. This is evidence of how successful they have been in helping to improve everyone's skill levels as well as bringing us all together in a common endeavour.

It is as clear to me as ever that everything we achieve is the result of great teamwork. The contributions of so many dedicated volunteers and supporters have the greatest impact when we work well together, complementing each other's skills and qualities. I would, however, once again single out our President, Nigel Anderson and co-founder and Secretary, Sue Steventon. Nigel's personal relentless determination, commitment and ingenuity from day one of this project helps us to achieve more than some of us could ever imagine. Sue's contributions are sometimes less high profile, but it is thanks to her careful attention to detail and tenacity that the project continues to build on solid foundations.

We have continued to receive wonderful support from so many individuals and organisations. I would particularly like to record, once again, our thanks to Michael Sellars at Elcometer Limited. The on-going generous support that we receive from Michael and the company is a huge benefit to us.

Our accountants, Topping Partnership, have, once again, prepared and scrutinized our accounts. I am really grateful for their highly professional and expert work.

We continue to benefit enormously from the support of our other major benefactors:

East Lancashire Craft Freemasons  
Robert Burns Lodge 999  
Robert Gregory Lodge, RAOB  
Louvalite Ltd, Hyde

We have also received generous financial contributions from a number of grant awards and from fundraising activities led and sponsored by some of our own volunteers and from passenger groups. We are incredibly grateful to all those who give so generously in support of our charity. A major source of fundraising in the year was our magnificent gala dinner held, appropriately, at The Gorton Monastery. This was an excellent opportunity for us to come together celebrating 25 years of East Manchester Community Boat Project and raised over £5,000. Thanks again to Sue and Nigel for their vision in creating this wonderful event and to all who so generously supported us, not least Jayne Bailey who acted as co-ordinator on the evening ensuring that everything ran smoothly.

**EAST MANCHESTER COMMUNITY BOAT PROJECT**

**ANNUAL REPORT**

**FOR THE YEAR TO 31 MARCH 2020**

***Message from the Chair (cont.)***

Some other major highlights in 2019/20 included:

14th June – we welcomed The Duchy of Lancaster Trustee Benevolent Fund on board CS2 in response to their request to visit the boat. It was a pleasure to host this group that included several Lords Lieutenant!

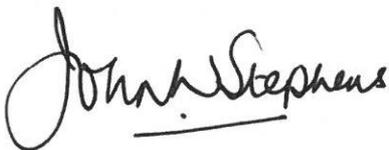
Stalybridge Festival on the 22nd/23rd June was again a great success. The weather was glorious and there were many visitors. We took 302 passengers on short trips and, in return, were rewarded with donations totalling £179.85.

The good weather did not last into July and the weekend of the 27th/28th was more typical of British summertime! To support our 25th anniversary celebrations, Wakefield Scouts had agreed to bring Scouting Venture (aka Community Spirit) back to Ashton for the weekend. Despite the appalling weather, it was a very good weekend. It was great to see 'Community Spirit' looking pretty impressive and to learn about the modifications implemented by the new owners - but the best time was spent relaxing with friends.

In October, trainer Tom Edwards put volunteers from the Huddersfield Canal Society through their CCBM examinations along with two EMCBP volunteers, Brian Sharples and David Gardner. All candidates qualified. Congratulations to them all!

On Sunday 19th May, we had the honour of welcoming Tameside Civic Mayor, Councillor Denise Ward, on board for what was to be her final function before retiring as Mayor. Councillor Ward was so impressed with the project that, the following day, she presented us with a cheque for £1,000.

At every meeting of Trustees, I formally record my thanks to the people who regularly volunteer to take our passengers on the boat and take part in regular training. Using a very rough calculation, we estimate that the volunteer hours during the last year equate to a monetary value close to £20,000. This, of course, does not take into account the value of the personal and professional expertise that our talented volunteers contribute, and it is impossible to put a price on the friendship that we each enjoy from being part of EMCBP. Without skilful and willing volunteers in every part of our operation, EMCBP could not fulfil its core purposes. Once again, I would like to record my personal thanks to **all** our volunteers, whatever role they undertake, for giving freely of their time and expertise and for their friendship, challenge and committed support.



**Dr John Wm Stephens CBE, Chair of Trustees**

## EAST MANCHESTER COMMUNITY BOAT PROJECT

### ANNUAL REPORT

#### FOR THE YEAR TO 31 MARCH 2020

##### ***The Boat***

The boat is 57ft long and 6ft wide. The hull is made completely from steel, the bottom is 10mm thick, the sides and cabin are 6mm thick and the top is 4mm thick. The boat weighs about 18 tons.

It is driven by a Canaline 42bhp Marine Diesel engine. It runs on industrial, not commercial, diesel. It has large folding ramps at the bow to allow easy and comfortable wheelchair and passenger boarding and a scissor lift to transfer wheelchair passengers from the front deck to the cabin. The boat can accommodate up to two electric and four standard wheelchairs, has a wider entrance door for ease of boarding. It has open-plan flexible seating, lower and larger viewing windows, central heating, a small galley and a toilet/wash room with wheelchair access. It is also equipped with an intruder alarm, a defibrillator and a wheelchair position on the foredeck from which wheelchair users can steer the boat using a unique remote steering facility.

Fresh water is carried in the bow of the boat and fuel is carried at the stern.

It is registered to carry a total of 15 people. It is a day boat and is not designed for overnight use.

The boat has two bow-thrusters and is steered from the stern using a traditional tiller. Under supervision, all passengers are encouraged to steer the boat and the remote steering facility allows wheelchair users to steer the boat from the front deck.

Buoyancy aids for wheelchair-bound passengers and children up to the age of 11 are available together with two infants' life jackets. Auto-inflating life jackets are carried on board and are worn by crew members, they are also available to all passengers.

The boat holds a current Boat Safety Scheme Certificate BSS Examination Report number BSSER-319404/16 (displayed on the boat) which is valid until 14th November 2020.

# EAST MANCHESTER COMMUNITY BOAT PROJECT

## ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2020

### ***Volunteers and Training Programme***

The committee will continue to recruit volunteers from the community to help crew the boat. Qualified trainers will take volunteers through the National Community Boat Association's Certificate in Community Boat Management as standard. For those who just want to come along and help, we will run informal training days which will include low-key fire fighting, operating locks, general boat maintenance, acting as a guide, rules of the canal - indeed, anything that could affect the day-to-day operation of the boat.

Trustees continually review their skills and knowledge base and will seek to recruit new trustees with specific areas of expertise in order to expand.

Our 2020 Vision commits us to focus on six main areas; membership, training, finance, clients, website and marketing and trustees have already made progress towards achieving their goals.

First Aid, fire, man overboard and evacuation drills will be compulsory for *all* volunteers, and will be repeated on a regular basis - as necessary.

A training log will be kept for all volunteers.

### ***Fund Raising***

The committee are indebted to those companies, organisations and individuals who donate time, expertise, advice and funds to the project. The committee will continue to seek out new ways to raise general awareness of, and further funding for, the project.

**CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES**  
**ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**EAST MANCHESTER COMMUNITY BOAT PROJECT**

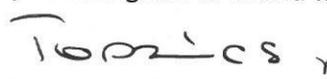
In accordance with the engagement letter dated 20 October 2019, in order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of East Manchester Community Boat Project for the year ended 31 March 2020 as set out on pages 10 to 14 from the charity's accounting records and from information and explanations you have given us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

Our work has been undertaken solely to prepare for your approval the financial statements of East Manchester Community Boat and state those matters that we have agreed to state to them in this report in accordance with ICAEW Technical Release 08/16 AAF as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Board of Trustees, as a body, for our work or for this report.

You have approved the financial information for the year and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

  
Topping Partnership (Accountants) Limited  
Chartered Accountants  
Incom House  
Waterside  
Trafford Park  
Manchester  
M17 1WD

Date: 25 SEPTEMBER 2020

**EAST MANCHESTER COMMUNITY BOAT PROJECT**  
**STATEMENT OF UNAUDITED FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2020**

Note	2020 Restricted Funds £	2020 Unrestricted Funds £	2020 Total Funds £	2019 Restricted Funds £	2019 Unrestricted Funds £	2019 Total Funds £
<b>Incoming resources</b>						
Donations and subscriptions	-	17,875	17,875	-	23,240	23,240
Interest 5	-	57	57	-	14	14
Gift Aid	-	726	726	-	433	433
	-----	-----	-----	-----	-----	-----
<b>Total incoming resources</b>	-	18,658	18,658	-	23,687	23,687
<b>Resources expended</b>						
Charitable activity 8	1,674	15,308	16,982	1,674	11,051	12,725
Governance 8	-	1,191	1,191	-	3,669	3,669
	-----	-----	-----	-----	-----	-----
<b>Total resources expended</b>	1,674	16,499	18,173	1,674	14,720	16,394
	-----	-----	-----	-----	-----	-----
<b>Net incoming/(outgoing) Resources</b>	(1,674)	2,159	485	(1,674)	8,967	7,293
Funds brought forward	38,502	71,901	110,403	40,176	62,934	103,110
	-----	-----	-----	-----	-----	-----
<b>Funds at 31 March 2020</b>	<b>36,828</b>	<b>74,060</b>	<b>110,888</b>	<b>38,502</b>	<b>71,901</b>	<b>110,403</b>
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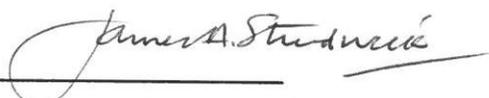
**EAST MANCHESTER COMMUNITY BOAT PROJECT**

**UNAUDITED BALANCE SHEET**

**AS AT 31 MARCH 2020**

	Note	2020 Restricted Funds £	2020 Unrestricted Funds £	2020 Total Funds £	2019 Restricted Funds £	2019 Unrestricted Funds £	2019 Total Funds £
<b>Fixed Assets</b>	7	36,828	46,877	83,705	38,502	49,008	87,510
<b>Current Assets</b>							
Cash at bank and in hand		-	27,183	27,183	-	22,893	22,893
		<u>36,828</u>	<u>74,060</u>	<u>110,888</u>	<u>38,502</u>	<u>71,901</u>	<u>110,403</u>
<b>Represented by</b>							
Reserve for boat repairs		-	5,000	5,000	-	5,000	5,000
Non-designated funds		-	69,060	69,060	-	66,901	66,901
Restricted funds		36,828	-	36,828	38,502	-	38,502
		<u>36,828</u>	<u>74,060</u>	<u>110,888</u>	<u>38,502</u>	<u>71,901</u>	<u>110,403</u>
<b>Analysis of Funds</b>							
		2020 Restricted Funds £	2020 Unrestricted Funds £	2020 Total Funds £	2019 Restricted Funds £	2019 Unrestricted Funds £	2019 Total Funds £
Opening funds		38,502	71,901	110,403	40,176	62,934	103,110
Incoming resources		-	18,658	18,658	-	23,687	23,687
Outgoing resources		(1,674)	(16,499)	(18,173)	(1,674)	(14,720)	(16,394)
<b>Closing fund</b>		<u>36,828</u>	<u>74,060</u>	<u>110,888</u>	<u>38,502</u>	<u>71,901</u>	<u>110,403</u>

Trustee



Date

25 Sept. 2020

**EAST MANCHESTER COMMUNITY BOAT PROJECT**  
**NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**1 PRINCIPAL ACCOUNTING POLICIES**

**(a) General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is c/o Portland Basin Marina, Lower Alma Street, Dukinfield, Cheshire, SK16 4SQ.

**(b) Accounting convention**

The financial statements are prepared in accordance with Receipts and Payments Account and the Charities Act 2011. The financial statements are prepared in sterling, which is the functional currency of the entity.

**(c) Investment income**

Investment income is accounted for in the period in which it is received.

**(d) Donations received**

Donations received are accounted for in the period in which they are received.

**(e) Resources expended**

Expenditure is included on a payment basis.

**(f) Fund accounting**

Details of the nature and purpose of each fund is set out in note 2.

**(g) Going concern**

There are no material uncertainties about going concern.

**(h) Income tax**

The charity is exempt from income tax.

**(i) Depreciation**

The boat is to be written off over 25 years.

**2 FUNDS**

**Unrestricted Funds**

Comprise those funds which the trustees are free to use in accordance with the charitable objects.

**Restricted Funds**

Comprise those funds which have been given for particular purposes and projects.

**3 TRUSTEE REMUNERATION**

No trustees have received any remuneration or expenses in the year (2019 : £Nil).

**4 RELATED PARTY DISCLOSURES**

There are no related party transactions to be disclosed.

**EAST MANCHESTER COMMUNITY BOAT PROJECT**

**NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

**5 INVESTMENT INCOME**

	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
Bank interest received	57	14
	<u>          </u>	<u>          </u>

**6 STAFF COSTS**

No staff were employed by the charity during the year.

**7 FIXED ASSETS**

**Boat – Community Spirit 2**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
	<b>Costs</b>	<b>Costs</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cost b/f	41,850	53,269	95,119
Additions	-	-	-
Disposals	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>
Cost c/f	£41,850	£53,269	£95,119
	<u>          </u>	<u>          </u>	<u>          </u>
Depreciation b/f	3,348	4,261	7,609
Charge	1,674	2,131	3,805
Disposals	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>
Depreciation c/f	£5,022	£6,392	£11,414
	<u>          </u>	<u>          </u>	<u>          </u>
NBV 31.03.20	£36,828	£46,877	£83,705
	<u>          </u>	<u>          </u>	<u>          </u>
NBV 31.03.19	£38,502	£49,008	£87,510
	<u>          </u>	<u>          </u>	<u>          </u>

The Trustees have decided to write the boat off over 25 years on a straight line basis.

EAST MANCHESTER COMMUNITY BOAT PROJECT

NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

8 ANNUAL REPORT	2020	2019
	£	£
Charitable Activity		
Unrestricted		
Mooring and licence fees	1,960	1,886
Maintenance	1,864	3,329
Fuel/Pump	916	1,023
Repairs and renewals	447	190
Training	561	1,051
Insurance	1,444	1,442
Depreciation	2,131	2,130
Fund raising event	5,985	-
	<u>          </u>	<u>          </u>
	£15,308	£11,051
	<u>          </u>	<u>          </u>
Charitable Activity		
Restricted		
Depreciation	£1,674	£1,674
	<u>          </u>	<u>          </u>
Governance		
Unrestricted		
Postage	125	82
Telephone	253	251
Website	175	784
Sundry	378	2,542
Bank charges	-	10
Donations	260	-
	<u>          </u>	<u>          </u>
	£1,191	£3,669
	<u>          </u>	<u>          </u>