



## **Manors Church and Community Project**

*Registered Charity Number 1163809*

### **Trustees' Report and Financial Statement for the period**

**1 January 2021 to 31 December 2021**

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## **Manor Church and Community Project**

### **Legal and Administrative Information**

Manor Church and Community Project is a Charitable Incorporated Organisation (CIO), which was given charitable status by the Charity Commission on 2 October 2015.

<b>Chair</b>	Rev Debora Marschner
<b>Treasurer</b>	Mr Derek Newman
<b>Secretary</b>	Rotated amongst trustees
<b>Trustees</b>	Mrs Claire Dalpra Mrs Elaine Flaherty Ms Alison Jubb (resigned – 7 December 2021) Mr David Reynolds (resigned – 7 December 2021) Mrs Heather Rotherham Ms Philippa Dand (from 7 December 2021)
<b>Registered Address</b>	St Aidan's 2 Manor Lane Sheffield S2 1UF
<b>Independent Examiner</b>	Jonathan Buckley 47 Remington Road Sheffield S5 9AD
<b>Bank</b>	TSB 1 Abbey Lane Sheffield S8 0BJ



## Manor Church and Community Project

### Management Committee Report 2021



#### Overview

Who would have thought that much of 2021 would still be shaped by the ongoing Covid-19 pandemic? It continued to disrupt well laid plans for our project, and on a number of occasions, we had to alter, cancel or postpone activities. Our *craft&fun/crafternoon* sessions were due to restart in the autumn, but with the Omicron Covid variant taking hold, it seemed too risky.

Our Management Committee meetings continued to take place online.

#### Temple Park Centre (TPC)

Our endeavours to create a Centre Manager Post and see somebody take up employment did not come to fruition. Instead, the whole scope of what kind of worker we may need changed over the course of the year, and we are currently applying for funding to create and advertise a new post for a Community Cohesion and Outreach Worker role, which will combine some of the partnership work across the Manor with specific tasks around the management of Temple Park Centre.

While our partners MASKK (Manor After School Kids Klub) were able to slowly re-build their core childcare offers, the uptake for other bookings was slow, partly due to increased rental costs due to Covid-related additional cleaning, partly due to continued restrictions. But this also meant that the main hall was available for short term provision of food parcels and related activities provided through the Holiday Hunger Programme in the school holidays.

In addition, a networking event of local agencies and organisations could take place in the autumn, and Pinders Dance classes became a regular weekly feature.

The Scouts also re-located to TPC which offers a more secure and safe environment than St Swithun's, the other sections are also looking into the possibility of re-location.

#### Management Committee

The Management Committee has met four times in the past 12 months. The business of the committee included work on:

- Policy and Strategy work
- Scoping of a new post: Community Cohesion and Outreach Worker
- Funding applications for the new role
- Support and collaboration with our Church Related Community Worker minister

During 2021, we have encountered some changes to the make-up of our committee due to the resignations of two trustees and the finding of new recruits. And in the absence of a new vicar for the Anglican parish, a member of the Parish Church Council (PCC) has provisionally joined us.

While we continue to work ecumenically and endeavour to have an equal number of trustees from each of the three churches, we have painfully felt the absence of the rector of the Manor Parish and her hands-on expertise and input within our management committee. Hopefully a new vicar will soon be found and we look forward to working with them in the years to come.



## **Church Related Community Worker**

The Manor Church and Community Project would not be where it is now without Simon Loveitt's continued expertise and input. He has not only represented us across the Manor community but has also facilitated several partnerships and co-operations with local agencies and organisations, which are an invaluable part of our work in this community.

It is therefore with great sadness that we will say good-bye to Simon at the end of March 2022 when he leaves to take up a new post in London. We are very thankful for all that he has achieved with and through our project and wish him well for the opportunities and challenges that his new role will undoubtedly bring with it.

Due to his curtailment as Church Related Community Worker (CRCW) within MCCC, we have come to a crossroads earlier than anticipated. The scoping and creation of a new full-time post for a Community Cohesion and Outreach Worker is in parts a result of this fact.

## **Programme of Activities**

As mentioned in the introduction, our seasonal craft and fun/ *crafternoon* activities at St Swithun's did not resume in 2021 either, and neither did any school holidays Stay&Play activities in co-operation with MASKK, the Community Bonfire Night and Carol Singing.

Hopefully, this will all be possible again as the year 2022 unfolds.

## **Priorities for the future**

For 2022, we would like to see:

- Continued development and sustained partnerships and relationships across our community, especially with MASKK who we hope will recover fully from the many Covid-19 impacts on their work
- Secure revenue funding for the new Community Cohesion and Outreach Worker post
- Advertise, interview and employment of a suitable person for the new role of Community Cohesion and Outreach Worker
- Increased capacity of community work and engagement within Temple Park Centre
- Reconnect with and deepen the relationships with the families who come to our activities
- Continue to develop new forms of worship
- Engage with the new neighbours who have been moving into the district over the last three years

## **Thank you**

I would like to express my heartfelt thanks and appreciation to Simon Loveitt, Derek Newman and all the trustees, past and present, for all their continued hard work this past year.

Debora Marschner - Chair



## Independent Examiner's Report to the Trustees of Manor Church and Community Project

I report on the accounts of the Manor Church and Community Project for the year ended 31 December 2021, which are set out on pages 6-15.

### Respective responsibilities of trustees and examiner

The Manor Church and Community Project's trustees are responsible for the preparation of the accounts. The Manor Church and Community Project's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(Name) Jonathan Buckley  
(Address) 47 Remington Road  
Sheffield  
S5 9AD

(Date) 13/3/2022

Signed



# Statement of Financial Activities – 2021

			2021		2020	
	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total £	Prior year total £
<b>Income and endowments from:</b>						
Donations and legacies	150	800	5,940	—	6,890	212,344
Income from charitable activities	—	13,212	—	—	13,212	6,051
Other income	—	—	—	—	—	—
<b>Total income</b>	<b>150</b>	<b>14,012</b>	<b>5,940</b>	<b>—</b>	<b>20,102</b>	<b>218,395</b>
<b>Expenditure on:</b>						
Expenditure on charitable activities	2,741	6,441	3,710	—	12,893	217,791
Other expenditure	—	—	300	—	300	311
<b>Total expenditure</b>	<b>2,741</b>	<b>6,441</b>	<b>4,010</b>	<b>—</b>	<b>13,193</b>	<b>218,102</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(2,591)</b>	<b>7,571</b>	<b>1,930</b>	<b>—</b>	<b>6,909</b>	<b>294</b>
<b>Transfers</b>						
Gross transfers between funds - in	—	590	1	—	591	6,784
Gross transfers between funds - out	(1)	—	(590)	—	(591)	(6,784)
<b>Net movement in funds</b>	<b>(2,592)</b>	<b>8,161</b>	<b>1,341</b>	<b>—</b>	<b>6,909</b>	<b>294</b>
<b>Total funds brought forward</b>	<b>5,466</b>	<b>4,527</b>	<b>7,419</b>	<b>—</b>	<b>17,412</b>	<b>17,118</b>
<b>Total funds carried forward</b>	<b>2,875</b>	<b>12,687</b>	<b>8,759</b>	<b>—</b>	<b>24,321</b>	<b>17,412</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	2,874	—	—	—	2,874	5,466
<b>Designated</b>						
Temple Park Centre	—	12,687	—	—	12,687	5,327
All Churches Trust	—	—	—	—	—	0
Council Grant Feb21	—	—	—	—	—	(800)
<b>Restricted</b>						
CRCW expenses	—	—	8,090	—	8,090	6,432
Sheffield Methodist Circuit 1	—	—	99	—	99	345
Sheffield Methodist Circuit 2 (TPC Refurb St 1&2)	—	—	—	—	—	0
Sheffield Methodist Circuit 3 (TPC Refurb St 3)	—	—	161	—	161	643
United Reformed Church	—	—	—	—	—	0
Biffa Award	—	—	—	—	—	0
Veolia Environmental Trust	—	—	—	—	—	(1)
M&CDT – Bingo Club	—	—	410	—	410	—



## Balance sheet – 2021

Class and code	Description	2021 £	2020 £
<b>Current assets</b>			
1301	Current Account	24,321	25,497
1302	Deposit Account	—	—
	<b>Total Current assets</b>	<b>24,321</b>	<b>25,497</b>
<b>Liabilities</b>			
Z04	Accounts Payable	—	8,085
	<b>Total Liabilities</b>	<b>—</b>	<b>8,085</b>
	<b>Net Asset surplus(deficit)</b>	<b>24,321</b>	<b>17,412</b>
<b>Reserves</b>			
	Excess / (deficit) to date	6,909	294
	Starting balances	17,412	17,118
	<b>Total Reserves</b>	<b>24,321</b>	<b>17,412</b>

### Represented by funds:

Unrestricted	2,874	5,466
Designated	12,687	4,527
Restricted	8,760	7,419
Endowment	—	—
<b>Total</b>	<b>24,321</b>	<b>17,412</b>

## Statement of assets and liabilities – 2021

	General £	Designated £	Restricted £	Endowment £	2021 £	2020 £
<b>Current assets - Cash at bank and in hand</b>						
Current Account -	2875	12,687	8,759	—	24,321	25,497
Deposit Account -	—	—	—	—	—	—
<b>Totals</b>	<b>2,875</b>	<b>12,687</b>	<b>8,759</b>	<b>—</b>	<b>24,321</b>	<b>25,497</b>
<b>Liabilities</b>						
Accounts Payable - accruals	—	—	—	—	—	8,085
	—	—	—	—	—	8,085
<b>Net total assets</b>	<b>2,875</b>	<b>12,687</b>	<b>8,759</b>	<b>—</b>	<b>24,321</b>	<b>17,412</b>

## Fund Movement Summary – 2021

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/Loss £	Closing £
<b>General Fund</b>						
Unrestricted	5,466	150	2,741	(1)	—	2,874
<b>Temple Park Centre</b>						
Designated	5,327	13,212	6,441	590	—	12,687
<b>CRCW expenses</b>						
Restricted	6,432	4,940	3,282	—	—	8,090
<b>Sheffield Methodist Circuit 1</b>						
Restricted	345	—	246	—	—	99
<b>Sheffield Methodist Circuit 3 (TPC Refurb)</b>						
Restricted	643	—	482	—	—	161
<b>Veolia Environmental Trust</b>						
Restricted	(1)	—	—	1	—	(1)
<b>Council Grant Feb21</b>						
Restricted	(800)	800	—	—	—	—
<b>M&amp;CDT Bingo Club</b>						
Restricted	—	1000	—	(590)	—	410
<b>Grand total</b>	<b>17,412</b>	<b>20,102</b>	<b>13,193</b>	<b>—</b>	<b>—</b>	<b>24,321</b>



## Analysis of Income and Expenditure – 2021

	Unrestricted	Designated	Restricted	Endowment	----- Total -----	
					2021	2020
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
0101 - Donations	150	—	—	—	150	2,020
0102 - Grants	—	800	5,940	—	6,740	210,324
Total	150	800	5,940	—	6,890	212,344
<b>Income from charitable activities</b>						
0200 - TPC MASKK Rental	—	9,800	—	—	9,800	4,500
0201 - TPC Rental	—	3,412	—	—	3,412	1,551
Total	—	13,212	—	—	13,212	6,051
<b>INCOME TOTAL</b>	<b>150</b>	<b>14,012</b>	<b>5,940</b>	<b>—</b>	<b>20,102</b>	<b>218,395</b>
<b>EXPENDITURE</b>						
<b>Expenditure on charitable activities</b>						
1101 - Activity Support fees	—	—	—	—	—	30
1102 - Activity Materials	—	—	—	—	—	51
1110 - Travel	—	—	1,222	—	1,222	952
1111 - URC car allowance	—	—	1,366	—	1,366	1,366
1112 - Office expenses	—	—	367	—	367	167
1130 - Computer & website	598	—	—	—	598	354
1201 - Maintenance & repairs	20	1,091	—	—	1,111	1,505
1202 - Improvements & refurbishment	—	—	888	—	888	192,556
2011 - Legal & professional fees	—	—	(160)	—	(160)	13,945
2015 - MCCC Insurance	1,747	—	—	—	1,747	1,146
2020 - Subscriptions	256	—	—	—	256	—
3010 - Bank charges	120	—	—	—	120	120
4001 - TPC insurance	—	949	—	—	949	1,019
4010 - Energy - gas & electricity	—	2,625	—	—	2,625	3,115
4011 - Water rates	—	200	—	—	200	221
4100 - Cleaning & gardening	—	1,543	—	—	1,543	638
9999 - Miscellaneous expenses	—	34	28	—	62	606
Total	2,741	6,441	3,710	—	12,893	217,791
<b>Other expenditure</b>						
1115 - Training & study	—	—	300	—	300	311
Total	—	—	300	—	300	311
<b>EXPENDITURE TOTAL</b>	<b>2,741</b>	<b>6,441</b>	<b>4,010</b>	<b>—</b>	<b>13,193</b>	<b>218,102</b>
<b>GRAND TOTAL</b>	<b>(2,591)</b>	<b>7,571</b>	<b>1,930</b>	<b>—</b>	<b>6,909</b>	<b>293</b>

**APPROVAL:**

This report was approved by the MCCP Management Group on 8 March 2022

and is signed on their behalf by:

Rev D Marschner  
Chair

Mr D W Newman  
Treasurer



## Manor Church and Community Project

### Notes to the accounts

for the year ended 31 December 2021

#### 1 Accounting Policies

##### a) Accounting practice

These accounts have been prepared in accordance with applicable accounting standards and with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in January 2015 (SORP 2015).

##### b) Donations/grants and fund accounting

Donations and grants received for the general purposes of the Project are included in unrestricted funds. Restricted funds (eg specified by grant provider for the development of Temple Park Centre or support of the CRCW minister) are reserved specifically for that purpose. Designated funds (eg excess income from TPC operations) are retained for maintenance of the building, but can be used for other purposes if agreed by the trustees.

##### c) Resources expended

Expenditure is included on an accrual basis.

#### 2 Donations

	2021	2020
	£	£
MCCP	150	70
Manor After School Kids Klub	0	1,950
<b>Total Donations</b>	<b>150</b>	<b>2,020</b>

#### 3 Grants

	2021	2020
	£	£
Methodist Circuit (CRCW expense)	4,940	4,940
Methodist Circuit 1	0	7,477
Veolia Environmental Trust	0	43,522
Biffa Award	0	58,385
Methodist Circuit 3 (TPC RefurbStage3)	0	60,000
United Reformed Church	0	30,000
All Churches Trust	0	6,000
Council – Ward Pot Feb2021	800	0
M&CDT – Bingo Club *	1,000	0
<b>Total Grants</b>	<b>6,740</b>	<b>210,324</b>

\* Note: The Manor & Castle Development Trust grant for £1,000 to fund the Manor Bingo Club has been hosted by MCCP because the Bingo Club does not have its own bank account.

#### 4 Temple Park Centre #

	2021	2020
	£	£
<b>Income:</b>		
MASKK Donation	0	1,950
Room Rental	3,412	1,551

MASKK Rental	9,800	4,500
<b>Total Income</b>	<b>13,212</b>	<b>8,001</b>
<b>Expenditure:</b>		
TPC Insurance	949	1,019
Energy – gas & electricity	2,625	3,115
Water rates	200	221
Cleaning & gardening	1,543	638
Improvement & refurbishment	0	1,263
Maintenance & repairs	1,091	1,505
Miscellaneous	34	579
<b>Total Expenditure</b>	<b>6,441</b>	<b>8,340</b>
Excess of Income over Expenditure	6,771	(339)
Balance brought forward	5,327	5,666
Transfers to/(from) – Bingo Club fund	590	0
<b>Net Surplus/(Deficit)</b>	<b>12,687</b>	<b>5,327</b>

# Note: rental income for the year is reduced because the letting and use of Temple Park Centre was severely restricted in the first half of 2021 due to COVID-19 lockdown regulations. MASKK was actively using the centre for the whole year and were able to continue providing child care services to essential front-line workers and working parents.

#### 5 Bank Account

MCCP continues to bank with TSB. The 2021 year-end balances are:

	2021	2020
	£	£
Current Account	24,321	25,497
Deposit Account	0	0
<b>Total funds in Bank</b>	<b>24,321</b>	<b>25,497</b>

#### 6 Creditors: amounts falling due within one year

There are no outstanding creditors.

#### 7 Church Related Community Worker Liabilities

The funding for the support of the Church Related Community Worker continued to be shared by the ecumenical partners involved in the project, as in previous years; the Church of England provided accommodation, CRCW expenses were funded by the Sheffield Methodist District, with an annual payment of £4,940, and the URC provided the CRCW stipend.

#### 8 Management Group Expenses

No member of the Management Group received remuneration during the accounting period. Where expenses were incurred, they were documented and approved through the agreed expenses procedure.