



## **Manors Church and Community Project**

*Registered Charity Number 1163809*

### **Financial Statement for the period 2 October 2015 to 31 December 2016**

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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. This is the first Financial Statement and Trustee report of the charity.

<b>Chair</b>	Rev Julie Upton
<b>Secretary</b>	Mrs Penny Borkett
<b>Treasurer</b>	Mr Derek Newman
<b>Trustees</b>	Mrs Claire Dalpra Mrs Elaine Flaherty Rev Debora Marschner Mrs Annette Mattam (left 2 May 2016) Ms Alison Jubb (joined 12 Dec 2016)
<b>Principal Address</b>	St Aidan's 2 Manor Lane Sheffield S2 1UF
<b>Independent Examiner</b>	Sandie Parfett 122 Graham Road Sheffield S10 3GQ
<b>Bank</b>	Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

## **Manor Church and Community Project**



### **Management Committee Report 2016**

#### **Introduction**

This is our first report as a Charitable Incorporated Organisation (CIO) and relates to the period 2 Oct 2015 to 31 Dec 2016. This has been another encouraging year with lots of positive work going on as our relationship with our partner organisations continues to grow and develop. Our activities are expanding and becoming more creative and involving a wider variety of people.

#### **Management Committee**

The Management Committee has met five times in the past 15 months. The business of the Committee has included work on:

- The development of a Facebook page with an online giving facility
- The content of the Lease agreement between MCCP and The Manor Parish
- Drawing up an extended programme of activities
- Ensuring we become sustainable as an organisation
- Reviewing the needs and opportunities within the local community
- Three new grant applications to Veolia, Power to Change and the Terry Bramall Foundation

#### **Church-Related Community Work Minister**

Simon Loveitt has now completed two years with the Project and continues to develop relationships within the community and build the capacity of the organisation. He provides a valued service to the S2 Foodbank in his role as Treasurer and continues to attend a wide range of community meetings providing support where he can.

#### **Programme of Activities**

We have had another year of exciting activities including our usual Christmas, Easter and summer activities for families and children at St Swithun's. We also introduced a Harvest activity for the first time and we plan to add a Valentine one this next year. We have continued our 'Stay, Play and Eat' activities at William Temple in partnership with Manor Community Childcare Centre and MASKK along with Best Start. This past year saw two large community events taking place and we, as an organisation, were key partners – Everyone's Festival was held on the 13<sup>th</sup> August and a Community Bonfire, was held on the 4<sup>th</sup> November. In December we held another community carol singing event with many more people joining us this year.

#### **Priorities for the Future**

Future priorities include:

- Continuing to develop and sustain relationships and partnerships within our community and wider
- Raising the funds for the Temple Park building work
- Obtaining a Lease agreement for the use of the building
- Continuing to develop our vision for the creative use of both William Temple and St Swithun's.

**Thank you** – I would like to take this opportunity to thank Simon Loveitt and the trustees for all their work this past year and my thanks go to our partner organisations for all their support and co-operation. I look forward to all that we can achieve together this next year.

Julie Upton - 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 2016, which are set out on pages 5-8.

### **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) Sandie Parfett  
(Address) 122 Graham Road,  
Sheffield, S10 3GQ

(Date)

Signed \_\_\_\_\_

## Statement of Financial Activities – 2016 (see note 1a)

	----- 2016 ** -----			2015 ***	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Prior year total £
<b>Income and endowments from:</b>					
Donations and legacies	67	—	—	67	6,704
Other income	33	—	—	33	8
<b>Total income and endowments from:</b>	<b>100</b>	<b>—</b>	<b>—</b>	<b>100</b>	<b>6,712</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	1,415	3,969	—	5,385	4,584
Other expenditure	—	239	—	239	463
<b>Total expenditure on:</b>	<b>1,415</b>	<b>4,208</b>	<b>—</b>	<b>5,624</b>	<b>5,047</b>
Gains / losses on investment assets	—	—	—	—	—
<b>Net income / (expenditure) resources before transfer</b>	<b>(1,315)</b>	<b>(4,208)</b>	<b>—</b>	<b>(5,523)</b>	<b>1,666</b>
<b>Transfers</b>					
Gross transfers between funds - in	614	—	—	614	—
Gross transfers between funds - out	—	(614)	—	(614)	—
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>(701)</b>	<b>(4,822)</b>	<b>—</b>	<b>(5,523)</b>	<b>1,666</b>
<b>Total funds brought forward</b>	<b>11,967</b>	<b>18,671</b>	<b>—</b>	<b>30,639</b>	<b>28,973</b>
<b>Total funds carried forward</b>	<b>11,266</b>	<b>13,849</b>	<b>—</b>	<b>25,115</b>	<b>30,639</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	11,266	—	—	11,266	11,967
<b>Restricted</b>					
Community First	—	—	—	—	614
Community Minister expenses	—	13,849	—	13,849	18,057
Sheffield Trust	—	—	—	—	—

\* any discrepancies in totals is due to rounding

\*\* 2016 is the 15 month period which is defined as the first financial year of the CIO

\*\*\* 2015 is the 9 month period prior to the formation of the CIO

## Balance sheet – 2016 (see note 1a)

Class and code	Description	2016 ** £	2015 *** £
<b>Current assets</b>			
1301	Current Account	2,075	3,632
1302	Deposit Account	23,040	27,007
	<b>Total Current assets</b>	<b>25,115</b>	<b>30,639</b>
<b>Liabilities</b>			
Z04	Accounts Payable	—	—
	<b>Total Liabilities</b>	<b>—</b>	<b>—</b>
	<b>Net Asset surplus(deficit)</b>	<b>25,115</b>	<b>30,639</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(5,523)	—
	Starting balances	30,639	30,639
	<b>Total Reserves</b>	<b>25,115</b>	<b>30,639</b>
	<b>Represented by funds</b>		
	Unrestricted	11,266	11,967
	Designated	—	—
	Restricted	13,849	18,671
	Endowment	—	—
	<b>Total</b>	<b>25,115</b>	<b>30,639</b>

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\*\*\* 2015 is the 9 month period prior to the formation of the CIO

## Statement of assets and liabilities - 2016 (see note 1a)

	General £	Designated £	Restricted £	Endowment £	2016 ** £	2015 *** £
<b>Current assets - Cash at bank and in hand</b>						
Current Account	(774)	—	2,849	—	2,075	3,632
Deposit Account	12,040	—	11,000	—	23,040	27,007
<b>Totals</b>	<b>11,266</b>	<b>—</b>	<b>13,849</b>	<b>—</b>	<b>25,115</b>	<b>30,639</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable	—	—	—	—	—	—
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand total</b>	<b>11,266</b>	<b>—</b>	<b>13,849</b>	<b>—</b>	<b>25,115</b>	<b>30,639</b>

## Fund movement by type - 2016 (see note 1a)

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/loss £	Closing £
<b>General fund</b>						
Unrestricted	11,967	100	1,415	614	—	11,266
<b>Sub-total for General</b>	<b>11,967</b>	<b>100</b>	<b>1,415</b>	<b>614</b>	<b>—</b>	<b>11,266</b>
<b>Community Minister expenses</b>						
Restricted	18,057	—	4,208	—	—	13,849
<b>Sub-total for CM Expenses</b>	<b>18,057</b>	<b>—</b>	<b>4,208</b>	<b>—</b>	<b>—</b>	<b>13,849</b>
<b>Sheffield Trust</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for SheffTrust</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Community First</b>						
Restricted	614	—	—	(614)	—	—
<b>Sub-total for CommFirst</b>	<b>614</b>	<b>—</b>	<b>—</b>	<b>(614)</b>	<b>—</b>	<b>—</b>
<b>Grand total</b>	<b>30,639</b>	<b>100</b>	<b>5,624</b>	<b>—</b>	<b>—</b>	<b>25,115</b>

\* any discrepancies in totals is due to rounding

\*\* 2016 is the 15 month period which is defined as the first financial year of the CIO

\*\*\* 2015 is the 9 month period prior to the formation of the CIO

## Analysis of income and expenditure - 2016 (see note 1a)

### Donations and legacies

	Unrestricted	Designated	Restricted	Endowment	2016 **	Total 2015 ***
Donations	20	—	—	—	20	100
Grants	—	—	—	—	—	6,604
BT mydonate Donations	39	—	—	—	39	—
BT mydonate Giftaid	8	—	—	—	8	—
Total	67	—	—	—	67	6,704

### Other income

	Unrestricted	Designated	Restricted	Endowment	2016 **	Total 2015 ***
Bank & Savings Interest	33	—	—	—	33	8
Total	33	—	—	—	33	8

### Expenditure on charitable activities

	Unrestricted	Designated	Restricted	Endowment	2016 **	Total 2015 ***
Activity Support fees	100	—	—	—	100	1,222
Activity Materials	212	—	—	—	212	87
Advertising & promotion	—	—	—	—	—	—
Travel	—	—	1,778	—	1,778	1,021
URC car allowance	—	—	1,707	—	1,707	1,024
Office expenses	—	—	484	—	484	245
Office equipment	—	—	—	—	—	169
Maintenance & repairs	200	—	—	—	200	—
Improvements & refurbishment	—	—	—	—	—	666
Consultants fees	—	—	—	—	—	—
Legal & professional fees	—	—	—	—	—	—
Insurance	904	—	—	—	904	—
Bank charges	—	—	—	—	—	—
Removal costs	—	—	—	—	—	—
Miscellaneous expenses	—	—	—	—	—	150
Total	1,415	—	3,969	—	5,385	4,584

### Other expenditure

	Unrestricted	Designated	Restricted	Endowment	2016 **	Total 2015 ***
Training & study	—	—	205	—	205	450
CM HMRC costs	—	—	34	—	34	13
Total	—	—	239	—	239	463

\* any discrepancies in totals is due to rounding

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\*\*\* 2015 is the 9 month period prior to the formation of the CIO



**APPROVAL:**

This report was approved by the MCCP Management Group on \_\_\_\_\_

and is signed on their behalf by:

Rev J Upton  
Chair

Mr D Newman  
Treasurer

# Manor Church and Community Project

## Notes to the accounts for the year ended 31 December 2016

### 1 Accounting Policies

#### a) Formation of the CIO and definition of accounting periods

The Manor Church and Community Project was given charitable status by the Charity Commission on 2 October 2015. Before this date MCCC was an unregistered charity.

Throughout this Financial Statement the period 2015 refers to 1 January 2015 to 1 October 2015 and the period 2016 refers to 2 October 2015 to 31 December 2016.

The reduced financial year for 2015 has been used as a starting point for the funds transferred into the new CIO on the 2 October 2015. In future years the financial accounting period will revert to being a calendar year ending 31 December.

#### b) 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).

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

Donations and grants received for the general purposes of the Project are included in unrestricted funds.

#### d) Resources expended

Expenditure is included on an accruals basis.

### 2 Donations

	2016 £	2015 £
Central URC	20.00	
BT mydonate	47.00	
Other		108.00
<b>Total Donations</b>	<b>67.00</b>	<b>108.00</b>

### 3 Grants

	2016 £	2015 £
Sheffield Methodist Circuit		6604.00
<b>Total Grants</b>	<b>0.00</b>	<b>6604.00</b>

#### **4 Movement of deposit account**

The project banks with the Co-operative Bank. The deposit account is only accessible via online transfer to/from the current account. The year-end balances are:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Current Account	2075.35	3632.05
Deposit Account	23039.78	27006.51
<b>Total funds in Bank</b>	<b>25115.13</b>	<b>30638.56</b>

#### **5 Creditors: amounts falling due within one year**

These are no accruals for the accounting period.

#### **6 Church Related Community Worker Liabilities**

The project is fully funded to cover the expenses of the CRCW over a period of 5 years; an estimated total of £27250. The expenditure of £4208 on expenses in 2016 is well within budget.

#### **7 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.