

EAST MANCHESTER COMMUNITY BOAT PROJECT

REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2017

(Registered Charity Number 1155976)

EAST MANCHESTER COMMUNITY BOAT PROJECT

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EAST MANCHESTER COMMUNITY BOAT PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	
President	Mr N Anderson
Chair	Dr J W Stephens CBE
Vice Chair	Mr M McHugh
Treasurer	Mr J Strudwick
Secretary	Ms S Steventon
Trustees	Mrs G Mather Mr S Gainey Mrs B Priest Mr K Glover
Principal Office	c/o Portland Basin Marina Lower Alma Street Dukinfield Cheshire SK16 4SQ
Accountants	Topping Partnership Incom House Waterside Trafford Park Manchester M17 1WD
Bankers	HSBC Bank plc 2-4 St Annes Square Manchester M11 4AX

EAST MANCHESTER COMMUNITY BOAT PROJECT
ANNUAL REPORT
FOR THE YEAR TO 31 MARCH 2017

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2017.

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	Mrs G Mather	Dr J W Stephens
Ms S Steventon	Mr J Strudwick	Mr K Glover
Mr S Gainey	Mr M McHugh	Mrs B Priest

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 6.

Activities and Achievements

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

EAST MANCHESTER COMMUNITY BOAT PROJECT
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FOR THE YEAR TO 31 MARCH 2017

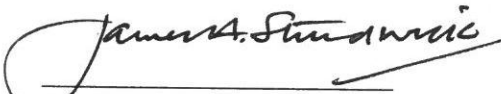
Financial Review

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.

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

19 September 2017 .

Date

EAST MANCHESTER COMMUNITY BOAT PROJECT

ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2017

Message from the Chair

The last 12 months has been pivotal in the growth and development of the East Manchester Community Boat Project. After 21 years of running 'Community Spirit' and fulfilling an important community function, we replaced our original craft with 'Community Spirit 2'. Many people doubted that this would be possible, particularly at a time of cut backs in public expenditure. It speaks highly of the drive, determination, creativity and quality of everyone associated with EMCBP that we were able to make our dream a reality.

One again, our community mission has been well fulfilled through the provision of day trips for people who have disabilities or who are disadvantaged in some way. We are an important 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 over a 1130 passengers this year. This is a particularly remarkable number given that we were preparing our original boat for sale and had a short time when we couldn't take routine bookings and used a temporary boat to maintain our service to regular users. 100% of passengers report that they are 'satisfied' or 'very satisfied' with the trip and the crew. Maintaining these excellent levels of satisfaction is an amazing achievement! Nearly 90% 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.

We continue to meet our mission to serve people with disabilities well. 77% of our passengers identified themselves as needing some form of additional care and/or support, and some are registered carers providing that support. The majority of our passengers (45%) are white British. The inclusive nature of our project is reflected in the diversity of our passenger groups. This year our passengers included people who are Asian/Asian British (15%) Black/Black British (5%), mixed race/dual heritage (5%) with 3% recorded as 'other'. 27% declined to record their ethnicity.

My colleague trustees continue to give sterling support to the project. Thanks to their skill and dedication, the project benefits from robust governance. Trustees are always solution focused and have undertaken their stewardship of the project with great care. Whether it's the difficult task of handling bookings, the provision of excellent administration, the careful management of funds, the production of materials or the management of social media, trustees have continued to be excellent guardians of the core purpose of EMCBP. The oversight of the sale of 'Community Spirit' and the commissioning of 'Community Spirit 2' required significant skill and clear decision-making. I was delighted to appoint Keith Glover as a temporary trustee in December 2016 under the terms of our constitution so that we had some more 'hands on' technical expertise to advise us as we made important decisions relating to the new boat. On behalf of everyone involved in EMCBP, I would like to record my thanks to colleague trustees. Their collective wisdom, advocacy, practical common sense and willingness to compromise on personal preferences in favour of pragmatism and the wider mission 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 (and the majority of trustees also act as regular crew). The additional input from those who work on the boat ensures that all decisions are grounded in the day to day realities of our project.

As part of our drive for continuous improvement, we are always looking at ways in which we can build on our successes. I am particularly grateful to Keith Glover, Mike McCann and Tom Edwards for all their work to ensure that the standard of our crewing remains exceptionally high. It's great that we have been able to strengthen the training team with Tom Edwards. The skills and experience that the team brings means that we can be absolutely confident in the quality of our volunteers. The regular training sessions are making a real difference. They don't just increase people's skills, they also help to build a team spirit. I always enjoy hearing about the training via our social network site. Our presence on Facebook and Twitter enables us to publicise our work to a very wide range of people. Moving forward, we need to seize every opportunity for training on the new boat so that very experienced crew members and those who have notched up less hours can use every trip as an opportunity to get to know the boat better and to work alongside others to develop their skills. It has been great to see the provision of high quality first aid training this year and the provision of an automated external defibrillator on the boat.

Whilst the vision and fundraising for the new boat was clearly a team effort, 'Community Spirit 2' would not have come to fruition as quickly and as well as it did without the grit, determination, vision and ingenuity of our President, Nigel Anderson. Assembling the various funding streams required to commission our new boat required tenacity, highly developed skills in bid writing, hours of research and a very high degree of personal credibility. Nigel's personal drive and ability to form strong relationships with potential supporters are invaluable to our project and, on behalf of us all, I would like to record my sincere and grateful thanks to him.

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

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 benefactors:

East Lancashire Mark Benevolent Fund, East Lancashire Craft Freemasons, Provincial Grand Lodge of Cheshire Freemasons, New Charter Homes, Timpson Group, Robert Burns Lodge 999

Robert Gregory Lodge, RAOB. We are enormously grateful to all of them for their on-going support and their interest in our work.

We have also received generous financial contributions from a number of significant grant awards. These include: the Dowager Countess Eleanor Peel Trust, The Clothworkers' Foundation, Bernard Sunley Charitable Foundation, Brother/Forever Manchester, Manchester Airport and Police Mutual Assurance Society. These are in addition to the excellent fundraising efforts of a number of individuals and donations/Gift Aid from passengers and supporters.

This has been a most important year in the history of the project. The delivery of our new boat is a fantastic achievement and one that we should not take lightly. By commissioning 'Community Spirit 2' we are securing the charitable aims of this organisation well into the future. I well remember the early days of our first boat. Hardly a week went by when we didn't hear about something that needed changing or 'tweaking'. We debated long and hard the value of the wheelhouse (especially when we had to get it under Lumb Lane bridge) and, eventually, we made significant modifications to the boat. This is all part of being involved in an organisation that is always seeking to improve and I look forward to the way in which our new boat will grow and develop in light of our thinking and experience over the next few years. To grow well, we will need the expertise and wisdom of everyone involved and we will need to recruit new volunteers too.

At every meeting of Trustees I formally record my thanks to the people who, day in, day out, rain or shine, volunteer to take our passengers out on the boat and, indeed, take part in regular training. I am equally grateful that we continue to strive to have the best governance, secure finances, and excellent policies and administration – all these things are essential. However, without skilful and willing volunteers on the boat, EMCBP could not fulfil its core purposes. 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.

A handwritten signature in black ink, reading "John W. Stephens". The signature is written in a cursive style with a horizontal line underneath the name.

Dr JOHN Wm STEPHENS, CBE
Chair of Trustees

EAST MANCHESTER COMMUNITY BOAT PROJECT

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FOR THE YEAR TO 31 MARCH 2017

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

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FOR THE YEAR TO 31 MARCH 2017

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.

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.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EAST MANCHESTER COMMUNITY BOAT PROJECT**

I report on the accounts of the Trust for the year ended 31 March 2017 which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 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 Commissioner. 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 the seeking of 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:

which gives me reasonable cause to believe that, in any material respect, the requirements:

- (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Susan Harris
Topping Partnership
Chartered Accountants
Incom House
Waterside
Trafford Park
Manchester
M17 1WD

S. Harris

EAST MANCHESTER COMMUNITY BOAT PROJECT
STATEMENT OF UNAUDITED FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 Total Funds £	2016 Restricted Funds £	2016 Unrestricted Funds £	2016 Total Funds £
Incoming resources						
Donations and subscriptions	450	20,071	20,521	42,400	13,681	56,081
Interest	-	316	316	-	252	252
Gift Aid	-	416	416	-	494	494
Sale of Boat	-	13,250	13,250	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	450	34,053	34,503	42,400	14,427	56,827
Resources expended						
Charitable activity	-	5,790	5,790	5,000	5,874	10,874
Governance	-	520	520	-	1,952	1,952
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	-	6,310	6,310	5,000	7,826	12,826
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) Resources	450	27,743	28,193	37,400	6,601	44,001
Funds brought forward	41,400	34,609	76,009	4,000	28,008	32,008
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Funds at 31 March 2017	£41,850	£62,352	£104,202	£ 41,400	£ 34,609	£ 76,009
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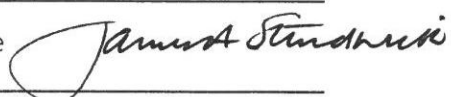
EAST MANCHESTER COMMUNITY BOAT PROJECT

UNAUDITED BALANCE SHEET

AS AT 31 MARCH 2017

	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 Total Funds £	2016 Restricted Funds £	2016 Unrestricted Funds £	2016 Total Funds £
Fixed Assets	41,850	51,169	93,019	-	-	-
Current Assets						
Cash at bank and in hand	-	11,183	11,183	41,400	34,609	76,009
	<u>41,850</u>	<u>62,352</u>	<u>104,202</u>	<u>41,400</u>	<u>34,609</u>	<u>76,009</u>
Represented by						
Reserve for boat repairs	-	5,000	5,000	-	5,000	5,000
Non-designated funds	-	57,352	57,352	-	29,609	29,609
Restricted funds	41,850	-	41,850	41,400	-	41,400
	<u>41,850</u>	<u>62,352</u>	<u>104,202</u>	<u>41,400</u>	<u>34,609</u>	<u>76,009</u>
Analysis of Funds						
	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 Total Funds £	2016 Restricted Funds £	2016 Unrestricted Funds £	2016 Total Funds £
Opening funds	41,400	34,609	76,009	4,000	28,008	32,008
Incoming resources	450	34,053	34,503	42,400	14,427	56,827
Outgoing resources	-	(6,310)	(6,310)	(5,000)	(7,826)	(12,826)
Closing fund	<u>£41,850</u>	<u>£62,352</u>	<u>£104,202</u>	<u>£41,400</u>	<u>£34,609</u>	<u>£76,009</u>

Trustee



Date

19 September 2017.

EAST MANCHESTER COMMUNITY BOAT PROJECT

NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1 PRINCIPAL ACCOUNTING POLICIES

(a) Accounting convention

The financial statements are prepared in accordance with Receipts and Payments Account and the Charities Act 2011.

(b) Investment income

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

(c) Donations received

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

(d) Resources expended

Expenditure is included on a payment and receipts basis.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

(e) Fund accounting

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

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. The restricted fund is currently monies donated to purchase a scissor lift and a new boat.

3 TRUSTEE REMUNERATION

No trustees have received any remuneration or expenses in the year (2016 : £Nil).

EAST MANCHESTER COMMUNITY BOAT PROJECT

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FOR THE YEAR TO 31 MARCH 2017

Notes forming part of the unaudited
financial statements for the year ended
31 March 2017

	£	£
Charitable Activity		
Restricted		
Deposit for new boat	-	5,000
	<hr/>	<hr/>
Unrestricted		
Mooring and licence fees	1,785	1,706
Maintenance	254	794
Fuel/Pump	669	1,231
Repairs and renewals	-	658
Training	1,552	242
Insurance	1,530	1,243
	<hr/>	<hr/>
	£5,790	£5,874
	<hr/>	<hr/>
Governance		
Unrestricted		
Postage	72	57
Printing	-	44
Telephone	97	159
Website	149	270
Sundry	192	235
Photography	-	1,115
Bank charges	10	72
	<hr/>	<hr/>
	£520	£1,952
	<hr/>	<hr/>