



**Manor Church and Community Project**  
*Registered Charity Number 1163809*

**Financial Statement  
for the period  
1 January 2017 to 31 December 2017**

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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 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 Ms Alison Jubb

<b>Principal Address</b>	St Aidan's 2 Manor Lane Sheffield S2 1UF
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<b>Independent Examiner</b>	Sandie Parfett 122 Graham Road Sheffield S10 3GQ
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<b>Bank</b>	Co-operative Bank (until 5 January 2018) PO Box 250 Delf House Southway Skelmersdale WN8 6WT  TSB (from 1 January 2018)
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## **Manor Church and Community Project**

### **Management Committee Report 2017**



#### **Introduction**

2017 has been a particularly busy year in terms of the development of the Temple Park Centre. MCCP has now signed the lease agreement for the building and been awarded a grant from Veolia towards its development. There has been, again, lots of positive work going on and signs of growth. Our relationship with our partner organisations continues to grow and develop. Our activities are now well established and we are always exploring new opportunities for growth and seeking to involve a wide range of people.

#### **Management Committee**

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

- Signing the William Temple Church lease agreement between MCCP and The Manor Parish
- Exploring new ideas to ensure we become sustainable as an organisation
- A project plan and funding strategy
- Management and project structure
- Changing our bank account from Co-operative Bank to TSB
- Exploring with our partner organisations how best to respond to the needs of the local community
- Managing the Veolia Grant awarded to us for the Temple Park Centre development
- Reviewing Simon Loveitt's work
- Programme of activities

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

Simon Loveitt has now completed three years with the Project and continues to develop relationships within the community and build the capacity of the organisation. He 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, summer and Harvest activities for families and children at St Swithun's. We also introduced a Valentines activity for the first time which proved to be very successful. We have continued our 'Stay, Play and Eat' activities at the Temple Park Centre in partnership with Manor Community Childcare Centre and MASKK along with Best Start. We also once again shared in the two large community events – Everyone's Festival which was held in August and the Community Bonfire in November. In December we held another community carol singing event with many more people joining us this year.

In September the Temple Park Centre (renamed from William Temple Church) began its programme of refurbishment with the installation of a new heating system, lights and windows. We were sad to say goodbye to Nick Cole, our architect, who retired in the Spring and are extremely grateful to him for all his support. We welcome our new architect John-Paul Walker who is now working with us on the next stage of the building development

## **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
- Developing the procedures and systems for the running of the Temple Park Centre
- Continuing to develop our vision for the creative use of both the Temple Park Centre 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 and our funders who include Veolia, Sheffield Methodist Circuit and District, Central URC and the Anglican Diocese of Sheffield as well as individual donors, for all their support and co-operation. I look forward to all that we can achieve together this next year.

Julie Upton  
MCCP 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 2017, 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) 12.4.2018

Signed SC Parfett

## Statement of Financial Activities - 2017

	2017			2016 **	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Prior year total £
<b>Income and endowments from:</b>					
Donations and legacies	845	39,744	—	40,589	66
Income from charitable activities	1,616	—	—	1,616	—
Other income	6	—	—	6	33
<b>Total income and endowments from:</b>	<b>2,468</b>	<b>39,744</b>	<b>—</b>	<b>42,212</b>	<b>100</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	5,715	46,297	—	52,012	5,384
Other expenditure	—	580	—	580	238
<b>Total expenditure on:</b>	<b>5,715</b>	<b>46,878</b>	<b>—</b>	<b>52,593</b>	<b>5,623</b>
Gains / losses on investment assets	—	—	—	—	—
<b>Net income / (expenditure) resources before transfer</b>	<b>(3,247)</b>	<b>(7,134)</b>	<b>—</b>	<b>(10,381)</b>	<b>(5,523)</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	—	—	—	614
Gross transfers between funds - out	—	—	—	—	(614)
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>(3,247)</b>	<b>(7,134)</b>	<b>—</b>	<b>(10,381)</b>	<b>(5,523)</b>
<b>Total funds brought forward</b>	<b>11,266</b>	<b>13,849</b>	<b>—</b>	<b>25,115</b>	<b>30,638</b>
<b>Total funds carried forward</b>	<b>8,018</b>	<b>6,714</b>	<b>—</b>	<b>14,733</b>	<b>25,115</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	7,932	—	—	7,932	11,266
<b>Designated</b>					
Council Grant Feb18	—	—	—	—	—
Temple Park Centre	85	—	—	85	—
<b>Restricted</b>					
Community First	—	—	—	—	—
Community Minister expenses	—	10,197	—	10,197	13,849
Sheffield Methodist Circuit 1	—	(3,483)	—	(3,483)	—
Sheffield Methodist District 3	—	—	—	—	—
Sheffield Trust	—	—	—	—	—
Veolia 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

## Balance sheet – 2017

Class and code	Description	2017 £	2016 ** £
<b>Current assets</b>			
1301	Current Account	14,726	2,075
1302	Deposit Account	6	23,039
	<b>Total Current assets</b>	<b>14,733</b>	<b>25,115</b>
<b>Liabilities</b>			
Z04	Accounts Payable	—	—
	<b>Total Liabilities</b>	<b>—</b>	<b>—</b>
	<b>Net Asset surplus(deficit)</b>	<b>14,733</b>	<b>25,115</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(10,381)	—
	Starting balances	25,115	25,115
	<b>Total Reserves</b>	<b>14,733</b>	<b>25,115</b>
	<b>Represented by funds</b>		
	Unrestricted	7,932	11,266
	Designated	85	—
	Restricted	6,714	13,849
	Endowment	—	—
	<b>Total</b>	<b>14,733</b>	<b>25,115</b>

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## Statement of assets and liabilities - 2017

	General	Designated	Restricted	Endowment	2017	2016 **
	£	£	£	£	£	£
<b>Current assets - Cash at bank and in hand</b>						
Current Account	18,925	85	(4,285)	—	14,726	2,075
Deposit Account	(10,993)	—	11,000	—	6	23,039
<b>Totals</b>	<b>7,932</b>	<b>85</b>	<b>6,714</b>	<b>—</b>	<b>14,733</b>	<b>25,115</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>15,865</b>	<b>171</b>	<b>13,429</b>	<b>—</b>	<b>29,467</b>	<b>50,230</b>

## Fund movement by type - 2017

	Opening	Incoming	Outgoing	Transfers	Gain/loss	Closing
	£	£	£	£	£	£
<b>Sheffield Methodist Circuit 1</b>						
Restricted	—	—	3,483	—	—	(3,483)
<b>Sub-total for ShMethCir1</b>	<b>—</b>	<b>—</b>	<b>3,483</b>	<b>—</b>	<b>—</b>	<b>(3,483)</b>
<b>Sheffield Methodist</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for ShMethDis3</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Temple Park Centre</b>						
Designated	—	1,616	1,530	—	—	85
<b>Sub-total for TemplePark</b>	<b>—</b>	<b>1,616</b>	<b>1,530</b>	<b>—</b>	<b>—</b>	<b>85</b>
<b>Veolia Trust</b>						
Restricted	—	39,744	39,744	—	—	—
<b>Sub-total for Veolia</b>	<b>—</b>	<b>39,744</b>	<b>39,744</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>General fund</b>						
Unrestricted	11,266	852	4,185	—	—	7,932
<b>Sub-total for General</b>	<b>11,266</b>	<b>852</b>	<b>4,185</b>	<b>—</b>	<b>—</b>	<b>7,932</b>
<b>CRCM expenses</b>						
Restricted	13,849	—	3,651	—	—	10,197
<b>Sub-total for CMExpenses</b>	<b>13,849</b>	<b>—</b>	<b>3,651</b>	<b>—</b>	<b>—</b>	<b>10,197</b>
<b>Grand total</b>	<b>25,115</b>	<b>42,212</b>	<b>52,593</b>	<b>—</b>	<b>—</b>	<b>14,733</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



## Analysis of income and expenditure - 2017

### Donations and legacies

	Unrestricted	Designated	Restricted	Endowment	2017	Total 2016 **
0101 - Donations	677	—	—	—	677	20
0102 - Grants	—	—	39,744	—	39,744	—
0103 - BT mydonate Donations	138	—	—	—	138	39
0104 - BT mydonate Giftaid	29	—	—	—	29	7
Total	845	—	39,744	—	40,589	66

### Income from charitable activities

	Unrestricted	Designated	Restricted	Endowment	2017	Total 2016 **
0201 - TPC Rental	—	1,616	—	—	1,616	—
Total	—	1,616	—	—	1,616	—

### Other income

	Unrestricted	Designated	Restricted	Endowment	2017	Total 2016 **
0301 - Sale of equipment	—	—	—	—	—	—
0501 - Bank & Savings Interest	6	—	—	—	6	33
Total	6	—	—	—	6	33

### Expenditure on charitable activities

	Unrestricted	Designated	Restricted	Endowment	2017	Total 2016 **
1101 - Activity Support fees	—	—	—	—	—	100
1102 - Activity Materials	427	—	—	—	427	211
1103 - Advertising & promotion	36	—	—	—	36	—
1110 - Travel	—	—	1,281	—	1,281	1,778
1111 - URC car allowance	—	—	1,365	—	1,365	1,707
1112 - Office expenses	65	—	423	—	488	484
1114 - Office equipment	—	—	—	—	—	—
1201 - Maintenance & repairs	100	—	—	—	100	200
1202 - Improvements & refurbishment	1,400	—	43,227	—	44,627	—
2010 - Consultants fees	—	—	—	—	—	—
2011 - Legal & professional fees	1,360	—	—	—	1,360	—
2015 - Insurance	796	—	—	—	796	903
3010 - Bank charges	—	—	—	—	—	—
4001 - TPC insurance	—	323	—	—	322	—
4010 - Energy - gas & electricity	—	600	—	—	599	—
4011 - Water rates	—	77	—	—	76	—
4030 - Maintenance	—	220	—	—	220	—
4100 - Cleaning costs	—	290	—	—	289	—
9990 - Removal costs	—	—	—	—	—	—
9999 - Miscellaneous expenses	—	21	—	—	21	—
Total	4,185	1,530	46,297	—	52,012	5,384

## Other expenditure

	Unrestricted	Designated	Restricted	Endowment	2017	Total 2016 **
1115 - Training & study	—	—	542	—	542	204
1116 - CM HMRC costs	—	—	38	—	38	34
Total	—	—	580	—	580	238

\* 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

**APPROVAL:**

This report was approved by the M CCP Management Group on 6 March 2018

and is signed on their behalf by:



Rev J Upton  
Chair



Mr D W Newman  
Treasurer

## Manor Church and Community Project

### Notes to the accounts for the year ended 31 December 2017

#### 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.

##### c) Resources expended

Expenditure is included on an accruals basis.

#### 2 Donations

	2017 £	2016 £
Dot Slingsby collection	509.15	
URC	40.00	20.00
MCCP	128.00	
BT mydonate	168.00	47.00
<b>Total Donations</b>	<b>845.15</b>	<b>67.00</b>

#### 3 Grants

	2017 £	2016 £
Veolia	39744.00	
<b>Total Grants</b>	<b>39744.00</b>	

#### 4 Temple Park Centre

	2017 £	2016 £
<b>Income:</b>		
Room Rental	1616.00	
<b>Total Income</b>	<b>1616.00</b>	
<b>Expenditure:</b>		
Insurance	322.85	
Energy – gas & electricity	599.69	
Water rates	76.50	
Cleaning	289.64	
Maintenance	220.00	
Miscellaneous	21.34	
<b>Total Expenditure</b>	<b>1530.02</b>	
<b>Net outgoing/incoming</b>	<b>85.98</b>	



## **5 Movement of deposit account**

During 2017 the project banked with the Co-operative Bank. The deposit account is only accessible via online transfer to/from the current account. During the year the interest rate was so low that interest earned was negligible and therefore the funds were transferred to the current account for ease of management. The year-end balances are:

	2017 £	2016 £
Current Account	14726.76	2075.35
Deposit Account	6.93	23039.78
<b>Total funds in Bank</b>	<b>14733.69</b>	<b>25115.13</b>

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

These are no accruals for the accounting period.

## **7 Development Costs**

During 2017 some Temple Park Centre development costs were paid out of the General Fund in anticipation of a Sheffield Methodist Circuit grant being approved early in 2018. This expenditure totaling £3483 (for lighting, electrics and over-run of heating costs) shows as an overspend in the Sheffield Methodist Circuit 1 Fund.

## **8 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 £3651 on expenses in 2016 is well within budget.

## **9 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.