

Louise Da-Cocodia  
Education Trust

*Making education a priority – sowing seeds for success*

## ***“Making Education a Priority”***

### **Report of the trustees for the year ended 31<sup>st</sup> December 2017**

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland published (FRS 102) (effective 1 January 2015).

### **Objectives and activities**

The purposes of the charity are to support children and young people and adults particularly of African Caribbean heritage to identify gaps, access and barriers to education and to tackle a range of issues that affect their access, performance and progression into education, training and employment. To enable parents to access information and develop skills to increase their active involvement in the education of their children. To work in partnership with local colleges, universities and businesses, for the provision of mentors to help improve employment opportunities. The main activities are;

**1.1. The Louise Da-Cocodia Supplementary School**; which is based at St Mary's C of E Primary School (Moss Side). This programme aims to:

- *provide educational support to children and young people in a friendly caring and culturally aware environment*
- *assist in the improvement of school attainment by overcoming barriers to learning*
- *facilitate activities which increase confidence resilience and self-knowledge*
- *encourage positive regard towards self and others*
- 

**1.2** The following objectives have provided the framework, direction and impetus that has been used to drive forward the plans for the development of the Saturday School.

**a) Recruitment and Retention** - To increase the numbers of students regularly attending the Saturday School.

**b)Procedures & Structures -** To create, develop or modify the way the Saturday School is structured, facilitated and managed to enable it to grow, develop and flourish.

**c)Training and Development of Staff-** To work with staff to help them to improve the way they work with regards to the Saturday School and its students.  
into place since January:

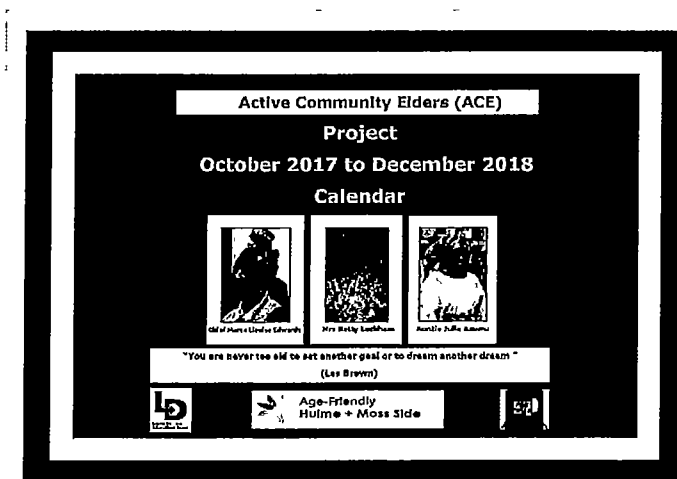
**d)Partnership Work -** To continue to work in partnership with both voluntary and statutory organisations such as Manchester Metropolitan University in the planning and delivery of the annual Community Learning Festival

### **2.1 Active Community Elders (ACE) Intergenerational project**

The ACE project is informed by the South African concept of Ubuntu which refers to "human kindness", that which embodies the idea of connection, community and mutual caring for all. As an intergenerational history and storytelling project, ACE is building on the work of the Roots Oral History project which involved adults who are now community elders some of whom because of isolation is at risk of developing dementia. In 2013 there was an estimated 25,000 people with dementia from BAME communities in England and Wales. This number is expected to grow to nearly 50,000 by 2026 and over 172,000 by 2051. The University of Manchester report on Social Isolation among Older People in Urban Area stated that "Group interventions that have training/educational component are especially effective at reducing isolation".

### **2.2 Outcomes:**

The ACE project is funded by Age Friendly, Hulme and Moss Side and In partnership with Mission In the City Care Group A Byte to Eat Project, the project has worked with a number of elders in the design and production of an 18 month calender.



### **3.1 Women of the Soil Project:**

This project Heritage Lottery Fund (HLF) is in partnership with First Cut Media and the Ahmed Ullah Education Trust. The project is aimed at celebrating the achievements and

activism of African- Caribbean heritage women in Manchester. The project will also involve 15 young people, mainly from the Louise Da- Cocodia Supplementary School to work with First Cut Media and Metaceptive Media to build a digital archive for the Louise Da-Cocodia Education Trust. The digital archive will be based on 7 inter-related themes that encompass Louise Da-Cocodia's community development work in Manchester. The project includes oral history interviews with around 25 women. The digital archive will also include visual, audio and written copies of source materials relevant to the seven themes. Ultimately the WOS project is aimed at inspiring the next generation(s), especially young women; to not only empower themselves but also think of the wider community.

### **Financial review**

Trustees are now actively fundraising to enable the continuation of the Saturday School and the Getting Ahead Programme (GAP)

### **Investment powers and policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for any longer term investment.

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 31<sup>st</sup> December 2017 was (£30,616) of which (£30,617) are free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 5 months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The main source of income is grant funding and member's income. The directors consider that it is appropriate to prepare the accounts on a going concern basis and consequently the accounts do not include any adjustments that would be necessary if the funding should cease.

### **Risk management**

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Plans for Future Periods**

We will continue to run and develop the Getting Ahead Programme , The Women of the Soil project and the Louise Da-Cocodia Supplementary School

### **Structure, governance and management**

The Charity is a registered charity and is constituted under a trust deed dated October 2008.

### **Appointment of trustees**

New trustees are appointed by existing trustees and serve for 4 years after which they may put themselves forward for re-appointment. The Trust Deed provides for a minimum of 7

trustees, to a maximum of 11 trustees, with no more than 4 trustees due for re-appointment in any one year.

At the quarterly trustee meetings, the trustees agree the broad strategy and areas of activity for the Charity, including investment, reserves and risk management policies and performance. The day to day administration of the Charity is delegated to subgroup of Chair, Treasurer and Secretary

### **Trustee induction and training**

Most trustees are already familiar with the work of the charity as a result of either their work within a member organisation or as a volunteer. Additionally, new trustees familiarise themselves with the roles and responsibilities of trustees as set out by the Charity Commission.

### **Reference and administrative information**

Charity Name: The Louise Da-Cocodia Educational Trust.

Charity Number: 1085379

### **Trustees**

Diane Watt (Chair)  
Lorna Roberts (Secretary)  
Veronica Henry (Treasurer)  
Tom Nelson (Deputy Chair )  
Paul Okojie  
Alicia Nkondi

### **Principal Office**

Millenium Powerhouse  
Raby St  
Moss Side  
Manchester  
M14 4SS

### **Independent Examiners**

Community Accountancy Service Limited  
The Grange  
Pilgrim Drive  
Beswick  
Manchester  
M11 3TQ

### **Bankers**

The Cooperative Bank plc  
PO Box 250  
Delf House  
Southway  
Skelmersdale

### **Trustees responsibilities in relation to the financial statements**

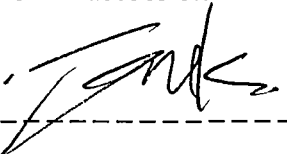
The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 26<sup>th</sup>. July 2018 and signed on their behalf by:

  
-----

Tom Nelson  
DEPUTY CHAIR of TRUSTEES

# **THE LOUISE DA-COCODIA EDUCATION TRUST**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017**

Registered Charity No 1085379

# THE LOUISE DA-COCODIA EDUCATION TRUST

## INDEX

<u>PAGE NUMBER</u>	<u>CONTENTS</u>
1 - 6	TRUSTEES ANNUAL REPORT
7	INDEPENDENT EXAMINERS REPORT
8	STATEMENT OF FINANCIAL ACTIVITIES
9	BALANCE SHEET
10	STATEMENT OF CASH FLOWS
11 - 17	NOTES TO THE ACCOUNTS
FOR MANAGEMENT PURPOSES ONLY	
18	INCOME AND EXPENDITURE ACCOUNT

## THE LOUISE DA-COCODIA EDUCATION TRUST



### *“Making Education a Priority”*

#### **Report of the trustees for the year ended 31<sup>st</sup> December 2017**

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland published (FRS 102) (effective 1 January 2015).

#### **Objectives and activities**

The purposes of the charity are to support children and young people and adults particularly of African Caribbean heritage to identify gaps, access and barriers to education and to tackle a range of issues that affect their access, performance and progression into education, training and employment. To enable parents to access information and develop skills to increase their active involvement in the education of their children. To work in partnership with local colleges, universities and businesses, for the provision of mentors to help improve employment opportunities. The main activities are;

**1.1. The Louise Da-Cocodia Supplementary School;** which is based at St Mary's C of E Primary School (Moss Side). This programme aims to:

- *provide educational support to children and young people in a friendly caring and culturally aware environment*
- *assist in the improvement of school attainment by overcoming barriers to learning*
- *facilitate activities which increase confidence resilience and self-knowledge*
- *encourage positive regard towards self and others*

**1.2** The following objectives have provided the framework, direction and impetus that has been used to drive forward the plans for the development of the Saturday School.

**a) Recruitment and Retention** - To increase the numbers of students regularly attending the Saturday School.

**b) Procedures & Structures** - To create, develop or modify the way the Saturday School is structured, facilitated and managed to enable it to grow, develop and flourish.



## THE LOUISE DA-COCODIA EDUCATION TRUST

**c) Training and Development of Staff-** To work with staff to help them to improve the way they work with regards to the Saturday School and its students. into place since January:

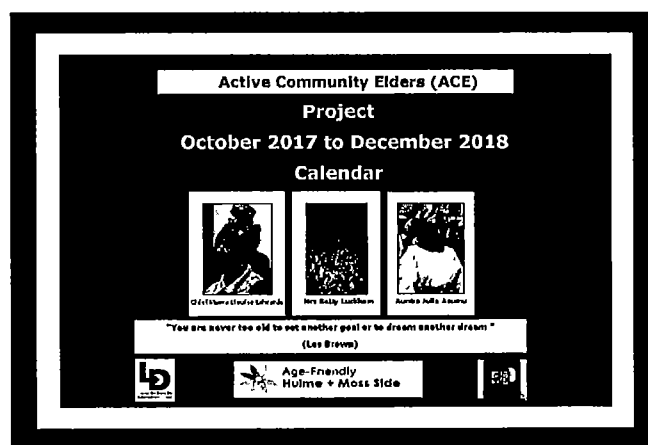
**d) Partnership Work -** To continue to work in partnership with both voluntary and statutory organisations such as Manchester Metropolitan University in the planning and delivery of the annual Community Learning Festival

### **2.1 Active Community Elders (ACE) Intergenerational project**

The ACE project is informed by the South African concept of Ubuntu which refers to "human kindness", that which embodies the idea of connection, community and mutual caring for all. As an intergenerational history and storytelling project, ACE is building on the work of the Roots Oral History project which involved adults who are now community elders some of whom because of isolation is at risk of developing dementia. In 2013 there was an estimated 25,000 people with dementia from BAME communities in England and Wales. This number is expected to grow to nearly 50,000 by 2026 and over 172,000 by 2051. The University of Manchester report on Social Isolation among Older People in Urban Area stated that "Group interventions that have training/educational component are especially effective at reducing isolation".

### **2.2 Outcomes:**

The ACE project is funded by Age Friendly, Hulme and Moss Side and in partnership with Mission In the City Care Group A Byte to Eat Project, the project has worked with a number of elders in the design and production of an 18 month calendar.



### **3.1 Women of the Soil Project:**

This project Heritage Lottery Fund (HLF) is in partnership with First Cut Media and the Ahmed Ullah Education Trust. The project is aimed at celebrating the achievements and activism of African- Caribbean heritage women in Manchester. The project will also involve 15 young people, mainly from the Louise Da-Cocodia Supplementary School to work with First Cut Media and Metaceptive Media to build a digital archive for the

## **THE LOUISE DA-COCODIA EDUCATION TRUST**

Louise Da-Cocodia Education Trust. The digital archive will be based on 7 inter-related themes that encompass Louise Da-Cocodia's community development work in Manchester. The project includes oral history interviews with around 25 women. The digital archive will also include visual, audio and written copies of source materials relevant to the seven themes. Ultimately the WOS project is aimed at inspiring the next generation(s), especially young women; to not only empower themselves but also think of the wider community.

### **Financial review**

Trustees are now actively fundraising to enable the continuation of the Saturday School and the Getting Ahead Programme (GAP)

### **Investment powers and policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for any longer term investment.

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 31<sup>st</sup> December 2017 was £14,383 of which £14,382 are free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 5 months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The main source of income is grant funding and member's income. The directors consider that it is appropriate to prepare the accounts on a going concern basis and consequently the accounts do not include any adjustments that would be necessary if the funding should cease.

### **Risk management**

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Plans for Future Periods**

We will continue to run and develop the Getting Ahead Programme, The Women of the Soil project and the Louise Da-Cocodia Supplementary School

### **Structure, governance and management**

The Charity is a registered charity and is constituted under a trust deed dated October 2008.

### **Appointment of trustees**

New trustees are appointed by existing trustees and serve for 4 years after which they may put themselves forward for re-appointment. The Trust Deed provides for a minimum of 7 trustees, to a maximum of 11 trustees, with no more than 4 trustees due for re-appointment in any one year.

## THE LOUISE DA-COCODIA EDUCATION TRUST

At the quarterly trustee meetings, the trustees agree the broad strategy and areas of activity for the Charity, including investment, reserves and risk management policies and performance. The day to day administration of the Charity is delegated to subgroup of Chair, Treasurer and Secretary

### **Trustee induction and training**

Most trustees are already familiar with the work of the charity as a result of either their work within a member organisation or as a volunteer. Additionally, new trustees familiarise themselves with the roles and responsibilities of trustees as set out by the Charity Commission.

### **Reference and administrative information**

Charity Name: The Louise Da-Cocodia Educational Trust.

Charity Number: 1085379

### **Trustees**

Diane Watt	Chair	
Lorna Roberts	Secretary	
Veronica Henry	Treasurer	
Tom Nelson	Deputy Chair	
Paul Okojie		(appointed September 2017)
Alicia Nkondi		(appointed June 2017)
Beverley Hypolite		(resigned November 2017)
Yvonne Hypolite-Prince		(resigned November 2017)

### **Principal Office**

Millennium Powerhouse  
Raby St  
Moss Side  
Manchester  
M14 4SS

### **Independent Examiners**

Community Accountancy Service Limited  
The Grange  
Pilgrim Drive  
Beswick  
Manchester  
M11 3TQ

**THE LOUISE DA-COCODIA EDUCATION TRUST****Bankers**

The Cooperative Bank plc

PO Box 250

Delf House

Southway

Skelmersdale

WN8 6WT

## THE LOUISE DA-COCODIA EDUCATION TRUST

### **Trustees responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 26<sup>th</sup> July 2018 and signed on their behalf by:



-----

Tom Nelson  
DEPUTY CHAIR of TRUSTEES

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
THE LOUISE DA-COCODIA EDUCATION TRUST  
REGISTERED CHARITY NO. 1085379**

I report on the accounts of the charity, for the Year Ended 31<sup>st</sup> December 2017 which are set out on pages 8 to 17.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity 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. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiners 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 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 have in accordance with section 130 of the 2011 Act; and
  - 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

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

Signed: ..... AM King .....

AM King FCCA  
Date: 28<sup>th</sup> July 2018

Community Accountancy Service Ltd  
The Grange, Pilgrim Drive, Beswick,  
Manchester, M11 3TQ

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**  
**31 DECEMBER 2017**

	Further Details	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31 December 2017 £	Total Funds Year Ended 31 December 2016 £
<b>Income from:</b>					
Donations and legacies	(3)	1,088	-	1,088	4,687
Charitable Activities	(4)	3,202	24,895	28,097	34,802
Investment Income		-	-	-	38
<b>Total</b>		<b>4,290</b>	<b>24,895</b>	<b>29,185</b>	<b>39,527</b>
<b>Expenditure on:</b>					
Raising Funds	(5)	(6)	-	(6)	2,254
Charitable Activities	(5)	(5,182)	44,829	39,647	36,635
<b>Total</b>		<b>(5,188)</b>	<b>44,829</b>	<b>39,641</b>	<b>38,889</b>
<b>Net movement in funds</b>		<b>9,478</b>	<b>(19,934)</b>	<b>(10,456)</b>	<b>638</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	(14)	4,905	39,430	44,335	43,697
Total funds carried forward	(14)	14,383	19,496	33,879	44,335


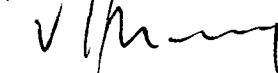
The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 17 form part of these accounts.

**BALANCE SHEET AS AT 31 DECEMBER 2017**

	Notes	2017 £	2016 £
<b>Fixed assets:</b>			
Tangible assets	(10)	1	1
Total fixed assets		1	1
<b>Current assets:</b>			
Debtors	(11)	3,244	3,989
Cash at Bank & in Hand		34,511	44,641
Total current assets		37,755	48,630
<b>Liabilities:</b>			
Creditors Amounts falling due within one year	(12)	3,877	4,296
Net current assets or liabilities		33,878	44,334
Total assets less current liabilities		33,879	44,335
<b>Total net assets or liabilities</b>		<b>33,879</b>	<b>44,335</b>
<b>The funds of the charity:</b>			
Restricted income funds	(14)	19,496	39,430
Unrestricted income funds	(14)	14,383	4,905
<b>Total charity funds</b>		<b>33,879</b>	<b>44,335</b>

Approved on behalf of the Trustees Management Committee

Tom Nelson

Veronica Henry

Date 26th July 2018

The notes on pages 11 to 17 form part of these accounts



## Statement of Cash Flows for the year ending 31st December 2017

	Year Ended 31 December 2017	Year Ended 31 December 2016
	£	£
<b>Net cash used in operating activities</b>	(10,130)	(33,541)
<b>Cash flows from investment activities:</b>		
Interest	-	38
Purchase of fixed assets	-	-
<b>Net cash provided by investing activities</b>	<u>-</u>	<u>38</u>
 Increase/(decrease) in cash and cash equivalents during the year	 (10,130)	 (33,503)
 Cash and cash equivalents brought forward	 44,641	 78,144
<b>Cash and cash equivalents carried forward</b>	<u><u>34,511</u></u>	<u><u>44,641</u></u>

## Notes to the accounts

**1. Accounting policies****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting and Reporting by Charities* preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 5 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 14.

**(c) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity, this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**(d) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense. The allocation of support and governance costs is analysed in note 7.

**(g) Costs of raising funds**

The costs of raising funds consists of the costs of events and activities.

**(h) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 5.

**(i) Tangible fixed assets and depreciation**

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis.

Computer Equipment 33 33% on cost

**(j) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

**(k) Pensions**

The charity currently does not administer contributions to a pension scheme on behalf of individuals but is providing for historic pensions liabilities.

**2. Related party transactions and trustees' expenses and remuneration**

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2016: £nil). Expenses paid to the trustees in the year totalled £nil (2016: £nil).

**3. Donations and Legacies**

	Unrestricted Year Ended 31 December 2017 £	Restricted Year Ended 31 December 2017 £	Total Funds Year Ended 31 December 2017 £	Total Funds Year Ended 31 December 2016 £
Donations	1,088	-	1,088	4,687
	<u>1,088</u>	<u>-</u>	<u>1,088</u>	<u>4,687</u>

**4. Income from charitable activities**

	Unrestricted Year Ended 31 December 2017 £	Restricted Year Ended 31 December 2017 £	Total Funds Year Ended 31 December 2017 £	Total Funds Year Ended 31 December 2016 £
Workshop/Fees	3,202	-	3,202	2,681
Restricted grants				
John Grant Davies	-	1,500	1,500	-
Heritage Lottery Fund	-	18,400	18,400	-
BBC Children in Need	-	3,000	3,000	-
MMU	-	1,995	1,995	-
Paul Hamlyn Foundation	-	-	-	32,121
	<u>3,202</u>	<u>24,895</u>	<u>28,097</u>	<u>34,802</u>

## 5. Expenditure

	Activities	Year Ended 31 December 2017	Year Ended 31 December 2016
	£	£	£
<b>Expenditure on raising funds:</b>			
Event costs	350	350	1,500
Website	(6)	(6)	134
Publicity	(350)	(350)	620
	(6)	(6)	2,254
<b>Expenditure on charitable activities:</b>			
Employment Costs	22,482	22,482	22,247
Payroll Bureau Charges	817	817	1,079
Consultancy	2,463	2,463	5,487
Printing & Stationery	404	404	48
Resources	132	132	565
Travel	-	-	880
Miscellaneous Costs	100	100	3
Facilitators Fees	-	-	1,202
Minor Equipment	280	280	-
Bank Charges	7	7	-
Refreshments	(3)	(3)	592
Workshops	7,750	7,750	-
Volunteer Expenses	1,459	1,459	-
Telephone	749	749	362
Rent	1,850	1,850	3,000
Insurance	677	677	660
Governance Costs	480	480	510
	39,647	39,647	36,635
	39,641	39,641	38,889

## 6. Analysis of expenditure on charitable activities

	Mrs D's	Getting Ahead Project	Total 2017
	£	£	£
Event costs	350	-	350
Website	-	(6)	(6)
Publicity	-	(350)	(350)
Employment Costs	-	22,482	22,482
Payroll Bureau Charges	-	817	817
Consultancy	-	2,463	2,463
Printing & Stationery	-	404	404
Resources	133	(1)	132
Travel	-	-	-
Miscellaneous Costs	-	100	100
Facilitators Fees	-	-	-
Minor Equipment	-	280	280
Bank Charges	-	7	7
Refreshments	136	(139)	(3)
Workshops	-	7,750	7,750
Volunteer Expenses	1,384	75	1,459
Telephone	-	749	749
Rent	-	1,850	1,850
Insurance	-	677	677
Governance Costs	-	480	480
	2,003	37,638	39,641

## 7. Allocation of governance costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below

	Support	Governance	Total	Basis of apportionment
Accountancy Fees	-	480	480	all costs relate to governance
	-	480	480	

## 8. Analysis of staff costs

	Year Ended 31 December 2017	Year Ended 31 December 2016
	£	£
Wages and Salaries	22,482	22,247
	22,482	22,247

The average number of employees during the year was 7 (previous year 6)

The charity considers its key management personnel comprises the trustees. The total employment benefits, including employer pension contributions of the key management personnel were £nil (previous year £nil). No employees has benefits in excess of £60,000 (previous year none)

## 9. Independent Examiner Fees

	Year Ended 31 December 2017	Year Ended 31 December 2016
	£	£
Independent examination fees	480	510
	480	510

**10. Tangible Fixed Assets**

	Computer Equipment	Total
Cost	£	£
At 1st January 2017	2,672	2,672
Additions	-	-
At 31st December 2017	<u>2,672</u>	<u>2,672</u>
Depreciation		
At 1st January 2017	2,671	2,671
Charge for Year	-	-
At 31st December 2017	<u>2,671</u>	<u>2,671</u>
NET BOOK VALUE		
At 31st December 2017	<u>1</u>	<u>1</u>
At 31st December 2016	<u>1</u>	<u>1</u>

**11. Analysis of debtors**

	2017	2016
	£	£
Prepayments	749	770
Other debtors	2,495	3,219
	<u>3,244</u>	<u>3,989</u>

Debtors and prepayments related to unrestricted funds both in 2017 and 2016

**12. Creditors: amounts falling due within one year**

	2017	2016
	£	£
Creditors	-	708
Other creditors and accruals	3,169	3,588
Deferred income	-	-
Taxation and social security costs	708	-
	<u>3,877</u>	<u>4,296</u>

**13 Deferred income**

Balance as at 1st January 2017	-
Amount released to income earned from charitable activities	-
Amount deferred in year	-
Balance at 31st December 2017	<u>-</u>

**14. Analysis of charitable funds****Analysis of movements in unrestricted funds**

	Balance at 1 January 2017	Incoming Resources	Resources Expended	Transfers	Balance at 31 December 2017
	£	£	£	£	£
General Fund	4,905	4,290	5,188	-	14,383
	4,905	4,290	5,188	-	14,383

**Name of unrestricted fund:**

General Fund

**Description, nature and purpose of the fund**

The "free reserves" after allowing for all designated funds

**Analysis of movements in restricted funds**

	Balance at 1 January 2017	Incoming Resources	Resources Expended	Transfers	Balance at 31 December 2017
	£	£	£	£	£
John Grant Davies	-	1,500	(1,459)	-	41
Heritage Lottery Fund	-	18,400	(14,165)	-	4,235
BBC Children in Need	-	3,000	-	-	3,000
MMU	-	1,995	(350)	-	1,645
Paul Hamlyn Foundation	39,430	-	(28,855)	-	10,575
	39,430	24,895	(44,829)	-	19,496

**Name of restricted fund.**

John Grant Davies

Heritage Lottery Fund

BBC Children in Need

MMU

Paul Hamlyn Foundation

**Description, nature and purpose of the fund**

for the Saturday school and projects costs

to explore the legacy of Louise Da-Cocodia and black women's activism in Manchester

for the Saturday school and projects costs

for the Age Friendly Hulme and Moss Side Partnership

for the Getting Ahead Project, a personal development and mentoring programme

**15. Analysis of net assets between funds**

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	1	-	-	1
Cash at bank and in hand	15,015	-	19,496	34,511
Other net current assets/(liabilities)	(633)	-	-	(633)
<b>Total</b>	<b>14,383</b>	<b>-</b>	<b>19,496</b>	<b>33,879</b>

**16. Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

## 17. Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 December 2017	Year Ended 31 December 2016
	£	£
Net movement in funds	(10,456)	638
Deduct investment income	-	(38)
Decrease/(increase) in debtors	745	(1,562)
Increase/(decrease) in creditors	(419)	(32,579)
<b>Net cash used in operating activities</b>	<b>(10,130)</b>	<b>(33,541)</b>



# THE LOUISE DA-COCODIA EDUCATION TRUST

18

## Traditional Income and Expenditure Account

	Year Ended 31 December 2017 £	Year Ended 31 December 2016 £
<b>Income</b>		
Donations	1,088	4,687
Workshop/Fees	3,202	2,681
Restricted grants:		
John Grant Davies	1,500	-
Heritage Lottery Fund	18,400	-
BBC Children in Need	3,000	-
MMU	1,995	-
Paul Hamlyn Foundation	-	32,121
Investment Income	-	38
<b>Total Income</b>	<b>29,185</b>	<b>39,527</b>
<b>Expenditure</b>		
Event costs	350	1,500
Website	(6)	134
Publicity	(350)	620
Employment Costs	22,482	22,247
Payroll Bureau Charges	817	1,079
Consultancy	2,463	5,487
Printing & Stationery	404	48
Resources	132	565
Travel	-	880
Miscellaneous Costs	100	3
Facilitators Fees	-	1,202
Minor Equipment	280	-
Bank Charges	7	-
Refreshments	(3)	592
Workshops	7,750	-
Volunteer Expenses	1,459	-
Telephone	749	362
Rent	1,850	3,000
Insurance	677	660
Governance Costs	480	510
<b>Total Expenditure</b>	<b>39,641</b>	<b>38,889</b>
<b>Surplus/(deficit for year)</b>	<b>(10,456)</b>	<b>638</b>