MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales · Charity number 1000516

Details

Other names	MATREC
Status	Registered
Legal form	Charitable company
Company number	02159510
Registered	1990-10-03
Register	View on the Charity Commission register

Contact

Address	304-308 Prince Of Wales Road Sheffield S2 1FF
Phone	01142642194
Email	matrec@matrec.org.uk
Website	www.matrec.org.uk

Activities

Objects: to advance education amongst the residents of Sheffield and the wider Yorkshire and Humber region, especially young people and those who are unemployed, are on a low income, or have an additional learning need, through the provision of training facilities and in particular training that will enable such persons to acquire and develop vocational skills

Activities: The provision of low cost training, education, resources and employment to unwaged or low waged people living in the Manor Ward of Sheffield and adjacent areas.

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Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** SHEFFIELD CITY COUNCIL WARD OF MANOR
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	-	-	-	-
2024-07-31	£220,808	£232,463	-	-
2023-07-31	£145,216	£207,086	-	-
2022-07-31	£214,497	£186,615	-	-
2021-07-31	£192,887	£155,412	-	-
2020-07-31	£156,174	£203,040	-	-

Trustees

Name	Role	Appointed
Carol Ann Jenkinson		
Jenean Kirk		2024-04-20
Michelle Glover		2021-03-24
Ruth Dowling		2024-04-20
Stuart Peaker		2021-03-24

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MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales - Charity number 1000516

Accounts

REGISTERED COMPANY NUMBER: 02159510 (England and Wales)
REGISTERED CHARITY NUMBER: 1000516

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 July 2024

for

Manor Training And Resource Centre
Limited
(A Company Limited by Guarantee)

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Manor Training And Resource Centre Limited

Contents of the Financial Statements for the Year Ended 31 July 2024

	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 to 11
Notes to the Financial Statements	12 to 18
Detailed Statement of Financial Activities	19 to 20

Report of the Trustees
for the Year Ended 31 July 2024

The Trustees present their annual report and financial statements for the year ended 31 July 2024 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.

- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

Significant activities

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

Welsh Joint Education Committee (WJEC)

National Open College Network (NOCN)

Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

OBJECTIVES AND ACTIVITIES

Public benefit

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibilities government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all. Courses are mainly held in school term time but we can meet learner demand and deliver to learners at other times.

Accredited courses all lead to nationally recognised qualifications to help people gain the skills to access further education or employment. All non-accredited courses have progression routes. The company has robust equal opportunities policy, which is regularly reviewed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2022 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The charity has volunteers that help out by assisting in classroom and in admin or on reception. The charity pay for a small amount of the volunteer expenses.

ACHIEVEMENT AND PERFORMANCE
Charitable activities
The following qualifications were gained by learners during the year 23/24:

- NOCN Functional Skills in English and Maths Entry Level 1

- NOCN Functional Skills in English and Maths Entry Level 2

- NOCN Functional Skills in English and Maths Entry Level 3

- NOCN Functional Skills in English and Maths Level 1

- NOCN Functional skills in English and Maths Level 2

- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses

- Study support: one-to one; support in a group; within main programme

- Tutor support

FINANCIAL REVIEW
Financial position
The charity continues to be a financially secure organisation.

Principal funding sources
The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MaTReC's funding through ASB for 23/24 was £104,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2023/2024.

Investment policy and objectives
The charity owns 1 building on a leasehold basis and all our course provision is now in one main building.

FINANCIAL REVIEW

Reserves policy

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £301,795 (2023 - £362,152). This approximately covers more than 17 months running costs, as the budgeted expenditure for 2024 - 2025 is £246,517. The reserves are needed to meet the working capital requirements of the charity.

The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

FUTURE PLANS

The charity will continue to review and explore additional provision according to the needs and demands of learners, employers and government agendas. The charity will continue to identify and tender for relevant funding opportunities.

For the financial year 2024-25 we will continue with our current offering, with a view in our 2025-26 year to potential offer more courses and increase our current contract value with Sheffield College.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under a Memorandum of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Commitee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

Induction and training of new trustees

A formal system of inductions for Management Committee members is in place.

Related parties

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Financial risk

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant credit risk.

LIquidity risk

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02159510 (England and Wales)

Registered Charity number
1000516

Registered office
304-308 Prince Of Wales Road
Sheffield
South Yorkshire
S2 1FF

Trustees
Mrs Carol Ann Jenkinson
Mrs Michelle Glover
Mr Stuart Peaker
Mrs Samantha Nicholson

Company Secretary
Mrs Carol Ann Jenkinson

Independent Examiner
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers
HSBC
660 Staniforth Road
Darnall
Sheffield
South Yorkshire
S9 4LQ

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....
Mrs Carol Ann Jenkinson - Trustee

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Tom Henshaw ACA

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Date: .....

Manor Training And Resource Centre
Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 July 2024

	Notes	Unrestricted fund	Restricted fund	31/7/24 Total funds	31/7/23 Total funds as restated
		£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	558
Charitable activities					
Charitable activities		138,433	81,459	219,892	157,338
Support costs		-	-	-	(25,837)
Other trading activities	2	321	-	321	223
Investment income	3	595	-	595	626
Total		139,349	81,459	220,808	132,908
EXPENDITURE ON					
Charitable activities					
Charitable activities		199,706	32,757	232,463	138,066
Support costs		-	-	-	69,020
Total		199,706	32,757	232,463	207,086
NET INCOME/(EXPENDITURE)		(60,357)	48,702	(11,655)	(74,178)
RECONCILIATION OF FUNDS					
Total funds brought forward		362,152	4,053	366,205	440,383
TOTAL FUNDS CARRIED FORWARD		301,795	52,755	354,550	366,205

The notes form part of these financial statements

Balance Sheet
31 July 2024

	Notes	Unrestricted fund £	Restricted fund £	31/7/24 Total funds £	31/7/23 Total funds as restated £
FIXED ASSETS					
Tangible assets	9	136,248	2,895	139,143	145,849
Investment property	10	-	-	-	130,000
		136,248	2,895	139,143	275,849
CURRENT ASSETS					
Debtors	11	17,195	-	17,195	11,564
Cash at bank and in hand		155,701	49,860	205,561	90,690
		172,896	49,860	222,756	102,254
CREDITORS					
Amounts falling due within one year	12	(7,349)	-	(7,349)	(11,898)
NET CURRENT ASSETS		165,547	49,860	215,407	90,356
TOTAL ASSETS LESS CURRENT LIABILITIES		301,795	52,755	354,550	366,205
NET ASSETS		301,795	52,755	354,550	366,205
FUNDS	13				
Unrestricted funds				301,795	362,152
Restricted funds				52,755	4,053
TOTAL FUNDS				354,550	366,205

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 July 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....
Mrs Samantha Nicholson - Trustee

.....
Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income and endowments
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income
Investment income is recognised on a receivable basis

Expenditure
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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities
Income from charitable activities includes income recognised as earned (as the related goods or services are Provided) under contract.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-	2% on cost
Fixtures and fittings	-	20% on cost

Investment property
Investment property was revalued on 31 July 2022. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

Taxation
The charity is exempt from corporation tax on its charitable activities.

1. ACCOUNTING POLICIES - continued

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Grants
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, its is recognised as deferred income.

Financial Instruments
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	31/7/24 Total funds	31/7/23 as restated Total funds
	£	£	£	£
Fundraising events	16	-	16	76
Other fundraising activities	-	-	-	79
Cafe income	305	-	305	68
	321	-	321	223

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31/7/24 Total funds	31/7/23 as restated Total funds
	£	£	£	£
Rents received	595	-	595	435
Deposit account interest	-	-	-	191
	595	-	595	626

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/7/24	31/7/23 as restated
	£	£
Depreciation - owned assets	6,706	8,760

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

There were no trustees' expenses paid for in the year ended 31July 2024 nor for the year ended 31 July 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/7/24	31/7/23 as restated
Average number of employees	7	7

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds as restated
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	558	-	558
Charitable activities			
Charitable activities	127,780	29,558	157,338
Support costs	(12,308)	(13,529)	(25,837)
Other trading activities	223	-	223
Investment income	626	-	626
Total	116,879	16,029	132,908
EXPENDITURE ON			
Charitable activities			
Charitable activities	127,000	11,066	138,066
Support costs	62,899	6,121	69,020
Total	189,899	17,187	207,086
NET INCOME/(EXPENDITURE)	(73,020)	(1,158)	(74,178)
RECONCILIATION OF FUNDS			
Total funds brought forward	435,172	5,211	440,383
TOTAL FUNDS CARRIED FORWARD	362,152	4,053	366,205

8. PRIOR YEAR ADJUSTMENT

The prior year comparatives have been adjusted in relation to an accounting error identified during the current year relating to a sales invoice raised for training services that were subsequently cancelled and no work performed. The effect of this adjustment is to reduce course fee income by £12,308, and reduce trade debtors by £12,308 in the year to 31.07.23. There are no taxation implications as these services fall outside the scope of corporation tax.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 August 2023 and 31 July 2024	200,000	284,346	484,346
DEPRECIATION			
At 1 August 2023	63,867	274,630	338,497
Charge for year	4,000	2,706	6,706
At 31 July 2024	67,867	277,336	345,203
NET BOOK VALUE			
At 31 July 2024	132,133	7,010	139,143
At 31 July 2023	136,133	9,716	145,849

10. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 August 2023	130,000
Disposals	(130,000)
At 31 July 2024	-
NET BOOK VALUE	
At 31 July 2024	-
At 31 July 2023	130,000

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/24 £	31/7/23 as restated £
Trade debtors	8,843	2,569
Other debtors	92	357
Prepayments	8,260	8,638
	17,195	11,564

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/24	31/7/23 as restated
	£	£
Trade creditors	4,423	8,971
Social security and other taxes	565	1,277
Other creditors	465	-
Accrued expenses	1,896	1,650
	7,349	11,898

13. MOVEMENT IN FUNDS

	At 1/8/23	Net movement in funds	At 31/7/24
	£	£	£
Unrestricted funds			
General fund	362,152	(60,357)	301,795
Restricted funds			
Restricted funds	4,053	48,702	52,755
TOTAL FUNDS	366,205	(11,655)	354,550

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	139,349	(199,706)	(60,357)
Restricted funds			
Restricted funds	81,459	(32,757)	48,702
TOTAL FUNDS	220,808	(232,463)	(11,655)

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/8/22 £	Net movement in funds £	At 31/7/23 £
Unrestricted funds			
General fund	435,172	(73,020)	362,152
Restricted funds			
Restricted funds	5,211	(1,158)	4,053
TOTAL FUNDS	440,383	(74,178)	366,205

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,879	(189,899)	(73,020)
Restricted funds			
Restricted funds	16,029	(17,187)	(1,158)
TOTAL FUNDS	132,908	(207,086)	(74,178)

14. RELATED PARTY DISCLOSURES

Samantha Nicholson (Director and Charitable Trustee) is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,360 (2023 - £6,360). The amount owed to Nicholson & Co Accouning Services at the balance sheet date is £nil (2023 - £530).

Stuart Peaker (Director and Charitable Trustee) is also a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £3,373 (2023 - £3,587). The amount owed to MRT at the balance sheet date is £nil (2023 - £351)

Both the bookkeeping and IT Support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest risk arising from these contracts.

Detailed Statement of Financial Activities
for the Year Ended 31 July 2024

	31/7/24	31/7/23 as restated
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	558
Other trading activities		
Fundraising events	16	76
Other fundraising activities	-	79
Cafe income	305	68
	321	223
Investment income		
Rents received	595	435
Deposit account interest	-	191
	595	626
Charitable activities		
Course fees	103,102	102,793
Student fees	2,191	65
Administration fees	1,778	7,269
Grants	112,811	21,279
Equipment hire	10	95
	219,892	131,501
Total incoming resources	220,808	132,908
EXPENDITURE		
Charitable activities		
Wages	116,606	107,193
Social security	3,186	1,902
Pensions	3,292	3,156
Advertising	600	600
Staff training	596	5
Training and resources	10,993	7,878
Project expenditure	22,229	14,049
Volunteer expenditure	1,270	1,754
	158,772	136,537

	31/7/24	31/7/23 as restated
	£	£
Support costs		
Management		
Rates and water	3,286	9,219
Insurance	5,123	4,822
Light and heat	26,025	21,704
Telephone	3,005	2,645
Maintenance	9,689	7,860
Administration	5,286	2,412
Professional fees	11,924	10,881
Cleaning	668	516
Freehold property	4,000	4,000
Fixtures and fittings	2,706	4,760
	71,712	68,819
Finance		
Bank charges	83	80
Governance costs		
Accountancy	1,896	1,650
Total resources expended	232,463	207,086
Net expenditure	(11,655)	(74,178)

MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales - Charity number 1000516

Accounts

REGISTERED COMPANY NUMBER: 02159510 (England and Wales)
REGISTERED CHARITY NUMBER: 1000516

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 July 2023

for

Manor Training And Resource Centre Limited
(A Company Limited by Guarantee)

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Manor Training And Resource Centre
Limited

Contents of the Financial Statements
for the Year Ended 31 July 2023

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 18
Detailed Statement of Financial Activities	19 to 20

Manor Training And Resource Centre Limited

Report of the Trustees for the Year Ended 31 July 2023

The Trustees present their annual report and financial statements for the year ended 31 July 2023 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.

- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

Significant activities

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

Welsh Joint Education Committee (WJEC)

National Open College Network (NOCN)

Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

Public benefit

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibilities government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2022 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

OBJECTIVES AND ACTIVITIES

Use of volunteers

The charity has volunteers that help out by assisting in classroom and in admin or on reception. The charity pay for a small amount of the volunteer expenses.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following qualifications were gained by learners during the year 22/23:

- NCFE Functional Skills in English and Maths Entry Level 2

- NCFE Functional Skills in English and Maths Entry Level 3

- NCFE Functional Skills in English and Maths Level 1

- NCFE Functional skills in English and Maths Level 2

- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

- Flower Arranging

- Arts & Crafts

- Nail Art

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses

- Study support: one-to one; support in a group; within main programme

- Tutor support

FINANCIAL REVIEW

Financial position

The charity continues to be a financially secure organisation.

Principal funding sources

The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MaTReC's funding through ASB for 22/23 is £100,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2022/23.

FINANCIAL REVIEW

Investment policy and objectives

The charity owns 2 buildings on a leasehold basis. All our course provision is now in one main building.

Reserves policy

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £374,460 (2022 - £435,172). This approximately covers more than 14 months running costs, as the budgeted expenditure for 2023 - 2024 is £115,413. The reserves are needed to meet at least 12 months working capital requirements of the charity.

The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

FUTURE PLANS

For the financial year 2023-24 we will continue with our current offering, with a view in our 2024-25 year to potentially offer more courses.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under a Memorandum of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Commitee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

Induction and training of new trustees

A formal system of inductions for Management Committee members is in place.

Related parties

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Financial risk

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant credit risk.

Liquidity risk

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02159510 (England and Wales)

Registered Charity number

1000516

Registered office

304-308 Prince Of Wales Road
Sheffield
South Yorkshire
S2 1FF

Trustees

Mrs Carol Ann Jenkinson
Mrs Michelle Glover
Mr Stuart Peaker
Mrs Samantha Nicholson

Company Secretary

Mrs Carol Ann Jenkinson

Independent Examiner

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

HSBC
660 Staniforth Road
Darnall
Sheffield
South Yorkshire
S9 4LQ

30/04/2024

Approved by order of the board of trustees on ..... and signed on its behalf by:

C A Jenkinson

signed on 07/06/2024 13:22:50 BST
Mrs Carol Ann Jenkinson - Trustee

Independent Examiner's Report to the Trustees of Manor Training And Resource Centre Limited

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

T. Henshaw

Thomas Henshaw ACA

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Date: 24/06/24

Manor Training And Resource Centre Limited

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2023

	Notes	Unrestricted fund £	Restricted fund £	31/7/23 Total funds £	31/7/22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		558	-	558	108
Charitable activities					
Charitable activities		127,780	29,558	157,338	192,225
Support costs		-	(13,529)	(13,529)	-
Other trading activities	2	223	-	223	1,369
Investment income	3	626	-	626	20,795
Total		129,187	16,029	145,216	214,497
EXPENDITURE ON					
Raising funds		1	-	1	-
Charitable activities					
Charitable activities		126,999	11,066	138,065	129,053
Support costs		62,899	6,121	69,020	56,312
Governance costs		-	-	-	1,250
Total		189,899	17,187	207,086	186,615
NET INCOME/(EXPENDITURE)		(60,712)	(1,158)	(61,870)	27,882
RECONCILIATION OF FUNDS					
Total funds brought forward		435,172	5,211	440,383	412,501
TOTAL FUNDS CARRIED FORWARD		374,460	4,053	378,513	440,383

The notes form part of these financial statements

Manor Training And Resource Centre Limited

Balance Sheet
31 July 2023

	Notes	Unrestricted fund £	Restricted fund £	31/7/23 Total funds £	31/7/22 Total funds £
FIXED ASSETS					
Tangible assets	8	141,796	4,053	145,849	152,150
Investment property	9	130,000	-	130,000	130,000
		271,796	4,053	275,849	282,150
CURRENT ASSETS					
Debtors	10	23,872	-	23,872	47,682
Cash at bank and in hand		90,690	-	90,690	118,230
		114,562	-	114,562	165,912
CREDITORS					
Amounts falling due within one year	11	(11,898)	-	(11,898)	(7,679)
NET CURRENT ASSETS		102,664	-	102,664	158,233
TOTAL ASSETS LESS CURRENT LIABILITIES		374,460	4,053	378,513	440,383
NET ASSETS		374,460	4,053	378,513	440,383
FUNDS	12				
Unrestricted funds				374,460	435,172
Restricted funds				4,053	5,211
TOTAL FUNDS				378,513	440,383

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 July 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30/04/2024 and were signed on its behalf by:

signed on 09/06/2024, 22:32:02 BST
Mrs Samantha Nicholson - Trustee

signed on 07/06/2024, 13:22:50 BST
Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income and endowments
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income
Investment income is recognised on a receivable basis

Expenditure
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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities
Income from charitable activities includes income recognised as earned (as the related goods or services are Provided) under contract.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

Investment property
Investment property was revalued on 31 July 2022. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

Taxation
The charity is exempt from corporation tax on its charitable activities.

1. **ACCOUNTING POLICIES - continued**

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Grants
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, its is recognised as deferred income.

Financial Instruments
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. **OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	31/7/23 Total funds £	31/7/22 Total funds £
Fundraising events	76	-	76	324
Other fundraising activities	79	-	79	746
Cafe income	68	-	68	299
	223	-	223	1,369

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31/7/23 Total funds £	31/7/22 Total funds £
Rents received	435	-	435	775
Gain/loss on revaluation of investment property	-	-	-	20,000
Deposit account interest	191	-	191	20
	626	-	626	20,795

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/7/23 £	31/7/22 £
Depreciation - owned assets	8,760	7,748

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2023 nor for the year ended 31 July 2022.

Trustees' expenses

There were no trustees' expenses paid for in the year ended 31July 2023 nor for the year ended 31 July 2022.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/7/23	31/7/22
Average number of employees	7	7

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	108	-	108
Charitable activities			
Charitable activities	150,105	42,120	192,225
Other trading activities	1,369	-	1,369
Investment income	20,795	-	20,795
Total	172,377	42,120	214,497
EXPENDITURE ON			
Charitable activities			
Charitable activities	76,531	52,522	129,053
Support costs	55,733	579	56,312
Governance costs	1,250	-	1,250
Total	133,514	53,101	186,615
NET INCOME/(EXPENDITURE)	38,863	(10,981)	27,882
RECONCILIATION OF FUNDS			
Total funds brought forward	396,309	16,192	412,501
TOTAL FUNDS CARRIED FORWARD	435,172	5,211	440,383

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 August 2022	200,000	281,887	481,887
Additions	-	2,459	2,459
At 31 July 2023	200,000	284,346	484,346
DEPRECIATION			
At 1 August 2022	59,867	269,870	329,737
Charge for year	4,000	4,760	8,760
At 31 July 2023	63,867	274,630	338,497
NET BOOK VALUE			
At 31 July 2023	136,133	9,716	145,849
At 31 July 2022	140,133	12,017	152,150

9. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 August 2022 and 31 July 2023	130,000
NET BOOK VALUE	
At 31 July 2023	130,000
At 31 July 2022	130,000

The investment property class of fixed assets was revalued on 31 July 2022 by the trustees, who are internal to the charity. The basis of this valuation was open market value.

Fair value at 31 July 2023 is represented by:

	£
Valuation in 2022	20,000
Cost	110,000
	130,000

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/23	31/7/22
	£	£
Trade debtors	14,877	39,239
Other debtors	357	183
Prepayments	8,638	8,260
	23,872	47,682

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/23	31/7/22
	£	£
Trade creditors	8,971	5,366
Social security and other taxes	1,277	1,063
Accrued expenses	1,650	1,250
	11,898	7,679

12. MOVEMENT IN FUNDS

	At 1/8/22	Net movement in funds	At 31/7/23
	£	£	£
Unrestricted funds			
General fund	435,172	(60,712)	374,460
Restricted funds			
Restricted funds	5,211	(1,158)	4,053
TOTAL FUNDS	440,383	(61,870)	378,513

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	129,187	(189,899)	(60,712)
Restricted funds			
Restricted funds	16,029	(17,187)	(1,158)
TOTAL FUNDS	145,216	(207,086)	(61,870)

12. **MOVEMENT IN FUNDS - continued**

Comparatives for movement in funds

	At 1/8/21 £	Net movement in funds £	At 31/7/22 £
Unrestricted funds			
General fund	396,309	38,863	435,172
Restricted funds			
Restricted funds	16,192	(10,981)	5,211
TOTAL FUNDS	412,501	27,882	440,383

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,377	(133,514)	38,863
Restricted funds			
Restricted funds	42,120	(53,101)	(10,981)
TOTAL FUNDS	214,497	(186,615)	27,882

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/21 £	Net movement in funds £	At 31/7/23 £
Unrestricted funds			
General fund	396,309	(21,849)	374,460
Restricted funds			
Restricted funds	16,192	(12,139)	4,053
TOTAL FUNDS	412,501	(33,988)	378,513

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	301,564	(323,413)	(21,849)
Restricted funds			
Restricted funds	58,149	(70,288)	(12,139)
TOTAL FUNDS	359,713	(393,701)	(33,988)

13. RELATED PARTY DISCLOSURES

Samantha Nicholson is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,360 (2022 - £6,360). The amount owed to Nicholson & Co Accouning Services at the balance sheet date is £530 (2022 - £530l).

Stuart Peaker is a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £3,587 (2022 - £4,140). The amount owed to MRT at the balance sheet date is £351 (2022 - 596)

Both the bookkeeping and IT Support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest risk arising from these contracts.

Manor Training And Resource Centre Limited

Detailed Statement of Financial Activities for the Year Ended 31 July 2023

	31/7/23 £	31/7/22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	558	108
Other trading activities		
Fundraising events	76	324
Other fundraising activities	79	746
Cafe income	68	299
	223	1,369
Investment income		
Rents received	435	775
Gain/loss on revaluation of investment property	-	20,000
Deposit account interest	191	20
	626	20,795
Charitable activities		
Course fees	115,101	141,877
Student fees	65	1,191
Administration fees	7,269	2,533
Grants	21,279	46,124
Equipment hire	95	500
	143,809	192,225
Total incoming resources	145,216	214,497
EXPENDITURE		
Raising donations and legacies		
Wages	1	-
Charitable activities		
Wages	107,192	101,528
Social security	1,902	1,830
Pensions	3,156	2,483
Advertising	600	-
Staff training	5	307
Training and resources	7,878	9,164
Carried forward	120,733	115,312

Manor Training And Resource Centre Limited

Detailed Statement of Financial Activities for the Year Ended 31 July 2023

	31/7/23 £	31/7/22 £
Charitable activities		
Brought forward	120,733	115,312
Project expenditure	14,049	13,334
Volunteer expenditure	1,754	407
	136,536	129,053
Support costs		
Management		
Rates and water	9,219	4,317
Insurance	4,822	4,518
Light and heat	21,704	11,560
Telephone	2,645	2,720
Maintenance	7,860	11,053
Administration	2,412	3,100
Professional fees	10,881	10,573
Cleaning	516	611
Freehold property	4,000	4,000
Fixtures and fittings	4,760	3,748
	68,819	56,200
Finance		
Bank charges	80	112
Governance costs		
Accountancy	1,650	1,250
Total resources expended	207,086	186,615
Net (expenditure)/income	(61,870)	27,882

This page does not form part of the statutory financial statements

MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales - Charity number 1000516

Accounts

REGISTERED COMPANY NUMBER: 02159510 (England and Wales)
REGISTERED CHARITY NUMBER: 1000516

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 July 2022

for

Manor Training And Resource Centre Limited
(A Company Limited by Guarantee)

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Manor Training And Resource Centre
Limited

Contents of the Financial Statements
for the Year Ended 31 July 2022

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 18

Manor Training And Resource Centre Limited (Registered number: 02159510)

Report of the Trustees for the Year Ended 31 July 2022

The Trustees present their annual report and financial statements for the year ended 31 July 2022 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.

- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

Significant activities

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

Welsh Joint Education Committee (WJEC)

National Open College Network (NOCN)

The organisation also has a community café offering affordable, food, drinks and snacks to the local community as well as access to the internet. We also operate a parent and toddler group 3 times per week and have a community charity shop.

Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

OBJECTIVES AND ACTIVITIES

Public benefit

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibilities government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all.

Courses are held mainly in school term time but we can meet learner demand and deliver to learners at other times.

Accredited courses all lead to nationally recognised qualifications to help people gain the skills to access further education or employment. All non-accredited courses have progression routes. The company has a robust equal opportunities policy, which is regularly reviewed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The charity has volunteers that help out by assisting in classroom and in admin/reception, the community café, charity shop and parent & toddler group. The charity pay for a small amount of the volunteers expenses.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following qualifications were gained by learners during the year 21/22:

- NCFE Functional Skills in English and Maths Entry Level 2

- NCFE Functional Skills in English and Maths Entry Level 3

- NCFE Functional Skills in English and Maths Level 1

- NCFE Functional skills in English and Maths Level 2

- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

- Flower Arranging

- Arts & Crafts

- Nail Art

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses

- Study support: one-to one; support in a group; within main programme

- Tutor support

FINANCIAL REVIEW

Financial position

The charity continues to be a financially secure organisation.

Principal funding sources

The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MaTReC's funding through ASB for 21/22 is £150,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2021/22.

Investment policy and objectives

The charity owns 2 buildings on a leasehold basis. All our course provision is now in one main building.

FINANCIAL REVIEW

Reserves policy

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £435,172 (2021 - £396,309). This approximately covers more than 14 months running costs, as the budgeted expenditure for 2022 - 2023 is £178,662. The reserves are needed to meet at least 12 months working capital requirements of the charity. The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

FUTURE PLANS

The charity will continue to review and explore additional provision according to the needs and demands of learners, employers and government agendas. The charity will continue to identify and tender for relevant funding opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under a Memorandum of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Commitee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

Organisational structure

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

A formal system of inductions for Management Committee members is in place.

Related parties

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

Financial risk

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant credit risk.

Liquidity risk

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02159510 (England and Wales)

Manor Training And Resource Centre Limited

Report of the Trustees for the Year Ended 31 July 2022

Registered Charity number
1000516

Registered office
304-308 Prince Of Wales Road
Sheffield
South Yorkshire
S2 1FF

Trustees
Mrs Carol Ann Jenkinson
Mrs Michelle Glover
Mr Stuart Peaker
Mrs Gale Hollis (resigned 13.2.22)
Mrs Samantha Nicholson
Mr Lee Bagshaw (resigned 3.5.22)
Mr David John Clarson (resigned 16.12.21)

Company Secretary
Mrs Carol Ann Jenkinson

Independent Examiner
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Bankers
HSBC
660 Staniforth Road
Darnall
Sheffield
South Yorkshire
S9 4LQ

Approved by order of the board of trustees on 24 April 23 and signed on its behalf by:

C A Jenkinson

Mrs Carol Ann Jenkinson - Trustee

Independent Examiner's Report to the Trustees of Manor Training And Resource Centre Limited

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2022.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Thomas Henshaw ACA
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Date: 26 April 2023

Manor Training And Resource Centre Limited

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2022

	Notes	Unrestricted fund £	Restricted fund £	31/7/22 Total funds £	31/7/21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		108	-	108	501
Charitable activities					
Charitable activities		150,105	42,120	192,225	149,517
Other trading activities	2	1,369	-	1,369	18
Investment income	3	20,795	-	20,795	8,469
Other income		-	-	-	34,382
Total		172,377	42,120	214,497	192,887
EXPENDITURE ON					
Charitable activities					
Charitable activities		76,531	52,522	129,053	103,815
Support costs		55,733	579	56,312	50,349
Governance costs		1,250	-	1,250	1,248
Total		133,514	53,101	186,615	155,412
NET INCOME/(EXPENDITURE)		38,863	(10,981)	27,882	37,475
RECONCILIATION OF FUNDS					
Total funds brought forward		396,309	16,192	412,501	375,026
TOTAL FUNDS CARRIED FORWARD		435,172	5,211	440,383	412,501

The notes form part of these financial statements

Manor Training And Resource Centre Limited (Registered number: 02159510)

Balance Sheet 31 July 2022

	Notes	Unrestricted fund £	Restricted fund £	31/7/22 Total funds £	31/7/21 Total funds £
FIXED ASSETS					
Tangible assets	8	146,939	5,211	152,150	152,112
Investment property	9	130,000	-	130,000	110,000
		276,939	5,211	282,150	262,112
CURRENT ASSETS					
Debtors	10	47,682	-	47,682	6,101
Cash at bank and in hand		118,230	-	118,230	152,966
		165,912	-	165,912	159,067
CREDITORS					
Amounts falling due within one year	11	(7,679)	-	(7,679)	(8,678)
NET CURRENT ASSETS		158,233	-	158,233	150,389
TOTAL ASSETS LESS CURRENT LIABILITIES		435,172	5,211	440,383	412,501
NET ASSETS		435,172	5,211	440,383	412,501
FUNDS	12				
Unrestricted funds				435,172	396,309
Restricted funds				5,211	16,192
TOTAL FUNDS				440,383	412,501

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 July 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24 April 23 and were signed on its behalf by:

Mrs Samantha Nicholson - Trustee

Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income and endowments
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income
Investment income is recognised on a receivable basis

Expenditure
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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities
Income from charitable activities includes income recognised as earned (as the related goods or services are Provided) under contract.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

Investment property
Investment property was revalued on 31 July 2022. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

Taxation
The charity is exempt from corporation tax on its charitable activities.

1. ACCOUNTING POLICIES - continued

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Grants
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, its is recognised as deferred income.

Financial Instruments
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	31/7/22 Total funds	31/7/21 Total funds
	£	£	£	£
Fundraising events	324	-	324	18
Other fundraising activities	746	-	746	-
Cafe income	299	-	299	-
	1,369	-	1,369	18

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31/7/22 Total funds £	31/7/21 Total funds £
Rents received	775	-	775	8,400
Gain/loss on revaluation of investment property	20,000	-	20,000	-
Deposit account interest	20	-	20	69
	20,795	-	20,795	8,469

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/7/22 £	31/7/21 £
Depreciation - owned assets	7,748	8,491

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

Trustees' expenses

During the year Mr L Bagshaw had travel expenses paid totalling £Nil (2021 - £60) There was no other trustees' expenses paid for in the year ended 31 July 2022 nor for the year ended 31 July 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/7/22	31/7/21
Average number of employees	7	8

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	501	-	501
Charitable activities			
Charitable activities	128,724	20,793	149,517
Other trading activities	18	-	18
Investment income	8,469	-	8,469
Other income	34,382	-	34,382
Total	172,094	20,793	192,887
EXPENDITURE ON			
Charitable activities			
Charitable activities	94,984	8,831	103,815
Support costs	50,349	-	50,349
Governance costs	1,248	-	1,248
Total	146,581	8,831	155,412
NET INCOME	25,513	11,962	37,475
Transfers between funds	192,307	(192,307)	-
Net movement in funds	217,820	(180,345)	37,475
RECONCILIATION OF FUNDS			
Total funds brought forward	178,489	196,537	375,026
TOTAL FUNDS CARRIED FORWARD	396,309	16,192	412,501

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 August 2021	200,000	274,101	474,101
Additions	-	7,786	7,786
At 31 July 2022	200,000	281,887	481,887
DEPRECIATION			
At 1 August 2021	55,867	266,122	321,989
Charge for year	4,000	3,748	7,748
At 31 July 2022	59,867	269,870	329,737
NET BOOK VALUE			
At 31 July 2022	140,133	12,017	152,150
At 31 July 2021	144,133	7,979	152,112

9. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 August 2021	110,000
Revaluation	20,000
At 31 July 2022	130,000
NET BOOK VALUE	
At 31 July 2022	130,000
At 31 July 2021	110,000

The investment property class of fixed assets was revalued on 31 July 2022 by the trustees, who are internal to the charity. The basis of this valuation was open market value.

Fair value at 31 July 2022 is represented by:

	£
Valuation in 2022	20,000
Cost	110,000
	130,000

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/22	31/7/21
	£	£
Trade debtors	39,239	190
Other debtors	183	5
Prepayments	8,260	5,906
	47,682	6,101

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/22	31/7/21
	£	£
Trade creditors	5,366	7,538
Social security and other taxes	1,063	-
Accrued expenses	1,250	1,140
	7,679	8,678

12. MOVEMENT IN FUNDS

	At 1/8/21	Net movement in funds	At 31/7/22
	£	£	£
Unrestricted funds			
General fund	396,309	38,863	435,172
Restricted funds			
Restricted funds	16,192	(10,981)	5,211
TOTAL FUNDS	412,501	27,882	440,383

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	172,377	(133,514)	38,863
Restricted funds			
Restricted funds	42,120	(53,101)	(10,981)
TOTAL FUNDS	214,497	(186,615)	27,882

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/8/20 £	Net movement in funds £	Transfers between funds £	At 31/7/21 £
Unrestricted funds				
General fund	178,489	25,513	192,307	396,309
Restricted funds				
Restricted funds	196,537	11,962	(192,307)	16,192
TOTAL FUNDS	375,026	37,475	-	412,501

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,094	(146,581)	25,513
Restricted funds			
Restricted funds	20,793	(8,831)	11,962
TOTAL FUNDS	192,887	(155,412)	37,475

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/20 £	Net movement in funds £	Transfers between funds £	At 31/7/22 £
Unrestricted funds				
General fund	178,489	64,376	192,307	435,172
Restricted funds				
Restricted funds	196,537	981	(192,307)	5,211
TOTAL FUNDS	375,026	65,357	-	440,383

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	344,471	(280,095)	64,376
Restricted funds			
Restricted funds	62,913	(61,932)	981
TOTAL FUNDS	407,384	(342,027)	65,357

13. RELATED PARTY DISCLOSURES

Samantha Nicholson is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,360 (2021 - £6,510). The amount owed to Nicholson & Co Accouning Services at the balance sheet date is £530 (2021 - Nil).

Stuart Peaker is a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £4,140 (2021 - £4,249). The amount owed to MRT at the balance sheet date is £596 (2021 - Nil)

Both the bookkeeping and IT Support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest risk arising from these contracts.

MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales - Charity number 1000516

Accounts

REGISTERED COMPANY NUMBER: 02159510 (England and Wales)
REGISTERED CHARITY NUMBER: 1000516

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 July 2021

for

Manor Training And Resource Centre Limited
(A Company Limited by Guarantee)

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Manor Training And Resource Centre Limited

Contents of the Financial Statements for the Year Ended 31 July 2021

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 17
Detailed Statement of Financial Activities	18 to 19

Report of the Trustees
for the Year Ended 31 July 2021

The Trustees present their annual report and financial statements for the year ended 31 July 2021 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.

- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

Significant activities

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

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Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

OBJECTIVES AND ACTIVITIES

Public benefit

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibilities government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all.

Courses are held mainly in school term time but we can meet learner demand and deliver to learners at other times.

Accredited courses all lead to nationally recognised qualifications to help people gain the skills to access further education or employment. All non-accredited courses have progression routes. The company has a robust equal opportunities policy, which is regularly reviewed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The charity has volunteers that help out by assisting in classroom and in admin or on reception. The charity pay for a small amount of the volunteers expenses.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following qualifications were gained by learners during the year 20/21:

- NCFE Functional Skills in English and Maths Entry Level 2

- NCFE Functional Skills in English and Maths Entry Level 3

- NCFE Functional Skills in English and Maths Level 1

- NCFE Functional skills in English and Maths Level 2

- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses

- Study support: one-to one; support in a group; within main programme

- Tutor support

FINANCIAL REVIEW

Financial position

The charity continues to be a financially secure organisation.

Principal funding sources

The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MaTReC's funding through ASB for 20/21 is £150,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2020/21.

Investment policy and objectives

The charity owns 2 buildings on a leasehold basis. All our course provision is now in one main building.

Reserves policy

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £396,309 (2020 - £178,489). This approximately covers 14 months running costs, as the budgeted expenditure for 2021 - 2022 is £155,487. The reserves are needed to meet the working capital requirements of the charity. The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

FUTURE PLANS

The charity will continue to review and explore additional provision according to the needs and demands of learners, employers and government agendas. The charity will continue to identify and tender for relevant funding opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under a Memorandum of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Commitee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

Organisational structure

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

Induction and training of new trustees

A formal system of inductions for Management Committee members is in place.

Related parties

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

Financial risk

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant credit risk.

Liquidity risk

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

COVID-19 impact statement

The impact of Covid-19 on the operations of Manor Training & Resource Centre during this financial year was minimal as our training courses were moved online. Unfortunately some learners were unable to continue their learning online, so did leave their course. We have continued to deliver online learning since April 2020. There has been financial impact of approximately £30,000 (2020 - £11,000) due to some learners leaving, meaning we did not meet the contract value.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02159510 (England and Wales)

Registered Charity number

1000516

Registered office

304-308 Prince Of Wales Road
Sheffield
South Yorkshire
S2 1FF

Trustees
Mrs Carol Ann Jenkinson
Mrs Michelle Glover (appointed 24.3.21)
Mr Stuart Peaker (appointed 24.3.21)
Mrs Gale Hollis (appointed 12.5.21)
Mrs Samantha Nicholson (appointed 24.3.21)
Mr Lee Bagshaw (resigned 3.5.22)
Mrs Norma Armitage (resigned 1.2.21)
Mr David John Clarson (resigned 16.12.21)

Company Secretary
Mrs Carol Ann Jenkinson

Independent Examiner
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Bankers
HSBC
660 Staniforth Road
Darnall
Sheffield
South Yorkshire
S9 4LQ

Approved by order of the board of trustees on 3 May 2022 and signed on its behalf by:

C A Jenkinson

Mrs Carol Ann Jenkinson - Trustee

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Robert Hampstead FCA
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Date: .....

Manor Training And Resource Centre Limited

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2021

	Notes	Unrestricted fund £	Restricted fund £	31/7/21 Total funds £	31/7/20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		501	-	501	1,000
Charitable activities					
Charitable activities		128,724	20,793	149,517	129,611
Other trading activities	2	18	-	18	296
Investment income	3	8,469	-	8,469	12,069
Other income		34,382	-	34,382	13,198
Total		172,094	20,793	192,887	156,174
EXPENDITURE ON					
Raising funds		-	-	-	50
Charitable activities					
Charitable activities		94,984	8,831	103,815	142,371
Support costs		50,349	-	50,349	59,611
Governance costs		1,248	-	1,248	1,008
Total		146,581	8,831	155,412	203,040
NET INCOME/(EXPENDITURE)		25,513	11,962	37,475	(46,866)
Transfers between funds	12	192,307	(192,307)	-	-
Net movement in funds		217,820	(180,345)	37,475	(46,866)
RECONCILIATION OF FUNDS					
Total funds brought forward		178,489	196,537	375,026	421,892
TOTAL FUNDS CARRIED FORWARD		396,309	16,192	412,501	375,026

The notes form part of these financial statements

Manor Training And Resource Centre Limited

Balance Sheet
31 July 2021

	Notes	Unrestricted fund £	Restricted fund £	31/7/21 Total funds £	31/7/20 Total funds £
FIXED ASSETS					
Tangible assets	8	152,112	-	152,112	158,232
Investment property	9	110,000	-	110,000	110,000
		262,112	-	262,112	268,232
CURRENT ASSETS					
Debtors	10	6,101	-	6,101	10,184
Cash at bank and in hand		136,774	16,192	152,966	103,416
		142,875	16,192	159,067	113,600
CREDITORS					
Amounts falling due within one year	11	(8,678)	-	(8,678)	(6,806)
NET CURRENT ASSETS		134,197	16,192	150,389	106,794
TOTAL ASSETS LESS CURRENT LIABILITIES		396,309	16,192	412,501	375,026
NET ASSETS		396,309	16,192	412,501	375,026
FUNDS	12				
Unrestricted funds				396,309	178,489
Restricted funds				16,192	196,537
TOTAL FUNDS				412,501	375,026

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 July 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 3rd May 2022 and were signed on its behalf by:

Mrs Samantha Nicholson - Trustee

Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income and endowments
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income
Investment income is recognised on a receivable basis

Expenditure
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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities
Income from charitable activities includes income recognised as earned (as the related goods or services are Provided) under contract.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

Investment property
Investment property was revalued on 31 July 2021. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

1. **ACCOUNTING POLICIES - continued**

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going Concern
With the support of existing lenders and creditors and the steps the trustees' have taken, since the Covid-19 pandemic, the trustees' consider the Charity to be a going concern.

Grants
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, its is recognised as deferred income.

Financial Instruments
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. **OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	31/7/21 Total funds £	31/7/20 Total funds £
Fundraising events	18	-	18	296

3. **INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	31/7/21 Total funds £	31/7/20 Total funds £
Rents received	8,400	-	8,400	12,000
Deposit account interest	69	-	69	69
	8,469	-	8,469	12,069

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/7/21	31/7/20
	£	£
Depreciation - owned assets	8,491	8,374

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

During the year Mr L Bagshaw had travel expenses paid totalling £60 (2020 - £963) There was no other trustees' expenses paid for in the year ended 31July 2021 nor for the year ended 31 July 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/7/21	31/7/20
Average number of employees	8	9

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,000	-	1,000
Charitable activities			
Charitable activities	113,621	15,990	129,611
Other trading activities	296	-	296
Investment income	12,069	-	12,069
Other income	13,198	-	13,198
Total	140,184	15,990	156,174
EXPENDITURE ON			
Raising funds	50	-	50
Charitable activities			
Charitable activities	130,611	11,760	142,371
Support costs	56,640	2,971	59,611
Governance costs	1,008	-	1,008
Total	188,309	14,731	203,040

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	(48,125)	1,259	(46,866)
RECONCILIATION OF FUNDS			
Total funds brought forward	226,614	195,278	421,892
TOTAL FUNDS CARRIED FORWARD	178,489	196,537	375,026

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 August 2020	200,000	271,730	471,730
Additions	-	2,371	2,371
At 31 July 2021	200,000	274,101	474,101
DEPRECIATION			
At 1 August 2020	51,867	261,631	313,498
Charge for year	4,000	4,491	8,491
At 31 July 2021	55,867	266,122	321,989
NET BOOK VALUE			
At 31 July 2021	144,133	7,979	152,112
At 31 July 2020	148,133	10,099	158,232

9. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 August 2020 and 31 July 2021	110,000
NET BOOK VALUE	
At 31 July 2021	110,000
At 31 July 2020	110,000

The investment property class of fixed assets was revalued on 31 July 2021 by the trustees, who are internal to the charity. The basis of this valuation was open market value.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/21	31/7/20
	£	£
Trade debtors	190	4,383
Other debtors	5	1,545
Prepayments	5,906	4,256
	6,101	10,184

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/21	31/7/20
	£	£
Trade creditors	7,538	5,906
Accrued expenses	1,140	900
	8,678	6,806

12. MOVEMENT IN FUNDS

	At 1/8/20	Net movement in funds	Transfers between funds	At 31/7/21
	£	£	£	£
Unrestricted funds				
General fund	178,489	25,513	192,307	396,309
Restricted funds				
Restricted funds	196,537	11,962	(192,307)	16,192
TOTAL FUNDS	375,026	37,475	-	412,501

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	172,094	(146,581)	25,513
Restricted funds			
Restricted funds	20,793	(8,831)	11,962
TOTAL FUNDS	192,887	(155,412)	37,475

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/8/19 £	Net movement in funds £	At 31/7/20 £
Unrestricted funds General fund	226,614	(48,125)	178,489
Restricted funds Restricted funds	195,278	1,259	196,537
TOTAL FUNDS	421,892	(46,866)	375,026

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	140,184	(188,309)	(48,125)
Restricted funds Restricted funds	15,990	(14,731)	1,259
TOTAL FUNDS	156,174	(203,040)	(46,866)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/19 £	Net movement in funds £	Transfers between funds £	At 31/7/21 £
Unrestricted funds General fund	226,614	(22,612)	192,307	396,309
Restricted funds Restricted funds	195,278	13,221	(192,307)	16,192
TOTAL FUNDS	421,892	(9,391)	-	412,501

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	312,278	(334,890)	(22,612)
Restricted funds			
Restricted funds	36,783	(23,562)	13,221
TOTAL FUNDS	349,061	(358,452)	(9,391)

Transfers between funds

The property and investment property have been transferred from restricted to unrestricted funds during the year, after significant research by the trustees confirmed they were not aware of any existing restrictions over the property.

13. RELATED PARTY DISCLOSURES

Samantha Nicholson is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,510 (2020 - Nil). The amount owed to Nicholson & Co Accouning Services at the balance sheet date is Nil (2020 - Nil).

Stuart Peaker is a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £4,249 (2020 - Nil). The amount owed to MRT at the balance sheet date is Nil (2020 - Nil)

Both the bookkeeping and IT Support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest risk arising from these contracts.

Manor Training And Resource Centre Limited

Detailed Statement of Financial Activities for the Year Ended 31 July 2021

	31/7/21 £	31/7/20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	501	1,000
Other trading activities		
Fundraising events	18	296
Investment income		
Rents received	8,400	12,000
Deposit account interest	69	69
	8,469	12,069
Charitable activities		
Course fees	111,088	107,509
Student fees	430	1,499
Administration fees	487	220
Class room hire	4,406	3,638
Grants	32,681	15,990
Equipment hire	425	755
	149,517	129,611
Other income		
Government Grants	34,382	13,198
Total incoming resources	192,887	156,174
EXPENDITURE		
Other trading activities		
Bad debts	-	50
Charitable activities		
Wages	88,051	119,145
Social security	1,536	4,314
Pensions	2,428	2,904
Staff training	2,828	2,158
Training and resources	6,350	9,926
Project expenditure	3,273	2,070
Travel	-	27
Volunteer expenditure	575	1,577
Publicity	-	240
Administration	25	10
	105,066	142,371

Detailed Statement of Financial Activities
for the Year Ended 31 July 2021

	31/7/21 £	31/7/20 £
Support costs		
Management		
Rates and water	1,219	2,650
Insurance	4,431	3,950
Light and heat	8,024	5,568
Telephone	3,639	3,241
Maintenance	9,645	21,470
Administration	4,528	5,365
Professional fees	8,382	8,145
Cleaning	715	814
Freehold property	4,000	4,000
Fixtures and fittings	4,491	4,374
	49,074	59,577
Finance		
Bank charges	24	34
Governance costs		
Accountancy	1,248	1,008
Total resources expended	155,412	203,040
Net income/(expenditure)	37,475	(46,866)

This page does not form part of the statutory financial statements

MANOR TRAINING AND RESOURCE CENTRE LTD

England & Wales - Charity number 1000516

Accounts

REGISTERED COMPANY NUMBER: 02159510 (England and Wales)
REGISTERED CHARITY NUMBER: 1000516

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 July 2021

for

Manor Training And Resource Centre Limited
(A Company Limited by Guarantee)

Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Manor Training And Resource Centre Limited

Contents of the Financial Statements for the Year Ended 31 July 2021

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 17
Detailed Statement of Financial Activities	18 to 19

Report of the Trustees
for the Year Ended 31 July 2021

The Trustees present their annual report and financial statements for the year ended 31 July 2021 which are also prepared to meet the requirements for a directors' report and account for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objects and principal activities are to:

- Advance education and relieve need amongst young and other unemployed, unwaged persons in Sheffield through the provision of gainful employment and of such training facilities as will enable them to acquire and develop vocational skills.

- Promote and provide advice and facilities for the advancement of education through training for employment and further education.

Significant activities

The main activities for the year continued to focus on the provision of training courses leading to vocational qualifications provided by the following awarding bodies:

Welsh Joint Education Committee (WJEC)

National Open College Network (NOCN)

Our building comprises of 6 teaching rooms, offices, reception and a coffee bar.

OBJECTIVES AND ACTIVITIES

Public benefit

The charity believes education and training open up opportunities for individual self development that enables people to take more control over their lives. It sees itself as an important innovator in the process and will provide the necessary skill base, friendly/family environment and professional approach that enable learners to feel comfortable in this environment so they can maximise their potential. It also, as a community owned organisation, makes itself accountable to all local residents. Our vision is of a local community in which all people are encouraged to become active lifelong learners and no one is deterred from benefiting from the courses which are on offer, for any reason.

Our area of benefit is the Manor Castle Ward of Sheffield and Sheffield as a whole, which is an area of over half a million people. Each year we publicise what is on offer widely.

Although we charge for some courses, people on JSA and ESA (WRAG) still receive free training, and under the Freedom and Flexibilities government agenda, providers can use their discretion on charging fees for learners in receipt of other benefits dependent on whether they are seeking employment. Fee paying learners can be referred, where appropriate, to local learner funds, which can be accessed. These are available for people who live or work in the area, and also for young people.

The building where delivery of courses takes place has disabled access giving access to all.

Courses are held mainly in school term time but we can meet learner demand and deliver to learners at other times.

Accredited courses all lead to nationally recognised qualifications to help people gain the skills to access further education or employment. All non-accredited courses have progression routes. The company has a robust equal opportunities policy, which is regularly reviewed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The charity has volunteers that help out by assisting in classroom and in admin or on reception. The charity pay for a small amount of the volunteers expenses.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following qualifications were gained by learners during the year 20/21:

- NCFE Functional Skills in English and Maths Entry Level 2

- NCFE Functional Skills in English and Maths Entry Level 3

- NCFE Functional Skills in English and Maths Level 1

- NCFE Functional skills in English and Maths Level 2

- WJEC GCSE English and Maths

Non-accredited course included courses in:

- ICT for Beginners

- English

- Maths

- Lexia

Commitment to Functional Skills is an integral part of the charity's infrastructure encompassing all provision, services and activities. There are three strands to this:

- Discrete Functional Skills courses

- Study support: one-to one; support in a group; within main programme

- Tutor support

FINANCIAL REVIEW

Financial position

The charity continues to be a financially secure organisation.

Principal funding sources

The charity's principal funder is the Skills Funding Agency, with funds currently being sub contracted via Sheffield College. MaTReC's funding through ASB for 20/21 is £150,000.

The annual membership fee remains at £5 payable by all learners for the new academic year 2020/21.

Investment policy and objectives

The charity owns 2 buildings on a leasehold basis. All our course provision is now in one main building.

Reserves policy

The Board of Directors have reviewed the charity's needs for reserves in line with guidance issued by the Charity Commission, in light of the main risks to the organisation. The charity has unrestricted free reserves of £396,309 (2020 - £178,489). This approximately covers 14 months running costs, as the budgeted expenditure for 2021 - 2022 is £155,487. The reserves are needed to meet the working capital requirements of the charity. The Board of Directors are confident that the current level of reserves will allow the charity to sustain its current activities.

FUTURE PLANS

The charity will continue to review and explore additional provision according to the needs and demands of learners, employers and government agendas. The charity will continue to identify and tender for relevant funding opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 1987 and registered as a charity on 3 October 1990. The company was established under a Memorandum of Association, which states the objects and powers of the company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £1. The members of the company are the enrolled body of learners and users who are residents in the Sheffield Ward district of Manor.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the articles are known as members of the Management Committee.

The maximum number of Management Commitee members allowed by the Articles is 20. Members are recruited from local partnership organisations, learners and those with appropriate skills in business management and education, which enhances the pool of trustees. Learners are also represented on the Board.

Each year at the AGM, all trustees stand down and a new Committee is elected by the members present. There is no limit on the number of times a trustee can be re-elected.

New members can also be co-opted at ordinary management Committee meetings.

Organisational structure

The Board of Directors meet bi-monthly, and are responsible for the strategic direction and policy of the charity.

Sub-groups meet and discuss the following: Quality, Policies, Personnel, Finance, Fundraising and Business Enterprise. The groups meet regularly and report their discussions and recommendations to the main Board meetings.

Day-to-day responsibility for provision of services rests with the Centre manager. The rest of the staff consists of support workers, domestics and tutors.

The centre manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators and outputs are met.

The Board of Directors monitors the strategic direction of the adult learning and training through regular performance updates from the Centre manager and statistical data, and sets future targets.

A self assessment report is produced annually.

Induction and training of new trustees

A formal system of inductions for Management Committee members is in place.

Related parties

The charity works closely with other organisations:

Manor Community Childcare Centre (Carol Jenkinson is a trustee)

Manor Development Company Trustee (Carol Jenkinson is a trustee)

Nicholson & Co Accountancy (Samantha Nicholson is a director)

MRT (Stuart Peaker is a director)

We have an on-going sub-contract with Sheffield College who draw down funding from the Skills Funding Agency.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees regularly review the major risks to which the charity is exposed and systems are in place to mitigate those risks. There is a strategic plan to address risk and allowing for diversification of funding and activities. Internal risks are controlled and minimised by the implementation of procedures for authorisation and checking of all transactions and projects, including a monthly internal audit of financial activity. Procedures are in place to ensure compliance with health and safety of staff, volunteers, learners and visitors to the centre(s).

The charity has Matrix standard and a robust quality improvement system. All policies are reviewed annually to ensure they continue to meet the needs of the charity.

The charity is inspected by Ofsted as a sub-contracting organisation of Sheffield College.

Financial risk

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances, cash and other receivables.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are bank with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant credit risk.

Liquidity risk

Liquidity risk is managed by ensuring sufficient funds are available for ongoing operations. There is no debt finance.

COVID-19 impact statement

The impact of Covid-19 on the operations of Manor Training & Resource Centre during this financial year was minimal as our training courses were moved online. Unfortunately some learners were unable to continue their learning online, so did leave their course. We have continued to deliver online learning since April 2020. There has been financial impact of approximately £30,000 (2020 - £11,000) due to some learners leaving, meaning we did not meet the contract value.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02159510 (England and Wales)

Registered Charity number

1000516

Registered office

304-308 Prince Of Wales Road
Sheffield
South Yorkshire
S2 1FF

Trustees
Mrs Carol Ann Jenkinson
Mrs Michelle Glover (appointed 24.3.21)
Mr Stuart Peaker (appointed 24.3.21)
Mrs Gale Hollis (appointed 12.5.21)
Mrs Samantha Nicholson (appointed 24.3.21)
Mr Lee Bagshaw (resigned 3.5.22)
Mrs Norma Armitage (resigned 1.2.21)
Mr David John Clarson (resigned 16.12.21)

Company Secretary
Mrs Carol Ann Jenkinson

Independent Examiner
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Bankers
HSBC
660 Staniforth Road
Darnall
Sheffield
South Yorkshire
S9 4LQ

Approved by order of the board of trustees on 3 May 2022 and signed on its behalf by:

C A Jenkinson

Mrs Carol Ann Jenkinson - Trustee

Independent examiner's report to the trustees of Manor Training And Resource Centre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Robert Hampstead FCA
Landin Wilcock & Co
Chartered Accountants
68 Queen Street
Sheffield
South Yorkshire
S1 1WR

Date: .....

Manor Training And Resource Centre Limited

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2021

	Notes	Unrestricted fund £	Restricted fund £	31/7/21 Total funds £	31/7/20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		501	-	501	1,000
Charitable activities					
Charitable activities		128,724	20,793	149,517	129,611
Other trading activities	2	18	-	18	296
Investment income	3	8,469	-	8,469	12,069
Other income		34,382	-	34,382	13,198
Total		172,094	20,793	192,887	156,174
EXPENDITURE ON					
Raising funds		-	-	-	50
Charitable activities					
Charitable activities		94,984	8,831	103,815	142,371
Support costs		50,349	-	50,349	59,611
Governance costs		1,248	-	1,248	1,008
Total		146,581	8,831	155,412	203,040
NET INCOME/(EXPENDITURE)		25,513	11,962	37,475	(46,866)
Transfers between funds	12	192,307	(192,307)	-	-
Net movement in funds		217,820	(180,345)	37,475	(46,866)
RECONCILIATION OF FUNDS					
Total funds brought forward		178,489	196,537	375,026	421,892
TOTAL FUNDS CARRIED FORWARD		396,309	16,192	412,501	375,026

The notes form part of these financial statements

Manor Training And Resource Centre Limited

Balance Sheet
31 July 2021

	Notes	Unrestricted fund £	Restricted fund £	31/7/21 Total funds £	31/7/20 Total funds £
FIXED ASSETS					
Tangible assets	8	152,112	-	152,112	158,232
Investment property	9	110,000	-	110,000	110,000
		262,112	-	262,112	268,232
CURRENT ASSETS					
Debtors	10	6,101	-	6,101	10,184
Cash at bank and in hand		136,774	16,192	152,966	103,416
		142,875	16,192	159,067	113,600
CREDITORS					
Amounts falling due within one year	11	(8,678)	-	(8,678)	(6,806)
NET CURRENT ASSETS		134,197	16,192	150,389	106,794
TOTAL ASSETS LESS CURRENT LIABILITIES		396,309	16,192	412,501	375,026
NET ASSETS		396,309	16,192	412,501	375,026
FUNDS	12				
Unrestricted funds				396,309	178,489
Restricted funds				16,192	196,537
TOTAL FUNDS				412,501	375,026

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 July 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 3rd May 2022 and were signed on its behalf by:

Mrs Samantha Nicholson - Trustee

Mrs Carol Ann Jenkinson - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation and functional currency is considered to be pounds sterling because this is the currency in the primary economic environment in which the Charity operates.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income and endowments
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income
Investment income is recognised on a receivable basis

Expenditure
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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities
Income from charitable activities includes income recognised as earned (as the related goods or services are Provided) under contract.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

Investment property
Investment property was revalued on 31 July 2021. Any aggregate surplus or deficit arising from the changes in market value is transferred to the profit and loss account.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

1. **ACCOUNTING POLICIES - continued**

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going Concern
With the support of existing lenders and creditors and the steps the trustees' have taken, since the Covid-19 pandemic, the trustees' consider the Charity to be a going concern.

Grants
Grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, its is recognised as deferred income.

Financial Instruments
Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

2. **OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	31/7/21 Total funds £	31/7/20 Total funds £
Fundraising events	18	-	18	296

3. **INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	31/7/21 Total funds £	31/7/20 Total funds £
Rents received	8,400	-	8,400	12,000
Deposit account interest	69	-	69	69
	8,469	-	8,469	12,069

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/7/21	31/7/20
	£	£
Depreciation - owned assets	8,491	8,374

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

During the year Mr L Bagshaw had travel expenses paid totalling £60 (2020 - £963) There was no other trustees' expenses paid for in the year ended 31July 2021 nor for the year ended 31 July 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/7/21	31/7/20
Average number of employees	8	9

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,000	-	1,000
Charitable activities			
Charitable activities	113,621	15,990	129,611
Other trading activities	296	-	296
Investment income	12,069	-	12,069
Other income	13,198	-	13,198
Total	140,184	15,990	156,174
EXPENDITURE ON			
Raising funds	50	-	50
Charitable activities			
Charitable activities	130,611	11,760	142,371
Support costs	56,640	2,971	59,611
Governance costs	1,008	-	1,008
Total	188,309	14,731	203,040

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	(48,125)	1,259	(46,866)
RECONCILIATION OF FUNDS			
Total funds brought forward	226,614	195,278	421,892
TOTAL FUNDS CARRIED FORWARD	178,489	196,537	375,026

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 August 2020	200,000	271,730	471,730
Additions	-	2,371	2,371
At 31 July 2021	200,000	274,101	474,101
DEPRECIATION			
At 1 August 2020	51,867	261,631	313,498
Charge for year	4,000	4,491	8,491
At 31 July 2021	55,867	266,122	321,989
NET BOOK VALUE			
At 31 July 2021	144,133	7,979	152,112
At 31 July 2020	148,133	10,099	158,232

9. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 August 2020 and 31 July 2021	110,000
NET BOOK VALUE	
At 31 July 2021	110,000
At 31 July 2020	110,000

The investment property class of fixed assets was revalued on 31 July 2021 by the trustees, who are internal to the charity. The basis of this valuation was open market value.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/21	31/7/20
	£	£
Trade debtors	190	4,383
Other debtors	5	1,545
Prepayments	5,906	4,256
	6,101	10,184

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/7/21	31/7/20
	£	£
Trade creditors	7,538	5,906
Accrued expenses	1,140	900
	8,678	6,806

12. MOVEMENT IN FUNDS

	At 1/8/20	Net movement in funds	Transfers between funds	At 31/7/21
	£	£	£	£
Unrestricted funds				
General fund	178,489	25,513	192,307	396,309
Restricted funds				
Restricted funds	196,537	11,962	(192,307)	16,192
TOTAL FUNDS	375,026	37,475	-	412,501

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	172,094	(146,581)	25,513
Restricted funds			
Restricted funds	20,793	(8,831)	11,962
TOTAL FUNDS	192,887	(155,412)	37,475

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/8/19 £	Net movement in funds £	At 31/7/20 £
Unrestricted funds General fund	226,614	(48,125)	178,489
Restricted funds Restricted funds	195,278	1,259	196,537
TOTAL FUNDS	421,892	(46,866)	375,026

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	140,184	(188,309)	(48,125)
Restricted funds Restricted funds	15,990	(14,731)	1,259
TOTAL FUNDS	156,174	(203,040)	(46,866)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/19 £	Net movement in funds £	Transfers between funds £	At 31/7/21 £
Unrestricted funds General fund	226,614	(22,612)	192,307	396,309
Restricted funds Restricted funds	195,278	13,221	(192,307)	16,192
TOTAL FUNDS	421,892	(9,391)	-	412,501

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	312,278	(334,890)	(22,612)
Restricted funds			
Restricted funds	36,783	(23,562)	13,221
TOTAL FUNDS	349,061	(358,452)	(9,391)

Transfers between funds

The property and investment property have been transferred from restricted to unrestricted funds during the year, after significant research by the trustees confirmed they were not aware of any existing restrictions over the property.

13. RELATED PARTY DISCLOSURES

Samantha Nicholson is the owner of Nicholson & Co Accounting Services, who provide bookkeeping services to the company. The total amount paid to Nicholson & Co Accounting Services during the year was £6,510 (2020 - Nil). The amount owed to Nicholson & Co Accouning Services at the balance sheet date is Nil (2020 - Nil).

Stuart Peaker is a director of MRT, who provide IT support services to the company. The total amount paid to MRT during the year was £4,249 (2020 - Nil). The amount owed to MRT at the balance sheet date is Nil (2020 - Nil)

Both the bookkeeping and IT Support contracts were in place before Samantha and Stuart became trustees and there are controls in place by the board to manage the conflict of interest risk arising from these contracts.

Manor Training And Resource Centre Limited

Detailed Statement of Financial Activities for the Year Ended 31 July 2021

	31/7/21 £	31/7/20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	501	1,000
Other trading activities		
Fundraising events	18	296
Investment income		
Rents received	8,400	12,000
Deposit account interest	69	69
	8,469	12,069
Charitable activities		
Course fees	111,088	107,509
Student fees	430	1,499
Administration fees	487	220
Class room hire	4,406	3,638
Grants	32,681	15,990
Equipment hire	425	755
	149,517	129,611
Other income		
Government Grants	34,382	13,198
Total incoming resources	192,887	156,174
EXPENDITURE		
Other trading activities		
Bad debts	-	50
Charitable activities		
Wages	88,051	119,145
Social security	1,536	4,314
Pensions	2,428	2,904
Staff training	2,828	2,158
Training and resources	6,350	9,926
Project expenditure	3,273	2,070
Travel	-	27
Volunteer expenditure	575	1,577
Publicity	-	240
Administration	25	10
	105,066	142,371

Detailed Statement of Financial Activities
for the Year Ended 31 July 2021

	31/7/21 £	31/7/20 £
Support costs		
Management		
Rates and water	1,219	2,650
Insurance	4,431	3,950
Light and heat	8,024	5,568
Telephone	3,639	3,241
Maintenance	9,645	21,470
Administration	4,528	5,365
Professional fees	8,382	8,145
Cleaning	715	814
Freehold property	4,000	4,000
Fixtures and fittings	4,491	4,374
	49,074	59,577
Finance		
Bank charges	24	34
Governance costs		
Accountancy	1,248	1,008
Total resources expended	155,412	203,040
Net income/(expenditure)	37,475	(46,866)

This page does not form part of the statutory financial statements