

COMPANY NUMBER 03961185

CHARITY NUMBER 1087955

**THE MANCHESTER
CATHEDRAL VISITOR CENTRE**

(A Company limited by guarantee)

Report and Financial Statements

Year Ended

31 December 2020

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Annual report and financial statements for the year ended 31 December 2020

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Trustees

The Very Reverend R.M. Govender
Mr J. Blakey
Ms C.A. Feeney J.P
Reverend Canon D.A. Holgate
Mr D.J. Horan
Mr R.H. Lloyd
Mr A. O'Connor
Mr N. Payne
Reverend Canon M.Z. Wall

Secretary and registered office

Mr D.J. Horan
Manchester Cathedral
Manchester
M3 1SX

Independent Auditors

BDO LLP
Two Snowhill
Birmingham
B4 6GA

Bankers

The Royal Bank of Scotland plc
St. Ann Street Office
St. Ann Street
Manchester
M60 2SS

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the trustees for the year ended 31 December 2020

The trustees present their annual report and the audited financial statements for the year ended 31 December 2020.

Governing Document

The Manchester Cathedral Visitor Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 27 March 2000. It is registered as a charity with the Charity Commission (1087955). In the event of the charity winding up each member shall contribute an amount not exceeding £10.

The Charity's objects in the Memorandum of Association were amended at an Extraordinary General Meeting of the Company on 10 May 2001.

The revised Charity's objects are to advance the education of the public in the history and heritage of Manchester Cathedral and the surrounding area in particular by the provision of a Visitor Centre.

In furtherance of the objects but not otherwise the Charity may exercise the following powers:

- (i) to provide, manage, operate and maintain the amenities and facilities of the Cathedral Visitor Centre of Manchester Cathedral;
- (ii) the preservation, protection and improvement of any building or buildings of historic, architectural or artistic or scientific interest and importance, and any other buildings, as shall or may at any time be vested in the Charity or in respect of which the Charity shall have any interest;
- (iii) the preservation, protection, and improvement of all furniture, pictures, historic records, books, manuscripts, porcelain, silver and gold, objects d'art and other chattels or items of national, historic, artistic, or scientific interest associated with or displayed in any such building or buildings or in Manchester Cathedral;
- (iv) the promotion of the religious purposes of Manchester Cathedral;
- (v) the advancement, improvement, promotion and development of the education of the public by promoting cultural, social and artistic including exhibitions, information services on themes relating to Manchester Cathedral and the Manchester Millennium Quarter, lectures, demonstrations, performances of drama, music, opera and ballet, dance, film shows, poetry readings, paintings and sculpture, literature and other arts.

Trustees

The Articles of Association provide that the number of trustees shall not be less than three but shall not exceed twelve at any one time.

The trustees of the company during the year were:

The Very Reverend R. M. Govender (Chapter Trustee)

Mr J. Blakey

Ms C.A. Feeney J.P

Reverend Canon D.A. Holgate

Mr D.J. Horan

Mr R.H. Lloyd

Mr A. O'Connor

Mr N. Payne

Reverend Canon M.Z. Wall

Cllr W. Jeavons resigned on 26 October 2020.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the trustees for the year ended 31 December 2020 (*continued*)

Activity

The wholly owned trading subsidiary of the company is Manchester Cathedral Ventures Limited. A company incorporated in England & Wales.

In preparing these financial statements advantage has been taken of the exemption not to prepare consolidated financial statements incorporating the results of its subsidiary.

Achievements and performance

During the year the company incurred building insurance, marketing costs, professional fees and building repairs in running the Manchester Cathedral Visitor Centre. These costs were mostly covered by the receipt of a deficit funding grant from Millennium Quarter Trust Ltd. The agreement was established as part of the arrangement for the City to acquire the former Visitor Centre shop following the IRA bomb damage in 1996 which allowed them to rebuild the city centre. The excess of expenditure over income of the company for the year ended 31 December 2020 was £862 (2019 £1,150).

The charity has improved the Visitor Centre experience by including better signage for Manchester City Centre's only scheduled ancient monument, the Hanging Bridge. In addition, the Volunteer Manager of Volition Community arranges for volunteers to organise visitor tours to commence in the building and the itinerary includes Hanging Bridge and Cathedral.

Plans for the future period

The trustees are concerned that the trading subsidiary will not be profitable during 2021 due to Covid-19 and are reviewing its activities.

Public Benefit

The trustees have had due regard to the Charity Commission guidance on public benefit.

Reserves policy and going concern

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The trustees consider that the ideal level of reserves as at 31 December 2020 would be £25,000. The trustees are working with the directors of the trading subsidiary to ensure that the current level of reserves improves. The Reserves at 31 December 2020 amounted to £10,447 (2019 £11,309)

Without the support of Millennium Quarter Trust which provides a deficit funding grant to the company and its subsidiary it is doubtful that the company could continue operating. Any profits from the subsidiary will be Gift Aided to the charity.

Risk management

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity and its subsidiary Manchester Cathedral Ventures Limited face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the trustees for the year ended 31 December 2020 (*continued*)

Risk management (*continued*)

This work has identified that financial sustainability is the major financial risk for both the charity and its subsidiary. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital by the Charity and its subsidiary company. Attention has also been focussed on non-financial risks arising from fire, health and safety of conference delegates and other visitors to the centre. These risks are managed by having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

The Trustees have revisited the going concern assessment in September 2021 following the outbreak of Covid-19 in early 2020. Although there has been some impact this has been quite minimal for the charity and has no material impact on the financial viability in the foreseeable future.

Trustees' responsibilities

The charity trustees (who are also directors of The Manchester Cathedral Visitor Centre for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and regulations.

Company law requires the charity trustees to prepare the financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the charity trustees must not approve the financial statements unless satisfied they give a true and fair view of the state of the company and the profit or loss of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

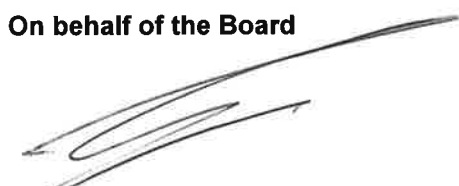
Each of the persons who are trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In preparing this trustees' report advantage has been taken of the small companies' exemption.

This report was approved by the board on 23 November 2021 and signed

On behalf of the Board



A. O'CONNOR- Director

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the independent auditors

INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF MANCHESTER CATHEDRAL VISITOR CENTRE

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31st December 2020 and of incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements of Manchester Cathedral Visitor Centre ("the Charitable Company") for the year ended 31st December 2020 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Charitable Company in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the independent auditors

INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF MANCHESTER CATHEDRAL VISITOR CENTRE (Continued)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees Report, other than the financial statements and our auditor's report thereon. The other information comprises: the Trustees Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Other Companies Act 2006 reporting

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of Company Law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report, which are included in the Trustees' Report, has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic report or the Trustee's report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion;

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the independent auditors

INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF MANCHESTER CATHEDRAL VISITOR CENTRE (Continued)

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under the Companies Act 2006 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We made enquiries of management. This included the following:

- how they have identified, evaluated and complied with laws and regulations and whether they were aware of any instances of non-compliance;
- their process for detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
- which internal controls have been established to mitigate risks related to fraud or non-compliance with laws and regulations.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Charity. These include, but are not limited to the Charities SORP and UK GAAP.

In addition, the Company is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: data protection. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Those Charged with Governance and other management and inspection of regulatory and legal correspondence if any.

We considered management's incentives and opportunities for fraudulent manipulation of the financial statements (including revenue recognition and the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to manipulate financial results and management bias in accounting estimates.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Report of the independent auditors

INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF MANCHESTER CATHEDRAL VISITOR CENTRE (Continued)

Audit response to risks identified

- We reviewed the financial statement disclosures and sample tested to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- We made enquiries of management;
- We reviewed minutes of meetings of those charged with governance;
- We reviewed any Serious Incident Reports submitted;
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments; assessed whether the judgements made in making accounting estimates are indicative of a potential bias; considered completeness of related party transactions; and evaluated the business rationale of any significant transactions that are unusual or outside the normal course of business; and

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

Kyla Bellingall

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Kyla Bellingall (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
Birmingham, UK
Date 26 November 2021

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Statement of Financial Activities (including Statement of Comprehensive Income) for the year ended 31 December 2020

	Note	2020 £	2019 £
Income:			
Income from donations and legacies		28,164	18,513
Total Income		<u>28,164</u>	<u>18,513</u>
Expenditure:			
Expenditure on charitable activities		29,026	19,663
Total Expenditure	3	<u>29,026</u>	<u>19,663</u>
Net expenditure and net movement of funds in year		(862)	(1,150)
Reconciliation of funds			
Unrestricted funds brought forward		11,309	12,459
Unrestricted funds carried forward	9	<u>10,447</u>	<u>11,309</u>

All funds are unrestricted.

All amounts relate to continuing activities.

All recognised gains and losses are included in the statement of financial activities.

The notes on pages 10 to 12 form part of these financial statements.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Balance sheet at 31 December 2020

COMPANY NUMBER 3961185

	Note	£	2020	£	£	2019	£
Fixed Assets							
Investments	5			3			3
Current assets							
Debtors	6	25,367			3,520		
Cash at bank and in hand		4,624			23,086		
		<u>29,991</u>			<u>26,606</u>		
Creditors: amounts falling due within one year	7	<u>(19,547)</u>			<u>(15,300)</u>		
Net current assets				10,444			11,306
Total assets less current liabilities				<u>10,447</u>			<u>11,309</u>
Net assets				<u>10,447</u>			<u>11,309</u>
The funds of the charity:							
Unrestricted income funds	9			10,447			11,309
				<u>10,447</u>			<u>11,309</u>

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

The financial statements were approved by the Board of trustees and authorised for issue on 23 November 2021.



R.M. GOVENDER

Trustee

The notes on pages 10 to 12 form part of these financial statements.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Notes forming part of the financial statements for the year ended 31 December 2020

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102) Second Edition October 2020, the Financial Reporting Standards applicable in the United Kingdom and the Republic of Ireland, applicable UK accounting standards, the Charities Act 2011 and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies.

Going Concern

The financial statements have been prepared on a going concern basis.

At the date of approval of these financial statements, the Trustees have performed an assessment of the company's cash position and forecasts which considers a period of at least 12 months from this date of approval.

The deficit funding grant from Millennium Quarter Trust Limited, which is in place until 23 July 2082, will cover the limited overheads the company incurs. The charity's annual income and overheads are stable, the forecasts confirm that the charity is able to manage its cashflows around the contribution from Millennium Quarter Trust Limited to enable the company to meet its obligations as they fall due.

On this basis, the trustees consider that there is no material uncertainty and that it is appropriate for the financial statements to be prepared on a going concern basis.

The following accounting policies have been applied:

Financial reporting standard 102 - reduced disclosure exemptions

the requirements of Section 3 Financial Statement Presentation paragraph 3.17 (d), namely the requirement to produce a statement of cash flows for the reporting period.

Judgements in applying accounting policies and key sources of estimation uncertainty

Trade debtors (see note 6). At each reporting date, trade debtors are assessed for recoverability. If there is any evidence of impairment, the carrying amount of the debtor is reduced to its recoverable amount. The impairment loss is recognised immediately in the income statement.

Income

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

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

Investment income is included when receivable.

Direct Charitable 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 settlement will be required and the amount of the obligation can be measured or estimated reliably. All expenditure is accounted for on an accruals basis.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to Manchester Cathedral Visitor Centre and the community served by Manchester Cathedral. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them including governance costs.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Notes forming part of the financial statements
for the year ended 31 December 2020 (*continued*)

2 Trustees remuneration

None of the trustees received any remuneration in the year (2019 -£Nil). No trustee expenses have been incurred in the year (2019 - £Nil).

3 Net Income for the year

	2020 £	2019 £
This is arrived at after charging:		
Auditors' remuneration	2,276	2,276
	<u>2,276</u>	<u>2,276</u>

4 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1998 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

5 Investments

	2020 £	2019 £
Investment in subsidiary	3	3
	<u>3</u>	<u>3</u>
The wholly owned subsidiary is Manchester Cathedral Ventures Limited incorporated in England and Wales (Number 04223628).		

6 Debtors:

	2020 £	2019 £
Manchester Cathedral Ventures Limited	11,831	-
Other debtors	13,536	3,520
	<u>25,367</u>	<u>3,520</u>

7 Creditors: amounts falling due within one year

	2020 £	2019 £
Amounts due to related party (note 8)	-	1,712
Accruals and deferred income	19,547	13,588
	<u>19,547</u>	<u>15,300</u>

The amounts due to the related parties were interest free and unsecured.

THE MANCHESTER CATHEDRAL VISITOR CENTRE

Notes forming part of the financial statements
for the year ended 31 December 2020 (*continued*)

8 Amounts are due to related parties as follows:

	2020 £	2019 £
<i>Within one year:</i>		
Manchester Cathedral Ventures Limited	-	1,712
	<u> </u>	<u> </u>

9 Unrestricted Funds

	2020 £	2019 £
1 January	11,309	12,459
Income	28,164	18,513
Expenditure	(29,026)	(19,663)
	<u> </u>	<u> </u>
31 December	10,447	11,309
	<u> </u>	<u> </u>