

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
MANALIVE**

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES

Objectives and aims

- A. The advancement of Christianity in accordance with the experience of the Catholic Church; and
- B. The relief of poverty in accordance with the Christian concept of charity by such means as the Trustees shall decide from time to time.

In order to achieve these objectives the charity has powers, without limitation, to raise funds; organise retreats, pilgrimages and other moments of worship; hold public cultural events and meetings; organise works of charity as a means of testifying to the Christian experience; sell books and magazines and other literary material; make donations to individuals to enable them to attend retreats and similar events; organise other social events to witness to the Christian experience; carry out occasional trading activity to raise funds solely to be used for the objects of the charity.

The benefits of the charity are open to everyone although in practice most people attending meetings etc organised by the charity are Christians or people thinking of becoming Christians.

The benefit which arises from all the activities organised - whether retreats, public presentations, sale of books - is the help given to participants to become more fully aware of the presence and love of God in their lives. This in turn motivates and supports beneficiaries in opening their lives in love to other people - to their families, friends, work colleagues and strangers. In this way the charity benefits not just the beneficiaries individually but society as a whole.

Pre-pandemic the main activity undertaken by the charity was organising the following events:

- A weekend retreat with Fr Julian Carron, the head of Communion and Liberation
- A weekend retreat involving live satellite connection to listen to talks given by Fr Julian Carron to the Fraternity of Communion and Liberation.
- A week-long retreat/holiday in the summer.
- A half day public meeting to mark the start of the academic year.
- A "Way of the Cross" procession around the City of London on Good Friday.
- A cultural event called The London Encounter, typically consisting of exhibitions, talks, and an artistic event.

Due to COVID-19 in 2020 the Charity significantly reduced the number of events held. All events usually organised in April, May, July and September were cancelled or not scheduled in the first place. Where possible some events took place in an "online-only" format.

Public benefit

The Charity is a public benefit entity. The Trustees believe that no detriment or harm arises to anyone from carrying out the charity's aims. While there are many people who do not share Christian, or any,

religious belief, the Trustees believe that teaching Christ's love for mankind opens people to accept and embrace everyone irrespective of their belief and is therefore a source of harmony and benefit in society.

The Trustees confirm they have had due regard to the guidance on public benefit issued by the Charity Commission in deciding what activities the charity should undertake.

Volunteers

Organising our events would be impossible without the support of a number of volunteers throughout the year.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The weekend retreat organised in January with Fr Julian Carron, the head of Communion and Liberation, was the only in-person event organised by the charity in 2020. The retreat was attended by approximately 400 people from the UK, Scandinavia, the Netherlands, Luxembourg, Ireland and Malta. The event was held at the Wokefield Park Hotel in Berkshire.

The annual "Way of the Cross" procession around the City of London had to be cancelled due to the COVID emergency and was replaced by an online moment of recollection organised in conjunction with Communion and Liberation for the Christian holy day of Good Friday. This involved prayer, Gospel readings, meditation and choral music. The event was free of charge and public in nature.

Due to the pandemic, the weekend retreats scheduled for April and May had to be cancelled. All the registration fees collected for these events were refunded.

Likewise, the traditional week-long retreat/holiday, usually scheduled for July, and the public meeting ('Beginning Day') usually held in Central London in October had to be cancelled.

Throughout the year books were acquired and sold at the various meetings organised by the charity and by Communion and Liberation. These books are specifically chosen because their content demonstrates man's search for meaning and are an aid in the education to religiosity.

FINANCIAL REVIEW

Principal funding sources

The charity is funded by passing on the cost of retreats and other events (in person or online) to the participants and by donations.

Income for the year from the above activities and donations was £ 87,955 and expenditure was £ 67,835 giving a surplus in the year of £ 20,120.

The charity does not have any employees and the Trustees do not charge for their time. They are only reimbursed direct expenses incurred on behalf of the charity.

Since October 2017 the charity has been supported in the organisation of its activities by an external consultant supplying administrative services for approximately 40 hours a month.

The charity does not own any real estate, it is not involved in any investment activity and does not hold any financial investment.

Reserves policy

The Charity maintains a reserve because it tends to pay for venues before receiving full payments from event participants. Based on timing and size of the cash flow for our events a reserve to cover 3-6 months' expense is considered appropriate by the trustees.

There are no material uncertainties about the charity's ability to continue as a going concern.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Declaration of Trust made on 15 November 2003 and amended by a Supplemental Deed on 19 September 2004.

Recruitment and appointment of new trustees

Recruitment and appointment of new trustees is by the existing trustees. In order to achieve its objects the charity works closely with the Catholic ecclesial movement Communion and Liberation, in particular helping to organise public events. All the trustees adhere to this movement.

The day-to-day activities of Manalive are carried out by an Executive Committee which is overseen by the Board of Trustees.

Executive Committee

The Executive Committee consists of three people and has power delegated to it to act on behalf of the Trustees in running the Charity and in particular to approve any expenditure necessary for carrying out the aims of the Charity.

The members of the Executive Committee in 2020 were Roger Sylvester, Davide Manstretta (resigned 1st January 2021) and Francesco Perazzini.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1106302

Principal address

Pembroke Lodge, 3 Pembroke Rd, Ruislip HA4 8NQ

Trustees (as of the reporting date or who served within the reporting period)

R Sylvester

G Mazzi

D Manstretta (resigned 01/01/2021)

J Morgan

F Perazzini

M Sinisi (resigned 16/09/2020)

R Solomon (resigned 16/09/2020)

All significant financial, strategic etc decisions are taken by the Trustees.

Independent examiner

Glyn Woon-Sam MAAT

Crown Accountants

Pembroke Lodge,

3 Pembroke Rd,

Ruislip

HA4 8NQ

Bankers

Barclays Bank

81 Fleet St, London EC4Y 1ELA

Approved by order of the board of trustees on 26 October 2020 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'R Sylvester', with a long horizontal stroke extending to the right.

R Sylvester – Trustee

TRUSTEES RESPONSIBILITY STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MANALIVE

I report on the accounts for the year ended 31 December 2020 set out on the following pages.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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

Glyn Woon-Sam MAAT
Crown Accountants
Pembroke Lodge,
3 Pembroke Rd,
Ruislip
HA4 8NQ

26 October 2020


STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

		2020	2019
		Unrestricted fund	Unrestricted fund
	<i>Notes</i>	<i>£</i>	<i>£</i>
INCOME AND ENDOWMENTS FROM			
Donations and legacies		40,786	17,974
Charitable activities			
General activities		47,169	132,677
Other trading activities	2	-	595
Total		87,955	151,246
 EXPENDITURE ON			
Charitable activities			
General activities		67,835	143,773
Other activities		-	-
Total		67,835	143,773
 NET INCOME/(EXPENDITURE)		20,120	7,473
 RECONCILIATION OF FUNDS			
 Total funds brought forward		78,793	71,320
 TOTAL FUNDS CARRIED FORWARD		98,913	78,793

BALANCE SHEET AT 31 DECEMBER 2020

		2020 Unrestricted fund £	2019 Unrestricted fund £
	<i>Notes</i>		
FIXED ASSETS			
Tangible assets	4	85	389
CURRENT ASSETS			
Stocks	5	174	287
Debtors	6	17,258	59,700
Cash at bank and in hand		83,643	60,364
		101,075	120,351
CREDITORS			
Amounts falling due within one year	7	2,247	41,946
NET CURRENT ASSETS		98,828	78,405
TOTAL ASSETS LESS CURRENT LIABILITIES		98,913	78,793
NET ASSETS		98,913	78,793
FUNDS	8		
Unrestricted funds		98,913	78,793
TOTAL FUNDS		98,913	78,793

The financial statements were approved by the Board of Trustees on 26 October 2020 and were signed on its behalf by:



R Sylvester –Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity have been prepared in accordance with the Charities SORP (FRS 102) that applies the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The financial statements have been prepared under the historical cost convention.

Income

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.

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.

Tangible fixed assets

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

Computer and audio-visual equipment - 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items.

Taxation

The charity is exempt from tax on its charitable activities.

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.

2. OTHER TRADING ACTIVITIES

	2020 Unrestricted fund £	2019 Unrestricted fund £
Activities for generating funds	-	595

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

4. FIXED ASSETS

	Net Book Value 2019 £	New Fix Assets 2020	Depreciation 2020 £	Net Book Value 2020 £
Tangible assets	389	128	431	85

5. STOCKS

	2020 Unrestricted fund £	2019 Unrestricted fund £
Stocks	174	287

Stock consists of books and CDs held for sale at the events organised during the year.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 Unrestricted fund £	2019 Unrestricted fund £
Trade debtors	-	-
Other debtors	16,958	59,400
Total	16,958	59,400

The year-end Debtors figure largely represents deposits paid to venues for events which did not take place in 2020. The deposits have been rolled forward for future use.

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	Unrestricted fund	Unrestricted fund
	£	£
Trade creditors	1,860	432
Other creditors	387	41,514
Total	2,247	41,946

By far the largest component of the 2019 Other Creditors related to payments received in advance of the January 2020 retreat. No January retreat was held in 2020, hence Other Creditors was much smaller for the 2020 year-end.

8. MOVEMENT IN FUNDS

	At 1.1.20	Net Movement in Funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	78,793	20,120	98,913
TOTAL FUNDS	78,793	20,120	98,913

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

	Incoming Resources	Resources Expended	Movement in Funds
	£	£	£
Unrestricted funds			
General fund	87,955	- 67,835	20,120
TOTAL FUNDS	87,955	- 67,835	20,120

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	-
Donations	40,786	17,974
Total	40,786	17,974
Other Trading Activities		
Activities for generating funds	-	595
Charitable activities		
Retreat with Fr Carron	45,734	57,496
Retreats - other	-	27,640
Holiday retreats	-	34,316
Events - other	982	1,725
Sale of books	245	1,248
Sale of posters	208	226
Pilgrimages	-	-
London Encounter	-	10,026
Total	47,169	132,677
Total incoming resources	87,955	151,246

EXPENDITURE

Charitable activities

Retreat with Fr Carron	55,595	56,437
Retreat - other	-	30,971
Holiday retreat	-	37,771
Events - other	4,379	8,382
Cost of books sold	195	1,236
Poster printing	60	155
London Encounter costs	-	-
Web and social media costs	974	653
Total	61,204	135,605

Other

Donation	-	962
Total	-	962

Support Costs

Management

Insurance	1,041	1,139
Storage costs	2,826	1,498
Administrative Services	1,648	3,497
Computer costs	86	86
Depreciation	431	389
Total	6,033	6,609

Finance

Bank charges	149	166
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Governance costs

Accountancy and legal fees	450	432
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Total resources expended

67,836	143,773
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Net income/(expenditure)

20,120	7,473
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ANALYSIS OF SUPPORT & GOVERNANCE COSTS FOR THE YEAR ENDED 31 DECEMBER 2020

To ensure that the accounts present the costs of activities fairly, the following principles are applied:

- Direct costs attributable to a single activity are allocated directly to that activity
- Shared governance costs which contribute directly to more than one activity are apportioned between those activities
- Support costs which are not attributable to a single activity are also apportioned between the activities being supported.

Historically, Insurance, Storage and Governance Costs had been apportioned to the major events (Retreat with Fr Carron, Retreat Other, Holiday Retreats) in proportion to the actual cost of running each event.

Given the Charity's reduced activity caused by the COVID pandemic, the costs above have been allocated only to the events effectively held (in person or online) in 2020.

The Administrative Services were historically allocated to the events supported in proportion to the turnover of the event, which was considered a fair reflection of the work involved to organise them.

In 2020 the cost for Admin Services have been allocated primarily to the 'Retreat with Fr Carron' event (60%), and to 'Other events' (20%). The remaining component has been equally allocated (10%) to 'Retreats – other' and 'Holiday retreats' in consideration of the work required to manage the cancellation of the event and the refund of subscription fees already collected.

Allocation Policy	Retreat with Fr Carron	Retreats - other	Holiday retreats	Events - other
Insurance	80%	0%	0%	20%
Storage costs	80%	0%	0%	20%
Administrative Services	60%	10%	10%	20%
Governance Costs	80%	0%	0%	20%

Cost Allocation	Retreat with Fr Carron	Retreats - other	Holiday retreats	Events - other	Total
	£	£	£	£	£
Insurance	833	-	-	208	1,041
Storage costs	2,261	-	-	565	2,826
Administrative Services	989	165	165	330	1,648
Governance Costs	360	-	-	90	450