

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023
FOR
MANALIVE**

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

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.

The main activity undertaken by the charity in 2023 was organising the following events:

- A weekend retreat involving live satellite connection to listen to talks given by Fr Mauro - Giuseppe Lepori to the Fraternity of Communion and Liberation.
- Two week-long retreat/holidays 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.

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

Once again we had a full schedule of in-person events. The public “Beginning Day” meeting was held in late September in Central London. September also saw a public presentation of the book “The Religious Sense” in Westminster Cathedral Hall. One-day retreats for the Lent and Advent seasons were held in February and November. Two residential weekend retreats were held in April. Two residential holiday-retreats were held in the summer.

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 was £ 72,564 and expenditure was £ 91,947 giving a deficit in the year of £ 19,383.

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.

The deficit incurred in 2023 has caused a reduction in the total funds held by the charity, but the trustees are monitoring the situation: reserve levels remain healthy and 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 2023 were Roger Sylvester, Francesco Perazzini and Stefano Brasca.

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

J Morgan

F Perazzini

S Brasca

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

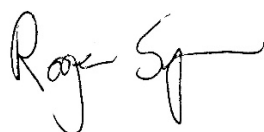
HA4 8NQ

Bankers

Barclays Bank

81 Fleet St, London EC4Y 1ELA

Approved by order of the board of trustees on 09-Oct-2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'R Sylvester', with a stylized flourish at the end.

R Sylvester – Trustee

TRUSTEES RESPONSIBILITY STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2023

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 2023 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

30-Sep-2024


STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

| STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023 | | | |
|---|--------------|----------------------|----------------------|
| | | 2023 | 2022 |
| | | Unrestricted fund | Unrestricted fund |
| | <i>Notes</i> | <i>£</i> | <i>£</i> |
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | | 15,267 | 17,755 |
| Charitable activities | | | |
| General activities | | 57,297 | 70,654 |
| Other trading activities | 2 | - | - |
| Total | | <u>72,564</u> | <u>88,409</u> |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| General activities | | 91,947 | 94,247 |
| Other activities | | - | - |
| Total | | <u>91,947</u> | <u>94,247</u> |
| NET INCOME/(EXPENDITURE) | | - 19,383 | - 5,838 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | <u>99,091</u> | <u>104,929</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>79,709</u></u> | <u><u>99,091</u></u> |

BALANCE SHEET AT 31 DECEMBER 2023

| | | 2023 Unrestricted fund £ | 2022 Unrestricted fund £ |
|--|---|-----------------------------------|-----------------------------------|
| FIXED ASSETS | | | |
| Tangible assets | 4 | 751 | 1,417 |
| CURRENT ASSETS | | | |
| Stocks | 5 | 243 | 172 |
| Debtors | 6 | 25,674 | 10,290 |
| Cash at bank and in hand | | 54,890 | 88,475 |
| | | 80,807 | 98,937 |
| CREDITORS | | | |
| Amounts falling due within one year | 7 | 1,849 | 1,263 |
| NET CURRENT ASSETS | | 78,958 | 97,674 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 79,709 | 99,091 |
| NET ASSETS | | 79,709 | 99,091 |
| FUNDS | 8 | | |
| Unrestricted funds | | 79,709 | 99,091 |
| TOTAL FUNDS | | 79,709 | 99,091 |

The financial statements were approved by the Board of Trustees on 9 October 2024 and were signed on its behalf by:



R Sylvester –Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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

| | 2023 Unrestricted fund £ | 2022 Unrestricted fund £ |
|---------------------------------|-----------------------------------|-----------------------------------|
| Activities for generating funds | - | - |

3. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

4. FIXED ASSETS

| | Net Book Value 2022 £ | New Fixed Assets 2023 | Depreciation 2023 £ | Net Book Value 2023 £ |
|-----------------|-----------------------------|--------------------------|---------------------------|-----------------------------|
| Tangible assets | 1,417 | - | 666 | 751 |

5. STOCKS

| | 2023 Unrestricted fund £ | 2022 Unrestricted fund £ |
|--------|-----------------------------------|-----------------------------------|
| Stocks | 243 | 172 |

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

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

The year-end Debtors figure largely represents deposits paid to venues for events taking place in 2024, and which were expensed during 2024 as the events took place.

| | 2023 Unrestricted fund £ | 2022 Unrestricted fund £ |
|---------------|-----------------------------------|-----------------------------------|
| Trade debtors | 819 | - |
| Other debtors | 24,855 | 10,290 |
| Total | 25,674 | 10,290 |

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2023 Unrestricted fund £ | 2022 Unrestricted fund £ |
|-----------------|-----------------------------------|-----------------------------------|
| Trade creditors | 1,152 | 576 |
| Other creditors | 697 | 687 |
| Total | 1,849 | 1,263 |

8. MOVEMENT IN FUNDS

| | At 1.1.23 £ | Net Movement in Funds £ | At 31.12.23 £ |
|---------------------------|-------------------|-------------------------------|---------------------|
| Unrestricted funds | | | |
| General fund | 99,091 | - 19,383 | 79,709 |
| TOTAL FUNDS | 99,091 | - 19,383 | 79,709 |

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

| | Incoming Resources £ | Resources Expended £ | Movement in Funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 72,564 | 91,947 | - 19,383 |
| TOTAL FUNDS | 72,564 | 91,947 | - 19,383 |

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

| | 2023 | 2022 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Donations | 15,267 | 17,755 |
| Total | <u>15,267</u> | <u>17,755</u> |
| Other Trading Activities | | |
| Activities for generating funds | - | - |
| Charitable activities | | |
| Retreats - other | 30,210 | 22,437 |
| Holiday retreats | 22,985 | 43,268 |
| Events - other | 3,243 | 2,032 |
| Sale of books | 639 | - |
| Sale of posters | 221 | 203 |
| Pilgrimages | - | 2,714 |
| Total | <u>57,297</u> | <u>70,654</u> |
| Total incoming resources | 72,564 | 88,409 |

EXPENDITURE

Charitable activities

| | | |
|--------------------|---------------|---------------|
| Retreat - other | 30,322 | 23,088 |
| Holiday retreats | 31,053 | 49,315 |
| Pilgrimages | - | 3,543 |
| Events - other | 19,401 | 9,007 |
| Cost of books sold | 640 | 2 |
| Poster printing | 163 | 208 |
| Postage costs | - | 40 |
| Total | 81,579 | 85,203 |

Other

| | | |
|--------------|----------|------------|
| Donation | - | 264 |
| Total | - | 264 |

Support Costs

Management

| | | |
|----------------------------|--------------|--------------|
| Insurance | 1,498 | 796 |
| Storage costs | 3,264 | 2,972 |
| Administrative Services | 3,200 | 2,508 |
| Web and social media costs | 1,030 | 1,018 |
| Depreciation | 666 | 814 |
| Total | 9,658 | 8,108 |

Finance

| | | |
|--------------|-----|-----|
| Bank charges | 134 | 134 |
|--------------|-----|-----|

Governance costs

| | | |
|----------------------------|-----|-----|
| Accountancy and legal fees | 576 | 538 |
|----------------------------|-----|-----|

| | | |
|---------------------------------|---------------|---------------|
| Total resources expended | 91,947 | 94,247 |
|---------------------------------|---------------|---------------|

| | | |
|---------------------------------|----------------|---------------|
| Net income/(expenditure) | -19,383 | -5,838 |
|---------------------------------|----------------|---------------|

ANALYSIS OF SUPPORT & GOVERNANCE COSTS FOR THE YEAR ENDED 31 DECEMBER 2023

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.

Support and Governance Costs are apportioned to the major categories of event (Retreat Other, Holiday Retreats, Other Events) in approximate proportion to the actual cost of running each event.

| Allocation Policy | Retreats - other | Holiday retreats | Events - other |
|--------------------------|-------------------------|-------------------------|-----------------------|
| Insurance | 25% | 50% | 25% |
| Storage costs | 25% | 50% | 25% |
| Administrative Services | 25% | 50% | 25% |
| Web & Social Media | 25% | 50% | 25% |
| Depreciation | 25% | 50% | 25% |
| Governance Costs | 25% | 50% | 25% |

| Cost Allocation | Retreats - other | Holiday retreats | Events - other | Total |
|-------------------------|-------------------------|-------------------------|-----------------------|--------------|
| | £ | £ | £ | £ |
| Insurance | 374 | 749 | 374 | 1,498 |
| Storage costs | 816 | 1,632 | 816 | 3,264 |
| Administrative Services | 800 | 1,600 | 800 | 3,200 |
| Web & Social Media | 258 | 515 | 258 | 1,030 |
| Depreciation | 167 | 333 | 167 | 666 |
| Total | 2,414 | 4,829 | 2,414 | 9,658 |
| Governance Costs | 144 | 288 | 144 | 576 |