

# MANCROFT ADVICE PROJECT (MAP)

England & Wales · Charity number 1107927

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">05249208</a>                                |
| Registered     | 2005-02-03                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| Address | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF |
| Phone   | 01603766994                                                          |
| Email   | <a href="mailto:info@map.uk.net">info@map.uk.net</a>                 |
| Website | <a href="http://www.map.uk.net">www.map.uk.net</a>                   |

## Activities

**Objects:** TO ADVANCE EDUCATION AMONG YOUNG PEOPLE UNDER THE AGE OF 25 BY THE PROVISION OF A YOUNG PEOPLE'S INFORMATION , ADVICE, ADVOCACY AND COUNSELLING SERVICE.TO PROMOTE, PRESERVE AND PROTECT THE HEALTH OF YOUNG PEOPLE IN NORFOLK AND THE EASTERN REGION THROUGH THE PROVISION OF SUPPORT, EDUCATION AND PRACTICAL ADVICE. (FOR THE PURPOSES OF CLARIFICATION IN THIS DOCUMENT, THE EASTERN REGION IS DEFINED AS NORFOLK, SUFFOLK, CAMBRIDGESHIRE, BEDFORDSHIRE, ESSEX AND HERTFORDSHIRE COUNTIES).THE RELIEF OF POVERTY AMONG YOUNG PEOPLE IN NORFOLK AND THE EASTERN REGION.TO PROMOTE THE EDUCATION OF THOSE DEALING WITH YOUNG PEOPLE BY MEANS OF TRAINING, SUPPORT AND DEVELOPMENT.

**Activities:** MAP provides free, confidential advice, counselling and youth work services for young people aged uped to 25. There is a Norwich city centre drop-in each weekday and in Great Yarmouth on Mondays, Wednesdays and Fridays; and other services across Norfolk.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People

## Geography

- **Area of benefit:** NORFOLK,SUFFOLK,CAMBRIDGESHIRE, BEDFORDSHIRE, ESSEX AND HERTFORDSHIRE.
- Norfolk
- Suffolk

## Finances

| Period end | Income     | Expenditure | Assets     | Employees |
|------------|------------|-------------|------------|-----------|
| 2025-03-31 | £4,272,219 | £4,031,198  | £2,443,216 | 109       |
| 2024-03-31 | £3,546,601 | £3,598,426  | £2,202,195 | 77        |
| 2023-03-31 | £3,816,247 | £3,154,424  | £2,254,020 | 78        |
| 2022-03-31 | £2,780,213 | £2,641,992  | £1,592,197 | 91        |
| 2021-03-31 | £2,547,448 | £2,148,594  | £1,453,976 | 59        |

## Trustees

| Name                         | Role  | Appointed  |
|------------------------------|-------|------------|
| Caroline Billings            | Chair | 2017-02-06 |
| Darren Lee Slowther          |       | 2024-02-26 |
| Gita Prasad                  |       | 2021-02-22 |
| Hannah Rose Lewis            |       | 2025-09-29 |
| Jonathan Philip Mason-Gordon |       | 2024-09-30 |
| Kathryn Blake-Holmes         |       | 2021-12-13 |
| Lucy Spratling               |       | 2022-06-06 |
| Rev Edward John Carter       |       | 2019-07-01 |

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# Accounts

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# Trustees' Reports and Financial Statements

**For the year ended 31st March 2025**

Charity number: 1107927

Company number: 05249208



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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**MANCROFT ADVICE PROJECT (MAP)**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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|                                  |                                                                                                                                                                                                                                                                                                    |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                  | C M Billings, Chair<br>K A Blake-Holmes<br>K Buchanan<br>The Revd E J Carter<br>H R Lewis (appointed 29 September 2025)<br>J P Mason-Gordon (appointed 30 September 2024)<br>I V McGuire (resigned 1 September 2025)<br>G Prasad<br>D Roe (resigned 27 June 2024)<br>D L Slowther<br>L K Spratling |
| <b>Company registered number</b> | 05249208                                                                                                                                                                                                                                                                                           |
| <b>Charity registered number</b> | 1107927                                                                                                                                                                                                                                                                                            |
| <b>Registered office</b>         | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF                                                                                                                                                                                                                               |
| <b>Company secretary</b>         | D Mobbs                                                                                                                                                                                                                                                                                            |
| <b>Chief executive officer</b>   | D Mobbs                                                                                                                                                                                                                                                                                            |
| <b>Independent auditors</b>      | BW Audit Ltd<br>Chartered Accountants<br>Berry & Warren<br>54 Thorpe Road<br>Norwich<br>NR1 1RY                                                                                                                                                                                                    |
| <b>Bankers</b>                   | CAF Bank Limited<br>25 Kings Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ                                                                                                                                                                                                              |
| <b>Patrons</b>                   | Mr William Armstrong OBE<br>Lady Philippa Dannatt MBE, HM Lord-Lieutenant of Norfolk<br>The Rt Hon Sir Norman Lamb<br>His Honour Judge Jeremy Richards                                                                                                                                             |

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**MANCROFT ADVICE PROJECT (MAP)**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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The Trustees present their annual report together with the audited financial statements of the charity for the year 1 April 2024 to 31 March 2025. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Policies and objectives**

***MAP's vision is that:***

All young people will know what it is to be valued, and that they will have the support and information they need to make a successful transition to adulthood.

***Mission Statement***

The Mancroft Advice Project exists to provide quality information, advice, counselling and support for the holistic development of young people aged under the age of 25 in Norwich and Norfolk.

***Objects***

- To advance education among young people under the age of 25 by the provision of a young people's information, advice, advocacy and counselling service.
- To promote, preserve and protect the health of young people in Norfolk and Suffolk through the provision of support, education and practical advice.
- The relief of poverty among young people in Norfolk and Suffolk.
- To promote the education of those dealing with young people by means of training, support and development.

The Project receives considerable assistance in its activities from unpaid volunteers. This assistance is unquantifiable but without it the Project would not be able to pursue its current level of activity.

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**MANCROFT ADVICE PROJECT (MAP)**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Objectives and activities (continued)**

***Public benefit***

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Board of Trustees consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objects, its services being available to all young people aged up to 25 in Norfolk and Suffolk.

As set out above, the benefits that arise from the aims are the improved wellbeing of young people and their successful transition to adulthood. Many of those who access our services are already socially excluded or are at risk of social exclusion. MAP provides targeted support to young people experiencing deprivation; especially in parts of Norwich and Great Yarmouth where in certain wards as many as 50% of children and young people live in income deprived households. Youth unemployment is at high levels. Services are accessible via appointment or the drop-in at the project, or via our outreach work in schools, hostels and other agencies

**Achievements and plans for the future**

**a. Main achievements of the charity**

It has been another impressive year for MAP. The mental health services we provide for the NHS are some of the best performing across the country. We are a very important partner locally, ensuring services are responsive and accessible. Our advice services are reaching more young people with ever complex problems, including homelessness, debt and unemployment. Our youth work services have done so much, from outdoor activities to campaigns to make playgrounds more accessible. Young people tell us how much they value our support, how they feel listened to, not judged and supported in the way they need. We have also trained thousands of local professionals to improve their knowledge and skills.

The year has had challenges. Our funding is under more pressure. Young people are facing multiple crises, like homelessness, destitution, discrimination, low wages and benefits cuts; severe mental health problems including suicide and self-harm, low school attainment and health inequalities, with increasing levels of extremism and within a worsening climate crisis. We have a lot to manage.

What makes us who we are is a strong collaboration between our staff, supporters and young people, working on our mission and sharing our values. We'd like to thank our supporters and partners for working with us, especially the NHS, Norfolk County Council and all the trusts and foundations who fund and advocate for our work. Finally, a huge thanks goes to our staff and volunteers. Without their hard work, talents and commitment to our values we would not make the impact we do.

  
**Caroline Billings**

**Chair of Trustees**

  
**Dan Mobbs**

**Chief Executive**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Achievements and plans for the future (continued)**

**b. Impact**

We support young people across Norfolk and in Suffolk to have a successful transition to adulthood by providing advice, counselling and youth work. Through campaigning, advising and training, we work to ensure all young people feel valued. We are changing the world from where we are.

We are driven by our values. We value every individual, we're young person centred, professional and we work for social justice. We work to ensure young people have their basic needs and rights met, such as housing, food or a job; have good mental health and have a say over what happens to them and their community.

In the 2024/25 financial year, MAP worked directly with **5,224 young people**

**Advice services**

Our advice services provided advice, emotional support and coaching/mentoring on:

- Employment, education and training
- Money, benefits and debt
- Housing and homelessness
- Drugs and alcohol
- Education rights
- Sexual health and relationships
- Parenting
- Mental health

We provided mediation and advocacy. We provided drop-in support from our hubs in Norwich, Great Yarmouth and King's Lynn and telephone/online support across Norfolk.

In the last year our advisers supported **1,981** young people across Norfolk and delivered **8,793** sessions of advice. The most common issue young people came to us about was mental health, followed by housing, and money and debt.

- We helped 125 young people avoid homelessness
- We supported 114 young parents and their families
- We helped young people access £213,824 of benefit entitlements and £19,397 of grants.
- We provided 907 young people with drop-in mental health advice

Of the young people who completed our survey:

- 95% of those who received support either agreed or strongly agreed that 'overall the support I received was good'
- 97% said that they were 'treated well by the adviser'
- 98% 'felt listened to'

Young people told us:

*"The support I have received has been amazing. It's always reassuring to know where they are if I need them."*

*"Everything you do is good. You really help my mental health."*

*"[The advisor] that I spoke to is always helpful and takes me seriously when I feel that others in my life don't."*

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**MANCROFT ADVICE PROJECT (MAP)**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Achievements and plans for the future (continued)**

**Therapeutic Services**

Our therapeutic services provided professional counselling/psychotherapy, psycho-education; short and long term; one-to-one and in groups. We worked across Norfolk and Suffolk in our centres, other community venues and within schools. In 2024/25 MAP's therapeutic team offered support to **1,876** young people. Our counsellors and youth mental health workers provided **10,823** sessions.

Of the young people who completed our survey:

- 99% said that they were 'treated well by the people who saw them'
- 99% felt listened to
- 99% said "overall the help I received here was good"

Young people told us:

*"Compared to anything else I've tried I felt like I was taken seriously. I felt I could be listened to while receiving appropriate responses that aren't "telling me what to do", just support."*

*"I don't usually talk to anyone about myself and can find it really difficult. But I have been able to do that here. It has been helpful to talk about the bullying. I felt listened to and taken seriously."*

*"I came into these sessions feeling more hopeless than optimistic, and having that turned around by the end of the stint."*

**Youth Work Services**

Our youth work service provided informal education, youth participation, activities and groups across Norfolk. We supported young people to be able to influence what is happening in their community and facilitate six of Norfolk County Council's Youth Advisory Boards. In 2024/25 our youth work team worked with **1,367** young people.

Youth workers delivered:

- 1,558 mentoring appointments
- 761 group sessions
- 700 Youth Advisory Board sessions
- 11 residentials

11,736 young people took part in the most recent Norfolk-wide Youth Advisory Board (YAB) consultations. The top issues identified were: mental health; bullying; transport; parks and outdoor spaces.

In 2024/25, **317** young people participated in our goal-based mentoring project:

- 84% made positive movement towards one or more goals
- 79% reported an improvement in their mental health (using The Warwick-Edinburgh Mental Wellbeing Scale)

Young people told us:

*"This is only the second time I have left the house over the holidays, I am so happy being out now I have something fun like this to do."*

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Achievements and plans for the future (continued)**

*"I have learnt way more interesting things about what is happening in Norfolk, I now have access to amazing people like my youth workers, I am able to go to great places for free, help people in need, I have been able to build my confidence talking to people and presenting."*

Our campaign to make play areas more accessible was honoured with a 2024 Flourish Award.

**Training Services**

Our training services, the TALK Centre, provided training and development to staff and volunteers who support young people. We trained non-specialist workers to become "mental health champions" so they can better meet the needs of young people. We provided training on a range of areas such as better sleep, autism, reasonable adjustments and general mental health.

Achievements include:

- 121 courses run
- 1,340 people registered
- 294 organisations registered
- 2,100 training bookings
- 73 events
- 100% attendees rated training 4 or 5 out of 5.
- 83% of those attending mental health champion training left the course confident to support young people without specialist support, up from 27% before starting the course.

Attendees told us:

*"The speakers were wonderful and engagement in terms of questions following the course was really good"*

*"Fab facilitators, clear professional, good use of technology"*

*"I learnt a lot and loved the training. It was easily accessible and simple to understand – I will remember this training for a long time!"*

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Achievements and plans for the future (continued)**

**c. Plans for the future**

We are embarking on a new Strategic Plan for 2026-2029 continuing our commitment to being a **strong, supportive and influential** youth charity. We remain focussed on our mission, vision and values.

We will be **strong** by having excellent staff and volunteers, young people meaningfully involved at all levels including our board, and maintaining high standards in governance, finance and facilities. We aim to sustain our current turnover and gain greater control over our premises to improve sustainability including exploring opportunities for ownership. We will particularly strengthen our approach to equality, diversity and inclusion and improve how we collect and use data to inform our work.

We will be **supportive** by continuing to deliver high quality advice, therapeutic and youth work services that meet the evolving needs of young people.

We will be **influential** by strengthening our communications, supporting young people led campaigns and developing our training services. While our focus remains local, across Norfolk and in Suffolk, we will also work to influence nationally, through training, campaigns and working with Youth Access to develop centres like ours across the country.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**b. Reserves**

***The need for reserves***

MAP has a need to hold a level of financial free reserves to enable it to have sufficient funds to:

- Meet its liabilities following significant disinvestment or other worst case scenarios. This includes redundancy, legal and lease costs.
- Invest in the organisation for long term benefit. This includes professional development, buildings and IT.
- Provide working capital. This includes payment in arrears, late payments and up-front costs.
- Give confidence to funders by having reserves of between three and six months of current running costs.

***Financial assessment***

To reach a reasonable level of reserves the Trustees have considered the following factors:

- Charity Commission guidance.
- Public sector spending cuts / threats and short term funding.
- The landlord for our Norwich centre is the St Peter Mancroft Church which is a key partner in the charity.
- The current potential costs of redundancy, legal fees and current lease liabilities.
- Current cash flow, turnover and projected turnover.
- All potential risks as outlined on the MAP risk register - in particular the impact of the current cost of living crisis and inflation pressures on wages.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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***Reserves target***

The risks from high inflation and increasing costs along with a difficult fundraising environment and an increase in our budgeted turnover means there is an ever greater need for reserves. The minimum target for free reserves is £1,750,000, which is four months of current budgeted running costs. This is made up of:

- £750,000 working capital
- £1,000,000 to cover liabilities of redundancy, legal, contract and lease commitments for worst case scenarios

Actual free reserves, excluding designated funds, amounts to £1,583,426 (2024: £1,427,203).

***Review and monitoring***

The board will review the level of reserves required annually. The board will monitor cash flow quarterly (or more frequently if required) with analysis of management accounts.

Decisions about the use of investment funds will be made at board meetings by way of request for funds from the Chief Executive with consideration by the board of the current working capital position of MAP.

**c. Material investments policy**

Under the Memorandum and Articles of Association, the Board of Trustees have the power to invest the monies of the charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. Currently funds are deposited with CAF Bank.

**d. Financial risk management objectives and policies**

The Trustees are aware of the requirement to identify and review the major risks to which the charity is exposed and to establish systems to mitigate those risks. A review is carried out on a regular basis and approved by the Board of Trustees.

MAP has a Finance, Audit and Risk Committee reporting directly to the Board made up of senior managers and Trustees.

**e. Principal funding**

The project receives a wide range of funds for specific purposes from various charitable trusts and statutory bodies. In addition core funding has been received from John Risebrow's Charity since the charity was formed.

**Structure, governance and management**

**a. Constitution**

Mancroft Advice Project (MAP) is a charitable company limited by guarantee, incorporated on 4 October 2004 and registered as a Charity on 3 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Charity being wound up members are required to contribute an amount not exceeding £1.

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**MANCROFT ADVICE PROJECT (MAP)**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Structure, governance and management (continued)**

**b. Methods of appointment or election of Trustees**

Periodically a skills audit of the Board of Trustees is carried out. If any weaknesses, or gaps in skills, are identified then the Charity will advertise for new Trustees to address this.

When vacancies arise the Chair seeks applications. Applicants are nominated by two referees then attend an informal session with the Chair. On the Chair's recommendation applicants then attend a full board meeting. The board then votes on whether the applicant should be appointed.

MAP aims to recruit younger trustees to best reflect beneficiaries and supports the mission and values of the Young Trustees Movement.

**c. Organisational structure and decision-making policies**

The charity is administered by the Board of Trustees, being the directors for company law purposes, as listed on page 1, who set out the general policy of the charity. The Board of Trustees meet quarterly. Subgroups are formed on a needs basis and meet on a needs basis. The charity is staffed by the Chief Executive, Director of Operations, Finance Manager, Human Resource Manager, Development Manager, Head of Advice Services, Head of Therapeutic Services, Head of Youth Work Services, Advisers, Counsellors, Youth Workers, Officers and Administrators.

**d. Policies adopted for the induction and training of Trustees**

On appointment, Trustees receive a copy of "The Good Trustee Guide" which includes all relevant guidelines for their new role. They also receive an extensive induction and information about the charity which includes the Memorandum and Articles of Association, and the latest accounts of the charity.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities. This includes safeguarding training.

**e. Pay policy for key management personnel**

MAP has a pay policy to ensure a fair and consistent treatment of staff when making pay decisions. It describes our various processes linked to pay. This includes pay scales, pay progression and pay review processes.

MAP has job families, each of which contain broad bands, with a pay range attached to each. Market conditions were fully reviewed for practitioners in 2023 and for senior staff in 2024 to ensure salary ranges remain competitive and appropriate. The job families group together job roles requiring similar types of responsibility, knowledge and accountability. Senior staff roles (with the exception of the CEO) are the highest level bands.

Once an individual is paid at the top of the pay scale, no further progression increments are awarded. In such cases, individuals only receive scale adjustments following a pay scale review.

The salary of the CEO is set and monitored by the board.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Structure, governance and management (continued)**

**f. Related party relationships**

The Charity receives annual funding from John Risebrow's Charity, a registered charity, of which The Revd E J Carter is a trustee. The charity also transacts with St Peter Mancroft Church and St Peter Mancroft Mission Hall Trust where The Revd E J Carter is also a trustee.

**g. Trustees' indemnities**

Trustees' indemnity is in place for qualifying third party provisions, covering trustees' costs of legal liability for damages and costs awarded against them from any claim which arises from any actual or alleged wrongful act, error or omission committed or attempted by a trustee during the performance of their duties as a trustee.

**h. Fundraising standards information**

MAP's fundraising activity is always coherent with MAP's values. We comply with and are guided by the Institute of Fundraising Code of Fundraising Practice and the International Statement of Ethical Principles in Fundraising:

- Honesty: Fundraisers will always be honest and truthful, upholding public trust and never misleading supporters or the public.
- Respect: Fundraisers will always be respectful of our beneficiaries and donors, following their choices and wishes, wherever possible.
- Integrity: Fundraisers will always act with integrity, following legislative and regulatory requirements, and will always work for the best interests of our causes and supporters.
- Transparency: Fundraisers will always be transparent, clear and accurate about the work of our causes, how donations will be managed and spent, and report on costs and impact accurately.
- Responsibility: Fundraisers will always act responsibly, understanding that we share a common objective to promote fundraising excellence for the benefit of the common good. We value and encourage diversity in our practice and our fundraisers, and continually seek to develop our professional standards.

We never use third parties for fundraising. This is so we can ensure our ethical standards and values are fully applied to all our fundraising activities. We have a clear Privacy Notice regarding our work with funders and clear safeguarding policies to ensure we never have:

- Unreasonable intrusion on a person's privacy;
- Unreasonable persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity;
- Placing undue pressure on a person to give money or other property.

We have excellent relationships with our funders and receive regular positive feedback about how we work with them. We have never received a complaint about our fundraising practices.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the charity for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 charity will continue in business.

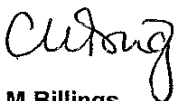
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

**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 charity'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 charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
**C M Billings**  
Trustee  
Date: 10/11/25

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**MANCROFT ADVICE PROJECT (MAP)**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MANCROFT ADVICE PROJECT (MAP)**

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**Opinion**

We have audited the financial statements of Mancroft Advice Project (MAP) (the 'charity') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure 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.

**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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating 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.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MANCROFT ADVICE PROJECT (MAP)**  
**(CONTINUED)**

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**Other information**

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

**Opinion on other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our 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 Trustees' Report.

We have nothing to report in respect of the following matters in relation to which 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 Trustees' 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 Trustees' Report and from the requirement to prepare a Strategic Report.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MANCROFT ADVICE PROJECT (MAP)**  
**(CONTINUED)**

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**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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MANCROFT ADVICE PROJECT (MAP)**  
**(CONTINUED)**

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**Auditors' responsibilities for the audit of the financial statements**

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 Auditors' 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.

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 objectives of our audit in respect of fraud are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both the management and those charged with governance of the charitable company.

Due to the field in which the charitable company operates, we identified the areas most likely to have a direct material impact on the financial statements as compliance with UK accounting standards, the Companies Act 2006 and the Charities Act 2011. In addition, we considered the provisions of other laws and regulations which, whilst not having a direct impact on the financial statements, are fundamental to the charitable company's ability to operate including health and safety, employment law and compliance with various other regulations relevant to the operation of the charitable company.

Our approach to identifying and assessing the risk of material misstatement in respect of irregularities including fraud and non-compliance with laws and regulations, included the following:

- Enquiry with management about any actual or potential litigations and claims against the charity;
- Enquiry with management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing legal and professional fees for indicators of undisclosed legal proceedings;
- Reviewing Board meeting minutes;
- Reviewing the Risk Register;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Assessing the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance; and
- Auditing the risk of management override of controls, including through testing of journal entries and other adjustments for appropriateness.

Due to the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MANCROFT ADVICE PROJECT (MAP)**  
**(CONTINUED)**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' 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 Auditors' 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Joanne Fox BA FCA (Senior Statutory Auditor)**

for and on behalf of

**BW Audit Ltd**

Chartered Accountants  
Statutory Auditors

Berry & Warren

54 Thorpe Road

Norwich

NR1 1RY

Date: 10 November 2025

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                    | Note | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>funds<br>2025<br>£ | Total<br>funds<br>2024<br>£ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                    |                                  |                             |                             |
| Donations and legacies             | 3    | 25,917                             | 6,000                            | 31,917                      | 32,810                      |
| Charitable activities              | 4    | 3,563,064                          | 620,443                          | 4,183,507                   | 3,466,982                   |
| Investments                        | 5    | 53,170                             | -                                | 53,170                      | 45,915                      |
| Other income                       | 6    | 3,625                              | -                                | 3,625                       | 894                         |
| <b>Total income</b>                |      | <b>3,645,776</b>                   | <b>626,443</b>                   | <b>4,272,219</b>            | <b>3,546,601</b>            |
| <b>Expenditure on:</b>             |      |                                    |                                  |                             |                             |
| Charitable activities              |      | 3,535,136                          | 496,062                          | 4,031,198                   | 3,598,426                   |
| <b>Total expenditure</b>           |      | <b>3,535,136</b>                   | <b>496,062</b>                   | <b>4,031,198</b>            | <b>3,598,426</b>            |
| <b>Net income/(expenditure)</b>    |      | <b>110,640</b>                     | <b>130,381</b>                   | <b>241,021</b>              | <b>(51,825)</b>             |
| Transfers between funds            | 14   | 105,750                            | (105,750)                        | -                           | -                           |
| <b>Net movement in funds</b>       |      | <b>216,390</b>                     | <b>24,631</b>                    | <b>241,021</b>              | <b>(51,825)</b>             |
| <b>Reconciliation of funds:</b>    |      |                                    |                                  |                             |                             |
| Total funds brought forward        |      | 2,057,988                          | 144,207                          | 2,202,195                   | 2,254,020                   |
| Net movement in funds              |      | 216,390                            | 24,631                           | 241,021                     | (51,825)                    |
| <b>Total funds carried forward</b> |      | <b>2,274,378</b>                   | <b>168,838</b>                   | <b>2,443,216</b>            | <b>2,202,195</b>            |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 36 form part of these financial statements.

**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 05249208**

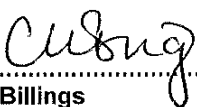
**BALANCE SHEET**  
**AS AT 31 MARCH 2025**

|                                                | Note | 2025<br>£        | 2024<br>£        |
|------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                            |      |                  |                  |
| Tangible assets                                | 11   | 145,460          | 72,797           |
|                                                |      | <u>145,460</u>   | <u>72,797</u>    |
| <b>Current assets</b>                          |      |                  |                  |
| Debtors                                        | 12   | 751,399          | 770,750          |
| Cash at bank and in hand                       |      | 3,063,341        | 2,087,398        |
|                                                |      | <u>3,814,740</u> | <u>2,858,148</u> |
| Creditors: amounts falling due within one year | 13   | (1,516,984)      | (728,750)        |
| <b>Net current assets</b>                      |      | <u>2,297,756</u> | <u>2,129,398</u> |
| <b>Total assets less current liabilities</b>   |      | <u>2,443,216</u> | <u>2,202,195</u> |
| <b>Total net assets</b>                        |      | <u>2,443,216</u> | <u>2,202,195</u> |
| <b>Charity funds</b>                           |      |                  |                  |
| Restricted funds                               | 14   | 168,838          | 144,207          |
| Unrestricted funds                             | 14   | 2,274,378        | 2,057,988        |
| <b>Total funds</b>                             |      | <u>2,443,216</u> | <u>2,202,195</u> |

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

  
.....  
**C M Billings**  
Trustee  
Date: 10/11/25

The notes on pages 20 to 36 form part of these financial statements.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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|                                                         | <b>2025</b><br><b>£</b> | <b>2024</b><br><b>£</b> |
|---------------------------------------------------------|-------------------------|-------------------------|
| <b>Cash flows from operating activities</b>             |                         |                         |
| Net cash used in operating activities                   | <b>1,028,524</b>        | <b>(126,323)</b>        |
|                                                         | <hr/>                   | <hr/>                   |
| <b>Cash flows from investing activities</b>             |                         |                         |
| Interest receivable                                     | <b>53,170</b>           | <b>45,915</b>           |
| Purchase of tangible fixed assets                       | <b>(105,751)</b>        | <b>(85,827)</b>         |
|                                                         | <hr/>                   | <hr/>                   |
| <b>Net cash used in investing activities</b>            | <b>(52,581)</b>         | <b>(39,912)</b>         |
|                                                         | <hr/>                   | <hr/>                   |
| <b>Change in cash and cash equivalents in the year</b>  | <b>975,943</b>          | <b>(166,235)</b>        |
| Cash and cash equivalents at the beginning of the year  | <b>2,087,398</b>        | <b>2,253,633</b>        |
|                                                         | <hr/>                   | <hr/>                   |
| <b>Cash and cash equivalents at the end of the year</b> | <b>3,063,341</b>        | <b>2,087,398</b>        |
|                                                         | <hr/> <hr/>             | <hr/> <hr/>             |

The notes on pages 20 to 36 form part of these financial statements

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Risebrow Centre, Chantry Road, Norwich, Norfolk, NR2 1RF.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mancroft Advice Project (MAP) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**2.3 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.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised on an accruals basis once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

|                       |                              |
|-----------------------|------------------------------|
| Property improvements | - over the life of the lease |
| Fixtures and fittings | - 25% straight line          |
| Computer equipment    | - 33% straight line          |

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**2. Accounting policies (continued)**

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**2.10 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**2.11 Operating leases**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

**2.12 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.13 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

| Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>funds<br>2025<br>£ |
|------------------------------------|----------------------------------|-----------------------------|
|------------------------------------|----------------------------------|-----------------------------|

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**3. Income from donations and legacies (continued)**

|           | <b>Unrestricted<br/>funds<br/>2025<br/>£</b> | <b>Restricted<br/>funds<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> |
|-----------|----------------------------------------------|--------------------------------------------|---------------------------------------|
| Donations | 25,917                                       | 6,000                                      | <b>31,917</b>                         |
|           | <u>25,917</u>                                | <u>6,000</u>                               | <u><b>31,917</b></u>                  |
|           | <i>Unrestricted<br/>funds<br/>2024<br/>£</i> | <i>Restricted<br/>funds<br/>2024<br/>£</i> | <i>Total<br/>funds<br/>2024<br/>£</i> |
| Donations | 12,810                                       | 20,000                                     | 32,810                                |
|           | <u>12,810</u>                                | <u>20,000</u>                              | <u>32,810</u>                         |

**4. Income from charitable activities**

|                      | <b>Unrestricted<br/>funds<br/>2025<br/>£</b> | <b>Restricted<br/>funds<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> |
|----------------------|----------------------------------------------|--------------------------------------------|---------------------------------------|
| Advice services      | 536,269                                      | 303,099                                    | <b>839,368</b>                        |
| Therapeutic services | 1,403,095                                    | 43,657                                     | <b>1,446,752</b>                      |
| Youth work services  | 1,366,067                                    | 266,608                                    | <b>1,632,675</b>                      |
| TALK                 | 257,633                                      | 7,079                                      | <b>264,712</b>                        |
|                      | <u>3,563,064</u>                             | <u>620,443</u>                             | <u><b>4,183,507</b></u>               |
|                      | <i>Unrestricted<br/>funds<br/>2024<br/>£</i> | <i>Restricted<br/>funds<br/>2024<br/>£</i> | <i>Total<br/>funds<br/>2024<br/>£</i> |
| Advice services      | 471,545                                      | 265,128                                    | 736,673                               |
| Therapeutic services | 1,432,562                                    | 42,200                                     | 1,474,762                             |
| Youth work services  | 924,301                                      | 331,246                                    | 1,255,547                             |
|                      | <u>2,828,408</u>                             | <u>638,574</u>                             | <u>3,466,982</u>                      |

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**5. Investment income**

|                          | <b>Unrestricted<br/>funds<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|--------------------------|----------------------------------------------|---------------------------------------|---------------------------------------|
| Bank interest receivable | 53,170                                       | <b>53,170</b>                         | 45,915                                |
| <b>Total 2025</b>        | <u>53,170</u>                                | <u><b>53,170</b></u>                  | <u>45,915</u>                         |
| <i>Total 2024</i>        | <u>45,915</u>                                | <u>45,915</u>                         |                                       |

**6. Other incoming resources**

|                          | <b>Unrestricted<br/>funds<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|--------------------------|----------------------------------------------|---------------------------------------|---------------------------------------|
| Training / earned income | 3,625                                        | <b>3,625</b>                          | 894                                   |
| <b>Total 2025</b>        | <u>3,625</u>                                 | <u><b>3,625</b></u>                   | <u>894</u>                            |
| <i>Total 2024</i>        | <u>894</u>                                   | <u>894</u>                            |                                       |

**7. Analysis of expenditure by activities**

|                       | <b>Activities<br/>undertaken<br/>directly<br/>2025<br/>£</b> | <b>Support<br/>costs<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> |
|-----------------------|--------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| Charitable activities | 4,019,409                                                    | 11,789                                  | <b>4,031,198</b>                      |

**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**7. Analysis of expenditure by activities (continued)**

|                       | <i>Activities<br/>undertaken<br/>directly<br/>2024<br/>£</i> | <i>Support<br/>costs<br/>2024<br/>£</i> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|-----------------------|--------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| Charitable activities | 3,587,926                                                    | 10,500                                  | 3,598,426                             |

**Analysis of direct costs**

|                               | <b>Service<br/>delivery<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|-------------------------------|--------------------------------------------|---------------------------------------|---------------------------------------|
| Staff costs                   | 3,165,974                                  | <b>3,165,974</b>                      | 2,631,596                             |
| Other staff costs             | 130,283                                    | <b>130,283</b>                        | 110,778                               |
| Accommodation costs           | 225,332                                    | <b>225,332</b>                        | 225,825                               |
| Business administration costs | 45,827                                     | <b>45,827</b>                         | 36,096                                |
| Equipment costs               | 114,095                                    | <b>114,095</b>                        | 87,011                                |
| Service support costs         | 43,340                                     | <b>43,340</b>                         | 48,473                                |
| Project specific costs        | 261,470                                    | <b>261,470</b>                        | 432,717                               |
| Depreciation                  | 33,088                                     | <b>33,088</b>                         | 15,430                                |
|                               | <u>4,019,409</u>                           | <u><b>4,019,409</b></u>               | <u>3,587,926</u>                      |

**Analysis of support costs**

|                  | <b>Advice<br/>services<br/>2025<br/>£</b> | <b>Total<br/>funds<br/>2025<br/>£</b> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|------------------|-------------------------------------------|---------------------------------------|---------------------------------------|
| Governance costs | 11,789                                    | <b>11,789</b>                         | 10,500                                |

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**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**8. Auditors' remuneration**

|                                                                                              | 2025<br>£         | 2024<br>£         |
|----------------------------------------------------------------------------------------------|-------------------|-------------------|
| Fees payable to the charity's auditor for the audit of the charity's annual accounts         | 9,300             | 10,500            |
| Fees payable to the charity's auditor in respect of:<br>Payroll services provided by auditor | -                 | 6,785             |
|                                                                                              | <u>          </u> | <u>          </u> |

**9. Staff costs**

|                                                      | 2025<br>£        | 2024<br>£        |
|------------------------------------------------------|------------------|------------------|
| Wages and salaries                                   | 2,784,750        | 2,321,130        |
| Social security costs                                | 248,317          | 187,252          |
| Contribution to defined contribution pension schemes | 132,907          | 123,214          |
|                                                      | <u>3,165,974</u> | <u>2,631,596</u> |

Key management personnel remuneration amounted to £405,436 (2024: £384,784) in respect of nine employees (2024: 9).

The average number of persons employed by the charity during the year was as follows:

|  | 2025<br>No.       | 2024<br>No.       |
|--|-------------------|-------------------|
|  | 109               | 97                |
|  | <u>          </u> | <u>          </u> |

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

|                               | 2025<br>No. | 2024<br>No. |
|-------------------------------|-------------|-------------|
| In the band £60,001 - £70,000 | -           | 1           |
| In the band £70,001 - £80,000 | 1           | -           |

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**11. Tangible fixed assets**

|                          | Leasehold<br>property<br>improvements<br>£ | Fixtures and<br>fittings<br>£ | Computer<br>equipment<br>£ | Total<br>£ |
|--------------------------|--------------------------------------------|-------------------------------|----------------------------|------------|
| <b>Cost or valuation</b> |                                            |                               |                            |            |
| At 1 April 2024          | 240,444                                    | 5,370                         | 5,668                      | 251,482    |
| Additions                | 105,751                                    | -                             | -                          | 105,751    |
| At 31 March 2025         | 346,195                                    | 5,370                         | 5,668                      | 357,233    |
| <b>Depreciation</b>      |                                            |                               |                            |            |
| At 1 April 2024          | 167,647                                    | 5,370                         | 5,668                      | 178,685    |
| Charge for the year      | 33,088                                     | -                             | -                          | 33,088     |
| At 31 March 2025         | 200,735                                    | 5,370                         | 5,668                      | 211,773    |
| <b>Net book value</b>    |                                            |                               |                            |            |
| At 31 March 2025         | 145,460                                    | -                             | -                          | 145,460    |
| At 31 March 2024         | 72,797                                     | -                             | -                          | 72,797     |

**12. Debtors**

|                                | 2025<br>£ | 2024<br>£ |
|--------------------------------|-----------|-----------|
| <b>Due within one year</b>     |           |           |
| Trade debtors                  | 693,833   | 689,950   |
| Prepayments and accrued income | 57,566    | 80,800    |
|                                | 751,399   | 770,750   |

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**13. Creditors: Amounts falling due within one year**

|                                        | <b>2025</b>      | <b>2024</b> |
|----------------------------------------|------------------|-------------|
|                                        | <b>£</b>         | <b>£</b>    |
| Trade creditors                        | <b>57,256</b>    | 65,257      |
| Other taxation and social security     | <b>56,568</b>    | 45,630      |
| Accruals and deferred income           | <b>1,403,160</b> | 617,863     |
|                                        | <b>1,516,984</b> | 728,750     |
|                                        | <b>2025</b>      | <b>2024</b> |
|                                        | <b>£</b>         | <b>£</b>    |
| Deferred income at 1 April 2024        | <b>567,680</b>   | 148,265     |
| Resources deferred during the year     | <b>(567,680)</b> | (148,265)   |
| Amounts released from previous periods | <b>1,354,423</b> | 567,680     |
|                                        | <b>1,354,423</b> | 567,680     |

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**14. Statement of funds**

**Statement of funds - current year**

|                                 | Balance at 1<br>April 2024<br>£ | Income<br>£      | Expenditure<br>£   | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2025<br>£ |
|---------------------------------|---------------------------------|------------------|--------------------|--------------------------|-------------------------------------|
| <b>Unrestricted funds</b>       |                                 |                  |                    |                          |                                     |
| <b>Designated funds</b>         |                                 |                  |                    |                          |                                     |
| Property fixed asset fund       | 72,797                          | -                | -                  | 72,663                   | 145,460                             |
| Cost of living fund             | 191,850                         | -                | -                  | (151,532)                | 40,318                              |
| Project funds                   | 293,341                         | -                | -                  | 66,373                   | 359,714                             |
|                                 | <u>557,988</u>                  | <u>-</u>         | <u>-</u>           | <u>(12,496)</u>          | <u>545,492</u>                      |
| <b>General funds</b>            |                                 |                  |                    |                          |                                     |
| General Funds                   | <u>1,500,000</u>                | <u>3,645,776</u> | <u>(3,535,136)</u> | <u>118,246</u>           | <u>1,728,886</u>                    |
| <b>Total Unrestricted funds</b> | <u>2,057,988</u>                | <u>3,645,776</u> | <u>(3,535,136)</u> | <u>105,750</u>           | <u>2,274,378</u>                    |

**Designated funds**

**Property fixed asset fund** - Funds set aside for capital improvements to properties.

**Cost of living fund** - Funds set aside to respond to inflation pressures.

**Project funds** - Funds set aside for specific projects which are to be spent in future periods.

**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**14. Statement of funds (continued)**

|                                          | Balance at 1<br>April 2024<br>£ | Income<br>£      | Expenditure<br>£   | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2025<br>£ |
|------------------------------------------|---------------------------------|------------------|--------------------|--------------------------|-------------------------------------|
| <b>Restricted funds</b>                  |                                 |                  |                    |                          |                                     |
| Access to Justice Foundation             | -                               | 80,556           | (79,406)           | -                        | 1,150                               |
| Age Concern                              | -                               | 8,831            | (8,831)            | -                        | -                                   |
| Blagrave Trust                           | 26,516                          | 44,000           | (44,051)           | -                        | 26,465                              |
| Catton Grove Big Local                   | 1,836                           | 8,678            | (10,514)           | -                        | -                                   |
| Children in Need                         | 7,661                           | -                | (7,661)            | -                        | -                                   |
| Childrens Alliance                       | -                               | 8,752            | (220)              | -                        | 8,532                               |
| Donations                                | 5,000                           | 7,000            | (11,802)           | -                        | 198                                 |
| Dulverton Trust                          | 1,411                           | -                | (1,411)            | -                        | -                                   |
| GY Open Access                           | 1,974                           | -                | (1,974)            | -                        | -                                   |
| Henry Smith Foundation                   | 30,900                          | 62,400           | (62,100)           | -                        | 31,200                              |
| National Citizens Service Trust          | 436                             | 52,784           | (53,220)           | -                        | -                                   |
| National Lottery                         | 25,340                          | 61,612           | (61,278)           | -                        | 25,674                              |
| Norfolk Community Foundation             | 28,133                          | 98,031           | (105,269)          | -                        | 20,895                              |
| Norfolk County Council                   | -                               | 18,475           | (18,475)           | -                        | -                                   |
| Norwich Charitable Trusts                | -                               | 56,000           | (6,667)            | -                        | 49,333                              |
| Paul Hamlyn Foundation                   | 5,000                           | -                | (387)              | -                        | 4,613                               |
| Ranworth Trust                           | 10,000                          | -                | (10,000)           | -                        | -                                   |
| Right to Succeed                         | -                               | 1,334            | (556)              | -                        | 778                                 |
| Social Investment Business<br>Foundation | -                               | 105,750          | -                  | (105,750)                | -                                   |
| St Peter Mancroft PCC                    | -                               | 12,240           | (12,240)           | -                        | -                                   |
|                                          | <b>144,207</b>                  | <b>626,443</b>   | <b>(496,062)</b>   | <b>(105,750)</b>         | <b>168,838</b>                      |
| <b>Total of funds</b>                    | <b>2,202,195</b>                | <b>4,272,219</b> | <b>(4,031,198)</b> | <b>-</b>                 | <b>2,443,216</b>                    |

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**14. Statement of funds (continued)**

**Restricted funds**

**Access to Justice Foundation** - Advice and support to resolve legal problems

**Age Concern** - Health related advice

**Blagrove Trust** - Support for young people to influence policy and support for staff wellbeing

**Catton Grove Big Local** - Drop-in and outreach activities

**Centre for Youth Impact** - Impact network

**Childrens Alliance** - A Waterbabies project for learning to swim

**Children in Need** - Group work

**Donations** - Gender identity support, therapeutic support and emergency food

**Dulverton Trust** - Community Youth Banks project.

**GY Open Access** - Group work

**Henry Smith Foundation** - Young parents support

**Intereg 2 Seas** - European Education Project

**National Citizens Service Trust** - A social action project

**National Lottery** - An advice partnership with Norfolk Citizen's Advice, Citizens Advice Diss and Thetford and Norfolk Community Law Service.

**NHS Norfolk and Waveney** - Advice work and inflation costs

**Norfolk Community Foundation** - Supporting Positive Activities and Community Engagement (SPACE) Youth Fund, Sir Norman Lamb Mental Health & Wellbeing Fund, DCMS Know Your Neighbourhood fund, Public Health - Empowering Communities for Mental Health and Wellbeing Fund, Surviving Winter Fund, Healthy Young Minds Fund and Empowering Communities Fund supporting group work, mental health, gender identity and young parents

**Norfolk County Council** - A Public Health suicide prevention and an advice partnership with Norfolk Community Advice Network

**Norwich Charitable Trusts** - Support from Norwich Consolidated Charities and Anguishes to provide advice and group work.

**One Norwich** - Health related advice

**Paul Hamlyn Foundation** - Evaluation and showcasing

**Ranworth Trust** - Group work.

**St Peter Mancroft Church** - Rent costs in Norwich.

**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**14. Statement of funds (continued)**

**Right to Succeed** - Administration and event support

**Social investment Business Foundation** - Youth Investment Fund capital grant for building improvements.

**YAB** - Social Action activities

**Transfers** - transfers made from restricted funds reflect where capital grants have been received and subsequently spent on capital projects.

**Statement of funds - prior year**

|                                 | <i>Balance at<br/>1 April 2023</i> | <i>Income</i>    | <i>Expenditure</i> | <i>Transfers<br/>in/out</i> | <i>Balance at<br/>31 March<br/>2024</i> |
|---------------------------------|------------------------------------|------------------|--------------------|-----------------------------|-----------------------------------------|
|                                 | £                                  | £                | £                  | £                           | £                                       |
| <b>Unrestricted funds</b>       |                                    |                  |                    |                             |                                         |
| <b>Designated funds</b>         |                                    |                  |                    |                             |                                         |
| Property fixed asset fund       | 101,871                            | -                | (29,074)           | -                           | 72,797                                  |
| Cost of living fund             | 285,956                            | -                | (134,423)          | 40,317                      | 191,850                                 |
| Project funds                   | 216,245                            | 27,500           | (27,500)           | 77,096                      | 293,341                                 |
|                                 | <u>604,072</u>                     | <u>27,500</u>    | <u>(190,997)</u>   | <u>117,413</u>              | <u>557,988</u>                          |
| <b>General funds</b>            |                                    |                  |                    |                             |                                         |
| General Funds                   | <u>1,300,000</u>                   | <u>2,860,527</u> | <u>(2,541,412)</u> | <u>(119,115)</u>            | <u>1,500,000</u>                        |
| <b>Total Unrestricted funds</b> | <u>1,904,072</u>                   | <u>2,888,027</u> | <u>(2,732,409)</u> | <u>(1,702)</u>              | <u>2,057,988</u>                        |

**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**14. Statement of funds (continued)**

**Restricted funds**

|                                 |                         |                         |                           |                 |                         |
|---------------------------------|-------------------------|-------------------------|---------------------------|-----------------|-------------------------|
| National Lottery                | 24,890                  | 68,322                  | (67,872)                  | -               | 25,340                  |
| Norfolk Community Foundation    | 14,715                  | 72,973                  | (59,555)                  | -               | 28,133                  |
| Henry Smith Foundation          | -                       | 61,800                  | (30,900)                  | -               | 30,900                  |
| Norfolk County Council          | -                       | 18,475                  | (18,475)                  | -               | -                       |
| YAB                             | 98,491                  | 114,636                 | (213,127)                 | -               | -                       |
| NHS Norfolk and Waveney         | 160,000                 | 14,223                  | (174,223)                 | -               | -                       |
| Sir Peter Mancroft Church       | -                       | 14,279                  | (14,279)                  | -               | -                       |
| Norwich Charitable Trusts       | 8,765                   | -                       | (8,765)                   | -               | -                       |
| EMR                             | 2,000                   | -                       | (2,000)                   | -               | -                       |
| Dulverton Trust                 | 18,198                  | -                       | (16,787)                  | -               | 1,411                   |
| NSPCC                           | 2,000                   | (2,000)                 | -                         | -               | -                       |
| Centre for Youth Impact         | 59,324                  | -                       | (59,324)                  | -               | -                       |
| Catton Grove Big Local          | 1,445                   | 7,981                   | (7,590)                   | -               | 1,836                   |
| Intereg 2 Seas                  | (66,243)                | 64,541                  | -                         | 1,702           | -                       |
| Ranworth Trust                  | 10,000                  | 10,000                  | (10,000)                  | -               | 10,000                  |
| Children in Need                | -                       | 38,157                  | (30,496)                  | -               | 7,661                   |
| One Norwich                     | -                       | 38,327                  | (38,327)                  | -               | -                       |
| Blgrave Trust                   | 7,167                   | 47,300                  | (27,951)                  | -               | 26,516                  |
| National Citizens Service Trust | -                       | 16,560                  | (16,124)                  | -               | 436                     |
| Paul Hamlyn Foundation          | -                       | 5,000                   | -                         | -               | 5,000                   |
| Donations                       | 5,000                   | 20,000                  | (20,000)                  | -               | 5,000                   |
| NCAN                            | -                       | 48,000                  | (48,000)                  | -               | -                       |
| General GY Open Access          | 2,738                   | -                       | (764)                     | -               | 1,974                   |
| Other                           | 1,458                   | -                       | (1,458)                   | -               | -                       |
|                                 | <u>349,948</u>          | <u>658,574</u>          | <u>(866,017)</u>          | <u>1,702</u>    | <u>144,207</u>          |
| <b>Total of funds</b>           | <u><u>2,254,020</u></u> | <u><u>3,546,601</u></u> | <u><u>(3,598,426)</u></u> | <u><u>-</u></u> | <u><u>2,202,195</u></u> |

**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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

**Analysis of net assets between funds - current year**

|                               | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>funds<br>2025<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 145,460                            | -                                | 145,460                     |
| Current assets                | 3,645,902                          | 168,838                          | 3,814,740                   |
| Creditors due within one year | (1,516,984)                        | -                                | (1,516,984)                 |
| <b>Total</b>                  | <b>2,274,378</b>                   | <b>168,838</b>                   | <b>2,443,216</b>            |

**Analysis of net assets between funds - prior year**

|                               | <i>Unrestricted<br/>funds<br/>2024<br/>£</i> | <i>Restricted<br/>funds<br/>2024<br/>£</i> | <i>Total<br/>funds<br/>2024<br/>£</i> |
|-------------------------------|----------------------------------------------|--------------------------------------------|---------------------------------------|
| Tangible fixed assets         | 72,797                                       | -                                          | 72,797                                |
| Current assets                | 2,713,941                                    | 144,207                                    | 2,858,148                             |
| Creditors due within one year | (728,750)                                    | -                                          | (728,750)                             |
| <b>Total</b>                  | <b>2,057,988</b>                             | <b>144,207</b>                             | <b>2,202,195</b>                      |

**16. Reconciliation of net movement in funds to net cash flow from operating activities**

|                                                                                | 2025<br>£        | 2024<br>£        |
|--------------------------------------------------------------------------------|------------------|------------------|
| Net income/expenditure for the year (as per Statement of Financial Activities) | 241,021          | (51,825)         |
| <b>Adjustments for:</b>                                                        |                  |                  |
| Depreciation charges                                                           | 33,088           | 15,430           |
| Dividends, interests and rents from investments                                | (53,170)         | (45,915)         |
| Decrease/(increase) in debtors                                                 | 19,351           | (514,615)        |
| Increase in creditors                                                          | 788,234          | 470,602          |
| <b>Net cash provided by/(used in) operating activities</b>                     | <b>1,028,524</b> | <b>(126,323)</b> |

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**MANCROFT ADVICE PROJECT (MAP)**  
(A Company Limited by Guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**17. Analysis of cash and cash equivalents**

|                                        | 2025<br>£        | 2024<br>£        |
|----------------------------------------|------------------|------------------|
| Cash in hand                           | 3,063,341        | 2,087,398        |
| <b>Total cash and cash equivalents</b> | <b>3,063,341</b> | <b>2,087,398</b> |

**18. Analysis of changes in net debt**

|                          | At 1 April<br>2024<br>£ | Cash flows<br>£ | At 31 March<br>2025<br>£ |
|--------------------------|-------------------------|-----------------|--------------------------|
| Cash at bank and in hand | 2,087,398               | 975,943         | 3,063,341                |
|                          | <b>2,087,398</b>        | <b>975,943</b>  | <b>3,063,341</b>         |

**19. Capital commitments**

|                                                                      | 2025<br>£ | 2024<br>£ |
|----------------------------------------------------------------------|-----------|-----------|
| <b>Contracted for but not provided in these financial statements</b> |           |           |
| Acquisition of tangible fixed assets                                 | -         | 96,875    |

**20. Pension commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £132,906 (2024 - £123,214). No amounts were outstanding at the balance sheet date.

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**MANCROFT ADVICE PROJECT (MAP)**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**21. Operating lease commitments**

At 31 March 2025 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

|                                              | <b>2025</b>                | <b>2024</b>                |
|----------------------------------------------|----------------------------|----------------------------|
|                                              | <b>£</b>                   | <b>£</b>                   |
| Not later than 1 year                        | <b>108,183</b>             | <b>112,205</b>             |
| Later than 1 year and not later than 5 years | <b>248,568</b>             | <b>156,034</b>             |
|                                              | <hr/> <b>356,751</b> <hr/> | <hr/> <b>268,239</b> <hr/> |

**22. Related party transactions**

During the year, core grants were received from John Risebrow's charity amounting to £57,000 (2024 - £57,000). The Revd E J Carter is trustee of John Risebrow's charity.

A grant amounting to £12,240 (2024 - £14,279) was received from St Peter Mancroft Church, payments to St Peter Mancroft Church amounted to £16,027 (2024 - £15,309) and rent of £39,194 (2024 - £39,194) was paid to St Peter Mancroft Mission Hall Trust. The Revd E J Carter is trustee of these organisations.



@mapyoungpeople

[www.map.uk.net](http://www.map.uk.net)

[info@map.uk.net](mailto:info@map.uk.net)

Charity Number: 1107927    Company number: 05249208

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# Accounts

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**COMPANY REGISTRATION NUMBER: 5249208**

**CHARITY REGISTRATION NUMBER: 1107927**

**Mancroft Advice Project (MAP)  
Company Limited by Guarantee  
Financial statements  
31 March 2024**

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2024**

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# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2024**

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Reference and administrative details**

|                                               |                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------|
| <b>Registered charity name</b>                | Mancroft Advice Project (MAP)                                        |
| <b>Charity registration number</b>            | 1107927                                                              |
| <b>Company registration number</b>            | 5249208                                                              |
| <b>Principal office and registered office</b> | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF |

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

C M Billings (Chair)  
K Blake-Holmes  
K Buchanan  
The Revd E J Carter  
I McGuire (appointed 3 July 2023)  
G Prasad  
D Roe (resigned 27 June 2024)  
D L Slowther (appointed 26 February 2024)  
L Spratling

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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|                          |                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company secretary</b> | D Mobbs                                                                                                                                                |
| <b>Chief executive</b>   | D Mobbs                                                                                                                                                |
| <b>Patrons</b>           | Mr William Armstrong OBE<br>Lady Philippa Dannatt MBE, HM Lord-Lieutenant of Norfolk<br>The Rt Hon Sir Norman Lamb<br>His Honour Judge Jeremy Richards |
| <b>Auditor</b>           | Lovewell Blake LLP<br>Chartered accountants & statutory auditor<br>Bankside 300<br>Peachman Way<br>Broadland Business Park<br>Norwich<br>NR7 0LB       |
| <b>Bankers</b>           | CAF Bank Limited<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ                                                             |

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2024**

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#### **Objectives and activities**

##### ***MAP's vision is that:***

All young people will know what it is to be valued, and that they will have the support and information they need to make a successful transition to adulthood.

##### ***Mission Statement***

The Mancroft Advice Project exists to provide quality information, advice, counselling and support for the holistic development of young people aged under the age of 25 in Norwich and Norfolk.

##### ***Objects***

- To advance education among young people under the age of 25 by the provision of a young people's information, advice, advocacy and counselling service.
- To promote, preserve and protect the health of young people in Norfolk and Suffolk through the provision of support, education and practical advice.
- The relief of poverty among young people in Norfolk and Suffolk.
- To promote the education of those dealing with young people by means of training, support and development.

The Project receives considerable assistance in its activities from unpaid volunteers. This assistance is unquantifiable but without it the Project would not be able to pursue its current level of activity.

##### ***Public benefit***

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Board of Trustees consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objects, its services being available to all young people aged up to 25 in Norfolk and Suffolk.

As set out above, the benefits that arise from the aims are the improved wellbeing of young people and their successful transition to adulthood. Many of those who access our services are already socially excluded or are at risk of social exclusion. MAP provides targeted support to young people experiencing deprivation: especially in parts of Norwich and Great Yarmouth where in certain wards as many as 50% of children and young people live in income deprived households. Youth unemployment is at high levels. Services are accessible via appointment or the drop-in at the project, or via our outreach work in schools, hostels and other agencies.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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##### **Achievements and performance**

We have been very successful this year despite huge crises. Every day we supported young people who are destitute - homeless and hungry; with severe mental health challenges - suicidal and self-harming. We also worked with young people hungry for change; working to tackle poverty, discrimination and health inequalities. Young people are leading change. Our work is intersectional. The young people we work with have multiple challenges in addition to that of being a young person who have to live on a lower minimum wage, have lower benefits and high rental costs.

We have been influential. Locally, in addition to supporting young people to lead change, we worked with schools to improve their approach to mental health through consultation and supervision. We further developed the TALK Centre, an online training platform for anyone in Norfolk and Waveney working to support young people's mental health, providing support for hundreds of professionals. Nationally, we worked with the "Support the Hubs" campaign for mental health support hubs in every community, and saw a commitment from all major political parties to deliver them. We have been committed to partnership working, chairing the Voluntary Sector Forum for Children and Young People, vice-chairing the Children and Young People's Strategic Alliance, bringing together NHS, Children's Services, Police, education, VCSE and others to create collaborative leadership to make Norfolk the best place it can be for young people.

We have strengthened. We have secured long term contracts with the local NHS and county council to deliver a large proportion of our work with young people. We have improved our website, our data collection, reviewed our governance and delivered extensive training, including accredited management training and excellent EDI training from the Equality Academy. We can't thank our brilliant staff enough for their talent, hard work and commitment to our values.

##### **Advice services**

Our same day drop-in advice services in Norwich, Great Yarmouth and King's Lynn have been very busy. This year we expanded King's Lynn drop-in to three days a week. We continue to focus a lot on basic needs. Every day we give out free food. We continue to be a "warm bank" in winter and in summer a "cool bank" for people who lack basic housing. We issue grants to people for food and other essentials. Debt and benefits advice remain in very high demand. Within our drop-in our mental health advice service provides immediate access to support and saw over 1,000 young people. One particular challenge this year has been the large number of young refugees who are homeless. We have had to adapt our services, increase the use of translation and advocate for fair treatment. Our young parents service provided antenatal programmes, stay and play and this year developed a new partnership with Water Babies to facilitate free swimming lessons for young parents.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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##### **Achievements and performance *(continued)***

###### ***Therapeutic services***

Demand for our counselling and psycho-education services through the system-wide single "front door" continued to increase. We worked with well over 1,000 young people. Our therapeutic services are highly valued by young people. 100% of young people surveyed said they "felt treated well". This year we delivered the Better Sleep Programme, and Restorative Practice Programme, providing an enhanced offer targeting specific areas - insomnia and poor/destructive family relationships/dynamics - that evidence shows negatively impact young people's mental health.

###### ***Youth work services***

Central to our youth work is young people with lived experience having a say over the things that matter to them. Through Youth Advisory Boards and our Youth in Mind programme young people are prioritising and making change, e.g., implementing a charter to ensure mental health service meet their needs, launching a campaign to make playgrounds accessible for everyone and creating inclusive spaces for the LGBTQ+ community. Young people have opportunities to lead work, assist groups, volunteer, campaign or become a MAP trustee. We also delivered more groups, events and activities than ever. This included our open access groups, such as Chill Spot in Great Yarmouth, the Catton Grove group in Norwich, Space in Mile Cross, Norwich, the dungeons and dragons groups, wellbeing groups in King's Lynn; events such as our wellbeing event, our Level Up gaming event, our summer programme, and several residential and outdoor experiences. All are popular, all responding to the wishes of young people, all leading to outcomes such as increased confidence, team work, communication and decision making skills.

##### **Financial review**

Within the Unrestricted Funds, income amounted to £2,888,027 (2023 - £2,791,500) and expenditure £2,732,409 (2023 - £2,337,511) resulting in net income before transfers of £155,618 (2023 - £453,989).

Income within the Restricted Funds totalled £658,574 (2023 - £1,024,747) and expenditure £866,017 (2023 - £816,913) resulting in net expenditure before transfers of £207,443 (2023 - £207,834). Balances carried forward at 31 March 2024 amounted to £144,207 (2023 - £349,948).

###### ***Principal funding sources***

The project receives a wide range of funds for specific purposes from various charitable trusts and statutory bodies. In addition core funding has been received from John Risebrow's Charity since the charity was formed.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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##### **Financial review *(continued)***

##### ***Investment policy***

Under the Memorandum and Articles of Association, the Board of Trustees have the power to invest the monies of the charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. Currently funds are deposited with CAF Bank.

##### ***Reserves policy***

##### **The need for reserves**

MAP has a need to hold a level of financial free reserves to enable it to have sufficient funds to:

- Meet its liabilities following significant disinvestment or other worst case scenarios. This includes redundancy, legal and lease costs.
- Invest in the organisation for long term benefit. This includes professional development, buildings and IT.
- Provide working capital. This includes payment in arrears, late payments and up-front costs.
- Give confidence to funders by having reserves of between three and six months of current running costs.

##### **Financial assessment**

To reach a reasonable level of reserves the Trustees have considered the following factors:

- Charity Commission guidance.
- Public sector spending cuts / threats and short term funding.
- The landlord for our Norwich centre is the St Peter Mancroft Church which is a key partner in the charity.
- The current potential costs of redundancy, legal fees and current lease liabilities.
- Current cash flow, turnover and projected turnover.
- All potential risks as outlined on the MAP risk register - in particular the impact of the current cost of living crisis and inflation pressures on wages.

##### **Reserves target**

The additional risks from high inflation and increasing operational costs means there is a greater need for reserves. The minimum target for free reserves is £1,500,000, which is approximately four months budgeted running costs. This is made up of:

- £700,000 for working capital
- £800,000 to cover liabilities of redundancy, legal, contract and lease commitments in case of worst case scenarios

Actual free reserves, represented by net current assets in the unrestricted fund, amounted to £1,985,191 at 31 March 2024. This includes designated funds of £485,191. In addition the charity had restricted funds of £144,207.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

---

##### **Financial review *(continued)***

If MAP holds unrestricted funds above our free reserves target it is our practice to invest this excess in our charitable activities; prioritising one off investments in our assets including buildings, IT and professional development. Decisions about the use of reserves will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position and review of our risk register. When reserves are below target, our aim is to produce an unrestricted fund surplus to increase our reserves to the target level.

The Board have agreed to designate free reserves above target to a cost of living fund to respond to inflation pressures.

##### **Review and monitoring**

The Board will review the level of reserves required annually. The Board will monitor cash flow quarterly (or more frequently if required) with analysis of management accounts.

Decisions about the use of investment funds will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position of MAP.

##### **Plans for future periods**

MAP commenced a three-year Strategic Plan in 2022 "Who We Are and What We Are Going to Do". We aim to be a strong, supportive and influential charity - changing the world from Norfolk. We will concentrate on making an impact ensuring young people have:

- Basic needs and rights met
- Good mental health
- A say over what is important to them

We will focus on our values of:

- Being young person centred
- Valuing each individual
- Being professional
- Working for social justice

We will be strong by focusing on our mission, vision and values, have strong governance and finance, have great systems and facilities, being environmentally sustainable, having excellent people and maximising our impact. We will be supportive by having excellent advice, therapeutic and youth work services. We will be influential by working with young people leading change in their community, by sharing staff expertise to train and develop other organisations and be increasing our external communication and local and national presence.

We completed most of our remaining strategic objectives this year, including an externally led governance review and improvements to our website. As we are ahead of schedule we are now working on a refresh of our strategic plan. The process to review our strategic plan has included an away day with staff, trustees, and numerous and varied opportunities for young people to be involved. We aim to publish a new strategic plan in early 2025. Our commitment to our vision, mission and values will remain central to our future plans.

##### **Members of the Board of Trustees**

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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

##### ***Governing document***

The organisation is a charitable company limited by guarantee, incorporated on 4 October 2004 and registered as a Charity on 3 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Charity being wound up members are required to contribute an amount not exceeding £1.

##### ***Recruitment and appointment of Trustees***

Periodically a skills audit of the Board of Trustees is carried out. If any weaknesses, or gaps in skills, are identified then the Charity will advertise for new Trustees to address this.

When vacancies arise the Chair seeks applications. Applicants are nominated by two referees then attend an informal session with the Chair. On the Chair's recommendation applicants then attend a full board meeting. The board then votes on whether the applicant should be appointed.

MAP aims to recruit younger trustees to best reflect beneficiaries and supports the mission and values of the Young Trustees Movement.

##### ***Trustee induction and training***

On appointment, Trustees receive a copy of "The Good Trustee Guide" which includes all relevant guidelines for their new role. They also receive an extensive induction and information about the Charity which includes the Memorandum and Articles of Association, and the latest accounts of the Charity.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities. This includes safeguarding training.

##### ***Risk management***

The Trustees are aware of the requirement to identify and review the major risks to which the charity is exposed and to establish systems to mitigate those risks. A review is carried out on a regular basis and approved by the Board of Trustees.

MAP has a Finance, Audit and Risk Committee reporting directly to the Board made up of senior managers and Trustees.

##### ***Organisational structure***

The Charity is administered by the Board of Trustees, being the directors for company law purposes, as listed on page 1, who set out the general policy of the Charity. The Board of Trustees meet quarterly. Sub-groups are formed on a needs basis and meet on a needs basis. The Charity is staffed by the Chief Executive, Director of Operations, Finance Manager, Human Resource Manager, Development Manager, Head of Advice Services, Head of Therapeutic Services, Head of Youth Work Services, Advisers, Counsellors, Youth Workers, Officers and Administrators.

##### ***Related parties***

The Charity receives annual funding from John Risebrow's Charity, a registered charity, of which The Revd E J Carter is a trustee.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2024

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#### Structure, governance and management *(continued)*

##### ***Pay policy for senior staff***

MAP has a pay policy to ensure a fair and consistent treatment of staff when making pay decisions. It describes our various processes linked to pay. This includes pay scales, pay progression and pay review processes.

MAP has job families, each of which contain broad bands, with a pay range attached to each. Market conditions were reviewed for practitioners in 2023 and for senior staff in 2024 to ensure salaries remain competitive. The job families group together job roles requiring similar types of responsibility, knowledge and accountability. Senior staff roles (with the exception of the CEO) are the highest level bands.

Once an individual is paid at the top of the pay scale, no further progression increments are awarded. In such cases, individuals only receive scale adjustments following a pay scale review.

The salary of the CEO is set and monitored by the Trustees.

##### **Fundraising standards information**

MAP's fundraising activity is always coherent with MAP's values. We comply with and are guided by the Institute of Fundraising Code of Fundraising Practice and the International Statement of Ethical Principles in Fundraising:

- **Honesty:** Fundraisers will always be honest and truthful, upholding public trust and never misleading supporters or the public.
- **Respect:** Fundraisers will always be respectful of our beneficiaries and donors, following their choices and wishes, wherever possible.
- **Integrity:** Fundraisers will always act with integrity, following legislative and regulatory requirements, and will always work for the best interests of our causes and supporters.
- **Transparency:** Fundraisers will always be transparent, clear and accurate about the work of our causes, how donations will be managed and spent, and report on costs and impact accurately.
- **Responsibility:** Fundraisers will always act responsibly, understanding that we share a common objective to promote fundraising excellence for the benefit of the common good. We value and encourage diversity in our practice and our fundraisers, and continually seek to develop our professional standards.

We never use third parties for fundraising. This is so we can ensure our ethical standards and values are fully applied to all our fundraising activities. We have a clear Privacy Notice regarding our work with funders and clear safeguarding policies to ensure we never have:

- Unreasonable intrusion on a person's privacy;
- Unreasonable persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity;
- Placing undue pressure on a person to give money or other property.

We have excellent relationships with our funders and receive regular positive feedback about how we work with them. We have never received a complaint about our fundraising practices.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2024**

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##### **Trustees' responsibilities statement**

The trustees (who are also directors for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

##### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

##### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2024**

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The trustees' annual report was approved on 30 September 2024 and signed on behalf of the board of trustees by:

D Mobbs  
Charity Secretary

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)**

**Year ended 31 March 2024**

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#### **Opinion**

We have audited the financial statements of Mancroft Advice Project (MAP) (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, 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.

#### **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 responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating 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 charity'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.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** (continued)

**Year ended 31 March 2024**

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#### **Other information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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 included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 trustees' 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 and from the requirement to prepare a strategic report.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** (continued)

**Year ended 31 March 2024**

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#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement (set out on page 10), the trustees (who are also the directors of the charity 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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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.

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:

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

#### **Year ended 31 March 2024**

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A further description of our responsibilities is available on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://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 charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of  
Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

15 October 2024

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2024

|                                                          |      | Unrestricted<br>funds | 2024<br>Restricted<br>funds | Total funds      | 2023<br>Total funds |
|----------------------------------------------------------|------|-----------------------|-----------------------------|------------------|---------------------|
|                                                          | Note | £                     | £                           | £                | £                   |
| <b>Income and endowments</b>                             |      |                       |                             |                  |                     |
| Donations and legacies                                   | 5    | 12,810                | 20,000                      | 32,810           | 45,620              |
| Charitable activities                                    | 6    | 2,828,408             | 638,574                     | 3,466,982        | 3,760,163           |
| Investment income                                        | 7    | 45,915                | —                           | 45,915           | 10,464              |
| Other income                                             | 8    | 894                   | —                           | 894              | —                   |
| <b>Total income</b>                                      |      | <u>2,888,027</u>      | <u>658,574</u>              | <u>3,546,601</u> | <u>3,816,247</u>    |
| <b>Expenditure</b>                                       |      |                       |                             |                  |                     |
| Charitable activities                                    | 9    | 2,732,409             | 866,017                     | 3,598,426        | 3,154,424           |
| <b>Total expenditure</b>                                 |      | <u>2,732,409</u>      | <u>866,017</u>              | <u>3,598,426</u> | <u>3,154,424</u>    |
| <b>Net (expenditure)/income before transfer of funds</b> |      | 155,618               | (207,443)                   | (51,825)         | 661,823             |
| Transfers between funds                                  |      | (1,702)               | 1,702                       | —                | —                   |
| <b>Net movement in funds</b>                             |      | <u>153,916</u>        | <u>(205,741)</u>            | <u>(51,825)</u>  | <u>661,823</u>      |
| <b>Reconciliation of funds</b>                           |      |                       |                             |                  |                     |
| Total funds brought forward                              |      | 1,904,072             | 349,948                     | 2,254,020        | 1,592,197           |
| <b>Total funds carried forward</b>                       |      | <u>2,057,988</u>      | <u>144,207</u>              | <u>2,202,195</u> | <u>2,254,020</u>    |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 19 to 39 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Balance sheet

31 March 2024

|                                                       | Note | 2024<br>£        | £                | 2023<br>£        | £                |
|-------------------------------------------------------|------|------------------|------------------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |                  |                  |
| Tangible fixed assets                                 | 13   |                  | 72,797           |                  | 2,400            |
| <b>Current assets</b>                                 |      |                  |                  |                  |                  |
| Debtors                                               | 14   | 770,750          |                  | 256,135          |                  |
| Cash at bank and in hand                              |      | 2,087,398        |                  | 2,253,633        |                  |
|                                                       |      | <u>2,858,148</u> |                  | <u>2,509,768</u> |                  |
| <b>Creditors: Amounts falling due within one year</b> | 15   | <u>728,750</u>   |                  | <u>258,148</u>   |                  |
| <b>Net current assets</b>                             |      |                  | <u>2,129,398</u> |                  | <u>2,251,620</u> |
| <b>Total assets less current liabilities</b>          |      |                  | <u>2,202,195</u> |                  | <u>2,254,020</u> |
| <b>Net assets</b>                                     |      |                  | <u>2,202,195</u> |                  | <u>2,254,020</u> |
| <b>Funds of the charity</b>                           |      |                  |                  |                  |                  |
| Restricted funds                                      |      |                  | 144,207          |                  | 349,948          |
| Unrestricted funds                                    |      |                  | <u>2,057,988</u> |                  | <u>1,904,072</u> |
| <b>Total charity funds</b>                            | 18   |                  | <u>2,202,195</u> |                  | <u>2,254,020</u> |

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

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2024, and are signed on behalf of the board by:

C M Billings (Chair)  
Trustee

Company registration number: 5249208

The notes on pages 19 to 39 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of cash flows

Year ended 31 March 2024

|                                                             | 2024<br>£        | 2023<br>£        |
|-------------------------------------------------------------|------------------|------------------|
| <b>Cash flows from operating activities</b>                 |                  |                  |
| Net (expenditure)/income                                    | (51,825)         | 661,823          |
| <i>Adjustments for:</i>                                     |                  |                  |
| Depreciation of tangible fixed assets                       | 15,430           | 7,200            |
| Other interest receivable and similar income                | (45,915)         | (10,464)         |
| <i>Changes in:</i>                                          |                  |                  |
| Trade and other debtors                                     | (514,615)        | 629,276          |
| Trade and other creditors                                   | 470,602          | (692,940)        |
| Cash generated from operations                              | (126,323)        | 594,895          |
| Interest received                                           | 45,915           | 10,464           |
| Net cash (used in)/from operating activities                | <u>(80,408)</u>  | <u>605,359</u>   |
| <b>Cash flows from investing activities</b>                 |                  |                  |
| Purchase of tangible assets                                 | (85,827)         | —                |
| Net cash used in investing activities                       | <u>(85,827)</u>  | <u>—</u>         |
| <b>Net (decrease)/increase in cash and cash equivalents</b> | (166,235)        | 605,359          |
| <b>Cash and cash equivalents at beginning of year</b>       | 2,253,633        | 1,648,274        |
| <b>Cash and cash equivalents at end of year</b>             | <u>2,087,398</u> | <u>2,253,633</u> |

The notes on pages 19 to 39 form part of these financial statements.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

**Year ended 31 March 2024**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Risebrow Centre, Chantry Road, Norwich, Norfolk, NR2 1RF.

#### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **3. Accounting policies**

##### **(a) Basis of preparation**

The financial statements have been prepared on the historical cost basis, modified to include certain items at fair value.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

##### **(b) Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the general objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **(d) Income**

All income is included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

---

#### 3. Accounting policies *(continued)*

##### Income *(continued)*

- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

- Investment income is included when receivable

- Income from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance, and are included in "Income from charitable activities".

##### (e) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

##### (f) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

##### (g) Tangible assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions, IT equipment, or additions costing below £2,000 are not capitalised.

##### (h) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                        |   |                   |
|------------------------|---|-------------------|
| Property improvements  | - | over 3 to 6 years |
| Computer equipment     | - | 33% straight line |
| Fittings and equipment | - | 25% straight line |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 3. Accounting policies *(continued)*

##### (i) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### (j) Defined contribution plans

The Charity operates a Group Personal Pension Plan, which is a defined contribution scheme. Contributions are charged as expended to the Statement of Financial Activities.

#### 4. Limited by guarantee

Mancroft Advice Project (MAP) is a registered charity and a company limited by guarantee with no share capital. The liability of each member in the event of a winding up is limited to £10.

#### 5. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 12,810                     | —                        | 12,810                   |
| Donations - therapeutic | —                          | 20,000                   | 20,000                   |
|                         | <u>12,810</u>              | <u>20,000</u>            | <u>32,810</u>            |

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 25,620                     | —                        | 25,620                   |
| Donations - therapeutic | —                          | 20,000                   | 20,000                   |
|                         | <u>25,620</u>              | <u>20,000</u>            | <u>45,620</u>            |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2024

#### 6. Charitable activities

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| Advice Services      | 471,545                    | 265,128                  | 736,673                  |
| Therapeutic Services | 1,432,562                  | 42,200                   | 1,474,762                |
| Youth Work Services  | 924,301                    | 331,246                  | 1,255,547                |
|                      | <u>2,828,408</u>           | <u>638,574</u>           | <u>3,466,982</u>         |
|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
| Advice Services      | 424,317                    | 287,681                  | 711,998                  |
| Therapeutic Services | 1,427,890                  | 134,693                  | 1,562,583                |
| Youth Work Services  | 903,209                    | 582,373                  | 1,485,582                |
|                      | <u>2,755,416</u>           | <u>1,004,747</u>         | <u>3,760,163</u>         |

#### 7. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>45,915</u>              | <u>45,915</u>            | <u>10,464</u>              | <u>10,464</u>            |

#### 8. Other income

|                        | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Training/earned income | <u>894</u>                 | <u>894</u>               | <u>—</u>                   | <u>—</u>                 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 9. Expenditure on charitable activities by activity type

|                               | Service<br>delivery<br>£ | Total Funds<br>2024<br>£ | Total Funds<br>2023<br>£ |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Staff costs                   | 2,605,277                | 2,605,277                | 2,385,041                |
| Other staff costs             | 110,778                  | 110,778                  | 122,647                  |
| Accommodation costs           | 225,825                  | 225,825                  | 210,947                  |
| Business administration costs | 36,096                   | 36,096                   | 27,929                   |
| Depreciation                  | 15,430                   | 15,430                   | 7,200                    |
| Equipment costs               | 87,011                   | 87,011                   | 86,916                   |
| Service support costs         | 48,473                   | 48,473                   | 41,772                   |
| Project specific costs        | 448,809                  | 448,809                  | 253,062                  |
| Cash loss                     | —                        | —                        | 934                      |
| Governance costs              | 20,727                   | 20,727                   | 17,976                   |
|                               | <u>3,598,426</u>         | <u>3,598,426</u>         | <u>3,154,424</u>         |

Analysis of governance costs:

|             | 2024<br>£     | 2023<br>£     |
|-------------|---------------|---------------|
| Staff costs | 10,227        | 9,402         |
| Audit fees  | 10,500        | 8,574         |
|             | <u>20,727</u> | <u>17,976</u> |

#### 10. Net (expenditure)/income

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

|                                                        | 2024<br>£     | 2023<br>£      |
|--------------------------------------------------------|---------------|----------------|
| Depreciation of tangible fixed assets                  | 15,430        | 7,200          |
| Fees payable for the audit of the financial statements | 10,500        | 8,574          |
| Auditors' remuneration - payroll services              | 6,765         | 6,559          |
| Operating lease costs                                  | <u>95,591</u> | <u>100,780</u> |

#### 11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2024<br>£        | 2023<br>£        |
|-----------------------------------------|------------------|------------------|
| Wages and salaries                      | 2,266,150        | 2,123,548        |
| Social security costs                   | 187,252          | 180,810          |
| Employer contributions to pension plans | <u>162,102</u>   | <u>95,801</u>    |
|                                         | <u>2,615,504</u> | <u>2,400,159</u> |

Key management personnel remuneration amounted to £384,784 in respect of nine employees (2023: £369,920 in respect of eight employees).

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

##### 11. Staff costs *(continued)*

The average head count of employees during the year was 97 (2023: 98). The average number of full-time equivalent employees during the year is analysed as follows:

|                                              | 2024<br>No. | 2023<br>No. |
|----------------------------------------------|-------------|-------------|
| Counselling, advice and youth work           | 72          | 72          |
| Management and administration of the charity | 5           | 6           |
|                                              | <u>77</u>   | <u>78</u>   |

The number of employees whose remuneration for the year fell within the following bands, were:

|                    | 2024<br>No. | 2023<br>No. |
|--------------------|-------------|-------------|
| £60,000 to £69,999 | <u>1</u>    | <u>1</u>    |

##### 12. Trustee remuneration and expenses

The trustees received no remuneration during the current or previous year.

No trustee expenses have been incurred in either the current or previous year.

##### 13. Tangible fixed assets

|                        | Leasehold<br>improve-<br>ments<br>£ | Computers<br>£ | Furniture and<br>equipment<br>£ | Total<br>£     |
|------------------------|-------------------------------------|----------------|---------------------------------|----------------|
| <b>Cost</b>            |                                     |                |                                 |                |
| At 1 Apr 2023          | 154,617                             | 5,668          | 5,370                           | 165,655        |
| Additions              | <u>85,827</u>                       | <u>—</u>       | <u>—</u>                        | <u>85,827</u>  |
| <b>At 31 Mar 2024</b>  | <u>240,444</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>251,482</u> |
| <b>Depreciation</b>    |                                     |                |                                 |                |
| At 1 Apr 2023          | 152,217                             | 5,668          | 5,370                           | 163,255        |
| Charge for the year    | <u>15,430</u>                       | <u>—</u>       | <u>—</u>                        | <u>15,430</u>  |
| <b>At 31 Mar 2024</b>  | <u>167,647</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>178,685</u> |
| <b>Carrying amount</b> |                                     |                |                                 |                |
| <b>At 31 Mar 2024</b>  | <u>72,797</u>                       | <u>—</u>       | <u>—</u>                        | <u>72,797</u>  |
| At 31 Mar 2023         | <u>2,400</u>                        | <u>—</u>       | <u>—</u>                        | <u>2,400</u>   |

##### Capital commitments

|                                                                 | 2024<br>£     | 2023<br>£ |
|-----------------------------------------------------------------|---------------|-----------|
| Contracted for but not provided for in the financial statements | <u>96,875</u> | <u>—</u>  |

As at 31 March 2024, capital funding had been secured in respect of this capital commitment.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 14. Debtors

|                                | 2024<br>£      | 2023<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 689,950        | 117,780        |
| Prepayments and accrued income | 80,800         | 138,355        |
|                                | <u>770,750</u> | <u>256,135</u> |

#### 15. Creditors: Amounts falling due within one year

|                                 | 2024<br>£      | 2023<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | 65,257         | 30,108         |
| Accruals and deferred income    | 617,863        | 187,097        |
| Social security and other taxes | 45,630         | 40,943         |
|                                 | <u>728,750</u> | <u>258,148</u> |

#### 16. Deferred income

|                           | 2024<br>£      | 2023<br>£      |
|---------------------------|----------------|----------------|
| At 1 April 2023           | 148,265        | 826,243        |
| Amount released to income | (148,265)      | (826,243)      |
| Amount deferred in year   | <u>567,680</u> | <u>148,265</u> |
| <b>At 31 March 2024</b>   | <u>567,680</u> | <u>148,265</u> |

Deferred income relates to grant funding received in respect of future periods.

#### 17. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £162,102 (2023: £95,801).

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds

##### Unrestricted funds

|                          | At 1 Apr 2023    | Income           | Expenditure        | Transfers      | At<br>31 Mar 2024 |
|--------------------------|------------------|------------------|--------------------|----------------|-------------------|
|                          | £                | £                | £                  | £              | £                 |
| Unrestricted funds       | 1,300,000        | 2,860,527        | (2,541,412)        | (119,115)      | 1,500,000         |
| Woolgate Court           | 2,400            | –                | (3,266)            | 4,327          | 3,461             |
| King's Lynn Fixed Assets | –                | –                | (12,164)           | 81,500         | 69,336            |
| Buildings & Environment  |                  |                  |                    |                |                   |
| Improvement              | 99,471           | –                | (13,644)           | (85,827)       | –                 |
| Cost of living fund      | 285,956          | –                | (134,423)          | 40,317         | 191,850           |
| Innox Fund               | 27,500           | 27,500           | (27,500)           | –              | 27,500            |
| NHS Fund                 | 188,166          | –                | –                  | 42,907         | 231,073           |
| Schools Work Fund        | 579              | –                | –                  | (540)          | 39                |
| YAB's                    | –                | –                | –                  | 27,763         | 27,763            |
| Right to Succeed         | –                | –                | –                  | 6,966          | 6,966             |
|                          | <u>1,904,072</u> | <u>2,888,027</u> | <u>(2,732,409)</u> | <u>(1,702)</u> | <u>2,057,988</u>  |

|                          | At 1 Apr 2022    | Income           | Expenditure        | Transfers    | At<br>31 Mar 2023 |
|--------------------------|------------------|------------------|--------------------|--------------|-------------------|
|                          | £                | £                | £                  | £            | £                 |
| Unrestricted funds       | 1,200,000        | 2,791,500        | (2,329,782)        | (361,718)    | 1,300,000         |
| Woolgate Court           | 9,600            | –                | (7,200)            | –            | 2,400             |
| King's Lynn Fixed Assets | –                | –                | –                  | –            | –                 |
| Buildings & Environment  |                  |                  |                    |              |                   |
| Improvement              | 100,000          | –                | (529)              | –            | 99,471            |
| Cost of living fund      | 134,424          | –                | –                  | 151,532      | 285,956           |
| Innox Fund               | –                | –                | –                  | 27,500       | 27,500            |
| NHS Fund                 | –                | –                | –                  | 188,166      | 188,166           |
| Schools Work Fund        | –                | –                | –                  | 579          | 579               |
| YAB's                    | –                | –                | –                  | –            | –                 |
| Right to Succeed         | –                | –                | –                  | –            | –                 |
|                          | <u>1,444,024</u> | <u>2,791,500</u> | <u>(2,337,511)</u> | <u>6,059</u> | <u>1,904,072</u>  |

During the current and prior periods, funds were designated towards a cost of living fund to respond to inflation pressures. Funds of £134,423 have been expended in the current year to cover cost of living increases applied in April 2023.

Funds have previously been designated towards buildings and environment improvement, during the year expenditure of £13,644 was allocated against the fund. Transfers amounting to £85,827 have been made from the fund during the year for capital improvements to King's Lynn and Woolgate Court.

During the current and prior periods funds were designated towards a number of project funds (Innox Fund, NHS Fund, Schools Work Fund, YAB's and Right to Succeed) to ensure contract income received for specific activities is separately identified within unrestricted funds.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

##### Restricted funds

|                                                           | At 1 Apr 2023 | Income | Expenditure | Transfers | At<br>31 Mar 2024 |
|-----------------------------------------------------------|---------------|--------|-------------|-----------|-------------------|
|                                                           | £             | £      | £           | £         | £                 |
| Henry Smith                                               | —             | 61,800 | (30,900)    | —         | 30,900            |
| NHS Norfolk & Waveney<br>ICB - Frontline Advice           | —             | 14,223 | (14,223)    | —         | —                 |
| Norfolk Community<br>Foundation - Healthy<br>Young Minds  | —             | 15,000 | (10,000)    | —         | 5,000             |
| NCC / PHE - Suicide<br>Prevention                         | —             | 18,475 | (18,475)    | —         | —                 |
| Norwich YAB - Additional<br>Youth Work Capacity           | —             | 9,500  | (9,500)     | —         | —                 |
| NCF: Anguish's - Crisis to<br>Stability                   | 8,765         | —      | (8,765)     | —         | —                 |
| North Norfolk YAB -<br>Young Commissioner<br>Development  | 6,654         | 16,381 | (23,035)    | —         | —                 |
| West Norfolk YAB -<br>Young Commissioner<br>Development   | 27,227        | 7,427  | (34,654)    | —         | —                 |
| West Norfolk YAB<br>Additional Youth Work<br>Capacity     | 19,989        | —      | (19,989)    | —         | —                 |
| Great Yarmouth Open<br>Access                             | 2,738         | —      | (764)       | —         | 1,974             |
| Breckland YAB - Young<br>Commissioner<br>Development      | 14,395        | 15,131 | (29,526)    | —         | —                 |
| Breckland YAB Additional<br>Youth Work Capacity           | 9,994         | —      | (9,994)     | —         | —                 |
| Great Yarmouth YAB -<br>Additional Youth Work<br>Capacity | —             | 9,500  | (9,500)     | —         | —                 |
| Broadland YAB - Young<br>Commissioner<br>Development      | 902           | 7,876  | (8,778)     | —         | —                 |
| Co-operative Foundation -<br>Building Connections         | —             | —      | —           | —         | —                 |
| EMR - Advice                                              | 2,000         | —      | (2,000)     | —         | —                 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

|                                                                       |        |         |          |   |        |
|-----------------------------------------------------------------------|--------|---------|----------|---|--------|
| Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support | —      | —       | —        | — | —      |
| New Anglia Local Enterprise Partnership Community Challenge           | —      | —       | —        | — | —      |
| NCF - Perinatal Mental Health and Wellbeing Fund                      | —      | —       | —        | — | —      |
| NCF - Great Yarmouth Investment Fund                                  | —      | —       | —        | — | —      |
| NCF - Shelroy Charitable Trust                                        | —      | —       | —        | — | —      |
| NCF - Surviving Winter Fund                                           | —      | 1,500   | (1,500)  | — | —      |
| NCAN - Hardship Fund                                                  | —      | 48,000  | (48,000) | — | —      |
| NCF - Empowering Communities Fund                                     | 5,000  | —       | (929)    | — | 4,071  |
| NCF - Children & YP Wellbeing Fund                                    | —      | —       | —        | — | —      |
| Paul Hamlyn Foundation - Wellbeing Fund                               | —      | —       | —        | — | —      |
| EMR Mentoring Social Prescribing                                      | —      | —       | —        | — | —      |
| Norwich One                                                           | —      | 38,327  | (38,327) | — | —      |
| Dulverton - Youth Banks                                               | 18,198 | —       | (16,787) | — | 1,411  |
| USA Trip                                                              | —      | —       | —        | — | —      |
| NSPCC Youth Bank                                                      | 2,000  | (2,000) | —        | — | —      |
| Masonic Charitable Foundation - Great Yarmouth Advice                 | —      | —       | —        | — | —      |
| NCF - Utility Support Fund                                            | —      | —       | —        | — | —      |
| Centre for Youth Impact - Mentoring Trials                            | 59,324 | —       | (59,324) | — | —      |
| Catton Grove Big Local                                                | 1,445  | 7,981   | (7,590)  | — | 1,836  |
| NCF Volunteering                                                      | —      | —       | —        | — | —      |
| North Norfolk YAB - Additional Youth Work Capacity                    | —      | 10,588  | (10,588) | — | —      |
| NNDC - IAA                                                            | —      | —       | —        | — | —      |
| National Lottery                                                      | 24,890 | 68,322  | (67,872) | — | 25,340 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

##### 18. Analysis of charitable funds *(continued)*

|                          |          |        |          |       |        |
|--------------------------|----------|--------|----------|-------|--------|
| NCF - Sir Norman Lamb    | 2,215    | —      | (2,215)  | —     | —      |
| Jane Austen College -    |          |        |          |       |        |
| VRAC Schools Match       | —        | —      | —        | —     | —      |
| City of Norwich School - |          |        |          |       |        |
| VRAC Schools Match       | —        | —      | —        | —     | —      |
| Intereg 2 Seas           | (66,243) | 64,541 | —        | 1,702 | —      |
| M&S Neighbourly Fund     | 328      | —      | (328)    | —     | —      |
| NCAN Health and          |          |        |          |       |        |
| Wellbeing Covid          |          |        |          |       |        |
| Recovery                 | —        | —      | —        | —     | —      |
| Ranworth Trust           | 10,000   | 10,000 | (10,000) | —     | 10,000 |
| NCF Public               |          |        |          |       |        |
| Health/Empowering        |          |        |          |       |        |
| Communities              | 7,500    | 10,240 | (10,292) | —     | 7,448  |
| Association for Young    |          |        |          |       |        |
| People's Health          | 1,130    | —      | (1,130)  | —     | —      |
| Children in Need - Great |          |        |          |       |        |
| Yarmouth Open Access     | —        | 38,157 | (30,496) | —     | 7,661  |
| Great Yarmouth YAB -     |          |        |          |       |        |
| Young Commissioner       | 11,240   | 10,618 | (21,858) | —     | —      |
| Norwich YAB - Young      |          |        |          |       |        |
| Commissioner             | 8,090    | 18,686 | (26,776) | —     | —      |
| Big Lottery - Help       |          |        |          |       |        |
| Through Crisis           | —        | —      | —        | —     | —      |
| Paul Hamlyn Foundation - |          |        |          |       |        |
| Act For Change           | —        | —      | —        | —     | —      |
| Broadland YAB -          |          |        |          |       |        |
| Additional Youth Work    | —        | 8,929  | (8,929)  | —     | —      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

|                                                             |                |                |                  |              |                |
|-------------------------------------------------------------|----------------|----------------|------------------|--------------|----------------|
| KL & WN Health and Wellbeing Partnership - Covid Recovery   | —              | —              | —                | —            | —              |
| NHS Slippage Salary Grant                                   | 160,000        | —              | (160,000)        | —            | —              |
| Active Norfolk - Boxing Blagrove                            | 7,167          | 47,300         | (27,951)         | —            | 26,516         |
| Active Norfolk                                              | —              | —              | —                | —            | —              |
| NCS - Community Experiences                                 | —              | 16,560         | (16,124)         | —            | 436            |
| NCF - SPACE Youth Fund                                      | —              | 8,462          | (1,880)          | —            | 6,582          |
| PHF - YSIF                                                  | —              | 5,000          | —                | —            | 5,000          |
| Norfolk Community Foundation - DCMS Know Your Neighbourhood | —              | 37,771         | (32,739)         | —            | 5,032          |
| PCC Grant                                                   | —              | 14,279         | (14,279)         | —            | —              |
| Donations                                                   | 5,000          | 20,000         | (20,000)         | —            | 5,000          |
|                                                             | <u>349,948</u> | <u>658,574</u> | <u>(866,017)</u> | <u>1,702</u> | <u>144,207</u> |

|                                                    | At 1 Apr 2022<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2023<br>£ |
|----------------------------------------------------|--------------------|-------------|------------------|----------------|------------------------|
| Henry Smith                                        | —                  | —           | —                | —              | —                      |
| NHS Norfolk & Waveney ICB - Frontline Advice       | —                  | —           | —                | —              | —                      |
| Norfolk Community Foundation - Healthy Young Minds | —                  | —           | —                | —              | —                      |
| NCC / PHE - Suicide Prevention                     | —                  | 16,944      | (16,944)         | —              | —                      |
| Norwich YAB - Additional Youth Work Capacity       | —                  | 18,999      | (18,999)         | —              | —                      |
| NCF: Anguish's - Crisis to Stability               | 60,000             | 21,038      | (72,273)         | —              | 8,765                  |
| North Norfolk YAB - Young Commissioner Development | 878                | 22,900      | (17,124)         | —              | 6,654                  |
| West Norfolk YAB - Young Commissioner Development  | 22,995             | 18,000      | (13,768)         | —              | 27,227                 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

|                                                                       |        |        |          |   |        |
|-----------------------------------------------------------------------|--------|--------|----------|---|--------|
| West Norfolk YAB                                                      |        |        |          |   |        |
| Additional Youth Work Capacity                                        | —      | 48,639 | (28,650) | — | 19,989 |
| Great Yarmouth Open Access                                            | 4,560  | —      | (1,822)  | — | 2,738  |
| Breckland YAB - Young Commissioner Development                        | 15,086 | 24,594 | (25,285) | — | 14,395 |
| Breckland YAB Additional Youth Work Capacity                          | —      | 28,317 | (18,323) | — | 9,994  |
| Great Yarmouth YAB - Additional Youth Work Capacity                   | —      | 19,000 | (19,000) | — | —      |
| Broadland YAB - Young Commissioner Development                        | (679)  | 21,075 | (19,494) | — | 902    |
| Co-operative Foundation - Building Connections                        | 2,170  | —      | (2,170)  | — | —      |
| EMR - Advice                                                          | —      | 2,000  | —        | — | 2,000  |
| Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support | 24,811 | 30,000 | (54,811) | — | —      |
| New Anglia Local Enterprise Partnership Community Challenge           | 11,394 | —      | (11,394) | — | —      |
| NCF - Perinatal Mental Health and Wellbeing Fund                      | 850    | —      | (850)    | — | —      |
| NCF - Great Yarmouth Investment Fund                                  | 2,083  | —      | (2,083)  | — | —      |
| NCF - Shelroy Charitable Trust                                        | 2,500  | —      | (2,500)  | — | —      |
| NCF - Surviving Winter Fund                                           | —      | 2,000  | (2,000)  | — | —      |
| NCAN - Hardship Fund                                                  | 6,339  | 50,715 | (57,054) | — | —      |
| NCF - Empowering Communities Fund                                     | 7,823  | —      | (2,823)  | — | 5,000  |
| NCF - Children & YP Wellbeing Fund                                    | 3,750  | —      | (3,750)  | — | —      |
| Paul Hamlyn Foundation - Wellbeing Fund                               | 15,000 | —      | (15,000) | — | —      |
| EMR Mentoring                                                         | —      | 2,000  | (2,000)  | — | —      |
| Social Prescribing                                                    | —      | —      | —        | — | —      |
| Norwich One                                                           | —      | 41,521 | (41,521) | — | —      |
| Dulverton - Youth Banks                                               | —      | 35,000 | (16,802) | — | 18,198 |
| USA Trip                                                              | —      | 9,775  | (9,775)  | — | —      |
| NSPCC Youth Bank                                                      | —      | 2,000  | —        | — | 2,000  |
| Masonic Charitable Foundation - Great Yarmouth Advice                 | —      | 23,861 | (23,861) | — | —      |
| NCF - Utility Support Fund                                            | —      | 200    | (200)    | — | —      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

|                           |          |        |          |         |          |
|---------------------------|----------|--------|----------|---------|----------|
| Centre for Youth Impact - |          |        |          |         |          |
| Mentoring Trials          | 8,846    | 55,768 | (5,290)  | —       | 59,324   |
| Catton Grove Big Local    | —        | 2,893  | (1,448)  | —       | 1,445    |
| NCF Volunteering          | —        | 1,295  | (1,295)  | —       | —        |
| North Norfolk YAB -       |          |        |          |         |          |
| Additional Youth Work     |          |        |          |         |          |
| Capacity                  | —        | 21,176 | (21,176) | —       | —        |
| NNDC - IAA                | —        | 11,000 | (11,000) | —       | —        |
| National Lottery          | —        | 59,736 | (34,846) | —       | 24,890   |
| NCF - Sir Norman Lamb     | —        | 2,215  | —        | —       | 2,215    |
| Jane Austen College -     |          |        |          |         |          |
| VRAC Schools Match        | 8,333    | —      | (8,333)  | —       | —        |
| City of Norwich School -  |          |        |          |         |          |
| VRAC Schools Match        | 8,333    | —      | (8,333)  | —       | —        |
| Intereg 2 Seas            | (86,253) | 63,531 | (43,521) | —       | (66,243) |
| M&S Neighbourly Fund      | —        | 1,000  | (672)    | —       | 328      |
| NCAN Health and           |          |        |          |         |          |
| Wellbeing Covid           |          |        |          |         |          |
| Recovery                  | —        | 11,550 | (11,550) | —       | —        |
| Ranworth Trust            | 10,000   | 10,000 | (10,000) | —       | 10,000   |
| NCF Public                |          |        |          |         |          |
| Health/Empowering         |          |        |          |         |          |
| Communities               | —        | 10,000 | (2,500)  | —       | 7,500    |
| Association for Young     |          |        |          |         |          |
| People's Health           | 1,130    | —      | —        | —       | 1,130    |
| Children in Need - Great  |          |        |          |         |          |
| Yarmouth Open Access      | 1,473    | 28,925 | (30,398) | —       | —        |
| Great Yarmouth YAB -      |          |        |          |         |          |
| Young Commissioner        | 3,915    | 20,400 | (13,075) | —       | 11,240   |
| Norwich YAB - Young       |          |        |          |         |          |
| Commissioner              | (2,549)  | 17,682 | (7,043)  | —       | 8,090    |
| Big Lottery - Help        |          |        |          |         |          |
| Through Crisis            | 4,046    | —      | (4,046)  | —       | —        |
| Paul Hamlyn Foundation -  |          |        |          |         |          |
| Act For Change            | 6,059    | —      | —        | (6,059) | —        |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 18. Analysis of charitable funds *(continued)*

|                         |                |                  |                  |                |                |
|-------------------------|----------------|------------------|------------------|----------------|----------------|
| Broadland YAB -         |                |                  |                  |                |                |
| Additional Youth Work   | —              | 22,929           | (22,929)         | —              | —              |
| KL & WN Health and      |                |                  |                  |                |                |
| Wellbeing Partnership - |                |                  |                  |                |                |
| Covid Recovery          | —              | 5,000            | (5,000)          | —              | —              |
| NHS Slippage Salary     |                |                  |                  |                |                |
| Grant                   | —              | 160,000          | —                | —              | 160,000        |
| Active Norfolk - Boxing | 280            | —                | (280)            | —              | —              |
| Blagrove                | —              | 43,000           | (35,833)         | —              | 7,167          |
| Active Norfolk          | —              | 1,750            | (1,750)          | —              | —              |
| NCS - Community         |                |                  |                  |                |                |
| Experiences             | —              | —                | —                | —              | —              |
| NCF - SPACE Youth       |                |                  |                  |                |                |
| Fund                    | —              | —                | —                | —              | —              |
| PHF - YSIF              | —              | —                | —                | —              | —              |
| Norfolk Community       |                |                  |                  |                |                |
| Foundation - DCMS Know  |                |                  |                  |                |                |
| Your Neighbourhood      | —              | —                | —                | —              | —              |
| PCC Grant               | —              | 16,319           | (16,319)         | —              | —              |
| Donations               | 5,000          | 20,000           | (20,000)         | —              | 5,000          |
|                         | <u>148,173</u> | <u>1,024,747</u> | <u>(816,913)</u> | <u>(6,059)</u> | <u>349,948</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 18. Analysis of charitable funds *(continued)*

- Henry Smith: Funding to continue to run our young parents' support service. Our services are open to parents up to the age of 25, including parents to be, step parents, and those who have been separated from their children.
- NHS Norfolk & Waveney ICB - Frontline Advice: To provide much-needed free, accredited, impartial and independent advice to people who are struggling with debt, the cost of living crisis, at risk of homelessness or those already made homeless, people fleeing domestic abuse and people living in poverty.
- Norfolk Community Foundation - Healthy Young Minds: Funding to support the running of our confidential gender identity support service for young people who identify on the broad 'trans spectrum' - including intersex people and non-binary people who may or may not also identify as trans, as well as those who are questioning their identity.
- NCC/PHE - Suicide Prevention: The aim of this funding is to provide social welfare advice to young people referred from Norfolk Primary Care Networks and acute hospitals with the aim of reducing suicides on a potential increase of suicides.
- Norwich Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NCF - Anguish's - Crisis to Stability: The provision of advice, support, and networking to prevent destitution / unemployment and enable secure, satisfying lives for young people.
- North Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Great Yarmouth Open Access - Open access service for young people affected by local deprivation in Great Yarmouth. The group will aim to improve inclusion, emotional wellbeing and safety.
- Breckland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Breckland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Great Yarmouth Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Broadland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- EMR: Advice - The aim of this funding is to offering support to five young people as part of MAP's advice service.
- NCF - Surviving Winter Fund - To run weekly Stay and Play drop in sessions for young parents.
- NCAN - Hardship Fund: A grant fund for the delivery of hardship information, advice and support

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 18. Analysis of charitable funds *(continued)*

with an overall objective to reduce hardship for Norfolk residents.

- NCF - Empowering Communities Fund: To produce a resource for professionals to enable them to better support young people in their settings who are transgender, non-binary, intersex or questioning their gender identity.

- One Norwich - Social Prescribing: The aim of this funding is to reduce pressures on health services by resolving non-medical causes of health problems.

- Dulverton: Youth Banks - The set-up of two 'Youth Banks' in rural Norfolk, enabling young people to identify issues, raise money, and implement beneficial solutions for young people and their communities.

- NSPCC Youth Bank - To make grants that improve the safety and wellbeing of children and young people. This funding was returned to the funder in the current year.

- CFYI - Mentoring: To facilitate an impact network in the Eastern region in partnership with The Centre for Youth Impact, to support charitable and statutory organisations working with young people in the region to better understand and increase the impact of their work.

- Catton Grove Big Local - Through delivery of drop-in and outreach activities, young people aged 11-18 years old living in the Big Local area will participate in activities and receive support.

- North Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.

- National Lottery Community Fund - A partnership with Norwich Citizen's Advice, to continue our Help Through Crisis project, providing in-depth and tailored advice to clients in significant need across Norfolk.

- NCF: Sir Norman Lamb - Supporting MAP's volunteer counselling scheme in Norwich and Great Yarmouth.

- Interreg 2 Seas - VRAC: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

- M&S Neighbourly Fund - Provide food bank items for young people to access at Norwich and Great Yarmouth drop-ins.

- Ranworth Trust: Weekly, open access groups for 11-19 year olds, held after school in venue either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.

- NCF Public Health / Empowering Communities - Funding to continue to run our young parents support service. Our services are open to parents up to the age of 25, including parents to be, step parents, and those who have been separated from their children.

- Association for Young People's Health: Recruiting, supporting and engaging 5-10 young people with lived experience of sexual violence in the We're All Right project over a two year period.

- Children in Need - GY Open Access: Open access service for young people affected by local deprivation in Great Yarmouth. The group will aim to improve inclusion, emotional wellbeing and safety.

- Great Yarmouth Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 18. Analysis of charitable funds *(continued)*

- Norwich Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Broadland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NHS Slippage Salary Grant - Support staff salary increase in line with inflation.
- Blagrove - Supporting young people to influence policy (on poverty / cost of living crisis / housing crisis)
- NCS - Community Experiences: The project will bring together 16-17 year olds in targeted areas, focusing on social action.
- NCF - SPACE Youth Fund: To deliver a high quality, open-access youth group weekly for 11-16 year olds in Mile Cross, Norwich.
- Paul Hamlyn Foundation - YSIF: To evaluate and showcase our work with the Youth Strategic Investment Fund.
- Norfolk Community Foundation - DCMS Know Your Neighbourhood: To recruit and train five young volunteer youth workers in Great Yarmouth and recruit 15 to 20 further local volunteers to lead a volunteering campaign.
- PCC Grant: A grant contributing to the rent costs at the Risebrow Centre, Norwich.
- Donations - Various amounts received:
  - To support MAP's free, confidential, gender identity support service.
  - To provide food and refreshments during our youth work groups and activities.
  - For use within the Great Yarmouth area.

#### Previous year funding

- Co-operative Foundation - Building Connections - Great Yarmouth Horizons: The aim of this funding was to address loneliness through a programme of life coaching, a weekly group and organised activities and awareness raising.
- Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support: The aim of this funding is to enable MAP to access expert advice and support.
- New Anglia LEP Community Challenge: To continue the UP! Project providing specialist employment advice to young people in Norfolk.
- NCF - Perinatal Mental Health and Wellbeing Fund: Delivery of 'Circle of Security' course to young parents.
- NCF - GY Community Investment Fund: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.
- NCF - Shelroy Charitable Trust: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.
- NCF - Children and YP Wellbeing Fund: A donation to support MAP's free, confidential, gender identity support service.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

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#### 18. Analysis of charitable funds *(continued)*

- Paul Hamlyn Foundation - Wellbeing Fund: To supporting staff wellbeing within MAP to address staff attrition, fatigue, and rebuilding teams in the short to medium term future.
- EMR: Mentoring - The aim of this funding is to offering support to five young people as part of MAP's advice service.
- USA Trip - To contribute to costs of Young Peoples' trip to the USA.
- Masonic Charitable Foundation - Great Yarmouth Advice: The aim of this funding is to provide a drop-in advice & advocacy service in Great Yarmouth for disadvantaged young people, aged 11-25.
- NCF: Utility Support Fund - Administration costs for administering grants to deliver hardship support focused on food, fuel and other essential bills to beneficiaries countywide.
- NCF Volunteering (DCMS Know Your Neighbourhood) - To undertake a small research project into young people's attitudes and experiences towards volunteering in Great Yarmouth.
- NNDC: IAA - To enhance / increase Information, Advice and Advocacy (IAA) Services available in North Norfolk to ensure that young people, particularly those with mental health needs are able to access appropriate support.
- Jane Austen College - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- City of Norwich School - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- NCC / NCAN Health and Wellbeing Covid Recovery - To provide in-depth and tailored support to clients in significant need across Norfolk.
- Big Lottery - Help Through Crisis: The aim of this funding is to create an integrated response, with wide impact, to the high and growing need of young people in hardship crisis.
- Paul Hamlyn Foundation - Act for Change: The aim of this funding was to run a youth campaign for kindness and anti-bullying. Additional funding was received to extend the existing project by an additional three months, due to Covid-19. With the permission of the funder, the remaining fund balance of £6,059 was transferred into unrestricted funds in the previous year.
- KL and WN Health and Wellbeing Partnership: Covid Recovery - Provide in-depth and tailored support to clients in significant need in West Norfolk.
- Active Norfolk - Boxing: To deliver boxing workshops for young people in Great Yarmouth. This is a weekly session delivered in partnership with a qualified instructor.
- Active Norfolk - Big Holiday Fun - To provide holiday activities and food to young people in Norfolk during the Summer Holidays.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

#### 19. Analysis of net assets between funds

##### Year ended 31 March 2024

|                                                             | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£       |
|-------------------------------------------------------------|-------------------|----------------------------|------------------|
| <b>Restricted Income Funds:</b>                             |                   |                            |                  |
| Henry Smith                                                 | —                 | 30,900                     | 30,900           |
| NCF: Healthy Young Minds                                    | —                 | 5,000                      | 5,000            |
| Great Yarmouth Open Access                                  | —                 | 1,974                      | 1,974            |
| NCF - Empowering Communities Fund                           | —                 | 4,071                      | 4,071            |
| Dulverton - Youth Banks                                     | —                 | 1,411                      | 1,411            |
| Catton Grove Big Local                                      | —                 | 1,836                      | 1,836            |
| National Lottery                                            | —                 | 25,340                     | 25,340           |
| Ranworth Trust                                              | —                 | 10,000                     | 10,000           |
| NCF Public Health/Empowering Communities                    | —                 | 7,448                      | 7,448            |
| Children in Need - Great Yarmouth Open Access               | —                 | 7,661                      | 7,661            |
| Blagrove                                                    | —                 | 26,516                     | 26,516           |
| NCS - Community Experiences                                 | —                 | 436                        | 436              |
| NCF - SPACE Youth Fund                                      | —                 | 6,582                      | 6,582            |
| PHF - YSIF                                                  | —                 | 5,000                      | 5,000            |
| Norfolk Community Foundation - DCMS Know Your Neighbourhood | —                 | 5,032                      | 5,032            |
| Donations                                                   | —                 | 5,000                      | 5,000            |
|                                                             | —                 | 144,207                    | 144,207          |
| <b>Unrestricted Income Funds:</b>                           |                   |                            |                  |
| Designated Funds                                            | 72,797            | 485,191                    | 517,671          |
| General Funds                                               | —                 | 1,500,000                  | 1,540,317        |
|                                                             | 72,797            | 1,985,191                  | 2,057,988        |
| <b>Total Funds</b>                                          | <b>72,797</b>     | <b>2,129,398</b>           | <b>2,202,195</b> |

##### Year ended 31 March 2023

|                                                   | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£ |
|---------------------------------------------------|-------------------|----------------------------|------------|
| <b>Restricted Income Funds:</b>                   |                   |                            |            |
| NCF: Anguish's - Crisis to Stability              | —                 | 8,765                      | 8,765      |
| North Norfolk YAB - Young Commissioner            | —                 | 6,654                      | 6,654      |
| West Norfolk YAB - Young Commissioner             | —                 | 27,227                     | 27,227     |
| West Norfolk YAB - Additional Youth Work Capacity | —                 | 19,989                     | 19,989     |
| Great Yarmouth Open Access                        | —                 | 2,738                      | 2,738      |
| Breckland YAB - Youth Commissioner                | —                 | 14,395                     | 14,395     |
| Breckland YAB - Additional Youth Work Capacity    | —                 | 9,994                      | 9,994      |
| Broadland YAB - Youth Commissioner                | —                 | 902                        | 902        |
| EMR - Advice                                      | —                 | 2,000                      | 2,000      |
| NCF - Empowering Communities Fund                 | —                 | 5,000                      | 5,000      |
| Dulverton - Youth Banks                           | —                 | 18,198                     | 18,198     |
| NSPCC Youth Bank                                  | —                 | 2,000                      | 2,000      |
| Centre for Youth Impact - Mentoring Trials        | —                 | 59,324                     | 59,324     |
| Catton Grove Big Local                            | —                 | 1,445                      | 1,445      |
| National Lottery                                  | —                 | 24,890                     | 24,890     |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2024

|                                          |              |                  |                  |
|------------------------------------------|--------------|------------------|------------------|
| NCF - Sir Norman Lamb                    | –            | 2,215            | 2,215            |
| Intereg EU (VRAC)                        | –            | (66,243)         | (66,243)         |
| M&S Neighbourly Fund                     | –            | 328              | 328              |
| Ranworth Trust                           | –            | 10,000           | 10,000           |
| NCF Public Health/Empowering Communities | –            | 7,500            | 7,500            |
| Association for Young People's Health    | –            | 1,130            | 1,130            |
| Great Yarmouth YAB - Young Commissioner  | –            | 11,240           | 11,240           |
| Norwich YAB - Young Commissioner         | –            | 8,090            | 8,090            |
| NHS Slippage Salary Grant                | –            | 160,000          | 160,000          |
| Blagrove                                 | –            | 7,167            | 7,167            |
| Donations                                | –            | 5,000            | 5,000            |
|                                          | –            | <u>349,948</u>   | <u>349,948</u>   |
| <b>Unrestricted Income Funds:</b>        |              |                  |                  |
| Designated Funds                         | 2,400        | 601,672          | 604,072          |
| General Funds                            | –            | 1,300,000        | 1,300,000        |
|                                          | <u>2,400</u> | <u>1,901,672</u> | <u>1,904,072</u> |
| <b>Total Funds</b>                       | <u>2,400</u> | <u>2,251,620</u> | <u>2,254,020</u> |

#### 20. Analysis of changes in net debt

|                          | At 1 Apr 2023    | Cash flows       | At<br>31 Mar 2024 |
|--------------------------|------------------|------------------|-------------------|
|                          | £                | £                | £                 |
| Cash at bank and in hand | <u>2,253,633</u> | <u>(166,235)</u> | <u>2,087,398</u>  |

#### 21. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

|                                              | 2024           | 2023           |
|----------------------------------------------|----------------|----------------|
|                                              | £              | £              |
| Not later than 1 year                        | 112,205        | 79,217         |
| Later than 1 year and not later than 5 years | <u>156,034</u> | <u>97,028</u>  |
|                                              | <u>268,239</u> | <u>176,245</u> |

#### 22. Related parties

Unrestricted donations amounting to £Nil (2023: £225) were received from Trustees.

During the year, core grants were received from John Risebrow's Charity amounting to £57,000 (2023 - £57,000). The Revd E J Carter is trustee of John Risebrow's Charity.

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# Accounts

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**COMPANY REGISTRATION NUMBER: 5249208**

**CHARITY REGISTRATION NUMBER: 1107927**

**Mancroft Advice Project (MAP)**  
**Company Limited by Guarantee**  
**Financial statements**  
**31 March 2023**

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2023**

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| Independent auditor's report to the members                                  | <b>12</b>   |
| Statement of financial activities (including income and expenditure account) | <b>16</b>   |
| Balance sheet                                                                | <b>17</b>   |
| Statement of cash flows                                                      | <b>18</b>   |
| Notes to the financial statements                                            | <b>19</b>   |

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2023**

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Reference and administrative details**

|                                               |                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------|
| <b>Registered charity name</b>                | Mancroft Advice Project (MAP)                                        |
| <b>Charity registration number</b>            | 1107927                                                              |
| <b>Company registration number</b>            | 5249208                                                              |
| <b>Principal office and registered office</b> | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF |

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

C M Billings (Chair)  
K Blake-Holmes  
K Buchanan (appointed 6 June 2022)  
The Revd E J Carter  
S Gale (resigned 12 December 2022)  
I McGuire (appointed 3 July 2023)  
G Prasad  
D Roe  
L Spratling (appointed 6 June 2022)  
S Taylor (resigned 3 July 2023)

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

---

**Company secretary** D Mobbs

**Chief executive** D Mobbs

**Patrons** Mr William Armstrong OBE  
Lady Philippa Dannatt MBE, HM Lord-Lieutenant of Norfolk  
The Rt Hon Sir Norman Lamb  
His Honour Judge Jeremy Richards

**Auditor** Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

**Bankers** CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

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##### **Objectives and activities**

###### ***MAP's vision is that:***

All young people will know what it is to be valued, and that they will have the support and information they need to make a successful transition to adulthood.

###### ***Mission Statement***

The Mancroft Advice Project exists to provide quality information, advice, counselling and support for the holistic development of young people aged under the age of 25 in Norwich and Norfolk.

###### ***Objects***

- To advance education among young people under the age of 25 by the provision of a young people's information, advice, advocacy and counselling service.
- To promote, preserve and protect the health of young people in Norfolk and Suffolk through the provision of support, education and practical advice.
- The relief of poverty among young people in Norfolk and Suffolk.
- To promote the education of those dealing with young people by means of training, support and development.

The Project receives considerable assistance in its activities from unpaid volunteers. This assistance is unquantifiable but without it the Project would not be able to pursue its current level of activity.

###### ***Public benefit***

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Board of Trustees consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objects, its services being available to all young people aged up to 25 in Norfolk and Suffolk.

As set out above, the benefits that arise from the aims are the improved wellbeing of young people and their successful transition to adulthood. Many of those who access our services are already socially excluded or are at risk of social exclusion. MAP provides targeted support to young people experiencing deprivation: especially in parts of Norwich and Great Yarmouth where in certain wards as many as 50% of children and young people live in income deprived households. Youth unemployment is at high levels. Services are accessible via appointment or the drop-in at the project, or via our outreach work in schools, hostels and other agencies.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

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#### **Achievements and performance**

We continue to live with intersecting crises - cost-of-living, youth mental health, and climate change. Young people often tell us they feel a lack of hope about these challenges being solved, especially from people who can make the difference - government, and businesses. We have worked alongside incredibly strong young people who are trying to make positive change - about mental health, bullying, and discrimination. MAP has been there to platform and amplify their voices.

Our staff and volunteers are amazing - creative, resilient, and talented. We work hard to create a workplace that is values driven and supportive. We expect a lot from our staff and volunteers, so they need to expect a lot from us. The cost-of-living crisis is affecting our staff as well as young people. We took the confident decision to increase salaries by 10%. This was not easy but has had a big impact on our ability to recruit, retain and develop staff. They make us who we are, and our thanks goes to them.

We remain committed to partnership working, chairing the Voluntary Sector Forum for Children and Young People. Our CEO this year was appointed vice-chair of the Children and Young People's Strategic Alliance, bringing together NHS, Children's Services, Police, VCSE and others to create collaborative leadership to make Norfolk the best place it can be for young people. We are committed to our role nationally, meeting about the cost-of-living crisis with MPs and young people in Parliament, leading national practice on advice and counselling. Our CEO was appointed chair of Youth Access this year. We work in Norfolk, but our impact goes much further.

We were proud to open our third one-stop-shop after Norwich and Great Yarmouth. King's Lynn now has regular drop-ins and advice, counselling, and youth work all under one roof in the town centre. We've worked in King's Lynn for decades. It has been very exciting to bring everything together in a single wonderful new premises.

We launched the TALK Centre - and online training platform for anyone in Norfolk and Waveney working to support young people's mental health. This has developed quickly, with hundreds of people signing up and accessing courses and groups.

#### **Advice services**

Our same day drop-in advice services in Norwich, Great Yarmouth and now King's Lynn have been very busy. We have had to focus a lot on basic needs. Every day we give out free food. It never used to be like this. In winter we were a "warm bank", in summer a "cool bank" for people who lack basic housing. Debt and benefits advice remain in very high demand. We hear almost every day from very experienced charity workers that "it has never been this bad". One simple problem is that whatever we do, benefits simply aren't enough to live off. Citizens Advice described it as "our bleakest-ever start to the year", highlighting that over half of those seeking help, no matter what advice they were given, simply had more outgoings on necessities than income. We rely on finding small grants, e.g., the household support fund. Our advisers have been incredibly resourceful, but we can't meet everyone's needs. Many young people are destitute.

Within our drop-in we developed a new mental health advice service over the year. This provides immediate support on the day. It has been very successful and supported almost 1,000 young people in its first year.

Other services have included social prescribing, taking direct advice referrals from local GPs, and our young parents service. Our stay and play and antenatal programmes have been very popular with young parents and their children, learning from each other and our parents advisers.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

---

##### **Achievements and performance *(continued)***

###### ***Therapeutic services***

Our services are in huge demand and there are long waiting lists across the system. This year we again provided over 10,000 counselling sessions and worked with over 1,000 young people. We are working hard with partners to implement a THRIVE approach across Norfolk and Waveney with a single access point and clear support pathways. Along with a few others, we were the first to take referrals through the single "front door", making access much easier for young people and their families. Our therapeutic services are highly valued by young people. This year 100% of young people surveyed said the support they got was good and that their views and worries were taken seriously. This is incredible feedback for our amazing counsellors and youth mental health workers.

###### ***Youth work services***

Our Youth Advisory Boards continue to go from strength to strength - our anti-bullying conference has become a regular annual highlight. Strong voices from young people with lived experience are shaping how schools respond. Though the message from young people is "a lot more needs to be done". Other work includes anti-discrimination, e.g., young people leading out Norwich Pride carrying the enormous trans flag, and climate change, e.g., young people organising and delivering a climate change event at at Norwich Arts Centre. Young people's work on improving mental health services has developed strongly. The team of young people with lived experience of services, Youth in Mind, are promoting their Charter, the standards services need to meet, to organisations. Their governance group is involved in recruiting senior mental health staff and setting the agenda at strategic meetings and reviewing care pathways. It is becoming the norm that young people with lived experience are present where decisions are being made.

Our open access groups, such as Chill Spot in Great Yarmouth, the Catton Grove group in Norwich, the dungeons and dragons groups, are all popular, all responding to the wishes of young people. More young people are asking us to help set up community youth projects. Our mentoring work develops, with independent research/evaluation.

##### **Financial review**

Within the Unrestricted Funds, income amounted to £2,791,500 (2022 - £2,048,725) and expenditure £2,337,511 (2022 - £1,719,733) resulting in net income before transfers of £453,989 (2022 - £328,992).

Income within the Restricted Funds totalled £1,024,747 (2022 - £731,488) and expenditure £816,913 (2022 - £922,259) resulting in net expenditure before transfers of £207,834 (2022 - £190,771). Balances carried forward at 31 March 2023 amounted to £349,948 (2022 - £148,173).

###### ***Principal funding sources***

The project receives a wide range of funds for specific purposes from various charitable trusts and statutory bodies. In addition core funding has been received from John Risebrow's Charity since the charity was formed.

###### ***Funds in deficit***

The Intereg EU (VRAC) restricted fund was in deficit as at 31 March 2023 due to the way its funding is received retrospectively, and will be cleared from future claims for income.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

---

##### **Financial review *(continued)***

##### ***Investment policy***

Under the Memorandum and Articles of Association, the Board of Trustees have the power to invest the monies of the charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. Currently funds are deposited with CAF Bank.

##### ***Reserves policy***

##### **The need for reserves**

MAP has a need to hold a level of financial free reserves to enable it to have sufficient funds to:

- Meet its liabilities following significant disinvestment or other worst case scenarios. This includes redundancy, legal and lease costs.
- Invest in the organisation for long term benefit. This includes professional development, buildings and IT.
- Provide working capital. This includes payment in arrears, late payments and up-front costs.
- Give confidence to funders by having reserves of between three and six months of current running costs.

##### **Financial assessment**

To reach a reasonable level of reserves the Trustees have considered the following factors:

- Charity Commission guidance.
- Public sector spending cuts / threats and short term funding.
- The landlord for our Norwich centre is the St Peter Mancroft Church which is a key partner in the charity.
- The current potential costs of redundancy, legal fees and current lease liabilities.
- Current cash flow, turnover and projected turnover.
- All potential risks as outlined on the MAP risk register - in particular the impact of the current cost of living crisis and inflation pressures on wages.

##### **Reserves target**

The additional risks from high inflation and increasing operational costs means there is a greater need for reserves. The minimum target for free reserves is £1,300,000, which is four months current running costs. This is made up of:

- £500,000 for working capital
- £800,000 to cover liabilities of redundancy, legal, contract and lease commitments in case of worst case scenarios

Actual free reserves, represented by net current assets in the unrestricted fund, amounted to £1,901,672 at 31 March 2023. This includes designated funds of £601,672. In addition the charity had restricted funds of £349,948.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

---

##### **Financial review *(continued)***

If MAP holds unrestricted funds above our free reserves target it is our practice to invest this excess in our charitable activities; prioritising one off investments in our assets including buildings, IT and professional development. Decisions about the use of reserves will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position and review of our risk register. When reserves are below target, our aim is to produce an unrestricted fund surplus to increase our reserves to the target level.

The Board have agreed to designate free reserves above target to a cost of living fund to respond to inflation pressures.

##### **Review and monitoring**

The Board will review the level of reserves required annually. The Board will monitor cash flow quarterly (or more frequently if required) with analysis of management accounts.

Decisions about the use of investment funds will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position of MAP.

##### **Plans for future periods**

Our plans remain the same. MAP commenced a three-year Strategic Plan in 2022 - "Who We Are and What We Are Going to Do". We aim to be a strong, supportive and influential charity - changing the world from Norfolk. We will concentrate on making an impact ensuring young people have:

- Basic needs and rights met
- Good mental health
- A say over what is important to them

We will focus on our values of:

- Being young person centered
- Valuing each individual
- Being professional
- Working for social justice

We will be strong by focusing on our mission, vision and values, have strong governance and finance, have great systems and facilities, being environmentally sustainable, having excellent people and maximising our impact. We will be supportive by having excellent advice, therapeutic and youth work services. We will be influential by working with young people leading change in their community, by sharing staff expertise to train and develop other organisations and be increasing our external communication and local and national presence.

We successfully opened our new centre in King's Lynn and launched the TALK Centre where we share our staff's expertise. These were planned strategic priorities. In the year ahead, we are improving our website, undertaking our periodic governance review, and responding further to the cost-of-living crisis to ensure we can recruit and retain excellent staff. We also aim to do more in response to the climate crisis, both working with young people and through our environment sub-group.

##### **Members of the Board of Trustees**

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

---

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

##### ***Governing document***

The organisation is a charitable company limited by guarantee, incorporated on 4 October 2004 and registered as a Charity on 3 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Charity being wound up members are required to contribute an amount not exceeding £1.

##### ***Recruitment and appointment of Trustees***

Periodically a skills audit of the Board of Trustees is carried out. If any weaknesses, or gaps in skills, are identified then the Charity will advertise for new Trustees to address this.

When vacancies arise the Chair seeks applications. Applicants are nominated by two referees then attend an informal session with the Chair. On the Chair's recommendation applicants then attend a full board meeting. The board then votes on whether the applicant should be appointed.

##### ***Trustee induction and training***

On appointment, Trustees receive a copy of "The Good Trustee Guide" which includes all relevant guidelines for their new role. They also receive an extensive induction and information about the Charity which includes the Memorandum and Articles of Association, and the latest accounts of the Charity.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

##### ***Risk management***

The Trustees are aware of the requirement to identify and review the major risks to which the charity is exposed and to establish systems to mitigate those risks. A review is carried out on a regular basis and approved by the Board of Trustees.

MAP has a Finance, Audit and Risk Committee reporting directly to the Board made up of senior managers and Trustees.

##### ***Organisational structure***

The Charity is administered by the Board of Trustees, being the directors for company law purposes, as listed on page 1, who set out the general policy of the Charity. The Board of Trustees meet quarterly. Sub-groups are formed on a needs basis and meet on a needs basis. The Charity is staffed by the Chief Executive, Director of Operations, Finance Manager, Human Resource Manager, Development Manager, Head of Advice Services, Head of Therapeutic Services, Head of Youth Work Services, Advisers, Counsellors, Youth Workers, Officers and Administrators.

##### ***Related parties***

The Charity receives annual funding from John Risebrow's Charity, a registered charity, of which The Revd E J Carter is a trustee.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2023

---

##### Structure, governance and management *(continued)*

##### ***Pay policy for senior staff***

MAP has a pay policy to ensure a fair and consistent treatment of staff when making pay decisions. It describes our various processes linked to pay. This includes pay scales, pay progression and pay review processes.

MAP has job families, each of which contain broad bands, with a pay range attached to each. The pay ranges were based on market conditions when they were set in 2007, with subsequent pay scale reviews when financially viable. The job families group together job roles requiring similar types of responsibility, knowledge and accountability. Senior staff roles (with the exception of the CEO) are the highest level bands.

Once an individual is paid at the top of the pay scale, no further progression increments are awarded. In such cases, individuals only receive scale adjustments following a pay scale review.

The salary of the CEO is set and monitored by the Trustees.

##### **Fundraising standards information**

MAP's fundraising activity is always coherent with MAP's values. We comply with and are guided by the Institute of Fundraising Code of Fundraising Practice and the International Statement of Ethical Principles in Fundraising:

- **Honesty:** Fundraisers shall at all times act honestly and truthfully so that the public trust is protected and donors and beneficiaries are not misled.
- **Respect:** Fundraisers shall at all times act with respect for the dignity of their profession and their organisation and with respect for the dignity of donors and beneficiaries.
- **Integrity:** Fundraisers will act openly and with regard to their responsibility for public trust. They shall disclose all actual or potential conflicts of interest and avoid any appearance of personal or professional misconduct.
- **Empathy:** Fundraisers will work in a way that promotes their purpose and encourage others to use the same professional standards and engagement. They shall value individual privacy, freedom of choice, and diversity in all forms.
- **Transparency:** Fundraisers stimulate clear reports about the work they do, the way donations are managed and disbursed, and costs and expenses.

We never use third parties for fundraising. This is so we can ensure our ethical standards and values are fully applied to all our fundraising activities. We have a clear Privacy Notice regarding our work with funders and clear safeguarding policies to ensure we never have:

- Unreasonable intrusion on a person's privacy;
- Unreasonable persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity;
- Placing undue pressure on a person to give money or other property.

We have excellent relationships with our funders and receive regular positive feedback about how we work with them. We have never received a complaint about our fundraising practices.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

---

#### **Trustees' responsibilities statement**

The trustees (who are also directors for the purposes of company law) 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).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

#### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

# **Mancroft Advice Project (MAP)**

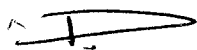
**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

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The trustees' annual report was approved on 09/10/23 and signed on behalf of the board of trustees by:



D Mobbs  
Charity Secretary



# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)**

**Year ended 31 March 2023**

---

#### **Opinion**

We have audited the financial statements of Mancroft Advice Project (MAP) (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **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 are independent of the charity in accordance with the ethical requirements that are 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating 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 charity'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.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

**Year ended 31 March 2023**

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#### **Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

In connection with our audit of the financial statements, 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.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' 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 trustees' 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 and from the requirement to prepare a strategic report.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

**Year ended 31 March 2023**

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#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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.

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:

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

## **Mancroft Advice Project (MAP)**

### **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

**Year ended 31 March 2023**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://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 charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Lovewell Blake LLP*  
Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of  
Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

09/10/23

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2023

|                                            |      | Unrestricted<br>funds | 2023<br>Restricted<br>funds | Total funds      | 2022<br>Total funds |
|--------------------------------------------|------|-----------------------|-----------------------------|------------------|---------------------|
|                                            | Note | £                     | £                           | £                | £                   |
| <b>Income and endowments</b>               |      |                       |                             |                  |                     |
| Donations and legacies                     | 5    | 25,620                | 20,000                      | 45,620           | 42,060              |
| Charitable activities                      | 6    | 2,755,416             | 1,004,747                   | 3,760,163        | 2,738,019           |
| Investment income                          | 7    | 10,464                | —                           | 10,464           | 134                 |
| <b>Total income</b>                        |      | <u>2,791,500</u>      | <u>1,024,747</u>            | <u>3,816,247</u> | <u>2,780,213</u>    |
| <b>Expenditure</b>                         |      |                       |                             |                  |                     |
| Charitable activities                      | 8    | 2,337,511             | 816,913                     | 3,154,424        | 2,641,992           |
| <b>Total expenditure</b>                   |      | <u>2,337,511</u>      | <u>816,913</u>              | <u>3,154,424</u> | <u>2,641,992</u>    |
| <b>Net income before transfer of funds</b> |      | 453,989               | 207,834                     | 661,823          | 138,221             |
| Transfers between funds                    |      | 6,059                 | (6,059)                     | —                | —                   |
| <b>Net movement in funds</b>               |      | <u>460,048</u>        | <u>201,775</u>              | <u>661,823</u>   | <u>138,221</u>      |
| <b>Reconciliation of funds</b>             |      |                       |                             |                  |                     |
| Total funds brought forward                |      | 1,444,024             | 148,173                     | 1,592,197        | 1,453,976           |
| <b>Total funds carried forward</b>         |      | <u>1,904,072</u>      | <u>349,948</u>              | <u>2,254,020</u> | <u>1,592,197</u>    |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 19 to 40 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

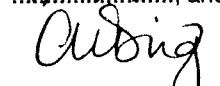
### Balance sheet

31 March 2023

|                                                       | Note | 2023<br>£        | £                | 2022<br>£        | £                |
|-------------------------------------------------------|------|------------------|------------------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |                  |                  |
| Tangible fixed assets                                 | 12   |                  | 2,400            |                  | 9,600            |
| <b>Current assets</b>                                 |      |                  |                  |                  |                  |
| Debtors                                               | 13   | 256,135          |                  | 885,411          |                  |
| Cash at bank and in hand                              |      | <u>2,253,633</u> |                  | <u>1,648,274</u> |                  |
|                                                       |      | 2,509,768        |                  | 2,533,685        |                  |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>258,148</u>   |                  | <u>951,088</u>   |                  |
| <b>Net current assets</b>                             |      |                  | 2,251,620        |                  | 1,582,597        |
| <b>Total assets less current liabilities</b>          |      |                  | <u>2,254,020</u> |                  | <u>1,592,197</u> |
| <b>Net assets</b>                                     |      |                  | <u>2,254,020</u> |                  | <u>1,592,197</u> |
| <b>Funds of the charity</b>                           |      |                  |                  |                  |                  |
| Restricted funds                                      |      |                  | 349,948          |                  | 148,173          |
| Unrestricted funds                                    |      |                  | <u>1,904,072</u> |                  | <u>1,444,024</u> |
| <b>Total charity funds</b>                            | 17   |                  | <u>2,254,020</u> |                  | <u>1,592,197</u> |

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

These financial statements were approved by the board of trustees and authorised for issue on 21/01/23, and are signed on behalf of the board by:

  
C M Billings (Chair)  
Trustee

Company registration number: 5249208

The notes on pages 19 to 40 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of cash flows

Year ended 31 March 2023

|                                                       | 2023<br>£        | 2022<br>£        |
|-------------------------------------------------------|------------------|------------------|
| <b>Cash flows from operating activities</b>           |                  |                  |
| Net income                                            | 661,823          | 138,221          |
| <i>Adjustments for:</i>                               |                  |                  |
| Depreciation of tangible fixed assets                 | 7,200            | 7,200            |
| Other interest receivable and similar income          | (10,464)         | (134)            |
| <i>Changes in:</i>                                    |                  |                  |
| Trade and other debtors                               | 629,276          | (440,823)        |
| Trade and other creditors                             | (692,940)        | 618,563          |
| Cash generated from operations                        | 594,895          | 323,027          |
| Interest received                                     | 10,464           | 134              |
| Net cash from operating activities                    | <u>605,359</u>   | <u>323,161</u>   |
| <b>Net increase in cash and cash equivalents</b>      | 605,359          | 323,161          |
| <b>Cash and cash equivalents at beginning of year</b> | <u>1,648,274</u> | <u>1,325,113</u> |
| <b>Cash and cash equivalents at end of year</b>       | <u>2,253,633</u> | <u>1,648,274</u> |

The notes on pages 19 to 40 form part of these financial statements.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

**Year ended 31 March 2023**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Risebrow Centre, Chantry Road, Norwich, Norfolk, NR2 1RF.

#### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **3. Accounting policies**

##### **(a) Basis of preparation**

The financial statements have been prepared on the historical cost basis, modified to include certain items at fair value.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

##### **(b) Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the general objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **(d) Income**

All income is included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2023**

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#### **3. Accounting policies *(continued)***

##### **Income *(continued)***

- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

- Investment income is included when receivable

- Income from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance, and are included in "Income from charitable activities".

##### **(e) Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

##### **(f) Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

##### **(g) Tangible assets**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions, IT equipment, or additions costing below £2,000 are not capitalised.

##### **(h) Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                        |   |                   |
|------------------------|---|-------------------|
| Property improvements  | - | over 3 to 6 years |
| Computer equipment     | - | 33% straight line |
| Fittings and equipment | - | 25% straight line |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

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#### 3. Accounting policies *(continued)*

##### (i) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### (j) Defined contribution plans

The Charity operates a Group Personal Pension Plan, which is a defined contribution scheme. Contributions are charged as expended to the Statement of Financial Activities.

#### 4. Limited by guarantee

Mancroft Advice Project (MAP) is a registered charity and a company limited by guarantee with no share capital. The liability of each member in the event of a winding up is limited to £10.

#### 5. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 25,620                     | —                        | 25,620                   |
| Donations - therapeutic | —                          | 20,000                   | 20,000                   |
| Donations - youth work  | —                          | —                        | —                        |
|                         | <u>25,620</u>              | <u>20,000</u>            | <u>45,620</u>            |
|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 15,620                     | —                        | 15,620                   |
| Donations - therapeutic | —                          | 21,766                   | 21,766                   |
| Donations - youth work  | —                          | 4,674                    | 4,674                    |
|                         | <u>15,620</u>              | <u>26,440</u>            | <u>42,060</u>            |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2023

#### 6. Charitable activities

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| Advice Services      | 424,317                    | 287,681                  | 711,998                  |
| Therapeutic Services | 1,427,890                  | 134,693                  | 1,562,583                |
| Youth Work Services  | 903,209                    | 582,373                  | 1,485,582                |
|                      | <u>2,755,416</u>           | <u>1,004,747</u>         | <u>3,760,163</u>         |
|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
| Advice Services      | 299,433                    | 212,443                  | 511,876                  |
| Therapeutic Services | 1,083,838                  | 115,968                  | 1,199,806                |
| Youth Work Services  | 649,700                    | 376,637                  | 1,026,337                |
|                      | <u>2,032,971</u>           | <u>705,048</u>           | <u>2,738,019</u>         |

#### 7. Investment Income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>10,464</u>              | <u>10,464</u>            | <u>134</u>                 | <u>134</u>               |

#### 8. Expenditure on charitable activities by activity type

|                               | Service<br>delivery<br>£ | Total Funds<br>2023<br>£ | Total Funds<br>2022<br>£ |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Staff costs                   | 2,385,041                | 2,385,041                | 1,947,857                |
| Other staff costs             | 122,647                  | 122,647                  | 139,987                  |
| Accommodation costs           | 210,947                  | 210,947                  | 162,891                  |
| Business administration costs | 27,929                   | 27,929                   | 26,196                   |
| Depreciation                  | 7,200                    | 7,200                    | 7,200                    |
| Equipment costs               | 86,916                   | 86,916                   | 97,715                   |
| Service support costs         | 41,772                   | 41,772                   | 52,156                   |
| Project specific costs        | 253,062                  | 253,062                  | 183,396                  |
| Cash loss                     | 934                      | 934                      | 7,122                    |
| Governance costs              | 17,976                   | 17,976                   | 17,472                   |
|                               | <u>3,154,424</u>         | <u>3,154,424</u>         | <u>2,641,992</u>         |

Analysis of governance costs:

|             | 2023<br>£     | 2022<br>£     |
|-------------|---------------|---------------|
| Staff costs | 9,402         | 9,042         |
| Audit fees  | 8,574         | 8,430         |
|             | <u>17,976</u> | <u>17,472</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 9. Net income

Net income is stated after charging/(crediting):

|                                                        | 2023           | 2022          |
|--------------------------------------------------------|----------------|---------------|
|                                                        | £              | £             |
| Depreciation of tangible fixed assets                  | 7,200          | 7,200         |
| Fees payable for the audit of the financial statements | 8,574          | 8,430         |
| Auditors' remuneration - payroll services              | 6,559          | 5,494         |
| Auditors' remuneration - other services                | —              | 2,400         |
| Operating lease costs                                  | <u>100,780</u> | <u>93,961</u> |

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2023             | 2022             |
|-----------------------------------------|------------------|------------------|
|                                         | £                | £                |
| Wages and salaries                      | 2,123,548        | 1,751,113        |
| Social security costs                   | 180,810          | 135,025          |
| Employer contributions to pension plans | <u>95,801</u>    | <u>76,934</u>    |
|                                         | <u>2,400,159</u> | <u>1,963,072</u> |

Key management personnel remuneration amounted to £369,920 in respect of eight employees (2022: £342,248 in respect of ten employees).

The average head count of employees during the year was 98 (2022: 91). The average number of full-time equivalent employees during the year is analysed as follows:

|                                              | 2023      | 2022      |
|----------------------------------------------|-----------|-----------|
|                                              | No.       | No.       |
| Counselling, advice and youth work           | 72        | 63        |
| Management and administration of the charity | <u>6</u>  | <u>5</u>  |
|                                              | <u>78</u> | <u>68</u> |

The number of employees whose remuneration for the year fell within the following bands, were:

|                    | 2023     | 2022     |
|--------------------|----------|----------|
|                    | No.      | No.      |
| £60,000 to £69,999 | <u>1</u> | <u>1</u> |

#### 11. Trustee remuneration and expenses

The trustees received no remuneration during the current or previous year.

No trustee expenses have been incurred in either the current or previous year.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 12. Tangible fixed assets

|                               | Leasehold<br>improve-<br>ments<br>£ | Computers<br>£ | Furniture and<br>equipment<br>£ | Total<br>£     |
|-------------------------------|-------------------------------------|----------------|---------------------------------|----------------|
| <b>Cost</b>                   |                                     |                |                                 |                |
| At 1 Apr 2022 and 31 Mar 2023 | <u>154,617</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>165,655</u> |
| <b>Depreciation</b>           |                                     |                |                                 |                |
| At 1 Apr 2022                 | 145,017                             | 5,668          | 5,370                           | 156,055        |
| Charge for the year           | <u>7,200</u>                        | <u>—</u>       | <u>—</u>                        | <u>7,200</u>   |
| <b>At 31 Mar 2023</b>         | <u>152,217</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>163,255</u> |
| <b>Carrying amount</b>        |                                     |                |                                 |                |
| At 31 Mar 2023                | <u>2,400</u>                        | <u>—</u>       | <u>—</u>                        | <u>2,400</u>   |
| At 31 Mar 2022                | <u>9,600</u>                        | <u>—</u>       | <u>—</u>                        | <u>9,600</u>   |

#### 13. Debtors

|                                | 2023<br>£      | 2022<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 117,780        | 814,132        |
| Prepayments and accrued income | <u>138,355</u> | <u>71,279</u>  |
|                                | <u>256,135</u> | <u>885,411</u> |

#### 14. Creditors: Amounts falling due within one year

|                                 | 2023<br>£      | 2022<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | 30,108         | 63,608         |
| Accruals and deferred income    | 187,097        | 850,022        |
| Social security and other taxes | <u>40,943</u>  | <u>37,458</u>  |
|                                 | <u>258,148</u> | <u>951,088</u> |

#### 15. Deferred income

|                           | 2023<br>£      | 2022<br>£      |
|---------------------------|----------------|----------------|
| At 1 April 2022           | 826,243        | 252,344        |
| Amount released to income | (826,243)      | (252,344)      |
| Amount deferred in year   | <u>148,265</u> | <u>826,243</u> |
| <b>At 31 March 2023</b>   | <u>148,265</u> | <u>826,243</u> |

Deferred income relates to grant funding received in respect of future periods.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 16. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £95,801 (2022: £76,934).

#### 17. Analysis of charitable funds

##### Unrestricted funds

|                                     | At 1 Apr 2022    | Income           | Expenditure        | Transfers    | At<br>31 Mar 2023 |
|-------------------------------------|------------------|------------------|--------------------|--------------|-------------------|
|                                     | £                | £                | £                  | £            | £                 |
| Unrestricted funds                  | 1,200,000        | 2,791,500        | (2,329,782)        | (361,718)    | 1,300,000         |
| Woolgate Court                      | 9,600            | —                | (7,200)            | —            | 2,400             |
| Training & Development              | —                | —                | —                  | —            | —                 |
| IT Equipment                        | —                | —                | —                  | —            | —                 |
| Buildings & Environment Improvement | 100,000          | —                | (529)              | —            | 99,471            |
| Cost of living fund                 | 134,424          | —                | —                  | 151,532      | 285,956           |
| Innox Fund                          | —                | —                | —                  | 27,500       | 27,500            |
| NHS Fund                            | —                | —                | —                  | 188,166      | 188,166           |
| Schools Work Fund                   | —                | —                | —                  | 579          | 579               |
|                                     | <u>1,444,024</u> | <u>2,791,500</u> | <u>(2,337,511)</u> | <u>6,059</u> | <u>1,904,072</u>  |

|                                     | At 1 Apr 2021    | Income           | Expenditure        | Transfers | At<br>31 Mar 2022 |
|-------------------------------------|------------------|------------------|--------------------|-----------|-------------------|
|                                     | £                | £                | £                  | £         | £                 |
| Unrestricted funds                  | 942,282          | 2,048,725        | (1,712,533)        | (78,474)  | 1,200,000         |
| Woolgate Court                      | 16,800           | —                | (7,200)            | —         | 9,600             |
| Training & Development              | 28,450           | —                | —                  | (28,450)  | —                 |
| IT Equipment                        | 27,500           | —                | —                  | (27,500)  | —                 |
| Buildings & Environment Improvement | 100,000          | —                | —                  | —         | 100,000           |
| Cost of living fund                 | —                | —                | —                  | 134,424   | 134,424           |
| Innox Fund                          | —                | —                | —                  | —         | —                 |
| NHS Fund                            | —                | —                | —                  | —         | —                 |
| Schools Work Fund                   | —                | —                | —                  | —         | —                 |
|                                     | <u>1,115,032</u> | <u>2,048,725</u> | <u>(1,719,733)</u> | <u>—</u>  | <u>1,444,024</u>  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

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#### 17. Analysis of charitable funds *(continued)*

During the current and prior periods, funds were designated towards a cost of living fund to respond to inflation pressures. It is envisaged that the funds brought forward of £134,424 will be used to cover cost of living increases from April 2023, with the £151,532 added to the fund during 2022/23 to be used from April 2024, until contract income catches up.

Funds have previously been designated towards buildings and environment improvement, during the year expenditure of £529 was allocated against the fund. It is envisaged that further expenditure will be allocated to this fund during the year ending 31 March 2024.

Funds previously designated towards training and development and IT equipment were released in the previous year.

During the period funds were designated towards a number of project funds (Innox Fund, NHS Fund and Schools Work Fund) to ensure contract income received for specific activities is separately identified within unrestricted funds.

#### Restricted funds

|                                                          | At 1 Apr 2022 | Income | Expenditure | Transfers | At<br>31 Mar 2023 |
|----------------------------------------------------------|---------------|--------|-------------|-----------|-------------------|
|                                                          | £             | £      | £           | £         | £                 |
| Children in Need<br>(Overcoming Trauma)                  | —             | —      | —           | —         | —                 |
| NCC / PHE - Suicide<br>Prevention                        | —             | 16,944 | (16,944)    | —         | —                 |
| Big Lottery - Youth<br>Investment Fund                   | —             | —      | —           | —         | —                 |
| Comic Relief - Early<br>Action Neighbourhood<br>Fund     | —             | —      | —           | —         | —                 |
| NCF - Norfolk Recovery<br>Fund                           | —             | —      | —           | —         | —                 |
| Norwich YAB - Additional<br>Youth Work Capacity          | —             | 18,999 | (18,999)    | —         | —                 |
| NCF: Anguish's - Crisis to<br>Stability                  | 60,000        | 21,038 | (72,273)    | —         | 8,765             |
| North Norfolk YAB -<br>Young Commissioner<br>Development | 878           | 22,900 | (17,124)    | —         | 6,654             |
| West Norfolk YAB -<br>Young Commissioner<br>Development  | 22,995        | 18,000 | (13,768)    | —         | 27,227            |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

|                           |        |        |          |   |        |
|---------------------------|--------|--------|----------|---|--------|
| West Norfolk YAB          |        |        |          |   |        |
| Additional Youth Work     |        |        |          |   |        |
| Capacity                  | —      | 48,639 | (28,650) | — | 19,989 |
| NCC - Brief Community     |        |        |          |   |        |
| Fund                      | —      | —      | —        | — | —      |
| Great Yarmouth Open       |        |        |          |   |        |
| Access                    | 4,560  | —      | (1,822)  | — | 2,738  |
| Thetford Venue Hire -     |        |        |          |   |        |
| Breckland Arts Project    | —      | —      | —        | — | —      |
| Thetford Youth Council -  |        |        |          |   |        |
| Breckland Disabled        |        |        |          |   |        |
| Transport Project         | —      | —      | —        | — | —      |
| Breckland YAB - Young     |        |        |          |   |        |
| Commissioner              |        |        |          |   |        |
| Development               | 15,086 | 24,594 | (25,285) | — | 14,395 |
| Breckland YAB Additional  |        |        |          |   |        |
| Youth Work Capacity       | —      | 28,317 | (18,323) | — | 9,994  |
| Great Yarmouth YAB -      |        |        |          |   |        |
| Additional Youth Work     |        |        |          |   |        |
| Capacity                  | —      | 19,000 | (19,000) | — | —      |
| Broadland YAB - Young     |        |        |          |   |        |
| Commissioner              |        |        |          |   |        |
| Development               | (679)  | 21,075 | (19,494) | — | 902    |
| Co-operative Foundation - |        |        |          |   |        |
| Building Connections      | 2,170  | —      | (2,170)  | — | —      |
| EMR - Advice              | —      | 2,000  | —        | — | 2,000  |
| Paul Hamlyn Foundation -  |        |        |          |   |        |
| Youth Led Action - Expert |        |        |          |   |        |
| Advice and Support        | 24,811 | 30,000 | (54,811) | — | —      |
| Children in Need - Buzz   | —      | —      | —        | — | —      |
| New Anglia Local          |        |        |          |   |        |
| Enterprise Partnership    |        |        |          |   |        |
| Community Challenge       | 11,394 | —      | (11,394) | — | —      |
| EMR - Lenwade             | —      | —      | —        | — | —      |
| NCF - Perinatal Mental    |        |        |          |   |        |
| Health and Wellbeing      |        |        |          |   |        |
| Fund                      | 850    | —      | (850)    | — | —      |
| NCF - Great Yarmouth      |        |        |          |   |        |
| Investment Fund           | 2,083  | —      | (2,083)  | — | —      |
| NCF - Shelroy Charitable  |        |        |          |   |        |
| Trust                     | 2,500  | —      | (2,500)  | — | —      |
| NCF - Surviving Winter    |        |        |          |   |        |
| Fund                      | —      | 2,000  | (2,000)  | — | —      |
| NCAN - Hardship Fund      | 6,339  | 50,715 | (57,054) | — | —      |
| NCF - Empowering          |        |        |          |   |        |
| Communities Fund          | 7,823  | —      | (2,823)  | — | 5,000  |
| NCF - Children & YP       |        |        |          |   |        |
| Wellbeing Fund            | 3,750  | —      | (3,750)  | — | —      |
| Paul Hamlyn Foundation -  |        |        |          |   |        |
| Wellbeing Fund            | 15,000 | —      | (15,000) | — | —      |
| EMR Mentoring             | —      | 2,000  | (2,000)  | — | —      |
| Social Prescribing        |        |        |          |   |        |
| Norwich One               | —      | 41,521 | (41,521) | — | —      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

|                                                       |          |        |          |         |          |
|-------------------------------------------------------|----------|--------|----------|---------|----------|
| Dulverton - Youth Banks                               | —        | 35,000 | (16,802) | —       | 18,198   |
| USA Trip                                              | —        | 9,775  | (9,775)  | —       | —        |
| NSPCC Youth Bank                                      | —        | 2,000  | —        | —       | 2,000    |
| Masonic Charitable Foundation - Great Yarmouth Advice | —        | 23,861 | (23,861) | —       | —        |
| NCF - Utility Support Fund                            | —        | 200    | (200)    | —       | —        |
| Centre for Youth Impact - Mentoring Trials            | 8,846    | 55,768 | (5,290)  | —       | 59,324   |
| Catton Grove Big Local                                | —        | 2,893  | (1,448)  | —       | 1,445    |
| NCF Volunteering                                      | —        | 1,295  | (1,295)  | —       | —        |
| North Norfolk YAB - Additional Youth Work Capacity    | —        | 21,176 | (21,176) | —       | —        |
| NNDC - IAA                                            | —        | 11,000 | (11,000) | —       | —        |
| National Lottery                                      | —        | 59,736 | (34,846) | —       | 24,890   |
| NCF - NERF - Chillspot                                | —        | —      | —        | —       | —        |
| NCF - Sir Norman Lamb                                 | —        | 2,215  | —        | —       | 2,215    |
| Jane Austen College - VRAC Schools Match              | 8,333    | —      | (8,333)  | —       | —        |
| City of Norwich School - VRAC Schools Match           | 8,333    | —      | (8,333)  | —       | —        |
| Intereg 2 Seas                                        | (86,253) | 63,531 | (43,521) | —       | (66,243) |
| Sewell Park - VRAC Schools Match                      | —        | —      | —        | —       | —        |
| Lenwade Steel                                         | —        | —      | —        | —       | —        |
| M&S Neighbourly Fund                                  | —        | 1,000  | (672)    | —       | 328      |
| NCAN Health and Wellbeing Covid Recovery              | —        | 11,550 | (11,550) | —       | —        |
| Ranworth Trust                                        | 10,000   | 10,000 | (10,000) | —       | 10,000   |
| NCF Public Health/Empowering Communities              | —        | 10,000 | (2,500)  | —       | 7,500    |
| Association for Young People's Health                 | 1,130    | —      | —        | —       | 1,130    |
| Children in Need - Great Yarmouth Open Access         | 1,473    | 28,925 | (30,398) | —       | —        |
| Great Yarmouth YAB - Young Commissioner               | 3,915    | 20,400 | (13,075) | —       | 11,240   |
| Norwich YAB - Young Commissioner                      | (2,549)  | 17,682 | (7,043)  | —       | 8,090    |
| Big Lottery - Help Through Crisis                     | 4,046    | —      | (4,046)  | —       | —        |
| Paul Hamlyn Foundation - Act For Change               | 6,059    | —      | —        | (6,059) | —        |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

|                                                           |                |                  |                  |                |                |
|-----------------------------------------------------------|----------------|------------------|------------------|----------------|----------------|
| Broadland YAB - Additional Youth Work                     | —              | 22,929           | (22,929)         | —              | —              |
| KL & WN Health and Wellbeing Partnership - Covid Recovery | —              | 5,000            | (5,000)          | —              | —              |
| NHS Slippage Salary Grant                                 | —              | 160,000          | —                | —              | 160,000        |
| Active Norfolk - Boxing                                   | 280            | —                | (280)            | —              | —              |
| Blagrove                                                  | —              | 43,000           | (35,833)         | —              | 7,167          |
| Active Norfolk                                            | —              | 1,750            | (1,750)          | —              | —              |
| Active Norfolk - Yoga                                     | —              | —                | —                | —              | —              |
| NCC / PHE Loneliness Campaign                             | —              | —                | —                | —              | —              |
| Paul Bassham Trust                                        | —              | —                | —                | —              | —              |
| PCC Grant                                                 | —              | 16,319           | (16,319)         | —              | —              |
| Donations                                                 | 5,000          | 20,000           | (20,000)         | —              | 5,000          |
|                                                           | <u>148,173</u> | <u>1,024,747</u> | <u>(816,913)</u> | <u>(6,059)</u> | <u>349,948</u> |

|                                                    | At 1 Apr 2021<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2022<br>£ |
|----------------------------------------------------|--------------------|-------------|------------------|----------------|------------------------|
| Children in Need (Overcoming Trauma)               | —                  | 3,492       | (3,492)          | —              | —                      |
| NCC / PHE - Suicide Prevention                     | 5,417              | 12,171      | (17,588)         | —              | —                      |
| Big Lottery - Youth Investment Fund                | 4,560              | —           | —                | (4,560)        | —                      |
| Comic Relief - Early Action Neighbourhood Fund     | 60,564             | 66,500      | (127,064)        | —              | —                      |
| NCF - Norfolk Recovery Fund                        | 4,444              | —           | (4,444)          | —              | —                      |
| Norwich YAB - Additional Youth Work Capacity       | —                  | 15,834      | (15,834)         | —              | —                      |
| NCF: Anguish's - Crisis to Stability               | 121,100            | —           | (61,100)         | —              | 60,000                 |
| North Norfolk YAB - Young Commissioner Development | 1,483              | 4,600       | (5,205)          | —              | 878                    |
| West Norfolk YAB - Young Commissioner Development  | 27,156             | —           | (4,161)          | —              | 22,995                 |
| West Norfolk YAB Additional Youth Work Capacity    | —                  | —           | —                | —              | —                      |
| NCC - Brief Community Fund                         | 2,186              | —           | (2,186)          | —              | —                      |
| Great Yarmouth Open Access                         | —                  | —           | —                | 4,560          | 4,560                  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

|                           |        |        |          |   |        |
|---------------------------|--------|--------|----------|---|--------|
| Thetford Venue Hire -     |        |        |          |   |        |
| Breckland Arts Project    | 2,683  | —      | (2,683)  | — | —      |
| Thetford Youth Council -  |        |        |          |   |        |
| Breckland Disabled        |        |        |          |   |        |
| Transport Project         | 1,002  | —      | (1,002)  | — | —      |
| Breckland YAB - Young     |        |        |          |   |        |
| Commissioner              |        |        |          |   |        |
| Development               | 12,595 | 10,000 | (7,509)  | — | 15,086 |
| Breckland YAB Additional  |        |        |          |   |        |
| Youth Work Capacity       | —      | —      | —        | — | —      |
| Great Yarmouth YAB -      |        |        |          |   |        |
| Additional Youth Work     |        |        |          |   |        |
| Capacity                  | —      | 19,000 | (19,000) | — | —      |
| Broadland YAB - Young     |        |        |          |   |        |
| Commissioner              |        |        |          |   |        |
| Development               | 3,927  | 6,000  | (10,606) | — | (679)  |
| Co-operative Foundation - |        |        |          |   |        |
| Building Connections      | 5,948  | —      | (3,778)  | — | 2,170  |
| EMR - Advice              | —      | —      | —        | — | —      |
| Paul Hamlyn Foundation -  |        |        |          |   |        |
| Youth Led Action - Expert |        |        |          |   |        |
| Advice and Support        | 13,500 | 40,000 | (28,689) | — | 24,811 |
| Children in Need - Buzz   | 3,825  | —      | (3,825)  | — | —      |
| New Anglia Local          |        |        |          |   |        |
| Enterprise Partnership    |        |        |          |   |        |
| Community Challenge       | —      | 19,533 | (8,139)  | — | 11,394 |
| EMR - Lenwade             | —      | 2,000  | (2,000)  | — | —      |
| NCF - Perinatal Mental    |        |        |          |   |        |
| Health and Wellbeing      |        |        |          |   |        |
| Fund                      | —      | 5,100  | (4,250)  | — | 850    |
| NCF - Great Yarmouth      |        |        |          |   |        |
| Investment Fund           | —      | 5,000  | (2,917)  | — | 2,083  |
| NCF - Shelroy Charitable  |        |        |          |   |        |
| Trust                     | —      | 5,000  | (2,500)  | — | 2,500  |
| NCF - Surviving Winter    |        |        |          |   |        |
| Fund                      | —      | 2,250  | (2,250)  | — | —      |
| NCAN - Hardship Fund      | —      | 25,357 | (19,018) | — | 6,339  |
| NCF - Empowering          |        |        |          |   |        |
| Communities Fund          | —      | 9,940  | (2,117)  | — | 7,823  |
| NCF - Children & YP       |        |        |          |   |        |
| Wellbeing Fund            | —      | 15,000 | (11,250) | — | 3,750  |
| Paul Hamlyn Foundation -  |        |        |          |   |        |
| Wellbeing Fund            | —      | 15,000 | —        | — | 15,000 |
| EMR Mentoring             | —      | —      | —        | — | —      |
| Social Prescribing        |        |        |          |   |        |
| Norwich One               | —      | 57,490 | (57,490) | — | —      |
| Dulverton - Youth Banks   | —      | —      | —        | — | —      |
| USA Trip                  | —      | —      | —        | — | —      |
| NSPCC Youth Bank          | —      | —      | —        | — | —      |
| Masonic Charitable        |        |        |          |   |        |
| Foundation - Great        |        |        |          |   |        |
| Yarmouth Advice           | —      | 23,393 | (23,393) | — | —      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

|                                                    |          |         |           |   |          |
|----------------------------------------------------|----------|---------|-----------|---|----------|
| NCF - Utility Support Fund                         | —        | —       | —         | — | —        |
| Centre for Youth Impact - Mentoring Trials         | —        | 22,222  | (13,376)  | — | 8,846    |
| Catton Grove Big Local                             | —        | —       | —         | — | —        |
| NCF Volunteering                                   | —        | —       | —         | — | —        |
| North Norfolk YAB - Additional Youth Work Capacity | 2,667    | 19,412  | (22,079)  | — | —        |
| NNDC - IAA                                         | —        | —       | —         | — | —        |
| National Lottery                                   | —        | —       | —         | — | —        |
| NCF - NERF - Chillspot                             | —        | 2,000   | (2,000)   | — | —        |
| NCF - Sir Norman Lamb                              | —        | 5,000   | (5,000)   | — | —        |
| Jane Austen College - VRAC Schools Match           | 8,333    | 20,000  | (20,000)  | — | 8,333    |
| City of Norwich School - VRAC Schools Match        | 8,333    | 20,000  | (20,000)  | — | 8,333    |
| Intereg 2 Seas                                     | (73,634) | 114,564 | (127,183) | — | (86,253) |
| Sewell Park - VRAC Schools Match                   | —        | 18,000  | (18,000)  | — | —        |
| Lenwade Steel                                      | 210      | —       | (210)     | — | —        |
| M&S Neighbourly Fund                               | —        | —       | —         | — | —        |
| NCAN Health and Wellbeing Covid Recovery           | —        | —       | —         | — | —        |
| Ranworth Trust                                     | 10,000   | 10,000  | (10,000)  | — | 10,000   |
| NCF Public Health/Empowering Communities           | —        | —       | —         | — | —        |
| Association for Young People's Health              | 860      | 3,800   | (3,530)   | — | 1,130    |
| Children in Need - Great Yarmouth Open Access      | —        | 23,565  | (22,092)  | — | 1,473    |
| Great Yarmouth YAB - Young Commissioner            | 6,070    | 1,000   | (3,155)   | — | 3,915    |
| Norwich YAB - Young Commissioner                   | 4,484    | 6,986   | (14,019)  | — | (2,549)  |
| Big Lottery - Help Through Crisis                  | 7,890    | 26,814  | (30,658)  | — | 4,046    |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

##### 17. Analysis of charitable funds *(continued)*

|                          |                |                |                  |          |                |
|--------------------------|----------------|----------------|------------------|----------|----------------|
| Paul Hamlyn Foundation - |                |                |                  |          |                |
| Act For Change           | 47,086         | 12,000         | (53,027)         | —        | 6,059          |
| Broadland YAB -          |                |                |                  |          |                |
| Additional Youth Work    | 8,333          | 18,667         | (27,000)         | —        | —              |
| KL & WN Health and       |                |                |                  |          |                |
| Wellbeing Partnership -  |                |                |                  |          |                |
| Covid Recovery           | —              | —              | —                | —        | —              |
| NHS Slippage Salary      |                |                |                  |          |                |
| Grant                    | —              | —              | —                | —        | —              |
| Active Norfolk - Boxing  | 1,598          | —              | (1,318)          | —        | 280            |
| Blagrove                 | —              | —              | —                | —        | —              |
| Active Norfolk           | —              | —              | —                | —        | —              |
| Active Norfolk - Yoga    | 574            | —              | (574)            | —        | —              |
| NCC / PHE Loneliness     |                |                |                  |          |                |
| Campaign                 | 24,750         | —              | (24,750)         | —        | —              |
| Paul Bassham Trust       | 5,000          | —              | (5,000)          | —        | —              |
| PCC Grant                | —              | 18,359         | (18,359)         | —        | —              |
| Donations                | 6,000          | 26,439         | (27,439)         | —        | 5,000          |
|                          | <u>338,944</u> | <u>731,488</u> | <u>(922,259)</u> | <u>—</u> | <u>148,173</u> |

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements** *(continued)*

#### **Year ended 31 March 2023**

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##### **17. Analysis of charitable funds** *(continued)*

- NCC/PHE - Suicide Prevention: The aim of this funding is to provide social welfare advice to young people referred from Norfolk Primary Care Networks and acute hospitals, to reduce suicides.
- Norwich Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NCF - Anguish's - Crisis to Stability: The provision of advice, support, and networking to prevent destitution / unemployment and enable secure, satisfying lives for young people.
- North Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Great Yarmouth Open Access - Open access service for young people affected by local deprivation in Great Yarmouth. The group will aim to improve inclusion, emotional wellbeing and safety.
- Breckland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Breckland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Great Yarmouth Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Broadland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Co-operative Foundation - Building Connections - Great Yarmouth Horizons: The aim of this funding was to address loneliness through a programme of life coaching, a weekly group and organised activities and awareness raising.
- EMR: Advice - The aim of this funding is to offering support to five young people as part of MAP's advice service.
- Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support: The aim of this funding is to enable MAP to access expert advice and support.
- New Anglia LEP Community Challenge: To continue the UP! Project providing specialist employment advice to young people in Norfolk.
- NCF - Perinatal Mental Health and Wellbeing Fund: Delivery of 'Circle of Security' course to young parents.
- NCF - GY Community Investment Fund: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.
- NCF - Shelroy Charitable Trust: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2023**

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##### **17. Analysis of charitable funds *(continued)***

- NCF - Surviving Winter Fund - Community Hot Spot: To cover venue hire and refreshments for Young Parents Stay and Play Drop-In, serving as a Community Hot Spot in the winter months.
- NCAN - Hardship Fund: A grant fund for the delivery of hardship information, advice and support with an overall objective to reduce hardship for Norfolk residents.
- NCF - Empowering Communities Fund: To produce a resource for professionals to enable them to better support young people in their settings who are transgender, non-binary, intersex or questioning their gender identity.
- NCF - Children and YP Wellbeing Fund: A donation to support MAP's free, confidential, gender identity support service.
- Paul Hamlyn Foundation - Wellbeing Fund: To supporting staff wellbeing within MAP to address staff attrition, fatigue, and rebuilding teams in the short to medium term future.
- EMR: Mentoring - The aim of this funding is to offering support to five young people as part of MAP's advice service.
- One Norwich - Social Prescribing: The aim of this funding is to reduce pressures on health services by resolving non-medical causes of health problems.
- Dulverton: Youth Banks - The set-up of two 'Youth Banks' in rural Norfolk, enabling young people to identify issues, raise money, and implement beneficial solutions for young people and their communities.
- USA Trip - To contribute to costs of Young Peoples' trip to the USA.
- NSPCC Youth Bank - To make grants that improve the safety and wellbeing of children and young people.
- Masonic Charitable Foundation - Great Yarmouth Advice: The aim of this funding is to provide a drop-in advice & advocacy service in Great Yarmouth for disadvantaged young people, aged 11-25.
- NCF: Utility Support Fund - Administration costs for administering grants to deliver hardship support focused on food, fuel and other essential bills to beneficiaries countywide.
- CFYI - Mentoring: To facilitate an impact network in the Eastern region in partnership with The Centre for Youth Impact, to support charitable and statutory organisations working with young people in the region to better understand and increase the impact of their work.
- Catton Grove Big Local - Through delivery of drop-in and outreach activities, young people aged 11-18 years old living in the Big Local area will participate in activities and receive support.
- NCF Volunteering (DCMS Know Your Neighbourhood) - To undertake a small research project into young people's attitudes and experiences towards volunteering in Great Yarmouth.
- North Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NNDC: IAA - To enhance / increase Information, Advice and Advocacy (IAA) Services available in North Norfolk to ensure that young people, particularly those with mental health needs are able to access appropriate support.
- National Lottery Community Fund - A partnership with Norwich Citizen's Advice, to continue our

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2023**

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##### **17. Analysis of charitable funds *(continued)***

Help Through Crisis project, providing in-depth and tailored advice to clients in significant need across Norfolk.

- NCF: Sir Norman Lamb - Supporting MAP's volunteer counselling scheme in Norwich and Great Yarmouth.

- Jane Austen College - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

- City of Norwich School - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

- Interreg 2 Seas - VRAC: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

- M&S Neighbourly Fund - Provide food bank items for young people to access at Norwich and Great Yarmouth drop-ins.

- NCC / NCAN Health and Wellbeing Covid Recovery - To provide in-depth and tailored support to clients in significant need across Norfolk.

- Ranworth Trust: Weekly, open access groups for 11-19 year olds, held after school in venue either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.

- NCF Public Health / Empowering Communities - To support the salary of a Young Parent Advisor for one day per week.

- Association for Young People's Health: Recruiting, supporting and engaging 5-10 young people with lived experience of sexual violence in the We're All Right project over a two year period.

- Children in Need - GY Open Access: Open access service for young people affected by local deprivation in Great Yarmouth. The group will aim to improve inclusion, emotional wellbeing and safety.

- Great Yarmouth Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.

- Norwich Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.

- Big Lottery - Help Through Crisis: The aim of this funding is to create an integrated response, with wide impact, to the high and growing need of young people in hardship crisis.

- Paul Hamlyn Foundation - Act for Change: The aim of this funding was to run a youth campaign for kindness and anti-bullying. Additional funding was received to extend the existing project by an additional three months, due to Covid-19. With the permission of the funder, the remaining fund balance of £6,059 was transferred into unrestricted funds in the current year.

- Broadland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2023**

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##### **17. Analysis of charitable funds *(continued)***

- KL and WN Health and Wellbeing Partnership: Covid Recovery - Provide in-depth and tailored support to clients in significant need in West Norfolk.
- NHS Slippage Salary Grant - Support staff salary increase in line with inflation.
- Active Norfolk - Boxing: To deliver boxing workshops for young people in Great Yarmouth. This is a weekly session delivered in partnership with a qualified instructor.
- Blagrove - Supporting young people to influence policy (on poverty / cost of living crisis / housing crisis)
- Active Norfolk - Big Holiday Fun - To provide holiday activities and food to young people in Norfolk during the Summer Holidays.
- PCC Grant: A grant contributing to the rent costs at the Risebrow Centre, Norwich.
- Donations - Various amounts received:
  - To support MAP's free, confidential, gender identity support service.
  - To provide food and refreshments during our youth work groups and activities.
  - For use within the Great Yarmouth area.

##### **Previous year funding**

- Children in Need (Overcoming Trauma): The aim of this funding was to provide crisis and ongoing counselling to young people aged 11-19 who have experienced abuse.
- Big Lottery - Youth Investment Fund: The aim of this funding was to provide a range of different groups and activities developed from young people's idea and with their leadership, in order to achieve the goals they set. With the permission of the funder, the remaining fund balance of £4,560 was transferred to the Great Yarmouth Open Access project in the year ended 31 March 2022.
- Comic Relief - Early Action Neighbourhood Fund: The aim of this funding was to develop and deliver a programme of preventative social and emotional wellbeing support, resulting in improved outcomes for young people.
- NCF - Norfolk Recovery Fund: For the infrastructure and technical set-up costs of the new Helpline system, the necessary promotions, training of staff and marketing and some call costs.
- NCC - Brief Community Fund: To support, develop and employ our volunteer counselling scheme in Norwich and Great Yarmouth.
- Thetford Venue Hire - Breckland Arts Project: The aim of this funding is to support youth work in Breckland.
- Thetford Youth Council - Breckland Disabled Transport Project: The aim of this funding is to enable the transport of young people in Breckland.
- Children in Need - Buzz: The aim of this funding was to deliver after school support sessions for refugee young people, in order to increase wellbeing, build communication skills and improve confidence.
- EMR - Lenwade: Offering support to young people as part of MAP's advice service.
- NCF - NERF - Chillspot: The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2023**

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##### **17. Analysis of charitable funds *(continued)***

- Sewell Park - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- Lenwade Steel: The aim of this funding is to develop young people's communication skills, confidence and self-esteem, and to provide equipment for MAP activities and transport to MAP activities.
- Active Norfolk - Yoga: To deliver online yoga to young people in Great Yarmouth, this is done through group work of 10 young people per session.
- NCC/PHE Loneliness Campaign: A campaign in the youth work team to prevent loneliness and isolation amongst young people. Mainly conducted through social media via Instagram, Twitter and Facebook.
- Paul Bassham Trust: Small grant to support delivery of open access youth work in Great Yarmouth including Chill Spot and the Uncommon.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 18. Analysis of net assets between funds

##### Year ended 31 March 2023

|                                                   | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£       |
|---------------------------------------------------|-------------------|----------------------------|------------------|
| <b>Restricted Income Funds:</b>                   |                   |                            |                  |
| NCF: Anguish's - Crisis to Stability              | —                 | 8,765                      | 8,765            |
| North Norfolk YAB - Young Commissioner            | —                 | 6,654                      | 6,654            |
| West Norfolk YAB - Young Commissioner             | —                 | 27,227                     | 27,227           |
| West Norfolk YAB - Additional Youth Work Capacity | —                 | 19,989                     | 19,989           |
| Great Yarmouth Open Access                        | —                 | 2,738                      | 2,738            |
| Breckland YAB - Youth Commissioner                | —                 | 14,395                     | 14,395           |
| Breckland YAB - Additional Youth Work Capacity    | —                 | 9,994                      | 9,994            |
| Broadland YAB - Youth Commissioner                | —                 | 902                        | 902              |
| EMR - Advice                                      | —                 | 2,000                      | 2,000            |
| NCF - Empowering Communities Fund                 | —                 | 5,000                      | 5,000            |
| Dulverton - Youth Banks                           | —                 | 18,198                     | 18,198           |
| NSPCC Youth Bank                                  | —                 | 2,000                      | 2,000            |
| Centre for Youth Impact - Mentoring Trials        | —                 | 59,324                     | 59,324           |
| Catton Grove Big Local                            | —                 | 1,445                      | 1,445            |
| National Lottery                                  | —                 | 24,890                     | 24,890           |
| NCF - Sir Norman Lamb                             | —                 | 2,215                      | 2,215            |
| Intereg EU (VRAC)                                 | —                 | (66,243)                   | (66,243)         |
| M&S Neighbourly Fund                              | —                 | 328                        | 328              |
| Ranworth Trust                                    | —                 | 10,000                     | 10,000           |
| NCF Public Health/Empowering Communities          | —                 | 7,500                      | 7,500            |
| Association for Young People's Health             | —                 | 1,130                      | 1,130            |
| Great Yarmouth YAB - Young Commissioner           | —                 | 11,240                     | 11,240           |
| Norwich YAB - Young Commissioner                  | —                 | 8,090                      | 8,090            |
| NHS Slippage Salary Grant                         | —                 | 160,000                    | 160,000          |
| Blagrove                                          | —                 | 7,167                      | 7,167            |
| Donations                                         | —                 | 5,000                      | 5,000            |
|                                                   | —                 | <u>349,948</u>             | <u>349,948</u>   |
| <b>Unrestricted Income Funds:</b>                 |                   |                            |                  |
| Designated Funds                                  | 2,400             | 601,672                    | 604,072          |
| General Funds                                     | —                 | 1,300,000                  | 1,300,000        |
|                                                   | <u>2,400</u>      | <u>1,901,672</u>           | <u>1,904,072</u> |
| <b>Total Funds</b>                                | <u>2,400</u>      | <u>2,251,620</u>           | <u>2,254,020</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

##### Year ended 31 March 2022

|                                                    | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£       |
|----------------------------------------------------|-------------------|----------------------------|------------------|
| <b>Restricted Income Funds:</b>                    |                   |                            |                  |
| NCF: Anguish's - Crisis to Stability               | —                 | 60,000                     | 60,000           |
| North Norfolk YAB - Young Commissioner             | —                 | 878                        | 878              |
| West Norfolk YAB - Young Commissioner              | —                 | 22,995                     | 22,995           |
| Great Yarmouth Open Access                         | —                 | 4,560                      | 4,560            |
| Breckland YAB - Youth Commissioner                 | —                 | 15,086                     | 15,086           |
| Broadland YAB - Youth Commissioner                 | —                 | (679)                      | (679)            |
| Co-operative Foundation Building Connections       | —                 | 2,170                      | 2,170            |
| Paul Hamlyn Foundation - Expert Advice and Support | —                 | 24,811                     | 24,811           |
| New Anglia Local Enterprise Partnership Community  |                   |                            |                  |
| Challenge                                          | —                 | 11,394                     | 11,394           |
| NCF - Perinatal Mental Health and Wellbeing Fund   | —                 | 850                        | 850              |
| NCF - Great Yarmouth Investment Fund               | —                 | 2,083                      | 2,083            |
| NCF - Shelroy Charitable Trust                     | —                 | 2,500                      | 2,500            |
| NCF - Empowering Communities Fund                  | —                 | 7,823                      | 7,823            |
| NCF - Children & YP Wellbeing Fund                 | —                 | 3,750                      | 3,750            |
| Paul Hamlyn Foundation - Wellbeing Fund            | —                 | 15,000                     | 15,000           |
| Centre for Youth Impact - Mentoring Trials         | —                 | 8,846                      | 8,846            |
| Jane Austen College VRAC                           | —                 | 8,333                      | 8,333            |
| CNS VRAC                                           | —                 | 8,333                      | 8,333            |
| Intereg EU (VRAC)                                  | —                 | (86,253)                   | (86,253)         |
| Ranworth Trust                                     | —                 | 10,000                     | 10,000           |
| Association for Young People's Health              | —                 | 1,130                      | 1,130            |
| Children in Need - Great Yarmouth Open Access      | —                 | 1,473                      | 1,473            |
| Great Yarmouth YAB - Young Commissioner            | —                 | 3,915                      | 3,915            |
| Norwich YAB - Young Commissioner                   | —                 | (2,549)                    | (2,549)          |
| Big Lottery - Help Through Crisis                  | —                 | 4,046                      | 4,046            |
| Paul Hamlyn Foundation - Act for Change            | —                 | 6,059                      | 6,059            |
| Active Norfolk - Boxing                            | —                 | 280                        | 280              |
| Donations                                          | —                 | 5,000                      | 5,000            |
|                                                    | —                 | <u>141,834</u>             | <u>141,834</u>   |
| <b>Unrestricted Income Funds:</b>                  |                   |                            |                  |
| Designated Funds                                   | 9,600             | 234,424                    | 244,024          |
| General Funds                                      | —                 | 1,200,000                  | 1,200,000        |
|                                                    | <u>9,600</u>      | <u>1,434,424</u>           | <u>1,444,024</u> |
| <b>Total Funds</b>                                 | <u>9,600</u>      | <u>1,576,258</u>           | <u>1,585,858</u> |

#### 19. Analysis of changes in net debt

|                          | At 1 Apr 2022<br>£ | Cash flows<br>£ | At<br>31 Mar 2023<br>£ |
|--------------------------|--------------------|-----------------|------------------------|
| Cash at bank and in hand | <u>1,648,274</u>   | <u>605,359</u>  | <u>2,253,633</u>       |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2023

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#### 20. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

|                                              | 2023           | 2022           |
|----------------------------------------------|----------------|----------------|
|                                              | £              | £              |
| Not later than 1 year                        | 79,217         | 97,052         |
| Later than 1 year and not later than 5 years | 97,028         | 75,787         |
|                                              | <u>176,245</u> | <u>172,839</u> |

#### 21. Related parties

Unrestricted donations amounting to £225 (2022: £300) were received from Trustees.

During the year, core grants were received from John Risebrow's Charity amounting to £57,000 (2022 - £57,000). The Revd E J Carter is trustee of John Risebrow's Charity.

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# Accounts

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**COMPANY REGISTRATION NUMBER: 5249208**

**CHARITY REGISTRATION NUMBER: 1107927**

**Mancroft Advice Project (MAP)**  
**Company Limited by Guarantee**  
**Financial statements**  
**31 March 2022**

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2022**

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# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2022**

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Reference and administrative details**

|                                               |                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------|
| <b>Registered charity name</b>                | Mancroft Advice Project (MAP)                                        |
| <b>Charity registration number</b>            | 1107927                                                              |
| <b>Company registration number</b>            | 5249208                                                              |
| <b>Principal office and registered office</b> | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF |

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

Mrs C M Billings (Chair)  
Mrs K Blake-Holmes (appointed 13 December 2021)  
Mrs K Buchanan (appointed 6 June 2022)  
The Revd E J Carter  
Mrs S Gale  
Mrs B E Miller (deceased 1 December 2021)  
Mrs G Prasad  
Mr D Roe (appointed 21 February 2022)  
Mrs L Spratling (appointed 6 June 2022)  
Mr S Taylor

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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|                          |                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company secretary</b> | Mr D Mobbs                                                                                                                                             |
| <b>Chief executive</b>   | Mr D Mobbs                                                                                                                                             |
| <b>Patrons</b>           | Mr William Armstrong OBE<br>Lady Philippa Dannatt MBE, HM Lord-Lieutenant of Norfolk<br>The Rt Hon Sir Norman Lamb<br>His Honour Judge Jeremy Richards |
| <b>Auditor</b>           | Lovewell Blake LLP<br>Chartered accountants & statutory auditor<br>Bankside 300<br>Peachman Way<br>Broadland Business Park<br>Norwich<br>NR7 0LB       |
| <b>Bankers</b>           | CAF Bank Limited<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ                                                             |

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2022**

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#### **Objectives and activities**

##### ***MAP's vision is that:***

All young people will know what it is to be valued, and that they will have the support and information they need to make a successful transition to adulthood.

##### ***Mission Statement***

The Mancroft Advice Project exists to provide quality information, advice, counselling and support for the holistic development of young people aged under the age of 25 in Norwich and Norfolk.

##### ***Objects***

- To advance education among young people under the age of 25 by the provision of a young people's information, advice, advocacy and counselling service.
- To promote, preserve and protect the health of young people in Norfolk and Suffolk through the provision of support, education and practical advice.
- The relief of poverty among young people in Norfolk and Suffolk.
- To promote the education of those dealing with young people by means of training, support and development.

The Project receives considerable assistance in its activities from unpaid volunteers. This assistance is unquantifiable but without it the Project would not be able to pursue its current level of activity.

##### ***Public benefit***

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Board of Trustees consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objects, its services being available to all young people aged up to 25 in Norfolk and Suffolk.

As set out above, the benefits that arise from the aims are the improved wellbeing of young people and their successful transition to adulthood. Many of those who access our services are already socially excluded or are at risk of social exclusion. MAP provides targeted support to young people experiencing deprivation: especially in parts of Norwich and Great Yarmouth where in certain wards as many as 50% of children and young people live in income deprived households. Youth unemployment is at high levels. Services are accessible via appointment or the drop-in at the project, or via our outreach work in schools, hostels and other agencies.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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##### **Achievements and performance**

We were incredibly honoured to be named the overall winner of the King's Fund GSK IMPACT award this year. This is the highest honour for a charity like ours. We were commended for having highly professional clinical services alongside strong leadership/involvement of young people. It was a real boost to be recognised in this way during a year full of challenges. This time last year we were looking back over a year dominated by the pandemic. Our staff were exhausted having done amazing work. Sadly, we continue to operate within intersecting crises - cost of living, youth mental health, and climate change. We have also been at the centre of the development of Integrated Care Systems (ICS). MAP has always believed in integration - we always have aimed to have all our services under one roof so young people don't have to tell their story several times or go to lots of different places. Our chief executive represents the VCSE on the Integrated Care Partnership and other partnerships. We believe we make our biggest impact working collectively.

##### ***Advice services***

Our same day drop-in advice services in Norwich and Great Yarmouth reopened. There has been huge demand for advice as the cost of living crisis deepened. Young people seeking advice for homelessness increased threefold. Our advice drop-in has been designated a "warm bank". Demand for food and clothes is at an all time high. Young people are coming hungry, cold, without hope. Along with colleagues in the Norfolk Community Advice Network (NCAN) we have declared a cost of living emergency, calling for more provision of advice and support, food, and a pause on evictions, benefit sanctions and bailiff action. We've never seen challenges like this. With debt inquiries increasing 10 times across NCAN it is critical we continue to provide debt advice and are registered with the Financial Conduct Authority. We also continued to provide social prescribing with partners across NCAN taking direct advice referrals from local GPs.

##### ***Therapeutic services***

We have been facing a mental health crisis for a long time in Norfolk, deepened by the fact our NHS mental health trust has been assessed by the CQC to be failing. Our services are in huge demand and there are long waiting lists across the system. This year we provided over 10,000 counselling sessions and worked with over 1,000 young people. We are working hard with partners to implement a THRIVE approach across Norfolk and Waveney with a single access point and clear support pathways. There is a long way to go. Our therapeutic services are highly valued by young people. 93% of young people said they fully or partially achieved their support goal and 91% said the help they got was good.

##### ***Youth work services***

There have been many highlights within our youth work services. Young people from across Norfolk working with our Youth Advisory Boards have hosted anti-bullying conferences, took part in Norwich Pride, led loneliness campaigns, and promoted positive relationships and mental health. Young people regularly tell us how our work has given them the chance to grow in confidence and learn to do things they would have never done - such as speak at a conference or attend board meetings. We developed local Youth Banks this year where young people decide how to spend project funds in a local area. We also launched Youth in Mind. This is a project where young people with lived experience of mental health have a say over how mental health services are developed. This involved promoting a Youth Charter that services have signed up for and developing a governance group to scrutinise senior leaders and decision makers. This year we also increased our open access groups, such as Chill Spot in Great Yarmouth, and one-to-one mentoring work within schools.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

---

##### **Financial review**

Within the Unrestricted Funds, income amounted to £2,048,725 (2021 - £1,467,286) and expenditure £1,719,733 (2021 - £998,200) resulting in net income before transfers of £328,992 (2021 - £469,086).

Income within the Restricted Funds totalled £731,488 (2021 - £1,080,162) and expenditure £922,259 (2021 - £1,150,394) resulting in net expenditure before transfers of £190,771 (2021 - £70,232). Balances carried forward at 31 March 2022 amounted to £148,173 (2021 - £338,944).

##### ***Principal funding sources***

The project receives a wide range of funds for specific purposes from various charitable trusts and statutory bodies. In addition core funding has been received from John Risebrow's Charity since the charity was formed.

##### ***Funds in deficit***

The Intereg EU (VRAC) restricted fund was in deficit as at 31 March 2022 due to the way its funding is received retrospectively, and will be cleared from future claims for income.

The Broadland YAB Young Commissioner Development and Norwich YAB Young Commissioner restricted funds were in deficit as at 31 March 2022 because these projects had heightened expenditure towards the end of the financial year and funds were not drawn down from the lead organisation in time for the year-end. Funds were drawn down early in the year ended 31 March 2023 to clear these deficits.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

---

##### **Financial review *(continued)***

##### ***Investment policy***

Under the Memorandum and Articles of Association, the Board of Trustees have the power to invest the monies of the charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. Currently funds are deposited with CAF Bank.

##### ***Reserves policy***

##### **The need for reserves**

MAP has a need to hold a level of financial free reserves to enable it to have sufficient funds to:

- Meet its liabilities following significant disinvestment or other worst case scenarios. This includes redundancy, legal and lease costs.
- Invest in the organisation for long term benefit. This includes professional development, buildings and IT.
- Provide working capital. This includes payment in arrears, late payments and up-front costs.
- Give confidence to funders by having reserves of between three and six months of current running costs.

##### **Financial assessment**

To reach a reasonable level of reserves the Trustees have considered the following factors:

- Charity Commission guidance.
- Public sector spending cuts / threats and short term funding.
- The landlord for our Norwich centre is the St Peter Mancroft Church which is a key partner in the charity.
- The current potential costs of redundancy, legal fees and current lease liabilities.
- Current cash flow, turnover and projected turnover.
- All potential risks as outlined on the MAP risk register - in particular the impact of the current cost of living crisis and inflation pressures on wages.

##### **Reserves target**

The additional risk from high inflation and increasing operational costs means there is a greater need for reserves. The minimum target for free reserves is £1,200,000, which is just under four months current running costs. This is made up of:

- £500,000 for working capital
- £700,000 to cover liabilities of redundancy, legal, contract and lease commitments in case of worst case scenarios

Actual free reserves, represented by net current assets in the unrestricted fund, amounted to £1,434,424 at 31 March 2022. This includes free designated funds of £234,424. In addition the charity had restricted funds of £148,173.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

---

##### **Financial review *(continued)***

If MAP holds unrestricted funds above our free reserves target it is our practice to invest this excess in our charitable activities; prioritising one off investments in our assets including buildings, IT and professional development. Decisions about the use of reserves will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position and review of our Risk Register. When reserves are below target, our aim is to produce an unrestricted fund surplus to increase our reserves to the target level.

The Board have agreed to designated free reserves above target to a cost of living fund to respond to inflation pressures.

##### **Review and monitoring**

The Board will review the level of reserves required annually. The Board will monitor cash flow quarterly (or more frequently if required) with analysis of management accounts.

Decisions about the use of investment funds will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position of MAP.

##### **Plans for future periods**

MAP commenced a new three-year Strategic Plan in 2022 - "Who We Are and What We Are Going to Do". We aim to be a strong, supportive and influential charity - changing the world from Norfolk. We will concentrate on making an impact ensuring young people have:

- Basic needs and rights met
- Good mental health
- A say over what is important to them

We will focus on our values of:

- Being young person centred
- Valuing each individual
- Being professional
- Working for social justice

We will be strong by focussing on our mission, vision and values, have strong governance and finance, have great systems and facilities, being environmentally sustainable, having excellent people and maximising our impact. We will be supportive by having excellent advice, therapeutic and youth work services. We will be influential by working with young people leading change in their community, by sharing staff expertise to train and develop other organisations and be increasing our external communication and local and national presence.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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##### **Plans for future periods *(continued)***

In the short term we are focussing on the twin challenges of the cost of living and mental health crises young people are facing. We will continue to support young people to promote and get involved in tackling the global climate crisis. We will be bringing together all our services in King's Lynn into a new town centre one-stop-shop.

##### ***Members of the Board of Trustees***

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

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

###### ***Governing document***

The organisation is a charitable company limited by guarantee, incorporated on 4 October 2004 and registered as a Charity on 3 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Charity being wound up members are required to contribute an amount not exceeding £1.

###### ***Recruitment and appointment of Trustees***

Periodically a skills audit of the Board of Trustees is carried out. If any weaknesses, or gaps in skills, are identified then the Charity will advertise for new Trustees to address this.

When vacancies arise the Chair seeks applications. Applicants are nominated by two referees then attend an informal session with the Chair. On the Chair's recommendation applicants then attend a full board meeting. The board then votes on whether the applicant should be appointed.

###### ***Trustee induction and training***

On appointment, Trustees receive a copy of "The Good Trustee Guide" which includes all relevant guidelines for their new role. They also receive an extensive induction and information about the Charity which includes the Memorandum and Articles of Association, and the latest accounts of the Charity.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

###### ***Risk management***

The Trustees are aware of the requirement to identify and review the major risks to which the charity is exposed and to establish systems to mitigate those risks. A review is carried out on a regular basis and approved by the Board of Trustees.

MAP has a Finance, Audit and Risk Committee reporting directly to the Board made up of senior managers and Trustees.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2022**

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#### **Structure, governance and management *(continued)***

##### ***Organisational structure***

The Charity is administered by the Board of Trustees, being the directors for company law purposes, as listed on page 1, who set out the general policy of the Charity. The Board of Trustees meet quarterly. Sub-groups are formed on a needs basis and meet on a needs basis. The Charity is staffed by the Chief Executive, Director of Operations, Finance Manager, Human Resource Manager, Development Manager, Head of Advice Services, Head of Therapeutic Services, Head of Youth Work Services, Advisers, Counsellors, Youth Workers, Officers and Administrators.

##### ***Related parties***

The Charity receives annual funding from John Risebrow's Charity, a registered charity, of which The Revd E J Carter is a trustee, as was the late Mrs B E Miller.

##### ***Pay policy for senior staff***

MAP has a pay policy to ensure a fair and consistent treatment of staff when making pay decisions. It describes our various processes linked to pay. This includes pay scales, pay progression and pay review processes.

MAP has job families, each of which contain broad bands, with a pay range attached to each. The pay ranges were based on market conditions when they were set in 2007, with subsequent pay scale reviews when financially viable. The job families group together job roles requiring similar types of responsibility, knowledge and accountability. Senior staff roles (with the exception of the CEO) are the highest level bands.

Once an individual is paid at the top of the pay scale, no further progression increments are awarded. In such cases, individuals only receive scale adjustments following a pay scale review.

The salary of the CEO is set and monitored by the Trustees.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2022

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#### Structure, governance and management *(continued)*

##### Fundraising standards information

MAP's fundraising activity is always coherent with MAP's values. We comply with and are guided by the Institute of Fundraising Code of Fundraising Practice and the International Statement of Ethical Principles in Fundraising:

- **Honesty:** Fundraisers shall at all times act honestly and truthfully so that the public trust is protected and donors and beneficiaries are not misled.
- **Respect:** Fundraisers shall at all times act with respect for the dignity of their profession and their organisation and with respect for the dignity of donors and beneficiaries.
- **Integrity:** Fundraisers will act openly and with regard to their responsibility for public trust. They shall disclose all actual or potential conflicts of interest and avoid any appearance of personal or professional misconduct.
- **Empathy:** Fundraisers will work in a way that promotes their purpose and encourage others to use the same professional standards and engagement. They shall value individual privacy, freedom of choice, and diversity in all forms.
- **Transparency:** Fundraisers stimulate clear reports about the work they do, the way donations are managed and disbursed, and costs and expenses.

We never use third parties for fundraising. This is so we can ensure our ethical standards and values are fully applied to all our fundraising activities. We have a clear Privacy Notice regarding our work with funders and clear safeguarding policies to ensure we never have:

- Unreasonable intrusion on a person's privacy;
- Unreasonable persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity;
- Placing undue pressure on a person to give money or other property.

We have excellent relationships with our funders and receive regular positive feedback about how we work with them. We have never received a complaint about our fundraising practices.

##### Trustees' responsibilities statement

The trustees (who are also directors for the purposes of company law) 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).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

#### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 12 December 2022 and signed on behalf of the board of trustees by:

Mr D Mobbs  
Charity Secretary

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)**

**Year ended 31 March 2022**

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#### **Opinion**

We have audited the financial statements of Mancroft Advice Project (MAP) (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **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 are independent of the charity in accordance with the ethical requirements that are 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating 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 charity'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.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** (continued)

**Year ended 31 March 2022**

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#### **Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

In connection with our audit of the financial statements, 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.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' 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 trustees' 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 and from the requirement to prepare a strategic report.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

**Year ended 31 March 2022**

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#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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.

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:

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

#### **Year ended 31 March 2022**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://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 charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of  
Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

12 December 2022

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2022

|                                             |      | Unrestricted<br>funds | 2022<br>Restricted<br>funds | Total funds      | 2021<br>Total funds |
|---------------------------------------------|------|-----------------------|-----------------------------|------------------|---------------------|
|                                             | Note | £                     | £                           | £                | £                   |
| <b>Income and endowments</b>                |      |                       |                             |                  |                     |
| Donations and legacies                      | 5    | 15,620                | 26,440                      | 42,060           | 43,025              |
| Charitable activities                       | 6    | 2,032,971             | 705,048                     | 2,738,019        | 2,504,196           |
| Investment income                           | 7    | 134                   | –                           | 134              | 227                 |
| <b>Total income</b>                         |      | <u>2,048,725</u>      | <u>731,488</u>              | <u>2,780,213</u> | <u>2,547,448</u>    |
| <b>Expenditure</b>                          |      |                       |                             |                  |                     |
| Charitable activities                       | 8    | 1,719,733             | 922,259                     | 2,641,992        | 2,148,594           |
| <b>Total expenditure</b>                    |      | <u>1,719,733</u>      | <u>922,259</u>              | <u>2,641,992</u> | <u>2,148,594</u>    |
| <b>Net income and net movement in funds</b> |      | <u>328,992</u>        | <u>(190,771)</u>            | <u>138,221</u>   | <u>398,854</u>      |
| <b>Reconciliation of funds</b>              |      |                       |                             |                  |                     |
| Total funds brought forward                 |      | 1,115,032             | 338,944                     | 1,453,976        | 1,055,122           |
| <b>Total funds carried forward</b>          |      | <u>1,444,024</u>      | <u>148,173</u>              | <u>1,592,197</u> | <u>1,453,976</u>    |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 19 to 41 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Balance sheet

31 March 2022

|                                                       | Note | 2022<br>£        | £                | 2021<br>£        | £                |
|-------------------------------------------------------|------|------------------|------------------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |                  |                  |
| Tangible fixed assets                                 | 12   |                  | 9,600            |                  | 16,800           |
| <b>Current assets</b>                                 |      |                  |                  |                  |                  |
| Debtors                                               | 13   | 885,411          |                  | 444,588          |                  |
| Cash at bank and in hand                              |      | <u>1,648,274</u> |                  | <u>1,325,113</u> |                  |
|                                                       |      | 2,533,685        |                  | 1,769,701        |                  |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>951,088</u>   |                  | <u>332,525</u>   |                  |
| <b>Net current assets</b>                             |      |                  | <u>1,582,597</u> |                  | <u>1,437,176</u> |
| <b>Total assets less current liabilities</b>          |      |                  | <u>1,592,197</u> |                  | <u>1,453,976</u> |
| <b>Net assets</b>                                     |      |                  | <u>1,592,197</u> |                  | <u>1,453,976</u> |
| <b>Funds of the charity</b>                           |      |                  |                  |                  |                  |
| Restricted funds                                      |      |                  | 148,173          |                  | 338,944          |
| Unrestricted funds                                    |      |                  | <u>1,444,024</u> |                  | <u>1,115,032</u> |
| <b>Total charity funds</b>                            | 17   |                  | <u>1,592,197</u> |                  | <u>1,453,976</u> |

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

These financial statements were approved by the board of trustees and authorised for issue on 12 December 2022, and are signed on behalf of the board by:

Mrs C M Billings (Chair)  
Trustee

Company registration number: 5249208

The notes on pages 19 to 41 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of cash flows

Year ended 31 March 2022

|                                                       | 2022<br>£ | 2021<br>£ |
|-------------------------------------------------------|-----------|-----------|
| <b>Cash flows from operating activities</b>           |           |           |
| Net income                                            | 138,221   | 398,854   |
| <i>Adjustments for:</i>                               |           |           |
| Depreciation of tangible fixed assets                 | 7,200     | 7,200     |
| Other interest receivable and similar income          | (134)     | (227)     |
| <i>Changes in:</i>                                    |           |           |
| Trade and other debtors                               | (440,823) | (235,378) |
| Trade and other creditors                             | 618,563   | 212,955   |
| Cash generated from operations                        | 323,027   | 383,404   |
| Interest received                                     | 134       | 227       |
| Net cash from operating activities                    | 323,161   | 383,631   |
| <b>Net increase in cash and cash equivalents</b>      | 323,161   | 383,631   |
| <b>Cash and cash equivalents at beginning of year</b> | 1,325,113 | 941,482   |
| <b>Cash and cash equivalents at end of year</b>       | 1,648,274 | 1,325,113 |

The notes on pages 19 to 41 form part of these financial statements.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

**Year ended 31 March 2022**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Risebrow Centre, Chantry Road, Norwich, Norfolk, NR2 1RF.

#### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **3. Accounting policies**

##### **(a) Basis of preparation**

The financial statements have been prepared on the historical cost basis, modified to include certain items at fair value.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

##### **(b) Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. The Trustees have considered the impact of COVID-19 in making this assessment.

##### **(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the general objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **(d) Income**

All income is included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### Income *(continued)*

- Income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

- Investment income is included when receivable

- Income from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance, and are included in "Income from charitable activities".

##### (e) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

##### (f) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

##### (g) Tangible assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions, IT equipment, or additions costing below £1,000 are not capitalised.

##### (h) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                        |   |                   |
|------------------------|---|-------------------|
| Property improvements  | - | over 3 to 6 years |
| Computer equipment     | - | 33% straight line |
| Fittings and equipment | - | 25% straight line |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### (i) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### (j) Defined contribution plans

The Charity operates a Group Personal Pension Plan, which is a defined contribution scheme. Contributions are charged as expended to the Statement of Financial Activities.

#### 4. Limited by guarantee

Mancroft Advice Project (MAP) is a registered charity and a company limited by guarantee with no share capital. The liability of each member in the event of a winding up is limited to £10.

#### 5. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 15,620                     | —                        | 15,620                   |
| Donations - therapeutic | —                          | 21,766                   | 21,766                   |
| Donations - youth work  | —                          | 4,674                    | 4,674                    |
|                         | <u>15,620</u>              | <u>26,440</u>            | <u>42,060</u>            |
|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 16,257                     | —                        | 16,257                   |
| Donations - therapeutic | 6,250                      | 20,000                   | 26,250                   |
| Donations - youth work  | 18                         | 500                      | 518                      |
|                         | <u>22,525</u>              | <u>20,500</u>            | <u>43,025</u>            |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 6. Charitable activities

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| Advice Services      | 299,433                    | 212,443                  | 511,876                  |
| Therapeutic Services | 1,083,838                  | 115,968                  | 1,199,806                |
| Youth Work Services  | 649,700                    | 376,637                  | 1,026,337                |
|                      | <u>2,032,971</u>           | <u>705,048</u>           | <u>2,738,019</u>         |
|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
| Advice Services      | 139,969                    | 401,378                  | 541,347                  |
| Therapeutic Services | 787,330                    | 127,350                  | 914,680                  |
| Youth Work Services  | 517,235                    | 530,934                  | 1,048,169                |
|                      | <u>1,444,534</u>           | <u>1,059,662</u>         | <u>2,504,196</u>         |

#### 7. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>134</u>                 | <u>134</u>               | <u>227</u>                 | <u>227</u>               |

#### 8. Expenditure on charitable activities by activity type

|                               | Service<br>delivery<br>£ | Total Funds<br>2022<br>£ | Total Funds<br>2021<br>£ |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Staff costs                   | 1,947,857                | 1,947,857                | 1,661,784                |
| Other staff costs             | 139,987                  | 139,987                  | 74,162                   |
| Accommodation costs           | 162,891                  | 162,891                  | 150,592                  |
| Business administration costs | 26,196                   | 26,196                   | 25,504                   |
| Depreciation                  | 7,200                    | 7,200                    | 7,200                    |
| Equipment costs               | 97,715                   | 97,715                   | 51,334                   |
| Service support costs         | 52,156                   | 52,156                   | 48,683                   |
| Project specific costs        | 183,396                  | 183,396                  | 113,720                  |
| Cash loss                     | 7,122                    | 7,122                    | —                        |
| Governance costs              | 17,472                   | 17,472                   | 15,615                   |
|                               | <u>2,641,992</u>         | <u>2,641,992</u>         | <u>2,148,594</u>         |

Analysis of governance costs:

|             | 2022<br>£     | 2021<br>£     |
|-------------|---------------|---------------|
| Staff costs | 9,042         | 8,721         |
| Audit fees  | 8,430         | 6,894         |
|             | <u>17,472</u> | <u>15,615</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 9. Net income

Net income is stated after charging/(crediting):

|                                                        | 2022   | 2021   |
|--------------------------------------------------------|--------|--------|
|                                                        | £      | £      |
| Depreciation of tangible fixed assets                  | 7,200  | 7,200  |
| Fees payable for the audit of the financial statements | 8,430  | 6,894  |
| Auditors' remuneration - payroll services              | 5,494  | 4,920  |
| Auditors' remuneration - other services                | 2,400  | —      |
| Operating lease costs                                  | 93,961 | 90,961 |

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2022      | 2021      |
|-----------------------------------------|-----------|-----------|
|                                         | £         | £         |
| Wages and salaries                      | 1,751,113 | 1,497,383 |
| Social security costs                   | 135,025   | 113,786   |
| Employer contributions to pension plans | 76,934    | 72,832    |
|                                         | 1,963,072 | 1,684,001 |

Included in staff costs is £Nil (2021: £Nil) relating to redundancy payments.

Key management personnel remuneration amounted to £342,248 in respect of ten employees (2021: £256,907 in respect of nine employees).

The average head count of employees during the year was 91 (2021: 79). The average number of full-time equivalent employees during the year is analysed as follows:

|                                              | 2022 | 2021 |
|----------------------------------------------|------|------|
|                                              | No.  | No.  |
| Counselling, advice and youth work           | 63   | 54   |
| Management and administration of the charity | 5    | 5    |
|                                              | 68   | 59   |

The number of employees whose remuneration for the year fell within the following bands, were:

|                    | 2022 | 2021 |
|--------------------|------|------|
|                    | No.  | No.  |
| £60,000 to £69,999 | 1    | —    |

#### 11. Trustee remuneration and expenses

The trustees received no remuneration during the current or previous year.

No trustee expenses have been incurred in either the current or previous year.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 12. Tangible fixed assets

|                               | Leasehold<br>improve-<br>ments<br>£ | Computers<br>£ | Furniture and<br>equipment<br>£ | Total<br>£     |
|-------------------------------|-------------------------------------|----------------|---------------------------------|----------------|
| <b>Cost</b>                   |                                     |                |                                 |                |
| At 1 Apr 2021 and 31 Mar 2022 | 154,617                             | 5,668          | 5,370                           | 165,655        |
| <b>Depreciation</b>           |                                     |                |                                 |                |
| At 1 Apr 2021                 | 137,817                             | 5,668          | 5,370                           | 148,855        |
| Charge for the year           | 7,200                               | —              | —                               | 7,200          |
| <b>At 31 Mar 2022</b>         | <b>145,017</b>                      | <b>5,668</b>   | <b>5,370</b>                    | <b>156,055</b> |
| <b>Carrying amount</b>        |                                     |                |                                 |                |
| At 31 Mar 2022                | 9,600                               | —              | —                               | 9,600          |
| At 31 Mar 2021                | 16,800                              | —              | —                               | 16,800         |

#### 13. Debtors

|                                | 2022<br>£      | 2021<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 814,132        | 291,062        |
| Prepayments and accrued income | 71,279         | 153,526        |
|                                | <b>885,411</b> | <b>444,588</b> |

#### 14. Creditors: Amounts falling due within one year

|                                 | 2022<br>£      | 2021<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | 63,608         | 14,523         |
| Accruals and deferred income    | 850,022        | 292,874        |
| Social security and other taxes | 37,458         | 25,128         |
|                                 | <b>951,088</b> | <b>332,525</b> |

#### 15. Deferred income

|                           | 2022<br>£      | 2021<br>£      |
|---------------------------|----------------|----------------|
| At 1 April 2021           | 252,344        | 37,841         |
| Amount released to income | (252,344)      | (37,841)       |
| Amount deferred in year   | 826,243        | 252,344        |
| <b>At 31 March 2022</b>   | <b>826,243</b> | <b>252,344</b> |

Deferred income relates to grant funding received in respect of future periods.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 16. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £76,934 (2021: £72,832).

#### 17. Analysis of charitable funds

##### Unrestricted funds

|                                     | At 1 Apr 2021    | Income           | Expenditure        | Transfers | At<br>31 Mar 2022 |
|-------------------------------------|------------------|------------------|--------------------|-----------|-------------------|
|                                     | £                | £                | £                  | £         | £                 |
| Unrestricted funds                  | 942,282          | 2,048,725        | (1,712,533)        | (78,474)  | 1,200,000         |
| Woolgate Court                      | 16,800           | —                | (7,200)            | —         | 9,600             |
| Training & Development              | 28,450           | —                | —                  | (28,450)  | —                 |
| IT Equipment                        | 27,500           | —                | —                  | (27,500)  | —                 |
| Buildings & Environment Improvement | 100,000          | —                | —                  | —         | 100,000           |
| Cost of living fund                 | —                | —                | —                  | 134,424   | 134,424           |
|                                     | <u>1,115,032</u> | <u>2,048,725</u> | <u>(1,719,733)</u> | <u>—</u>  | <u>1,444,024</u>  |

|                                     | At 1 Apr 2020  | Income           | Expenditure      | Transfers | At<br>31 Mar 2021 |
|-------------------------------------|----------------|------------------|------------------|-----------|-------------------|
|                                     | £              | £                | £                | £         | £                 |
| Unrestricted funds                  | 621,946        | 1,467,286        | (991,000)        | (155,950) | 942,282           |
| Woolgate Court                      | 24,000         | —                | (7,200)          | —         | 16,800            |
| Training & Development              | —              | —                | —                | 28,450    | 28,450            |
| IT Equipment                        | —              | —                | —                | 27,500    | 27,500            |
| Buildings & Environment Improvement | —              | —                | —                | 100,000   | 100,000           |
| Cost of living fund                 | —              | —                | —                | —         | —                 |
|                                     | <u>645,946</u> | <u>1,467,286</u> | <u>(998,200)</u> | <u>—</u>  | <u>1,115,032</u>  |

During the period, funds were designated towards a cost of living fund to respond to inflation pressures. It is envisaged that this fund will begin to be used from April 2023.

During the prior period, funds were designated towards buildings and environment improvement and it is envisaged that this fund will begin to be used during the year ended 31 March 2023.

Funds previously designated towards training and development and IT equipment were released in the year.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

##### Restricted funds

|                                                                     | At 1 Apr 2021<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2022<br>£ |
|---------------------------------------------------------------------|--------------------|-------------|------------------|----------------|------------------------|
| Children in Need<br>(Overcoming Trauma)                             | —                  | 3,492       | (3,492)          | —              | —                      |
| NCF - Covid Resilience<br>Fund (Advice Line)                        | —                  | —           | —                | —              | —                      |
| Norfolk County Council -<br>Social Prescribing                      | —                  | —           | —                | —              | —                      |
| NCC / PHE - Suicide<br>Prevention                                   | 5,417              | 12,171      | (17,588)         | —              | —                      |
| Big Lottery - Youth<br>Investment Fund                              | 4,560              | —           | —                | (4,560)        | —                      |
| Comic Relief - Early<br>Action Neighbourhood<br>Fund                | 60,564             | 66,500      | (127,064)        | —              | —                      |
| NCF - Norfolk Recovery<br>Fund                                      | 4,444              | —           | (4,444)          | —              | —                      |
| Norwich YAB - Additional<br>Youth Work Capacity                     | —                  | 15,834      | (15,834)         | —              | —                      |
| NCF: Anguish's - Crisis to<br>Stability                             | 121,100            | —           | (61,100)         | —              | 60,000                 |
| North Norfolk YAB -<br>Young Commissioner<br>Development            | 1,483              | 4,600       | (5,205)          | —              | 878                    |
| West Norfolk YAB -<br>Young Commissioner<br>Development             | 27,156             | —           | (4,161)          | —              | 22,995                 |
| NCC - Brief Community<br>Fund                                       | 2,186              | —           | (2,186)          | —              | —                      |
| Great Yarmouth Open<br>Access                                       | —                  | —           | —                | 4,560          | 4,560                  |
| Thetford Venue Hire -<br>Breckland Arts Project                     | 2,683              | —           | (2,683)          | —              | —                      |
| Thetford Youth Council -<br>Breckland Disabled<br>Transport Project | 1,002              | —           | (1,002)          | —              | —                      |
| Breckland YAB - Young<br>Commissioner<br>Development                | 12,595             | 10,000      | (7,509)          | —              | 15,086                 |
| Great Yarmouth YAB -<br>Additional Youth Work<br>Capacity           | —                  | 19,000      | (19,000)         | —              | —                      |
| Broadland YAB - Young<br>Commissioner<br>Development                | 3,927              | 6,000       | (10,606)         | —              | (679)                  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

|                                                                       |        |        |          |   |        |
|-----------------------------------------------------------------------|--------|--------|----------|---|--------|
| Co-operative Foundation - Building Connections                        | 5,948  | —      | (3,778)  | — | 2,170  |
| Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support | 13,500 | 40,000 | (28,689) | — | 24,811 |
| Children in Need - Buzz                                               | 3,825  | —      | (3,825)  | — | —      |
| Centre for Youth Impact                                               | —      | —      | —        | — | —      |
| New Anglia Local Enterprise Partnership                               | —      | 19,533 | (8,139)  | — | 11,394 |
| Community Challenge                                                   | —      | 2,000  | (2,000)  | — | —      |
| EMR - Lenwade                                                         | —      | 5,100  | (4,250)  | — | 850    |
| NCF - Perinatal Mental Health and Wellbeing Fund                      | —      | 5,000  | (2,917)  | — | 2,083  |
| NCF - Great Yarmouth Investment Fund                                  | —      | 5,000  | (2,500)  | — | 2,500  |
| NCF - Shelroy Charitable Trust                                        | —      | 2,250  | (2,250)  | — | —      |
| NCF - Surviving Winter Fund                                           | —      | 25,357 | (19,018) | — | 6,339  |
| NCAN - Hardship Fund                                                  | —      | 9,940  | (2,117)  | — | 7,823  |
| NCF - Empowering Communities Fund                                     | —      | 15,000 | (11,250) | — | 3,750  |
| NCF - Children & YP Wellbeing Fund                                    | —      | 15,000 | —        | — | 15,000 |
| Paul Hamlyn Foundation - Wellbeing Fund                               | —      | —      | —        | — | —      |
| The Pilgrim Trust - Young Mums                                        | —      | 57,490 | (57,490) | — | —      |
| One Norwich - Social Prescribing                                      | —      | —      | —        | — | —      |
| Great Yarmouth Borough Council - European Social Fund                 | —      | —      | —        | — | —      |
| Local Enterprise Partnership                                          | —      | —      | —        | — | —      |
| KPE4 - Young Parents Advice                                           | —      | —      | —        | — | —      |
| Masonic Charitable Foundation - Great Yarmouth Advice                 | —      | 23,393 | (23,393) | — | —      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

|                                                    |          |         |           |   |          |
|----------------------------------------------------|----------|---------|-----------|---|----------|
| Youth Access - Equal Access in Mind                | —        | —       | —         | — | —        |
| Centre for Youth Impact - Mentoring Trials         | —        | 22,222  | (13,376)  | — | 8,846    |
| Norfolk Community Foundation - Flux Family Fund    | —        | —       | —         | — | —        |
| Norfolk County Council - Suicide Awareness         | —        | —       | —         | — | —        |
| North Norfolk YAB - Additional Youth Work Capacity | 2,667    | 19,412  | (22,079)  | — | —        |
| West Norfolk YAB - Additional Youth Work Capacity  | —        | —       | —         | — | —        |
| Breckland YAB - Additional Youth Work Capacity     | —        | —       | —         | — | —        |
| NCF - NERF: Chillspot                              | —        | 2,000   | (2,000)   | — | —        |
| NCF - Sir Norman Lamb                              | —        | 5,000   | (5,000)   | — | —        |
| Jane Austen College - VRAC Schools Match           | 8,333    | 20,000  | (20,000)  | — | 8,333    |
| City of Norwich School - VRAC Schools Match        | 8,333    | 20,000  | (20,000)  | — | 8,333    |
| Intereg 2 Seas                                     | (73,634) | 114,564 | (127,183) | — | (86,253) |
| Sewell Park - VRAC Schools Match                   | —        | 18,000  | (18,000)  | — | —        |
| Lenwade Steel                                      | 210      | —       | (210)     | — | —        |
| Horatio House                                      | —        | —       | —         | — | —        |
| New Endeavour Rangers Fund (NCF)                   | —        | —       | —         | — | —        |
| Ranworth Trust                                     | 10,000   | 10,000  | (10,000)  | — | 10,000   |
| Resolute Community Fund (NCF)                      | —        | —       | —         | — | —        |
| Association for Young People's Health              | 860      | 3,800   | (3,530)   | — | 1,130    |
| Children in Need - Great Yarmouth Open Access      | —        | 23,565  | (22,092)  | — | 1,473    |
| Great Yarmouth YAB - Young Commissioner            | 6,070    | 1,000   | (3,155)   | — | 3,915    |
| Norwich YAB - Young Commissioner                   | 4,484    | 6,986   | (14,019)  | — | (2,549)  |
| Big Lottery - Help Through Crisis                  | 7,890    | 26,814  | (30,658)  | — | 4,046    |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

|                                         |                |                |                  |          |                |
|-----------------------------------------|----------------|----------------|------------------|----------|----------------|
| Paul Hamlyn Foundation - Act For Change | 47,086         | 12,000         | (53,027)         | —        | 6,059          |
| Broadland YAB - Additional Youth Work   | 8,333          | 18,667         | (27,000)         | —        | —              |
| Geoffrey Watling Trust                  | —              | —              | —                | —        | —              |
| Lady Hind Trust                         | —              | —              | —                | —        | —              |
| Active Norfolk - Boxing                 | 1,598          | —              | (1,318)          | —        | 280            |
| BLF - Awards for All                    | —              | —              | —                | —        | —              |
| NCT/Freemans                            | —              | —              | —                | —        | —              |
| Youth Endowment Fund                    | —              | —              | —                | —        | —              |
| Comic Relief Recovery Fund              | —              | —              | —                | —        | —              |
| Active Norfolk - Yoga                   | 574            | —              | (574)            | —        | —              |
| NCF - Birketts                          | —              | —              | —                | —        | —              |
| NCC / PHE Loneliness Campaign           | 24,750         | —              | (24,750)         | —        | —              |
| Paul Bassham Trust                      | 5,000          | —              | (5,000)          | —        | —              |
| NCC - Infection Control                 | —              | —              | —                | —        | —              |
| PCC Grant                               | —              | 18,359         | (18,359)         | —        | —              |
| Youth Music - Chillspot                 | —              | —              | —                | —        | —              |
| Donations                               | 6,000          | 26,439         | (27,439)         | —        | 5,000          |
|                                         | <u>338,944</u> | <u>731,488</u> | <u>(922,259)</u> | <u>—</u> | <u>148,173</u> |

|                                                    | At 1 Apr 2020<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At 31 Mar 2021<br>£ |
|----------------------------------------------------|--------------------|-------------|------------------|----------------|---------------------|
| Children in Need (Overcoming Trauma)               | —                  | 41,842      | (41,842)         | —              | —                   |
| NCF - Covid Resilience Fund (Advice Line)          | —                  | 10,000      | (10,000)         | —              | —                   |
| Norfolk County Council - Social Prescribing        | 7,273              | 19,395      | (26,668)         | —              | —                   |
| NCC / PHE - Suicide Prevention                     | —                  | 16,250      | (10,833)         | —              | 5,417               |
| Big Lottery - Youth Investment Fund                | 32,804             | —           | (28,244)         | —              | 4,560               |
| Comic Relief - Early Action Neighbourhood Fund     | 97,048             | 90,130      | (126,614)        | —              | 60,564              |
| NCF - Norfolk Recovery Fund                        | —                  | 10,000      | (5,556)          | —              | 4,444               |
| Norwich YAB - Additional Youth Work Capacity       | —                  | 19,000      | (19,000)         | —              | —                   |
| NCF: Anguish's - Crisis to Stability               | —                  | 121,100     | —                | —              | 121,100             |
| North Norfolk YAB - Young Commissioner Development | 4,038              | —           | (2,555)          | —              | 1,483               |
| West Norfolk YAB - Young Commissioner Development  | 34,113             | —           | (6,957)          | —              | 27,156              |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 17. Analysis of charitable funds *(continued)*

|                                                                       |        |        |          |   |        |
|-----------------------------------------------------------------------|--------|--------|----------|---|--------|
| NCC - Brief Community Fund                                            | –      | 4,371  | (2,185)  | – | 2,186  |
| Great Yarmouth Open Access                                            | –      | –      | –        | – | –      |
| Thetford Venue Hire - Breckland Arts Project                          | 2,683  | –      | –        | – | 2,683  |
| Thetford Youth Council - Breckland Disabled Transport Project         | 1,002  | –      | –        | – | 1,002  |
| Breckland YAB - Young Commissioner Development                        | 26,375 | –      | (13,780) | – | 12,595 |
| Great Yarmouth YAB - Additional Youth Work Capacity                   | –      | 19,000 | (19,000) | – | –      |
| Broadland YAB - Young Commissioner Development                        | 11,582 | –      | (7,655)  | – | 3,927  |
| Co-operative Foundation - Building Connections                        | 2,930  | 35,286 | (32,268) | – | 5,948  |
| Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support | –      | 40,000 | (26,500) | – | 13,500 |
| Children in Need - Buzz                                               | 1,925  | 9,964  | (8,064)  | – | 3,825  |
| Centre for Youth Impact                                               | –      | 5,000  | (5,000)  | – | –      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

|                                                       |        |        |          |   |       |
|-------------------------------------------------------|--------|--------|----------|---|-------|
| New Anglia Local Enterprise Partnership               |        |        |          |   |       |
| Community Challenge                                   | —      | —      | —        | — | —     |
| EMR - Lenwade                                         | —      | —      | —        | — | —     |
| NCF - Perinatal Mental Health and Wellbeing Fund      | —      | —      | —        | — | —     |
| NCF - Great Yarmouth Investment Fund                  | —      | —      | —        | — | —     |
| NCF - Shelroy Charitable Trust                        | —      | —      | —        | — | —     |
| NCF - Surviving Winter Fund                           | —      | —      | —        | — | —     |
| NCAN - Hardship Fund                                  | —      | —      | —        | — | —     |
| NCF - Empowering Communities Fund                     | —      | —      | —        | — | —     |
| NCF - Children & YP Wellbeing Fund                    | —      | —      | —        | — | —     |
| Paul Hamlyn Foundation - Wellbeing Fund               | —      | —      | —        | — | —     |
| The Pilgrim Trust - Young Mums                        | —      | 23,415 | (23,415) | — | —     |
| One Norwich - Social Prescribing                      | —      | 44,433 | (44,433) | — | —     |
| Great Yarmouth Borough Council - European Social Fund | —      | 7,500  | (7,500)  | — | —     |
| Local Enterprise Partnership                          | 11,667 | —      | (11,667) | — | —     |
| KPE4 - Young Parents Advice                           | 15,000 | —      | (15,000) | — | —     |
| Masonic Charitable Foundation - Great Yarmouth Advice | 22,935 | —      | (22,935) | — | —     |
| Youth Access - Equal Access in Mind                   | —      | 36,585 | (36,585) | — | —     |
| Centre for Youth Impact - Mentoring Trials            | —      | —      | —        | — | —     |
| Norfolk Community Foundation - Flux Family Fund       | 8,181  | —      | (8,181)  | — | —     |
| Norfolk County Council - Suicide Awareness            | 11,025 | —      | (11,025) | — | —     |
| North Norfolk YAB - Additional Youth Work Capacity    | 2,667  | 32,000 | (32,000) | — | 2,667 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds *(continued)*

|                                                         |          |         |           |   |          |
|---------------------------------------------------------|----------|---------|-----------|---|----------|
| West Norfolk YAB -<br>Additional Youth Work<br>Capacity | 10,000   | —       | (10,000)  | — | —        |
| Breckland YAB -<br>Additional Youth Work<br>Capacity    | 7,429    | —       | (7,429)   | — | —        |
| NCF - NERF: Chillspot                                   | —        | —       | —         | — | —        |
| NCF - Sir Norman Lamb                                   | —        | —       | —         | — | —        |
| Jane Austen College -<br>VRAC Schools Match             | 8,836    | 20,000  | (20,503)  | — | 8,333    |
| City of Norwich School -<br>VRAC Schools Match          | 8,902    | 20,000  | (20,569)  | — | 8,333    |
| Intereg 2 Seas                                          | (19,383) | 56,578  | (110,829) | — | (73,634) |
| Sewell Park - VRAC<br>Schools Match                     | —        | —       | —         | — | —        |
| Lenwade Steel                                           | 800      | —       | (590)     | — | 210      |
| Horatio House                                           | 15,289   | —       | (15,289)  | — | —        |
| New Endeavour Rangers<br>Fund (NCF)                     | 2,000    | —       | (2,000)   | — | —        |
| Ranworth Trust                                          | 10,000   | 10,000  | (10,000)  | — | 10,000   |
| Resolute Community<br>Fund (NCF)                        | 2,000    | —       | (2,000)   | — | —        |
| Association for Young<br>People's Health                | 1,720    | 2,500   | (3,360)   | — | 860      |
| Children in Need - Great<br>Yarmouth Open Access        | —        | —       | —         | — | —        |
| Great Yarmouth YAB -<br>Young Commissioner              | 13,788   | —       | (7,718)   | — | 6,070    |
| Norwich YAB - Young<br>Commissioner                     | 6,190    | —       | (1,706)   | — | 4,484    |
| Big Lottery - Help<br>Through Crisis                    | 1,552    | 105,503 | (99,165)  | — | 7,890    |
| Paul Hamlyn Foundation -<br>Act For Change              | 38,097   | 55,000  | (46,011)  | — | 47,086   |
| Broadland YAB -<br>Additional Youth Work                | 2,708    | 33,125  | (27,500)  | — | 8,333    |
| Geoffrey Watling Trust                                  | —        | 6,000   | (6,000)   | — | —        |
| Lady Hind Trust                                         | —        | 2,000   | (2,000)   | — | —        |
| Active Norfolk - Boxing                                 | —        | 3,436   | (1,838)   | — | 1,598    |
| BLF - Awards for All                                    | —        | 9,999   | (9,999)   | — | —        |
| NCT/Freemans                                            | —        | 9,000   | (9,000)   | — | —        |
| Youth Endowment Fund                                    | —        | 37,444  | (37,444)  | — | —        |
| Comic Relief Recovery<br>Fund                           | —        | 30,000  | (30,000)  | — | —        |
| Active Norfolk - Yoga                                   | —        | 4,600   | (4,026)   | — | 574      |
| NCF - Birketts                                          | —        | 2,000   | (2,000)   | — | —        |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 17. Analysis of charitable funds *(continued)*

|                         |                |                  |                    |          |                |
|-------------------------|----------------|------------------|--------------------|----------|----------------|
| NCC / PHE Loneliness    |                |                  |                    |          |                |
| Campaign                | –              | 26,500           | (1,750)            | –        | 24,750         |
| Paul Bassham Trust      | –              | 5,000            | –                  | –        | 5,000          |
| NCC - Infection Control | –              | 10,158           | (10,158)           | –        | –              |
| PCC Grant               | –              | 20,399           | (20,399)           | –        | –              |
| Youth Music - Chillspot | –              | 5,149            | (5,149)            | –        | –              |
| Donations               | 6,000          | 20,500           | (20,500)           | –        | 6,000          |
|                         | <u>409,176</u> | <u>1,080,162</u> | <u>(1,150,394)</u> | <u>–</u> | <u>338,944</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

---

#### 17. Analysis of charitable funds *(continued)*

- Children in Need (Overcoming Trauma): The aim of this funding is to provide crisis and ongoing counselling to young people aged 11-19 who have experienced abuse.
- NCF - Covid Resilience Fund (Advice Line): The freephone Advice Line launched mid April, and is open 10.30-5.30, Monday to Friday, for any young person in Norfolk, aged 11-25.
- Norfolk County Council - Social Prescribing: The aim of this funding is to improve health and wellbeing through connecting people to non-medical sources of support.
- NCC/PHE - Suicide Prevention: The aim of this funding is to provide social welfare advice to young people referred from Norfolk Primary Care Networks and acute hospitals, to reduce suicides.
- Big Lottery - Youth Investment Fund: The aim of this funding is to provide a range of different groups and activities developed from young people's idea and with their leadership, in order to achieve the goals they set. With the permission of the funder, the remaining fund balance of £4,560 was transferred to the Great Yarmouth Open Access project.
- Comic Relief - Early Action Neighbourhood Fund: The aim of this funding is to develop and deliver a programme of preventative social and emotional wellbeing support, resulting in improved outcomes for young people.
- NCF - Norfolk Recovery Fund: For the infrastructure and technical set-up costs of the new Helpline system, the necessary promotions, training of staff and marketing and some call costs.
- Norwich Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NCF - Anguish's - Crisis to Stability: A grant to continue running our advice services in Norwich such as drop in, young parents and telephone advice appointments.
- North Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- NCF - Brief Community Fund: To support, develop and employ our volunteer counselling scheme in Norwich and Great Yarmouth.
- Thetford Venue Hire - Breckland Arts Project: The aim of this funding is to support youth work in Breckland.
- Thetford Youth Council - Breckland Disabled Transport Project: The aim of this funding is to enable the transport of young people in Breckland.
- Breckland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Great Yarmouth Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Broadland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

---

#### 17. Analysis of charitable funds *(continued)*

- Co-operative Foundation - Building Connections - Great Yarmouth Horizons: The aim of this funding to address loneliness through a programme of life coaching, a weekly group and organised activities and awareness raising.
- Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support: The aim of this funding is to enable MAP to access expert advice and support.
- Children in Need - Buzz: The aim of this funding is to deliver after school support sessions for refugee young people, in order to increase wellbeing, build communication skills and improve confidence.
- Centre for Youth Impact: The aim of this funding is to deliver the East of England Network around impact and outcomes.
- NCF - New Anglia LEP Community Challenge: To continue the UP! Project providing specialist employment advice to young people in Norfolk.
- EMR - Lenwade: Offering support to young people as part of MAP's advice service.
- NCF - Perinatal Mental Health and Wellbeing Fund: Delivery of 'Circle of Security' course to young parents.
- NCF - GY Community Investment Fund: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.
- NCF - Shelroy Charitable Trust: To deliver 1.1. advice, support and advocacy to young people in Great Yarmouth.
- NCF - Surviving Winter Fund: Provides costs for the administration of the household support fund, which was identifying suitable claimants and processing grants for them.
- NCAN - Hardship Fund: A grant fund for the delivery of hardship information, advice and support with an overall objective to reduce hardship for Norfolk residents.
- NCF - Empowering Communities Fund: To produce a resource for professionals to enable them to better support young people in their settings who are transgender, non-binary, intersex or questioning their gender identity.
- NCF - Children and YP Wellbeing Fund: A donation to support MAP's free, confidential, gender identity support service.
- Paul Hamlyn Foundation - Wellbeing Fund: To supporting staff wellbeing within MAP to address staff attrition, fatigue, and rebuilding teams in the short to medium term future.
- The Pilgrim Trust - Young Mums: The aim of this funding is to support young mums, to help them gain in confidence and parenting ability, becoming better able to advocate for themselves and their child.
- One Norwich - Social Prescribing: The aim of this funding is to reduce pressures on health services by resolving non-medical causes of health problems.
- Great Yarmouth Borough Council - European Social Fund - Funding to employ an advice worker in Great Yarmouth to deliver 1 to 1 advice with young people aged 11-25.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

---

##### 17. Analysis of charitable funds *(continued)*

- Local Enterprise Partnership: The aim of this funding is to provide advice and specialist employment support for NEET young people facing multiple obstacles, in order to support them becoming work-ready.
- KPE4 - Young Parents Advice: The aim of this funding is to provide advice to Young Parents.
- Masonic Charitable Foundation - Great Yarmouth Advice: The aim of this funding is to provide a drop-in advice & advocacy service in Great Yarmouth for disadvantaged young people, aged 11-25.
- Youth Access - Equal Access in Mind: The aim of this funding is to tackle rising mental health need amongst young women aged 16-25 by increasing access to high quality, gender informed, young person-centred services in local communities.
- CFYI - Mentoring: To facilitate an impact network in the Eastern region in partnership with The Centre for Youth Impact, to support charitable and statutory organisations working with young people in the region to better understand and increase the impact of their work.
- Norfolk Community Foundation - Flux Family Fund - Flexible Counselling in West Norfolk: The aim of this funding is to provide counselling for Young People suffering from abuse aged 11-19 in the West Norfolk area.
- Norfolk County Council - Suicide Awareness and Self-Harm Training: The aim of this funding is to contribute to 10% reduction in suicide rate in Norfolk and Waveney by 2020/21, through the provision of training staff within Cambridgeshire Community Services.
- North Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- West Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Breckland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NCF - NERF - Chillspot: The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- NCF - Sir Norman Lamb - Chillspot: The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- Jane Austen College - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- City of Norwich School - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- Interreg 2 Seas - VRAC: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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##### 17. Analysis of charitable funds *(continued)*

- Sewell - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- Lenwade Steel: The aim of this funding is to develop young people's communication skills, confidence and self-esteem, and to provide equipment for MAP activities and transport to MAP activities.
- Horatio House: The aim of this funding is to provide 1:1 mentoring and support for Horatio House students.
- New Endeavour Rangers Fund (NCF): The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- Ranworth Trust: Weekly, open access groups for 11-19 year olds, held after school in venue either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Resolute Community Fund (NCF): The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- Association for Young People's Health: Recruiting, supporting and engaging 5-10 young people with lived experience of sexual violence in the We're All Right project over a two year period.
- Children in Need - GY Open Access: Open access service for young people affected by local deprivation in Great Yarmouth. The group will aim to improve inclusion, emotional wellbeing and safety.
- Great Yarmouth Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Norwich Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Big Lottery - Help Through Crisis: The aim of this funding is to create an integrated response, with wide impact, to the high and growing need of young people in hardship crisis.
- Paul Hamlyn Foundation - Act for Change: The aim of this funding is to run a youth campaign for kindness and anti-bullying. Additional funding was received to extend the existing project by an additional three months, due to Covid-19.
- Broadland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Geoffrey Watling Trust: Weekly, open access youth groups for 11-19 year olds, held after school in venues either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Lady Hind Trust: Weekly, open access youth groups for 11-19 year olds, held after school in venues either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Active Norfolk - Boxing: To deliver boxing workshops for young people in Great Yarmouth. This is a weekly session delivered in partnership with a qualified instructor.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements** *(continued)*

#### **Year ended 31 March 2022**

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##### **17. Analysis of charitable funds** *(continued)*

- BLF - Awards for All: One off grant to continue funding our open access youth work offer in Great Yarmouth. Mainly group work within the youth work team.
- NCT/Freemans: Small grant to support delivery of open access youth work in Great Yarmouth including Chill Spot and the Uncommon.
- Youth Endowment Fund: This project is to specifically deliver online youth work for young people in Great Yarmouth, using Zoom for group work.
- Comic Relief Recovery Fund: Funding for our advice and youth work programmes, which have been adapted to meet the needs of young people in Great Yarmouth and Norwich during Covid-19.
- Active Norfolk - Yoga: To deliver online yoga to young people in Great Yarmouth, this is done through group work of 10 young people per session.
- NCF - Birketts: The aim of this funding is to support the continuation of youth programmes for 11-19 year olds in Great Yarmouth including Chill Spot.
- NCC/PHE Loneliness Campaign: A campaign in the youth work team to prevent loneliness and isolation amongst young people. Mainly conducted through social media via Instagram, Twitter and Facebook.
- Paul Bassham Trust: Small grant to support delivery of open access youth work in Great Yarmouth including Chill Spot and the Uncommon.
- NCC Infection Control: For additional equipment, health and safety and PPE costs as a result of Covid-19.
- PCC Grant: A grant contributing to the rent costs at the Risebrow Centre, Norwich.
- Youth Music - Chill Spot: Partially funding our Chill Spot open access youth work project in Great Yarmouth, which involves group work and positive activities.
- Donations - Various amounts received:
  - To support MAP's free, confidential, gender identity support service.
  - To provide food and refreshments during our youth work groups and activities.
  - For use within the Great Yarmouth area.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 18. Analysis of net assets between funds

##### Year ended 31 March 2022

|                                                             | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£ |
|-------------------------------------------------------------|-------------------|----------------------------|------------|
| <b>Restricted Income Funds:</b>                             |                   |                            |            |
| NCF: Anguish's - Crisis to Stability                        | —                 | 60,000                     | 60,000     |
| North Norfolk YAB - Young Commissioner                      | —                 | 878                        | 878        |
| West Norfolk YAB - Young Commissioner                       | —                 | 22,995                     | 22,995     |
| Great Yarmouth Open Access                                  | —                 | 4,560                      | 4,560      |
| Breckland YAB - Youth Commissioner                          | —                 | 15,086                     | 15,086     |
| Broadland YAB - Youth Commissioner                          | —                 | (679)                      | (679)      |
| Co-operative Foundation Building Connections                | —                 | 2,170                      | 2,170      |
| Paul Hamlyn Foundation - Expert Advice and Support          | —                 | 24,811                     | 24,811     |
| New Anglia Local Enterprise Partnership Community Challenge | —                 | 11,394                     | 11,394     |
| NCF - Perinatal Mental Health and Wellbeing Fund            | —                 | 850                        | 850        |
| NCF - Great Yarmouth Investment Fund                        | —                 | 2,083                      | 2,083      |
| NCF - Shelroy Charitable Trust                              | —                 | 2,500                      | 2,500      |
| NCAN - Hardship Fund                                        | —                 | 6,339                      | 6,339      |
| NCF - Empowering Communities Fund                           | —                 | 7,823                      | 7,823      |
| NCF - Children & YP Wellbeing Fund                          | —                 | 3,750                      | 3,750      |
| Paul Hamlyn Foundation - Wellbeing Fund                     | —                 | 15,000                     | 15,000     |
| Centre for Youth Impact - Mentoring Trials                  | —                 | 8,846                      | 8,846      |
| Jane Austen College VRAC                                    | —                 | 8,333                      | 8,333      |
| CNS VRAC                                                    | —                 | 8,333                      | 8,333      |
| Intereg EU (VRAC)                                           | —                 | (86,253)                   | (86,253)   |
| Ranworth Trust                                              | —                 | 10,000                     | 10,000     |
| Association for Young People's Health                       | —                 | 1,130                      | 1,130      |
| Children in Need - Great Yarmouth Open Access               | —                 | 1,473                      | 1,473      |
| Great Yarmouth YAB - Young Commissioner                     | —                 | 3,915                      | 3,915      |
| Norwich YAB - Young Commissioner                            | —                 | (2,549)                    | (2,549)    |
| Big Lottery - Help Through Crisis                           | —                 | 4,046                      | 4,046      |
| Paul Hamlyn Foundation - Act for Change                     | —                 | 6,059                      | 6,059      |
| Active Norfolk - Boxing                                     | —                 | 280                        | 280        |
| Donations                                                   | —                 | 5,000                      | 5,000      |
|                                                             | —                 | 148,173                    | 148,173    |
| <b>Unrestricted Income Funds:</b>                           |                   |                            |            |
| Designated Funds                                            | 9,600             | 234,424                    | 244,024    |
| General Funds                                               | —                 | 1,200,000                  | 1,200,000  |
|                                                             | 9,600             | 1,434,424                  | 1,444,024  |
| <b>Total Funds</b>                                          | 9,600             | 1,582,597                  | 1,592,197  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

##### Year ended 31 March 2021

|                                              | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£ |
|----------------------------------------------|-------------------|----------------------------|------------|
| <b>Restricted Income Funds:</b>              |                   |                            |            |
| NCC / PHE - Suicide Prevention               | —                 | 5,417                      | 5,417      |
| Big Lottery - Youth Investment Fund          | —                 | 4,560                      | 4,560      |
| Early Action Neighbourhood Fund              | —                 | 60,564                     | 60,564     |
| NCF - Norfolk Recovery Fund                  | —                 | 4,444                      | 4,444      |
| NCF: Anguish's - Crisis to Stability         | —                 | 121,100                    | 121,100    |
| North Norfolk YAB - Young Commissioner       | —                 | 1,483                      | 1,483      |
| West Norfolk YAB - Young Commissioner        | —                 | 27,156                     | 27,156     |
| NCC - Brief Community Fund                   | —                 | 2,186                      | 2,186      |
| Breckland Arts Project                       | —                 | 2,683                      | 2,683      |
| Breckland Disabled Transport Project         | —                 | 1,002                      | 1,002      |
| Breckland YAB - Youth Commissioner           | —                 | 12,595                     | 12,595     |
| Broadland YAB - Youth Commissioner           | —                 | 3,927                      | 3,927      |
| Co-operative Foundation Building Connections | —                 | 5,948                      | 5,948      |
| PHF - Expert Advice and Support              | —                 | 13,500                     | 13,500     |
| Children in Need (Buzz)                      | —                 | 3,825                      | 3,825      |
| Great Yarmouth YAB - Young Commissioners     | —                 | 6,070                      | 6,070      |
| Norwich YAB - Young Commissioners            | —                 | 4,484                      | 4,484      |
| Big Lottery - Help Through Crisis            | —                 | 7,890                      | 7,890      |
| North Norfolk YAB - Youth Work Capacity      | —                 | 2,667                      | 2,667      |
| Broadland YAB - Youth Work Capacity          | —                 | 8,333                      | 8,333      |
| PHF - Act for Change                         | —                 | 47,086                     | 47,086     |
| Jane Austen College VRAC                     | —                 | 8,333                      | 8,333      |
| CNS VRAC                                     | —                 | 8,333                      | 8,333      |
| Intereg EU (VRAC)                            | —                 | (73,634)                   | (73,634)   |
| Lenwade Steel                                | —                 | 210                        | 210        |
| Ranworth Trust                               | —                 | 10,000                     | 10,000     |
| Association for Young People's Health        | —                 | 860                        | 860        |
| Active Norfolk - Boxing                      | —                 | 1,598                      | 1,598      |
| Active Norfolk - Yoga                        | —                 | 574                        | 574        |
| NCF - Birketts                               | —                 | 24,750                     | 24,750     |
| Paul Bassham Trust                           | —                 | 5,000                      | 5,000      |
| Donations                                    | —                 | 6,000                      | 6,000      |
|                                              | —                 | 338,944                    | 338,944    |
| <b>Unrestricted Income Funds:</b>            |                   |                            |            |
| Designated Funds                             | 16,800            | 155,950                    | 172,750    |
| General Funds                                | —                 | 942,282                    | 942,282    |
|                                              | 16,800            | 1,098,232                  | 1,115,032  |
| <b>Total Funds</b>                           | 16,800            | 1,437,176                  | 1,453,976  |

#### 19. Analysis of changes in net debt

|                          | At 1 Apr 2021<br>£ | Cash flows<br>£ | At<br>31 Mar 2022<br>£ |
|--------------------------|--------------------|-----------------|------------------------|
| Cash at bank and in hand | 1,325,113          | 323,161         | 1,648,274              |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 20. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

|                                              | 2022           | 2021           |
|----------------------------------------------|----------------|----------------|
|                                              | £              | £              |
| Not later than 1 year                        | 97,052         | 51,721         |
| Later than 1 year and not later than 5 years | 75,787         | 61,298         |
|                                              | <u>172,839</u> | <u>113,019</u> |

#### 21. Related parties

Unrestricted donations amounting to £300 (2021: £300) were received from Trustees.

During the year, core grants were received from John Risebrow's Charity amounting to £57,000 (2021 - £57,000). The Revd E J Carter is trustee of John Risebrow's Charity, as was the late Mrs B E Miller.

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# Accounts

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**COMPANY REGISTRATION NUMBER: 5249208**

**CHARITY REGISTRATION NUMBER: 1107927**

**Mancroft Advice Project (MAP)**  
**Company Limited by Guarantee**  
**Financial statements**  
**31 March 2021**

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2021**

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# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Reference and administrative details**

|                                               |                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------|
| <b>Registered charity name</b>                | Mancroft Advice Project (MAP)                                        |
| <b>Charity registration number</b>            | 1107927                                                              |
| <b>Company registration number</b>            | 5249208                                                              |
| <b>Principal office and registered office</b> | The Risebrow Centre<br>Chantry Road<br>Norwich<br>Norfolk<br>NR2 1RF |

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

Mrs C M Billings (Chair)  
The Revd E J Carter  
Mrs S Gale  
Mr C Hooper (resigned 19 October 2020)  
Mrs B E Miller  
Mrs G Prasad (appointed 22 February 2021)  
Ms K Prout (resigned 26 May 2020)  
Mr S Taylor

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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**Company secretary** Mr D Mobbs

**Chief executive** Mr D Mobbs

**Patrons** Mr William Armstrong OBE  
Lady Philippa Dannatt MBE, HM Lord-Lieutenant of Norfolk  
The Very Revd Dr Jane Hedges - The Dean of Norwich  
The Rt Hon Sir Norman Lamb  
His Honour Judge Jeremy Richards

**Auditor** Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

**Bankers** CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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#### **Objectives and activities**

##### ***MAP's vision is that:***

All young people will know what it is to be valued, and that they will have the support and information they need to make a successful transition to adulthood.

##### ***Mission Statement***

The Mancroft Advice Project exists to provide quality information, advice, counselling and support for the holistic development of young people aged under the age of 25 in Norwich and Norfolk.

##### ***Objects***

- To advance education among young people under the age of 25 by the provision of a young people's information, advice, advocacy and counselling service.
- To promote, preserve and protect the health of young people in Norfolk and Suffolk through the provision of support, education and practical advice.
- The relief of poverty among young people in Norfolk and Suffolk.
- To promote the education of those dealing with young people by means of training, support and development.

The Project receives considerable assistance in its activities from unpaid volunteers. This assistance is unquantifiable but without it the Project would not be able to pursue its current level of activity.

##### ***Public benefit***

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Board of Trustees consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objects, its services being available to all young people aged up to 25 in Norfolk and Suffolk.

As set out above, the benefits that arise from the aims are the improved wellbeing of young people and their successful transition to adulthood. Many of those who access our services are already socially excluded or are at risk of social exclusion. MAP provides targeted support to young people experiencing deprivation: especially in parts of Norwich and Great Yarmouth where in certain wards as many as 50% of children and young people live in income deprived households. Youth unemployment is at high levels. Services are accessible via appointment or the drop-in at the project, or via our outreach work in schools, hostels and other agencies.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

---

##### **Achievements and performance**

This financial year has been completely dominated by the COVID-19 pandemic. MAP took the very early decision to make all our services available during the pandemic. Not a single member of staff was furloughed. Within two weeks of the initial lockdown all services were adapted to be available online and over the telephone with staff working from home. Flexible services were provided as Government Guidelines changed. When possible face-to-face appointments were offered in MAP centres for those who needed them. Young people could get support in a variety of ways and numbers accessing services remained high. Demand for one-to-one work remained high throughout the year but enthusiasm for online groups reduced over time. Young people, like everyone, were keen to see people face-to-face and isolation became a significant problem. Young people especially reported that the pressure and uncertainty of school was causing high levels of distress. Remote learning and Government's changing approach to exams coupled with a lack of the usual support channels and social activities led to strained mental health. This, along with the fact two thirds of all job losses during the period were for people under the age of 25, meant it has been a very challenging time for young people. MAP hit one million minutes on Zoom by Christmas which demonstrated just how much online work was being undertaken.

It has been a challenging time for MAP staff. Staff were amazing and adapted quickly to new ways of working, often in very difficult circumstances - counsellors delivering traumatic sessions from their bedroom, advisers working with distressed homeless young people over the telephone, youth workers running online groups developing new safeguarding approaches and coming up with completely new ideas of how to work. It's been exhausting. The wellbeing of staff has always been important but during this pandemic it has been the most important focus. Feedback about the support staff have had during COVID-19 has been very positive.

##### ***Advice work***

The team adapted very quickly. A new free-phone Norfolk wide advice line was opened. This increased demand from outside of Norwich and Great Yarmouth. Young people were able to access advice on benefits, debt, housing, becoming unemployed, accessing food and clothing. During the pandemic there has been a much stronger focus on basic needs and isolation. When permitted, limited appointment only face-to-face sessions were offered from centres in Norwich and Great Yarmouth. Young parents support was offered online, using social media.

##### ***Therapeutic work***

The team have been incredibly resilient. Despite a rapid move to online counselling, numbers of sessions and young people accessing services remained very high. Outcomes reported by young people have been excellent. Additional investment from the CCG and continued brilliant work of all MAP's practitioners meant that waiting lists have actually reduced. MAP also started a specialist self-harm project in Norwich to rapidly respond to young people presenting at A&E. Independent evaluation showed this was very successful. As a result the CCG agreed to expand it around the county. Evolve - the Transgender support group - continued to work with young people online and, when permitted, face-to-face - interest and positive feedback has remained very high.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

---

##### **Achievements and performance *(continued)***

###### ***Youth work***

The team have been very creative. Working over multiple projects and different local areas, the team has delivered hundreds of online groups, sessions of online mentoring and, during the summer, outdoor groups and programmes. Young people have described this support as a lifeline. The team have also supported young people to campaign and make a difference in their community. This included promoting mental health during the pandemic and writing articles in the local paper about the good work young people were doing to support not just each other but others in their community - e.g. the campaign to support older people in care homes who were feeling isolated. The team also derived hundreds of wellbeing packs to young people that included activities, treats and information to help them through isolation. MAP's work in schools was disrupted by the pandemic. Work was provided online and in schools as soon as it was possible.

###### **Financial review**

Within the Unrestricted Funds, income amounted to £1,467,286 (2020 - £1,299,502) and expenditure £998,200 (2020 - £1,360,439) resulting in net income before transfers of £469,086 (2020 - net expenditure of £60,937).

Income within the Restricted Funds totalled £1,080,162 (2020 - £1,475,488) and expenditure £1,150,394 (2020 - £1,324,171) resulting in net expenditure before transfers of £70,232 (2020 - net income of £151,317). Balances carried forward at 31 March 2021 amounted to £338,944 (2020 - £409,176).

###### ***Principal funding sources***

The project receives a wide range of funds for specific purposes from various charitable trusts and statutory bodies. In addition core funding has been received from John Risebrow's Charity since the charity was formed.

###### ***Funds in deficit***

The Intereg EU (VRAC) restricted fund is in deficit due to the way its funding is received retrospectively, and will be cleared from future claims for income.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Financial review *(continued)***

##### ***Investment policy***

Under the Memorandum and Articles of Association, the Board of Trustees have the power to invest the monies of the charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. Currently funds are deposited with CAF Bank.

##### ***Reserves policy***

##### **The need for reserves**

MAP has a need to hold a level of financial free reserves to enable it to have sufficient funds to:

- Meet its liabilities following significant disinvestment or other worst case scenarios. This includes redundancy, legal and lease costs.
- Invest in the organisation for long term benefit. This includes professional development, buildings and IT.
- Provide working capital. This includes payment in arrears, late payments and up-front costs.

##### **Financial assessment**

To reach a reasonable level of reserves the Trustees have considered the following factors:

- Public sector spending cuts / threats and short term funding.
- The landlord for our Norwich centre is the St Peter Mancroft Church which is a key partner in the charity.
- The current potential costs of redundancy, legal fees and current lease liabilities.
- Current cash flow, turnover and projected turnover.
- All potential risks as outlined on the MAP risk register - in particular the impact of COVID-19 causing significant uncertainty in delivery and funding, eg many funders delaying announcing longer term plans.

##### **Reserves target**

The additional uncertainty caused by COVID-19 means there is a greater need for reserves. The minimum target for free reserves is £900,000, which is just under four months running costs. This is made up of:

- £300,000 for working capital
- £600,000 to cover liabilities of redundancy, legal, contract and lease commitments in case of worst case scenarios

Actual free reserves, represented by net current assets in the unrestricted fund, amounted to £1,098,232 at 31 March 2021. This includes designated funds of £155,950. In addition the charity had restricted funds of £338,944.

If MAP holds unrestricted funds above our free reserves target it is our practice to invest this excess in our charitable activities; prioritising one off investments in our assets including buildings, IT and professional development. Decisions about the use of reserves will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position and review of our Risk Register. When reserves are below target, our aim is to produce an unrestricted fund surplus to increase our reserves to the target level.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Financial review *(continued)***

##### **Review and monitoring**

The Board will review the level of reserves required annually. The Board will monitor cash flow quarterly (or more frequently if required) with analysis of management accounts.

Decisions about the use of investment funds will be made at Board meetings by way of request for funds from the Chief Executive with consideration by the Board of the current working capital position of MAP.

##### **Plans for future periods**

MAP will continue to respond to the impact of COVID-19 and the recovery for young people. The pandemic has led to high levels of mental health distress and unemployment amongst young people. We have maintained excellent relationships with supporters during this time and will work with them to deliver the support young people need. There has been a strong steer from young people that they need face-to-face contact. MAP will be using learning from video conferencing and online working to provide flexible and blended services. However, there is a commitment to provide a presence from MAP premises in local areas. There are no plans to close premises.

There is a new strategic plan starting in 2022. MAP will continue to be a strong, supportive and influential organisation. Young people will be involved in all MAP's work and governance.

##### ***Members of the Board of Trustees***

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

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

##### ***Governing document***

The organisation is a charitable company limited by guarantee, incorporated on 4 October 2004 and registered as a Charity on 3 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Charity being wound up members are required to contribute an amount not exceeding £1.

##### ***Recruitment and appointment of Trustees***

Periodically a skills audit of the Board of Trustees is carried out. If any weaknesses, or gaps in skills, are identified then the Charity will advertise for new Trustees to address this.

When vacancies arise the Chair seeks applications. Applicants are nominated by two referees then attend an informal session with the Chair. On the Chair's recommendation applicants then attend a full board meeting. The board then votes on whether the applicant should be appointed.

##### ***Trustee induction and training***

On appointment, Trustees receive a copy of "The Good Trustee Guide" which includes all relevant guidelines for their new role. They also receive an extensive induction and information about the Charity which includes the Memorandum and Articles of Association, and the latest accounts of the Charity.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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#### **Structure, governance and management *(continued)***

##### ***Risk management***

The Trustees are aware of the requirement to identify and review the major risks to which the charity is exposed and to establish systems to mitigate those risks. A review is carried out on a regular basis and approved by the Board of Trustees.

MAP has a Finance, Audit and Risk Committee reporting directly to the Board made up of senior managers and Trustees.

##### ***Organisational structure***

The Charity is administered by the Board of Trustees, being the directors for company law purposes, as listed on page 1, who set out the general policy of the Charity. The Board of Trustees meet quarterly. Sub-groups are formed on a needs basis and meet on a needs basis. The Charity is staffed by the Chief Executive, Director of Operations, Finance Manager, Human Resource Manager, Development Manager, Head of Advice Services, Head of Therapeutic Services, Head of Youth Work Services, Advisers, Counsellors, Youth Workers, Officers and Administrators.

##### ***Related parties***

The Charity receives annual funding from John Risebrow's Charity, a registered charity, of which Mrs B E Miller and The Revd E J Carter are trustees.

##### ***Pay policy for senior staff***

MAP has a pay policy to ensure a fair and consistent treatment of staff when making pay decisions. It describes our various processes linked to pay. This includes pay scales, pay progression and pay review processes.

MAP has job families, each of which contain broad bands, with a pay range attached to each. The pay ranges were based on market conditions when they were set in 2007, with subsequent pay scale reviews when financially viable. The job families group together job roles requiring similar types of responsibility, knowledge and accountability. Senior staff roles (with the exception of the CEO) are the highest level bands.

Once an individual is paid at the top of the pay scale, no further progression increments are awarded. In such cases, individuals only receive scale adjustments following a pay scale review.

The salary of the CEO is set and monitored by the Trustees.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2021

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#### Structure, governance and management *(continued)*

##### Fundraising standards information

MAP's fundraising activity is always coherent with MAP's values. We comply with and are guided by the Institute of Fundraising Code of Fundraising Practice and the International Statement of Ethical Principles in Fundraising:

- **Honesty:** Fundraisers shall at all times act honestly and truthfully so that the public trust is protected and donors and beneficiaries are not misled.
- **Respect:** Fundraisers shall at all times act with respect for the dignity of their profession and their organisation and with respect for the dignity of donors and beneficiaries.
- **Integrity:** Fundraisers will act openly and with regard to their responsibility for public trust. They shall disclose all actual or potential conflicts of interest and avoid any appearance of personal or professional misconduct.
- **Empathy:** Fundraisers will work in a way that promotes their purpose and encourage others to use the same professional standards and engagement. They shall value individual privacy, freedom of choice, and diversity in all forms.
- **Transparency:** Fundraisers stimulate clear reports about the work they do, the way donations are managed and disbursed, and costs and expenses.

We never use third parties for fundraising. This is so we can ensure our ethical standards and values are fully applied to all our fundraising activities. We have a clear Privacy Notice regarding our work with funders and clear safeguarding policies to ensure we never have:

- Unreasonable intrusion on a person's privacy;
- Unreasonable persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity;
- Placing undue pressure on a person to give money or other property.

We have excellent relationships with our funders and receive regular positive feedback about how we work with them. We have never received a complaint about our fundraising practices.

##### Trustees' responsibilities statement

The trustees (who are also directors for the purposes of company law) 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).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

#### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 13 September 2021 and signed on behalf of the board of trustees by:

Mr D Mobbs  
Charity Secretary

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)**

**Year ended 31 March 2021**

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#### **Opinion**

We have audited the financial statements of Mancroft Advice Project (MAP) (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **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 are independent of the charity in accordance with the ethical requirements that are 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating 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 charity'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.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** (continued)

**Year ended 31 March 2021**

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#### **Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

In connection with our audit of the financial statements, 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.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' 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 trustees' 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 and from the requirement to prepare a strategic report.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** (continued)

**Year ended 31 March 2021**

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#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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.

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:

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Independent auditor's report to the members of Mancroft Advice Project (MAP)** *(continued)*

#### **Year ended 31 March 2021**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://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 charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of  
Lovewell Blake LLP  
Chartered accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

13 September 2021

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2021

|                                             |      | Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2020<br>Total funds<br>£ |
|---------------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
|                                             | Note |                            |                                  |                  |                          |
| <b>Income and endowments</b>                |      |                            |                                  |                  |                          |
| Donations and legacies                      | 5    | 22,525                     | 20,500                           | 43,025           | 53,115                   |
| Charitable activities                       | 6    | 1,444,534                  | 1,059,662                        | 2,504,196        | 2,721,122                |
| Investment income                           | 7    | 227                        | –                                | 227              | 753                      |
| <b>Total income</b>                         |      | <u>1,467,286</u>           | <u>1,080,162</u>                 | <u>2,547,448</u> | <u>2,774,990</u>         |
| <b>Expenditure</b>                          |      |                            |                                  |                  |                          |
| Raising funds                               |      |                            |                                  |                  |                          |
| Costs of raising funds                      | 8    | –                          | –                                | –                | 2,649                    |
| Charitable activities                       | 9    | 998,200                    | 1,150,394                        | 2,148,594        | 2,681,961                |
| <b>Total expenditure</b>                    |      | <u>998,200</u>             | <u>1,150,394</u>                 | <u>2,148,594</u> | <u>2,684,610</u>         |
| <b>Net income and net movement in funds</b> |      | <u>469,086</u>             | <u>(70,232)</u>                  | <u>398,854</u>   | <u>90,380</u>            |
| <b>Reconciliation of funds</b>              |      |                            |                                  |                  |                          |
| Total funds brought forward                 |      | 645,946                    | 409,176                          | 1,055,122        | 964,742                  |
| <b>Total funds carried forward</b>          |      | <u>1,115,032</u>           | <u>338,944</u>                   | <u>1,453,976</u> | <u>1,055,122</u>         |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 18 to 37 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Balance sheet

31 March 2021

|                                                       | Note | 2021<br>£ | £         | 2020<br>£ | £         |
|-------------------------------------------------------|------|-----------|-----------|-----------|-----------|
| <b>Fixed assets</b>                                   |      |           |           |           |           |
| Tangible fixed assets                                 | 13   |           | 16,800    |           | 24,000    |
| <b>Current assets</b>                                 |      |           |           |           |           |
| Debtors                                               | 14   | 444,588   |           | 209,210   |           |
| Cash at bank and in hand                              |      | 1,325,113 |           | 941,482   |           |
|                                                       |      | 1,769,701 |           | 1,150,692 |           |
| <b>Creditors: Amounts falling due within one year</b> | 15   | 332,525   |           | 119,570   |           |
| <b>Net current assets</b>                             |      |           | 1,437,176 |           | 1,031,122 |
| <b>Total assets less current liabilities</b>          |      |           | 1,453,976 |           | 1,055,122 |
| <b>Net assets</b>                                     |      |           | 1,453,976 |           | 1,055,122 |
| <b>Funds of the charity</b>                           |      |           |           |           |           |
| Restricted funds                                      |      |           | 338,944   |           | 409,176   |
| Unrestricted funds                                    |      |           | 1,115,032 |           | 645,946   |
| <b>Total charity funds</b>                            | 18   |           | 1,453,976 |           | 1,055,122 |

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

These financial statements were approved by the board of trustees and authorised for issue on 13 September 2021, and are signed on behalf of the board by:

Mrs C M Billings (Chair)  
Trustee

Company registration number: 5249208

The notes on pages 18 to 37 form part of these financial statements.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Statement of cash flows

Year ended 31 March 2021

|                                                             | 2021<br>£        | 2020<br>£       |
|-------------------------------------------------------------|------------------|-----------------|
| <b>Cash flows from operating activities</b>                 |                  |                 |
| Net income                                                  | 398,854          | 90,380          |
| <i>Adjustments for:</i>                                     |                  |                 |
| Depreciation of tangible fixed assets                       | 7,200            | 17,995          |
| Other interest receivable and similar income                | (227)            | (753)           |
| <i>Changes in:</i>                                          |                  |                 |
| Trade and other debtors                                     | (235,378)        | (12,354)        |
| Trade and other creditors                                   | 212,955          | (128,054)       |
| Cash generated from operations                              | 383,404          | (32,786)        |
| Interest received                                           | 227              | 753             |
| Net cash from/(used in) operating activities                | <u>383,631</u>   | <u>(32,033)</u> |
| <b>Net increase/(decrease) in cash and cash equivalents</b> | 383,631          | (32,033)        |
| <b>Cash and cash equivalents at beginning of year</b>       | <u>941,482</u>   | <u>973,515</u>  |
| <b>Cash and cash equivalents at end of year</b>             | <u>1,325,113</u> | <u>941,482</u>  |

The notes on pages 18 to 37 form part of these financial statements.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

**Year ended 31 March 2021**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Risebrow Centre, Chantry Road, Norwich, Norfolk, NR2 1RF.

#### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **3. Accounting policies**

##### **(a) Basis of preparation**

The financial statements have been prepared on the historical cost basis, modified to include certain items at fair value.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

##### **(b) Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. The Trustees have considered the impact of COVID-19 in making this assessment.

##### **(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the general objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **(d) Income**

All income is included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 3. Accounting policies *(continued)*

##### Income *(continued)*

- Income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

- Investment income is included when receivable

- Income from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance, and are included in "Income from charitable activities".

##### (e) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

##### (f) Redundancy

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

##### (g) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

##### (h) Tangible assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions, IT equipment, or additions costing below £1,000 are not capitalised.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 3. Accounting policies *(continued)*

##### (i) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                        |   |                   |
|------------------------|---|-------------------|
| Property improvements  | - | over 3 to 6 years |
| Computer equipment     | - | 33% straight line |
| Fittings and equipment | - | 25% straight line |

##### (j) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### (k) Defined contribution plans

The Charity operates a Group Personal Pension Plan, which is a defined contribution scheme. Contributions are charged as expended to the Statement of Financial Activities.

#### 4. Limited by guarantee

Mancroft Advice Project (MAP) is a registered charity and a company limited by guarantee with no share capital. The liability of each member in the event of a winding up is limited to £10.

#### 5. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 16,257                     | —                        | 16,257                   |
| Donations - therapeutic | 6,250                      | 20,000                   | 26,250                   |
| Donations - youth work  | 18                         | 500                      | 518                      |
|                         | <u>22,525</u>              | <u>20,500</u>            | <u>43,025</u>            |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2021

#### 5. Donations and legacies *(continued)*

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations - advice      | 17,929                     | 1,500                    | 19,429                   |
| Donations - therapeutic | 1,250                      | 15,436                   | 16,686                   |
| Donations - youth work  | 16,500                     | 500                      | 17,000                   |
|                         | <u>35,679</u>              | <u>17,436</u>            | <u>53,115</u>            |

#### 6. Charitable activities

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total Funds<br/>2021<br/>£</b> |
|----------------------|----------------------------|--------------------------|-----------------------------------|
| Advice Services      | 139,969                    | 401,378                  | 541,347                           |
| Therapeutic Services | 787,330                    | 127,350                  | 914,680                           |
| Youth Work Services  | 517,235                    | 530,934                  | 1,048,169                         |
|                      | <u>1,444,534</u>           | <u>1,059,662</u>         | <u>2,504,196</u>                  |

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| Advice Services      | 100,158                    | 350,694                  | 450,852                  |
| Therapeutic Services | 705,186                    | 216,346                  | 921,532                  |
| Youth Work Services  | 457,726                    | 891,012                  | 1,348,738                |
|                      | <u>1,263,070</u>           | <u>1,458,052</u>         | <u>2,721,122</u>         |

#### 7. Investment income

|                          | Unrestricted<br>Funds<br>£ | <b>Total Funds<br/>2021<br/>£</b> | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|--------------------------|----------------------------|-----------------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>227</u>                 | <u>227</u>                        | <u>753</u>                 | <u>753</u>               |

#### 8. Costs of raising funds

|                      | Unrestricted<br>Funds<br>£ | <b>Total Funds<br/>2021<br/>£</b> | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|----------------------|----------------------------|-----------------------------------|----------------------------|--------------------------|
| Fundraising expenses | <u>—</u>                   | <u>—</u>                          | <u>2,649</u>               | <u>2,649</u>             |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2021

#### 9. Expenditure on charitable activities by activity type

|                               | Service<br>delivery<br>£ | Total Funds<br>2021<br>£ | Total Funds<br>2020<br>£ |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Staff costs                   | 1,661,784                | 1,661,784                | 1,995,836                |
| Other staff costs             | 74,162                   | 74,162                   | 101,037                  |
| Accommodation costs           | 150,592                  | 150,592                  | 135,166                  |
| Business administration costs | 25,504                   | 25,504                   | 26,561                   |
| Depreciation                  | 7,200                    | 7,200                    | 17,995                   |
| Equipment costs               | 51,334                   | 51,334                   | 51,245                   |
| Service support costs         | 48,683                   | 48,683                   | 54,283                   |
| Project specific costs        | 113,720                  | 113,720                  | 284,394                  |
| Governance costs              | 15,615                   | 15,615                   | 15,444                   |
|                               | <u>2,148,594</u>         | <u>2,148,594</u>         | <u>2,681,961</u>         |

Analysis of governance costs:

|             | 2021<br>£     | 2020<br>£     |
|-------------|---------------|---------------|
| Staff costs | 8,721         | 8,550         |
| Audit fees  | 6,894         | 6,894         |
|             | <u>15,615</u> | <u>15,444</u> |

#### 10. Net income

Net income is stated after charging/(crediting):

|                                                        | 2021<br>£     | 2020<br>£     |
|--------------------------------------------------------|---------------|---------------|
| Depreciation of tangible fixed assets                  | 7,200         | 17,995        |
| Fees payable for the audit of the financial statements | 6,894         | 6,894         |
| Auditors' remuneration - payroll services              | 4,920         | 5,797         |
| Operating lease costs                                  | <u>90,961</u> | <u>64,018</u> |

#### 11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2021<br>£        | 2020<br>£        |
|-----------------------------------------|------------------|------------------|
| Wages and salaries                      | 1,497,383        | 1,788,349        |
| Social security costs                   | 113,786          | 130,750          |
| Employer contributions to pension plans | 72,832           | 85,287           |
|                                         | <u>1,684,001</u> | <u>2,004,386</u> |

Included in staff costs is £Nil (2020: £29,028) relating to redundancy payments.

Key management personnel remuneration amounted to £256,907 in respect of nine employees (2020: £344,205 in respect of eight employees).

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

##### 11. Staff costs *(continued)*

The average head count of employees during the year was 79 (2020: 93). The average number of full-time equivalent employees during the year is analysed as follows:

|                                              | 2021<br>No. | 2020<br>No. |
|----------------------------------------------|-------------|-------------|
| Counselling, advice and youth work           | 54          | 64          |
| Management and administration of the charity | 5           | 6           |
|                                              | <u>59</u>   | <u>70</u>   |

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

##### 12. Trustee remuneration and expenses

The trustees received no remuneration during the current or previous year.

No trustee expenses have been incurred in either the current or previous year.

##### 13. Tangible fixed assets

|                               | Leasehold<br>improve-<br>ments<br>£ | Computers<br>£ | Furniture and<br>equipment<br>£ | Total<br>£     |
|-------------------------------|-------------------------------------|----------------|---------------------------------|----------------|
| <b>Cost</b>                   |                                     |                |                                 |                |
| At 1 Apr 2020 and 31 Mar 2021 | <u>154,617</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>165,655</u> |
| <b>Depreciation</b>           |                                     |                |                                 |                |
| At 1 Apr 2020                 | 130,617                             | 5,668          | 5,370                           | 141,655        |
| Charge for the year           | 7,200                               | —              | —                               | 7,200          |
| At 31 Mar 2021                | <u>137,817</u>                      | <u>5,668</u>   | <u>5,370</u>                    | <u>148,855</u> |
| <b>Carrying amount</b>        |                                     |                |                                 |                |
| At 31 Mar 2021                | <u>16,800</u>                       | <u>—</u>       | <u>—</u>                        | <u>16,800</u>  |
| At 31 Mar 2020                | <u>24,000</u>                       | <u>—</u>       | <u>—</u>                        | <u>24,000</u>  |

##### 14. Debtors

|                                | 2021<br>£      | 2020<br>£      |
|--------------------------------|----------------|----------------|
| Prepayments and accrued income | <u>444,588</u> | <u>209,210</u> |

##### 15. Creditors: Amounts falling due within one year

|                                 | 2021<br>£      | 2020<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | 14,523         | 26,296         |
| Accruals and deferred income    | 292,874        | 54,887         |
| Social security and other taxes | 25,128         | 38,387         |
|                                 | <u>332,525</u> | <u>119,570</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 16. Deferred income

|                           | 2021<br>£      | 2020<br>£     |
|---------------------------|----------------|---------------|
| At 1 April 2020           | 37,841         | 129,588       |
| Amount released to income | (37,841)       | (129,588)     |
| Amount deferred in year   | 252,344        | 37,841        |
| <b>At 31 March 2021</b>   | <b>252,344</b> | <b>37,841</b> |

Deferred income relates to grant funding received in respect of future periods.

#### 17. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £72,832 (2020: £85,287).

#### 18. Analysis of charitable funds

##### Unrestricted funds

|                                     | At 1 Apr 2020<br>£ | Income<br>£      | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2021<br>£ |
|-------------------------------------|--------------------|------------------|------------------|----------------|------------------------|
| Unrestricted funds                  | 621,946            | 1,467,286        | (991,000)        | (155,950)      | 942,282                |
| Woolgate Court                      | 24,000             | —                | (7,200)          | —              | 16,800                 |
| Training & Development              | —                  | —                | —                | 28,450         | 28,450                 |
| IT Equipment                        | —                  | —                | —                | 27,500         | 27,500                 |
| Buildings & Environment Improvement | —                  | —                | —                | 100,000        | 100,000                |
|                                     | <u>645,946</u>     | <u>1,467,286</u> | <u>(998,200)</u> | <u>—</u>       | <u>1,115,032</u>       |

|                                     | At 1 Apr 2019<br>£ | Income<br>£      | Expenditure<br>£   | Transfers<br>£ | At<br>31 Mar 2020<br>£ |
|-------------------------------------|--------------------|------------------|--------------------|----------------|------------------------|
| Unrestricted funds                  | 663,838            | 1,299,502        | (1,341,394)        | —              | 621,946                |
| Ormiston Link Worker                | 6,845              | —                | (6,845)            | —              | —                      |
| Buildings Refurbishment             | 5,000              | —                | (5,000)            | —              | —                      |
| Woolgate Court                      | 31,200             | —                | (7,200)            | —              | 24,000                 |
| Training & Development              | —                  | —                | —                  | —              | —                      |
| IT Equipment                        | —                  | —                | —                  | —              | —                      |
| Buildings & Environment Improvement | —                  | —                | —                  | —              | —                      |
|                                     | <u>706,883</u>     | <u>1,299,502</u> | <u>(1,360,439)</u> | <u>—</u>       | <u>645,946</u>         |

During the period, funds have been designated towards training and development, the purchase of IT equipment, and buildings and environment improvement in the coming years.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

##### Restricted funds

|                                                                             | At 1 Apr 2020<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2021<br>£ |
|-----------------------------------------------------------------------------|--------------------|-------------|------------------|----------------|------------------------|
| Children in Need<br>(Overcoming Trauma)                                     | —                  | 41,842      | (41,842)         | —              | —                      |
| NCF - Covid Resilience<br>Fund (Advice Line)                                | —                  | 10,000      | (10,000)         | —              | —                      |
| Norfolk County Council -<br>Social Prescribing                              | 7,273              | 19,395      | (26,668)         | —              | —                      |
| NCC / PHE - Suicide<br>Prevention                                           | —                  | 16,250      | (10,833)         | —              | 5,417                  |
| Big Lottery - Youth<br>Investment Fund                                      | 32,804             | —           | (28,244)         | —              | 4,560                  |
| Comic Relief - Early<br>Action Neighbourhood<br>Fund                        | 97,048             | 90,130      | (126,614)        | —              | 60,564                 |
| NCF - Norfolk Recovery<br>Fund                                              | —                  | 10,000      | (5,556)          | —              | 4,444                  |
| Norwich YAB - Additional<br>Youth Work Capacity                             | —                  | 19,000      | (19,000)         | —              | —                      |
| NCF: Anguish's - Crisis to<br>Stability                                     | —                  | 121,100     | —                | —              | 121,100                |
| North Norfolk YAB -<br>Young Commissioner<br>Development                    | 4,038              | —           | (2,555)          | —              | 1,483                  |
| West Norfolk YAB -<br>Young Commissioner<br>Development                     | 34,113             | —           | (6,957)          | —              | 27,156                 |
| NCC - Brief Community<br>Fund                                               | —                  | 4,371       | (2,185)          | —              | 2,186                  |
| Thetford Venue Hire -<br>Breckland Arts Project                             | 2,683              | —           | —                | —              | 2,683                  |
| Thetford Youth Council -<br>Breckland Disabled<br>Transport Project         | 1,002              | —           | —                | —              | 1,002                  |
| Breckland YAB - Young<br>Commissioner<br>Development                        | 26,375             | —           | (13,780)         | —              | 12,595                 |
| Great Yarmouth YAB -<br>Additional Youth Work<br>Capacity                   | —                  | 19,000      | (19,000)         | —              | —                      |
| Broadland YAB - Young<br>Commissioner<br>Development                        | 11,582             | —           | (7,655)          | —              | 3,927                  |
| Co-operative Foundation -<br>Building Connections                           | 2,930              | 35,286      | (32,268)         | —              | 5,948                  |
| Paul Hamlyn Foundation -<br>Youth Led Action - Expert<br>Advice and Support | —                  | 40,000      | (26,500)         | —              | 13,500                 |
| Children in Need - Buzz<br>Centre for Youth Impact                          | 1,925              | 9,964       | (8,064)          | —              | 3,825                  |
|                                                                             | —                  | 5,000       | (5,000)          | —              | —                      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

|                                                       |          |         |           |   |          |
|-------------------------------------------------------|----------|---------|-----------|---|----------|
| The Pilgrim Trust - Young Mums                        | –        | 23,415  | (23,415)  | – | –        |
| One Norwich - Social Prescribing                      | –        | 44,433  | (44,433)  | – | –        |
| Great Yarmouth Borough Council - European Social Fund | –        | 7,500   | (7,500)   | – | –        |
| Local Enterprise Partnership                          | 11,667   | –       | (11,667)  | – | –        |
| KPE4 - Young Parents Advice                           | 15,000   | –       | (15,000)  | – | –        |
| Masonic Charitable Foundation - Great Yarmouth Advice | 22,935   | –       | (22,935)  | – | –        |
| Youth Access - Equal Access in Mind                   | –        | 36,585  | (36,585)  | – | –        |
| Norfolk Community Foundation - Flux Family Fund       | 8,181    | –       | (8,181)   | – | –        |
| Norfolk County Council - Suicide Awareness            | 11,025   | –       | (11,025)  | – | –        |
| North Norfolk YAB - Additional Youth Work Capacity    | 2,667    | 32,000  | (32,000)  | – | 2,667    |
| West Norfolk YAB - Additional Youth Work Capacity     | 10,000   | –       | (10,000)  | – | –        |
| Breckland YAB - Additional Youth Work Capacity        | 7,429    | –       | (7,429)   | – | –        |
| Jane Austen College - VRAC Schools Match              | 8,836    | 20,000  | (20,503)  | – | 8,333    |
| City of Norwich School - VRAC Schools Match           | 8,902    | 20,000  | (20,569)  | – | 8,333    |
| Intereg 2 Seas                                        | (19,383) | 56,578  | (110,829) | – | (73,634) |
| Lenwade Steel                                         | 800      | –       | (590)     | – | 210      |
| Horatio House                                         | 15,289   | –       | (15,289)  | – | –        |
| New Endeavour Rangers Fund (NCF)                      | 2,000    | –       | (2,000)   | – | –        |
| Ranworth Trust                                        | 10,000   | 10,000  | (10,000)  | – | 10,000   |
| Resolute Community Fund (NCF)                         | 2,000    | –       | (2,000)   | – | –        |
| Association for Young People's Health                 | 1,720    | 2,500   | (3,360)   | – | 860      |
| Great Yarmouth YAB - Young Commissioner               | 13,788   | –       | (7,718)   | – | 6,070    |
| Norwich YAB - Young Commissioner                      | 6,190    | –       | (1,706)   | – | 4,484    |
| Big Lottery - Help Through Crisis                     | 1,552    | 105,503 | (99,165)  | – | 7,890    |
| Paul Hamlyn Foundation - Act For Change               | 38,097   | 55,000  | (46,011)  | – | 47,086   |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

|                               |                |                  |                    |          |                |
|-------------------------------|----------------|------------------|--------------------|----------|----------------|
| Broadland YAB -               |                |                  |                    |          |                |
| Additional Youth Work         | 2,708          | 33,125           | (27,500)           | —        | 8,333          |
| Geoffrey Watling Trust        | —              | 6,000            | (6,000)            | —        | —              |
| Lady Hind Trust               | —              | 2,000            | (2,000)            | —        | —              |
| Active Norfolk - Boxing       | —              | 3,436            | (1,838)            | —        | 1,598          |
| BLF - Awards for All          | —              | 9,999            | (9,999)            | —        | —              |
| NCT/Freemans                  | —              | 9,000            | (9,000)            | —        | —              |
| Youth Endowment Fund          | —              | 37,444           | (37,444)           | —        | —              |
| Comic Relief Recovery Fund    | —              | 30,000           | (30,000)           | —        | —              |
| Active Norfolk - Yoga         | —              | 4,600            | (4,026)            | —        | 574            |
| NCF - Birketts                | —              | 2,000            | (2,000)            | —        | —              |
| NCC / PHE Loneliness Campaign | —              | 26,500           | (1,750)            | —        | 24,750         |
| Paul Bassham Trust            | —              | 5,000            | —                  | —        | 5,000          |
| NCC - Infection Control       | —              | 10,158           | (10,158)           | —        | —              |
| PCC Grant                     | —              | 20,399           | (20,399)           | —        | —              |
| Youth Music - Chillspot       | —              | 5,149            | (5,149)            | —        | —              |
| Donations                     | 6,000          | 20,500           | (20,500)           | —        | 6,000          |
|                               | <u>409,176</u> | <u>1,080,162</u> | <u>(1,150,394)</u> | <u>—</u> | <u>338,944</u> |

|                                                                             | At 1 Apr 2019<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 Mar 2020<br>£ |
|-----------------------------------------------------------------------------|--------------------|-------------|------------------|----------------|------------------------|
| Children in Need<br>(Overcoming Trauma)                                     | —                  | 41,064      | (41,064)         | —              | —                      |
| Anguish's (NCF) - Young<br>Dads                                             | 16,667             | —           | (16,667)         | —              | —                      |
| Norwich Charitable Trusts<br>- Anguish's Educational<br>Foundation - Evolve | 15,000             | —           | (15,000)         | —              | —                      |
| Norwich Charitable Trusts<br>- Norwich Freeman's<br>Charity - Evolve        | 4,500              | —           | (4,500)          | —              | —                      |
| Norwich Charitable Trusts<br>- Norwich Freeman's<br>Charity - Young Dads    | 7,500              | —           | (7,500)          | —              | —                      |
| Youth Access - Make Our<br>Rights Reality                                   | 700                | 55,291      | (55,991)         | —              | —                      |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

|                                                                |        |         |           |   |        |
|----------------------------------------------------------------|--------|---------|-----------|---|--------|
| NCF - Covid Resilience Fund (Advice Line)                      | —      | —       | —         | — | —      |
| Norfolk County Council - Social Prescribing                    | 7,273  | 29,092  | (29,092)  | — | 7,273  |
| NCC / PHE - Suicide Prevention                                 | —      | —       | —         | — | —      |
| Big Lottery - Youth Investment Fund                            | 56,772 | 224,425 | (248,393) | — | 32,804 |
| Comic Relief - Early Action Neighbourhood Fund                 | 5,171  | 212,667 | (120,790) | — | 97,048 |
| NCF - Norfolk Recovery Fund                                    | —      | —       | —         | — | —      |
| Norwich YAB - Additional Youth Work Capacity                   | 5,500  | 19,000  | (24,500)  | — | —      |
| NCF: Anguish's - Crisis to Stability                           | —      | —       | —         | — | —      |
| North Norfolk YAB - Young Commissioner Development             | 3,780  | 13,000  | (12,742)  | — | 4,038  |
| West Norfolk YAB - Young Commissioner Development              | 24,120 | 28,250  | (18,257)  | — | 34,113 |
| National Foundation of Youth Music - Soundbites and Homesounds | 44,782 | 4,688   | (49,470)  | — | —      |
| NCC - Brief Community Fund                                     | —      | —       | —         | — | —      |
| Thetford Venue Hire - Breckland Arts Project                   | 2,683  | —       | —         | — | 2,683  |
| Thetford Youth Council - Breckland Disabled Transport Project  | 1,002  | —       | —         | — | 1,002  |
| Breckland YAB - Young Commissioner Development                 | 28,300 | 21,264  | (23,189)  | — | 26,375 |
| Great Yarmouth YAB - Additional Youth Work Capacity            | 7,500  | 19,000  | (26,500)  | — | —      |
| Great Yarmouth YAB - Young Commissioners                       | —      | 17,600  | (3,812)   | — | 13,788 |
| Norwich YAB - Young Commissioner Development                   | —      | 17,400  | (11,210)  | — | 6,190  |
| Broadland YAB - Young Commissioner Development                 | 12,000 | 12,500  | (12,918)  | — | 11,582 |
| Co-operative Foundation - Building Connections                 | 1,206  | 34,162  | (32,438)  | — | 2,930  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

|                                                                            |       |         |          |   |        |
|----------------------------------------------------------------------------|-------|---------|----------|---|--------|
| Norfolk and Suffolk Foundation Trust - Participation                       | 300   | 20,416  | (20,716) | — | —      |
| Office of Police and Crime Commissioner - Mentoring                        | 3,500 | 46,996  | (50,496) | — | —      |
| Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support      | 4,844 | 40,000  | (44,844) | — | —      |
| Children in Need - Buzz                                                    | 2,314 | 9,962   | (10,351) | — | 1,925  |
| Big Lottery - Help Through Crisis                                          | —     | 100,258 | (98,706) | — | 1,552  |
| Centre for Youth Impact                                                    | —     | 5,000   | (5,000)  | — | —      |
| Henry Smith GY Advice                                                      | —     | 20,400  | (20,400) | — | —      |
| City of Norwich School - Boost                                             | 2,445 | —       | (2,445)  | — | —      |
| The Pilgrim Trust - Young Mums                                             | —     | 23,415  | (23,415) | — | —      |
| One Norwich - Social Prescribing                                           | —     | 5,176   | (5,176)  | — | —      |
| Great Yarmouth Borough Council - European Social Fund                      | —     | 7,335   | (7,335)  | — | —      |
| Local Enterprise Partnership                                               | —     | 20,000  | (8,333)  | — | 11,667 |
| KPE4 - Young Parents Advice                                                | —     | 15,000  | —        | — | 15,000 |
| Masonic Charitable Foundation - Great Yarmouth Advice                      | —     | 22,935  | —        | — | 22,935 |
| Youth Access - Equal Access in Mind                                        | —     | 36,583  | (36,583) | — | —      |
| Great Yarmouth Borough Council - Town Centre Shop Front Improvement Scheme | —     | 2,282   | (2,282)  | — | —      |
| Norfolk Community Foundation - Flux Family Fund                            | —     | 10,000  | (1,819)  | — | 8,181  |
| Norfolk County Council - Suicide Awareness                                 | —     | 13,475  | (2,450)  | — | 11,025 |
| North Norfolk YAB - Additional Youth Work Capacity                         | —     | 16,000  | (13,333) | — | 2,667  |
| West Norfolk YAB - Additional Youth Work Capacity                          | —     | 15,000  | (5,000)  | — | 10,000 |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

|                                                      |                |                  |                    |          |                |
|------------------------------------------------------|----------------|------------------|--------------------|----------|----------------|
| Breckland YAB -<br>Additional Youth Work<br>Capacity | —              | 12,736           | (5,307)            | —        | 7,429          |
| Broadland YAB -<br>Additional Youth Work<br>Capacity | —              | 24,375           | (21,667)           | —        | 2,708          |
| Paul Hamlyn Foundation<br>- Act for Change           | —              | 50,000           | (11,903)           | —        | 38,097         |
| Jane Austen College -<br>VRAC Schools Match          | —              | 13,333           | (4,497)            | —        | 8,836          |
| City of Norwich School -<br>VRAC Schools Match       | —              | 20,000           | (11,098)           | —        | 8,902          |
| Intereg 2 Seas                                       | —              | 107,611          | (126,994)          | —        | (19,383)       |
| Norfolk County Council -<br>Norwich Opportunity Area | —              | 7,548            | (7,548)            | —        | —              |
| Lenwade Steel                                        | —              | 1,000            | (200)              | —        | 800            |
| Horatio House                                        | —              | 25,813           | (10,524)           | —        | 15,289         |
| New Endeavour Rangers<br>Fund (NCF)                  | —              | 2,000            | —                  | —        | 2,000          |
| Ranworth Trust                                       | —              | 10,000           | —                  | —        | 10,000         |
| Resolute Community<br>Fund (NCF)                     | —              | 2,000            | —                  | —        | 2,000          |
| Association for Young<br>People's Health             | —              | 2,000            | (280)              | —        | 1,720          |
| Great Yarmouth YAB -<br>Young Commissioner           | —              | —                | —                  | —        | —              |
| Norwich YAB - Young<br>Commissioner                  | —              | —                | —                  | —        | —              |
| Big Lottery - Help<br>Through Crisis                 | —              | —                | —                  | —        | —              |
| Paul Hamlyn Foundation -<br>Act For Change           | —              | —                | —                  | —        | —              |
| Broadland YAB -<br>Additional Youth Work             | —              | —                | —                  | —        | —              |
| Geoffrey Watling Trust                               | —              | —                | —                  | —        | —              |
| Lady Hind Trust                                      | —              | —                | —                  | —        | —              |
| Active Norfolk - Boxing                              | —              | —                | —                  | —        | —              |
| BLF - Awards for All                                 | —              | —                | —                  | —        | —              |
| NCT/Freemans                                         | —              | —                | —                  | —        | —              |
| Youth Endowment Fund                                 | —              | —                | —                  | —        | —              |
| Comic Relief Recovery<br>Fund                        | —              | —                | —                  | —        | —              |
| Active Norfolk - Yoga                                | —              | —                | —                  | —        | —              |
| NCF - Birketts                                       | —              | —                | —                  | —        | —              |
| NCC / PHE Loneliness<br>Campaign                     | —              | —                | —                  | —        | —              |
| Paul Bassham Trust                                   | —              | —                | —                  | —        | —              |
| NCC - Infection Control                              | —              | —                | —                  | —        | —              |
| PCC Grant                                            | —              | —                | —                  | —        | —              |
| Youth Music - Chillspot                              | —              | —                | —                  | —        | —              |
| Donations                                            | —              | 17,436           | (11,436)           | —        | 6,000          |
|                                                      | <u>257,859</u> | <u>1,475,488</u> | <u>(1,324,171)</u> | <u>—</u> | <u>409,176</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 18. Analysis of charitable funds *(continued)*

- Children in Need (Overcoming Trauma): The aim of this funding is to provide crisis and ongoing counselling to young people aged 11-19 who have experienced abuse.
- NCF - Covid Resilience Fund (Advice Line): The freephone Advice Line launched mid April, and is open 10.30-5.30, Monday to Friday, for any young person in Norfolk, aged 11-25.
- Norfolk County Council - Social Prescribing: The aim of this funding is to improve health and wellbeing through connecting people to non-medical sources of support.
- NCC/PHE - Suicide Prevention: The aim of this funding is to provide social welfare advice to young people referred from Norfolk Primary Care Networks and acute hospitals, to reduce suicides.
- Big Lottery - Youth Investment Fund: The aim of this funding is to provide a range of different groups and activities developed from young people's idea and with their leadership, in order to achieve the goals they set.
- Comic Relief - Early Action Neighbourhood Fund: The aim of this funding is to develop and deliver a programme of preventative social and emotional wellbeing support, resulting in improved outcomes for young people.
- NCF - Norfolk Recovery Fund: For the infrastructure and technical set-up costs of the new Helpline system, the necessary promotions, training of staff and marketing and some call costs.
- Norwich Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- NCF - Anguish's - Crisis to Stability: A grant to continue running our advice services in Norwich such as drop in, young parents and telephone advice appointments.
- North Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- West Norfolk Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- NCF - Brief Community Fund: To support, develop and employ our volunteer counselling scheme in Norwich and Great Yarmouth.
- Thetford Youth Council - Breckland Disabled Transport Project: The aim of this funding is to enable the transport of young people in Breckland.
- Breckland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Great Yarmouth Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Broadland Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Co-operative Foundation - Building Connections - Great Yarmouth Horizons: The aim of this funding to address loneliness through a programme of life coaching, a weekly group and organised activities and awareness raising.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 18. Analysis of charitable funds *(continued)*

- Paul Hamlyn Foundation - Youth Led Action - Expert Advice and Support: The aim of this funding is to enable MAP to access expert advice and support.
- Children in Need - Buzz: The aim of this funding is to deliver after school support sessions for refugee young people, in order to increase wellbeing, build communication skills and improve confidence.
- Centre for Youth Impact: The aim of this funding is to deliver the East of England Network around impact and outcomes.
- The Pilgrim Trust - Young Mums: The aim of this funding is to support young mums, to help them gain in confidence and parenting ability, becoming better able to advocate for themselves and their child.
- One Norwich - Social Prescribing: The aim of this funding is to reduce pressures on health services by resolving non-medical causes of health problems.
- Great Yarmouth Borough Council - European Social Fund - Funding to employ an advice worker in Great Yarmouth to deliver 1 to 1 advice with young people aged 11-25.
- Local Enterprise Partnership: The aim of this funding is to provide advice and specialist employment support for NEET young people facing multiple obstacles, in order to support them becoming work-ready.
- KPE4 - Young Parents Advice: The aim of this funding is to provide advice to Young Parents.
- Masonic Charitable Foundation - Great Yarmouth Advice: The aim of this funding is to provide a drop-in advice & advocacy service in Great Yarmouth for disadvantaged young people, aged 11-25.
- Youth Access - Equal Access in Mind: The aim of this funding is to tackle rising mental health need amongst young women aged 16-25 by increasing access to high quality, gender informed, young person-centred services in local communities.
- Norfolk Community Foundation - Flux Family Fund - Flexible Counselling in West Norfolk: The aim of this funding is to provide counselling for Young People suffering from abuse aged 11-19 in the West Norfolk area.
- Norfolk County Council - Suicide Awareness and Self-Harm Training: The aim of this funding is to contribute to 10% reduction in suicide rate in Norfolk and Waveney by 2020/21, through the provision of training staff within Cambridgeshire Community Services.
- North Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- West Norfolk Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Breckland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Jane Austen College - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 18. Analysis of charitable funds *(continued)*

- City of Norwich School - VRAC - Schools Match: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- Interreg 2 Seas - VRAC: The aim of this funding is to develop a new integrated service, organisational model for education that accommodates the complex situation of vulnerable young people, creating a higher sense of belonging and wellbeing for young people and families.
- Lenwade Steel: The aim of this funding is to develop young people's communication skills, confidence and self-esteem, and to provide equipment for MAP activities and transport to MAP activities.
- Horatio House: The aim of this funding is to provide 1:1 mentoring and support for Horatio House students.
- New Endeavour Rangers Fund (NCF): The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- Ranworth Trust: Weekly, open access groups for 11-19 year olds, held after school in venue either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Resolute Community Fund (NCF): The aim of this funding is to provide open access youth groups and workshops in Great Yarmouth.
- Association for Young People's Health: Recruiting, supporting and engaging 5-10 young people with lived experience of sexual violence in the We're All Right project over a two year period.
- Great Yarmouth Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Norwich Youth Advisory Board - Young Commissioner Development: The aim of this funding is to develop services to support the YAB, and develop young commissioners.
- Big Lottery - Help Through Crisis: The aim of this funding is to create an integrated response, with wide impact, to the high and growing need of young people in hardship crisis.
- Paul Hamlyn Foundation - Act for Change: The aim of this funding is to run a youth campaign for kindness and anti-bullying. Additional funding was received to extend the existing project by an additional three months, due to Covid-19.
- Broadland Youth Advisory Board - Additional Youth Work Capacity: The aim of this funding is to provide additional capacity to support the YAB.
- Geoffrey Watling Trust: Weekly, open access youth groups for 11-19 year olds, held after school in venues either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Lady Hind Trust: Weekly, open access youth groups for 11-19 year olds, held after school in venues either side of the river in Great Yarmouth - the Chill Spot at St George's Theatre, and the Uncommon.
- Active Norfolk - Boxing: To deliver boxing workshops for young people in Great Yarmouth. This is a weekly session delivered in partnership with a qualified instructor.

# **Mancroft Advice Project (MAP)**

## **Company Limited by Guarantee**

### **Notes to the financial statements** *(continued)*

#### **Year ended 31 March 2021**

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##### **18. Analysis of charitable funds** *(continued)*

- BLF - Awards for All: One off grant to continue funding our open access youth work offer in Great Yarmouth. Mainly group work within the youth work team.
- NCT/Freemans: Small grant to support delivery of open access youth work in Great Yarmouth including Chill Spot and the Uncommon.
- Youth Endowment Fund: This project is to specifically deliver online youth work for young people in Great Yarmouth, using Zoom for group work.
- Comic Relief Recovery Fund: Funding for our advice and youth work programmes, which have been adapted to meet the needs of young people in Great Yarmouth and Norwich during Covid-19.
- Active Norfolk - Yoga: To deliver online yoga to young people in Great Yarmouth, this is done through group work of 10 young people per session.
- NCF - Birketts: The aim of this funding is to support the continuation of youth programmes for 11-19 year olds in Great Yarmouth including Chill Spot.
- NCC/PHE Loneliness Campaign: A campaign in the youth work team to prevent loneliness and isolation amongst young people. Mainly conducted through social media via Instagram, Twitter and Facebook.
- Paul Bassham Trust: Small grant to support delivery of open access youth work in Great Yarmouth including Chill Spot and the Uncommon.
- NCC Infection Control: For additional equipment, health and safety and PPE costs as a result of Covid-19.
- PCC Grant: A grant contributing to the rent costs at the Risebrow Centre, Norwich.
- Youth Music - Chill Spot: Partially funding our Chill Spot open access youth work project in Great Yarmouth, which involves group work and positive activities.

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 19. Analysis of net assets between funds

##### Year ended 31 March 2021

|                                              | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£ |
|----------------------------------------------|-------------------|----------------------------|------------|
| <b>Restricted Income Funds:</b>              |                   |                            |            |
| NCC / PHE - Suicide Prevention               | —                 | 5,417                      | 5,417      |
| Big Lottery - Youth Investment Fund          | —                 | 4,560                      | 4,560      |
| Early Action Neighbourhood Fund              | —                 | 60,564                     | 60,564     |
| NCF - Norfolk Recovery Fund                  | —                 | 4,444                      | 4,444      |
| NCF: Anguish's - Crisis to Stability         | —                 | 121,100                    | 121,100    |
| North Norfolk YAB - Young Commissioner       | —                 | 1,483                      | 1,483      |
| West Norfolk YAB - Young Commissioner        | —                 | 27,156                     | 27,156     |
| NCC - Brief Community Fund                   | —                 | 2,186                      | 2,186      |
| Breckland Arts Project                       | —                 | 2,683                      | 2,683      |
| Breckland Disabled Transport Project         | —                 | 1,002                      | 1,002      |
| Breckland YAB - Youth Commissioner           | —                 | 12,595                     | 12,595     |
| Broadland YAB - Youth Commissioner           | —                 | 3,927                      | 3,927      |
| Co-operative Foundation Building Connections | —                 | 5,948                      | 5,948      |
| PHF - Expert Advice and Support              | —                 | 13,500                     | 13,500     |
| Children in Need (Buzz)                      | —                 | 3,825                      | 3,825      |
| Great Yarmouth YAB - Young Commissioners     | —                 | 6,070                      | 6,070      |
| Norwich YAB - Young Commissioners            | —                 | 4,484                      | 4,484      |
| Big Lottery - Help Through Crisis            | —                 | 7,890                      | 7,890      |
| North Norfolk YAB - Youth Work Capacity      | —                 | 2,667                      | 2,667      |
| Broadland YAB - Youth Work Capacity          | —                 | 8,333                      | 8,333      |
| PHF - Act for Change                         | —                 | 47,086                     | 47,086     |
| Jane Austen College VRAC                     | —                 | 8,333                      | 8,333      |
| CNS VRAC                                     | —                 | 8,333                      | 8,333      |
| Intereg EU (VRAC)                            | —                 | (73,634)                   | (73,634)   |
| Lenwade Steel                                | —                 | 210                        | 210        |
| Ranworth Trust                               | —                 | 10,000                     | 10,000     |
| Association for Young People's Health        | —                 | 860                        | 860        |
| Active Norfolk - Boxing                      | —                 | 1,598                      | 1,598      |
| Active Norfolk - Yoga                        | —                 | 574                        | 574        |
| NCF - Birketts                               | —                 | 24,750                     | 24,750     |
| Paul Bassham Trust                           | —                 | 5,000                      | 5,000      |
| Donations                                    | —                 | 6,000                      | 6,000      |
|                                              | —                 | 338,944                    | 338,944    |
| <b>Unrestricted Income Funds:</b>            |                   |                            |            |
| Designated Funds                             | 16,800            | 155,950                    | 172,750    |
| General Funds                                | —                 | 942,282                    | 942,282    |
|                                              | 16,800            | 1,098,232                  | 1,115,032  |
| <b>Total Funds</b>                           | 16,800            | 1,437,176                  | 1,453,976  |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

##### Year ended 31 March 2020

|                                              | Fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£       |
|----------------------------------------------|-------------------|----------------------------|------------------|
| <b>Restricted Income Funds:</b>              |                   |                            |                  |
| Norfolk County Council - Social Prescribing  | –                 | 7,273                      | 7,273            |
| Big Lottery - Youth Investment Fund          | –                 | 32,804                     | 32,804           |
| Early Action Neighbourhood Fund              | –                 | 97,048                     | 97,048           |
| North Norfolk YAB - Young Commissioner       | –                 | 4,038                      | 4,038            |
| West Norfolk YAB - Young Commissioner        | –                 | 34,113                     | 34,113           |
| Breckland Arts Project                       | –                 | 2,683                      | 2,683            |
| Breckland Disabled Transport Project         | –                 | 1,002                      | 1,002            |
| Breckland YAB - Youth Commissioner           | –                 | 26,375                     | 26,375           |
| Broadland YAB - Youth Commissioner           | –                 | 11,582                     | 11,582           |
| Co-operative Foundation Building Connections | –                 | 2,930                      | 2,930            |
| Children in Need (Buzz)                      | –                 | 1,925                      | 1,925            |
| Great Yarmouth YAB - Young Commissioners     | –                 | 13,788                     | 13,788           |
| Norwich YAB - Young Commissioners            | –                 | 6,190                      | 6,190            |
| Big Lottery - Help Through Crisis            | –                 | 1,552                      | 1,552            |
| New Anglia Local Enterprise Partnership      | –                 | 11,667                     | 11,667           |
| KPE4                                         | –                 | 15,000                     | 15,000           |
| Masonic Charitable Foundation                | –                 | 22,935                     | 22,935           |
| Flux Family Fund                             | –                 | 8,181                      | 8,181            |
| NCC Suicide Awareness                        | –                 | 11,025                     | 11,025           |
| North Norfolk YAB - Youth Work Capacity      | –                 | 2,667                      | 2,667            |
| West Norfolk YAB - Youth Work Capacity       | –                 | 10,000                     | 10,000           |
| Breckland YAB - Youth Work Capacity          | –                 | 7,429                      | 7,429            |
| Broadland YAB - Youth Work Capacity          | –                 | 2,708                      | 2,708            |
| PHF - Act for Change                         | –                 | 38,097                     | 38,097           |
| Jane Austen College VRAC                     | –                 | 8,836                      | 8,836            |
| CNS VRAC                                     | –                 | 8,902                      | 8,902            |
| Intereg EU (VRAC)                            | –                 | (19,383)                   | (19,383)         |
| Lenwade Steel                                | –                 | 800                        | 800              |
| Horatio House                                | –                 | 15,289                     | 15,289           |
| New Endeavor Rangers Fund                    | –                 | 2,000                      | 2,000            |
| Ranworth Trust                               | –                 | 10,000                     | 10,000           |
| Resolute Community Fund                      | –                 | 2,000                      | 2,000            |
| Association for Young People's Health        | –                 | 1,720                      | 1,720            |
| Donations                                    | –                 | 6,000                      | 6,000            |
|                                              |                   | <u>409,176</u>             | <u>409,176</u>   |
| <b>Unrestricted Income Funds:</b>            |                   |                            |                  |
| Designated Funds                             | 24,000            | –                          | 24,000           |
| General Funds                                | –                 | 621,946                    | 621,946          |
|                                              | <u>24,000</u>     | <u>621,946</u>             | <u>645,946</u>   |
| <b>Total Funds</b>                           | <u>24,000</u>     | <u>1,031,122</u>           | <u>1,055,122</u> |

# Mancroft Advice Project (MAP)

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 20. Analysis of changes in net debt

|                          | At 1 Apr 2020  | Cash flows     | At<br>31 Mar 2021 |
|--------------------------|----------------|----------------|-------------------|
|                          | £              | £              | £                 |
| Cash at bank and in hand | <u>941,482</u> | <u>383,631</u> | <u>1,325,113</u>  |

#### 21. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

|                                              | 2021           | 2020           |
|----------------------------------------------|----------------|----------------|
|                                              | £              | £              |
| Not later than 1 year                        | 51,721         | 51,189         |
| Later than 1 year and not later than 5 years | <u>61,298</u>  | <u>111,718</u> |
|                                              | <u>113,019</u> | <u>162,907</u> |

On 11 May 2021 the charity entered into a 10 year supplemental lease of the property it occupies at Chantry Hall, Norwich. These leases now expire on 31 March 2030 with annual rent totalling £39,194. There is a rent review with a break clause as at 1 April 2025.

#### 22. Related parties

During the year, core grants were received from John Risebrow's Charity amounting to £57,000 (2020 - £56,996). Mrs B E Miller and The Revd E J Carter are also trustees of John Risebrow's Charity.

During the year, the Charity received employment advice from Hatch Brenner Solicitors, at a charge of £Nil (2020 - £702). The Charity also received donations and contributions totalling £Nil (2020 - £833). Caroline Billings, a trustee is also a partner of Hatch Brenner Solicitors.