

MANCHESTER LITERATURE FESTIVAL

England & Wales · Charity number 1121276

Details

Status	Registered
Legal form	Charitable company
Company number	04369668
Registered	2007-10-18
Register	View on the Charity Commission register

Contact

Address	Manchester Literature Festival The Department Store 5 Oak Street Manchester M4 5JD
Phone	01618325502
Email	office@manchesterliteraturefestival.co.uk
Website	www.manchesterliteraturefestival.co.uk

Activities

Objects: TO PROMOTE THE ARTS AND, IN PARTICULAR, LITERATURE IN SOCIETY FOR THE BENEFIT OF THE INHABITANTS OF THE NORTH WEST AREA OF ENGLAND (BY WHICH EXPRESSION IS MEANT THE COUNTIES OF CHESHIRE, LANCASHIRE, MERSEYSIDE, GREATER MANCHESTER AND THE HIGH PEAK DISTRICT OF DERBYSHIRE) AND ELSEWHERE BY DEVELOPING PUBLIC APPRECIATION OF LITERATURE AND BY PROVIDING PUBLIC ACCESS TO AND THE QUALITY OF LITERATURE AND IN PARTICULAR (BUT WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING) BY:-A) HOLDING LITERATURE FESTIVALS AND EVENTS AND, IN PARTICULAR, A "MANCHESTER LITERATURE FESTIVAL" ANNUALLY;B) HOLDING OTHER LITERATURE EVENTS AND EVENTS THAT COMBINE LITERATURE WITH OTHER ART FORMS EITHER ANNUALLY OR AT ANY OTHER TIME;C) INVITING, COMMISSIONING AND MAINTAINING SERVICES OF WRITERS THROUGHOUT THE WORLD WHETHER SUCH SERVICES REQUIRE THE PAYMENT OF FEES BY THE COMPANY OR OTHERWISE;D) ENCOURAGING AND ASSISTING IN PROMOTING AND ADVANCING WRITERS FROM THE NORTH WEST OF ENGLAND.E) PUBLISHING LITERATURE AND RECORDINGS OF ANY NATURE WHATSOEVER PROVIDING THAT IN SO DOING SUCH PUBLICATIONS COMPLY WITH ALL RELEVANT LAWS;F) DISSEMINATING INFORMATION, LITERATURE AND RECORDINGS RELATING TO ANY FESTIVALS HELD BY THE COMPANY OR IN WHICH THE COMPANY PARTICIPATES OR IS INVOLVED.

Activities: Production of annual Literature Festival and associated year round activities in district of Manchester.

Classification

- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE, GREATER MANCHESTER
- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£248,172	£237,224	-	-
2024-03-31	£269,312	£248,514	-	-
2023-03-31	£239,293	£226,777	-	-
2022-03-31	£226,131	£226,399	-	-
2021-03-31	£221,446	£167,287	-	-

Trustees

Name	Role	Appointed
Anna-Maria Nugnes		2021-01-18
Benjamin James Ward		2023-05-15
Bonnie Julia Turnbull		2021-01-18
CHRISTOPHER GRAHAM JEFFRIES		2024-02-19
Dr Andrew Peter Westle		2021-01-18
Erinn Kelly Roocroft		2023-05-15
Gwen Louise Oakden		2023-05-15
Jo SOMERSET		2021-07-19
REBECCA LOUISE Parkinson		2021-07-19

Accounts

Company Registration Number - 4369668

The Charity Registration Number is :- 1121276

Manchester Literature Festival Limited

Report and Accounts

31 March 2025



Manchester Literature Festival Limited

Report and accounts for the year ended 31 March 2025

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	6
Independent Accountant's Report	8
<i>Funds Statements:-</i>	
Statement of Financial Activities	10
Movement in funds	11
Income and Expenditure account	12
Balance sheet	13
Notes to the accounts	15

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2025

The Trustees present their Report and Accounts for the year ended 31 March 2025, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Manchester Literature Festival Limited.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1121276.

Legal structure of the charity

The charity is constituted as a company limited by guarantee, registered under the Companies Acts. The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

The Department Store
5 Oak Street
Manchester M4 6JD
Telephone 0161 832 5502

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were:-

Karl Jackson
Christopher Graham Jeffries (Treasurer)
Peter Mearns (CHAIR)
Anne-Marie Nugnes
Gwen Louise Oakden
Rebecca Louise Parkinson
Erinn Kelly Roocroft
Jo Somerset
Bonnie Julia Turnbull
Benjamin James Ward
Andrew Peter Westle

Manchester Literature Festival Limited

Company Registration Number - 4369668

The following persons served as Trustees during the year ended 31 March 2025:-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-

Name	Appointed	Resigned/Retired
Karl Jackson		
Christopher Graham Jeffries (Treasurer)		
Peter Mearns (CHAIR)		
Anne-Marie Nugnes		
Gwen Louise Oakden		
Rebecca Louise Parkinson		
Erinn Kelly Roocroft		
Jo Somerset		
Bonnie Julia Turnbull		
Benjamin James Ward		
Andrew Peter Westle		
Afshan Tania D'Souza-Lodhi		17/06/2024

Objectives and Activities of the Charity

A summary of the objectives of the charity as set out in its governing document

Manchester Literature Festival's charitable objectives are:

"To promote arts and, in particular, literature in society for the benefit of the inhabitants of the North West Area of England and elsewhere by developing public appreciation of literature and by improving public access to and the quality of literature."

Trustees' Annual Report for the year ended 31 March 2025

In Autumn 2024, we delivered the 19th iteration of Manchester Literature Festival 4 – 20 October, featuring 48 live events including four poetry workshops, two walking tours and the Northern Publishers' Fair. We attracted a total audience of 7847 to Festival events in the autumn and a further 761 people to our four Spring events with high profile authors Percival Everett, David Nicholls, Olivia Laing and David Mitchell in April/May 2024. Overall attendance at events was 76% of capacity. The results of our Audience Survey revealed high levels of audience satisfaction. 95% of the audience rated the Festival for giving them a good quality experience as very good (59%) or good (36%) and 88% said they would be very likely to recommend the Festival to a friend.

A total of 123 writers and other artists took part in MLF events including 44 Global Majority writers. 24 events/workshops in total featured Global Majority artists (representing 50% of the festival programme). A total of 13 international artists participated in live events, joining us from Japan, Netherlands, Ukraine and the USA.

The programme showcased the rising stars of literature alongside award-winning writers and featured special conversations with leading national and international novelists, poets, musicians, actors and other cultural figures. Programme strand highlights included:

Culture

- Our sold-out, opening night event featured iconic Swedish singer-songwriter Neneh Cherry in conversation with Bernardine Evaristo about her new memoir *A Thousand Threads*.
- Foreign correspondent Lindsey Hilsum shared poems and stories from the frontline featured in her new book *I Brought the War with Me*, hosted by poet John McAuliffe.
- Leading designer Thomas Heatherwick discussed his new book *Humanise* and his campaign for greener, bolder, healthier, more imaginative buildings with Allah P. Wakatama.
- Bestselling food writer Meera Sodha shared recipes, family stories and the joy of food with Erica Wagner.

Manchester Literature Festival Limited

Company Registration Number - 4369668

- George Monbiot and Jeanette Winterson had a lively discussion about capitalism, community, neoliberalism and the challenges facing us globally.
- Former Green Party leader Caroline Lucas shared her passion for the British countryside, literature and culture and the need for narratives that unite and bring people together.
- Esteemed actor Harriet Walter discussed her reimagining of Shakespeare's women with Katie Popperwell and shared some daring new sonnets.

Fiction

- Bestselling author Matt Haig discussed his new novel *The Life Impossible*, writing, neurodiversity and mental health with broadcaster Nihal Arthanayake.
- David Peace discussed his gripping new novel *Munichs*, the airline disaster that killed Manchester United's Busby Babes and the importance of writing working class narratives with Katy Shaw.
- Japanese author Asako Yuzuki discussed her bestselling novel *Butter*, true crime, journalism and her love of writing at a packed event supported by the Japan Foundation.
- We celebrated the twentieth anniversary of Susannah Clarke's ground-breaking novel *Jonathan Strange & Mr Norrell* and the publication of a new novella *The Wood at Midwinter*.
- Scottish author Andrew O'Hagan discussed his new state-of-the-nation novel *Caledonian Road*, class, culture, complicity and male friendship with Dave Haslam.
- Prominent LGBTQ+ author Juno Dawson discussed fiction, scriptwriting, Northern identity and LGBTQ+ culture with fellow author Andrew McMillan.
- Rebecca F. Kuang discussed her multi-award-winning novel *Yellowface*, the craft of writing and the repercussions of empire at a sold-out event at the RNCM.
- Turkish-British author Elif Shafak brought this year's MLF to a fitting close with a discussion about her new novel *There Are Rivers in the Sky*, how fiction can build bridges in an age of division and the importance of festivals in providing crucial democratic spaces.
- Pulitzer Prize-winning novelist Richard Powers discussed the inspiration for his new novel *Playground*, his passion for our oceans and trees, the rise of AI, and the importance of play, at a special bookend event hosted by Alex Clark.

Poetry

- Jackie Kay discussed her new poetry collection *May Day* and a life of protest with actor Julie Hesmondhalgh.
- Former National Poet of Wales, Gillian Clarke gave this year's annual Rylands Poetry Reading.
- Imtiaz Dharker and Romalyn Ante treated us to a performance of their stunning, poignant and deeply lyrical poetry.
- Raymond Antrobus, Theresa Lola and Caleb Femi gave exhilarating performances from their new collections in front of a buzzing audience at Manchester Poetry Library.
- Former Poet Laureate, Carol Ann Duffy performed poems inspired by the eco-crisis accompanied by musician John Sampson.
- This year's Cabaret for Freedom celebrated the legendary poet and musician Gil Scott Heron with rousing performances from soul singer Yemi Bolatiwa supported by a string quartet from the Untold Orchestra and poetry from Sukina Noor and Young Identity.
- We also presented a newly commissioned poem by Francesca Beard responding to the Arena documentary *A Day in The Afterlife* about cult author Philip K Dick.

Children and Families

- Waterstones Children's Laureate, Joseph Coelho presented two lively interactive poetry shows for families at Central Library, followed by a *Spooky Poems Aloud* Activity Trail and craft workshop designed by community artist Emma Martin.
- International storyteller Jan Blake, djembe player Yahaël Onono and musicians from the BBC Philharmonic gave interactive performances of *Ananse and the Monkeys* as part of our Musical Storyland LIVE! events at Rochdale and Oldham libraries.
- Comic artist Ed Syder ran two Skateboard Drawing Clubs at Projekts Skatepark for children aged 7+.
- Award-winning author and illustrator Rob Biddulph introduced a very excited audience at Z-arts to his latest picture book *I Follow the Fox* featuring one of his famous Draw-alongs.
- We also co-promoted the 100 Story Hotel at Z-arts, an interactive world of play and storytelling created by Rob Biddulph and Discover Children's Story Centre.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Workshops and Walking Tours

- Writer Tania Hershman and tour guide Emma Fox delivered two Writing and Walking Tours celebrating Manchester and the rich cultural contribution made by four brilliant women residents during the first half of the twentieth century: painters Annie Swynnerton and Isabel Dacre, theatre impresario Annie Horniman and scientist Kathleen Drew-Baker.
- Festival guests Gillian Clarke, Inua Ellams, Raymond Antrobus and Francesca Beard each delivered excellent poetry workshops with themes spanning self-expression, music, nature, poetic truth and how to channel life experience.

The Festival continued to deliver a year-round creative learning programme encouraging children and young people to develop a passion for reading and creative writing. Activities included:

Little Reads: fun, interactive workshops using drama, dance, songs and craft to animate stories for under 5s and their parents/carers in partnership with GM libraries. Delivered monthly in Manchester, Oldham, Rochdale, Salford, Stockport and Trafford attracting a total of 3311 attendances across 108 sessions.

Media Cubs: 12 children participated in 5 media training sessions delivered in Beswick Library in October. Media Cubs reporter Sonny produced a video report from our Skateboard Drawing Club:
<https://www.youtube.com/watch?v=Qk-fxYd8vnU>

Story Explorers: 132 children aged 8-11 participated in our HAF supported Story Explorers sessions during the Easter and Summer holidays in Sale West Community Centre and Old Trafford (Limelight). 58 children participated in our Story Explorers After School Clubs at Limelight. 1000 primary school children participated in creative activity days at Lancashire Country Cricket Club in May.

National Play Day: we ran an activity stall in partnership with the Blue Peter Club in Platt Fields Park on 7 July engaging 75 families.

World Book Day: we presented two Musical Storyland events for schools on 3 March at Z-arts. 418 pupils from 11 local primary schools and Home Education groups attended the events. 75 GM primary schools also accessed free online teaching resources to support their own classroom activities, benefitting 11516 pupils.

In Spring 2024 we appointed Field Studio to design and build a new CMS website for us and we were delighted with the results. As briefed, they created a stylish, engaging and easy to navigate portal for our various audiences and stakeholders to access content and information about our events, new commissions and projects. They also created an exciting, warm and engaging interface to showcase our year-round creative learning activities for children and families. As part of the process, they produced a series of bright and playful new graphics and animations that represent different elements of our work including writing, reading, playing and performing. We were able to use these dynamic graphics across all our digital and print assets, creating a strong, consistent brand for the 2024 Festival. Since the launch of the new website in mid-June web traffic has increased by over 25% and feedback from audiences, partners and volunteers about the new branding has been extremely positive.

We produced a 20-page Festival Programme (20,000 print run) and a separate flyer to promote our Events and Activities for Children and Families (7,500) which were posted out to our mailing list and distributed to key cultural venues across the region using Culture Calling. We commissioned a large eye-catching banner outside Central Library which was displayed 16 September – 21 and also ran digital screen adverts at several sites across the city.

This year's programme was featured in The Bookseller, Lancashire Life, Creative Tourist, I Love Manchester, Prolific North, The Mill, Manchester Confidential, About Manchester, Manchester Wire, Manchester's Finest, The Art Shelf, GM Chambers, The Business Desk, Oxford Road Corridor, Canal Street, Jadar and Mancunian Matters. There were several positive reviews of Festival events on Northern Soul (Percival Everett, David Peace, Joe Boyd, Ekow Eshun and Richard Powers) and Mancunian Matters (David Peace, Juno Dawson, Rebecca F Kuang, Carol Ann Duffy and André Aciman). Poets Raymond Antrobus and Theresa Lola appeared on Craig Charles' *BBC 6 Music Fight Club* and the Festival was given plugs by Stuart Maconie on his *Radcliffe and Maconie* and *Freakzone* shows.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Public Benefit

Manchester Literature Festival's activities in the year were designed to provide the following public benefits in accordance with the Charities Act 2006:

The advancement of the arts: MLF provided a unique and diverse programme of activities designed to appeal to readers of all ages and literary tastes.

The advancement of education: MLF provided an imaginative programme of events and creative learning activities for children and young people and supported local writers through commissioning and showcasing opportunities, enabling them to reach a broader audience and advance their careers.

The year ahead

We plan to curate a live programme of 40+ events and workshops as part of the main Festival in October 2025 as well as Spring events with award-winning authors Kevin Barry, Robert Macfarlane, Laura Bates, Colm Tóibín, Attica Locke and Rebecca F Kuang.

We will continue to deliver a year-round Creative Learning programme of activities for children and families across Greater Manchester including our Little Reads, Story Explorers and Media Cubs Mini Reporters projects.

As part of our twentieth anniversary celebrations, we will be curating a photography exhibition at Central Library, featuring intimate green room and on-stage portraits of authors who have appeared at Manchester Literature Festival and publishing a souvenir pamphlet of poems that we have commissioned over the years.

We will be investing some reserves in the appointment of a part-time Marketing and Audience Development Manager to help the Festival expand its audience and increase the organisation's long-term resilience as we celebrate our 20th year.

The trustees bankers and advisers

Bankers	HSBC 780 Wilmslow Road, Manchester M20 0DP
Accountants	RWF Rubinstein, Chartered Accountants 171 Bury New Road, Manchester M45 6AB

Financial review

The charity's financial position at the year ended March 31st 2025

The financial position of the charity at 31 March 2025 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2025	2024
	£	£
Net income	10,948	20,798
Unrestricted Revenue Funds available for the general purposes of the charity	132,274	121,326
Total Funds	132,274	121,326

Manchester Literature Festival Limited

Company Registration Number - 4369668

Financial review of the position at the reporting date at March 31st 2025 and Policies on reserves

The Festival currently holds £132,274 in reserves, all of which are unrestricted. This includes £60K ring fenced budget to cover potential wind-up costs including payment of notice periods, statutory redundancy pay and fulfilment of any freelance obligations. We are working to build a further £60K of free reserves to help smooth out peaks and troughs in funding, sponsorship and box office income to cover any one-off additional expenditure. The trustees may choose to invest any excess reserves in activities that will help to secure the continued growth of the festival, such as fundraising or marketing, or to seek out low risk investment banking options.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund

Details of The Independent Examiner

Michael J Rubinstein
Fellow of the Institute of Chartered Accountants
Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law);"
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

Manchester Literature Festival Limited

Company Registration Number - 4369668

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 26.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on January 19th, 2026



Christopher Graham Jeffries

Manchester Literature Festival Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2025

I report to the Trustees on my examination of the financial statements of the charitable company on pages 10 to 24 for the year ended 31 March 2025 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 15.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 6, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Manchester Literature Festival Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under section 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

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

Signed:-



Michael J Rubinstein BA FCA - Independent Examiner

Fellow of the Institute of Chartered Accountants in England and Wales

Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

This report was signed on January 19th 2026

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2025

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2025, as required by the Companies Act 2006)

	Current year Unrestricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2024
	£	£	£
Income & Endowments from:			
Donations & Legacies	175,338	175,338	206,018
Charitable activities	71,259	71,259	61,899
Investments	1,575	1,575	1,395
Total income	248,172	248,172	269,312
Expenditure on:			
Raising funds	8,500	8,500	8,500
Charitable activities	228,724	228,724	240,014
Total expenditure	237,224	237,224	248,514
Net income for the year	10,948	10,948	20,798
Net income after transfers	10,948	10,948	20,798
Net movement In funds	10,948	10,948	20,798
Reconciliation of funds:-			
Total funds brought forward	121,327	121,327	88,012
Total funds carried forward	132,275	132,275	108,810

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

All activities derive from continuing operations

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2025

Movements in revenue and capital funds for the year ended 31 March 2025

Revenue accumulated funds

	Unrestricted Funds 2025 £	Total Funds 2025 £	Last year Total Funds 2024 £
Accumulated funds brought forward	121,327	121,327	88,012
Recognised gains before transfers	<u>10,948</u>	<u>10,948</u>	<u>20,798</u>
	132,275	132,275	108,810
 Closing revenue funds	 <u>132,275</u>	 <u>132,275</u>	 <u>108,810</u>

Summary of funds

	Unrestricted and Designated funds 2025 £	Total Funds 2025 £	Last Year Total Funds 2024 £
Revenue accumulated funds	132,275	132,275	108,810
Total funds	<u>132,275</u>	<u>132,275</u>	<u>108,810</u>

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2025

Income and Expenditure Account for the year ended 31 March 2025 as required by the Companies Act 2006

	2025 £	2024 £
Income		
Income from operations	246,596	267,917
Investment income		
Interest receivable	1,576	1,395
Gross income in the year before exceptional items	248,172	269,312
Gross income in the year including exceptional items	248,172	269,312
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	224,594	234,949
Depreciation and amortisation	500	650
Fundraising costs	8,500	8,500
Governance costs	3,630	4,415
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	237,224	248,514
Net income before tax in the financial year	10,948	20,798
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	10,948	20,798
Retained surplus for the financial year	10,948	20,798
All activities derive from continuing operations		

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	8	1,510	2,010
Total fixed assets		<u>1,510</u>	<u>2,010</u>
Current assets			
Cash at bank and in hand		139,712	130,037
Total current assets		<u>139,712</u>	<u>130,037</u>
Creditors: amounts falling due within one year	9	<u>(8,947)</u>	<u>(10,720)</u>
Net current assets		130,765	119,317
The total net assets of the charity		<u>132,275</u>	<u>121,327</u>
The total net assets of the charity are funded by the funds of the charity, as follows:-			
Restricted funds		-	-
Unrestricted Funds			
Unrestricted Revenue Funds	12	<u>132,275</u>	<u>121,327</u>
		132,275	121,327
Designated Funds		-	-
Total charity funds		<u>132,275</u>	<u>121,327</u>

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2025

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 9.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.



Christopher Graham Jeffries

Trustee

Approved by the board of trustees on January 19th 2026

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2025

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 December 2023, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Fixed Assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20 % straight line
---------------------	--------------------

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2025

Creditors and provisions

Creditors and provisions are measured at their payable amounts at the balance sheet date

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications relating to the charity's financial position.

5 Net surplus before tax in the financial year

	2025 £	2024 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	500	650
Pension costs	2,815	2,805

6 Staff costs and emoluments

Salary costs	2025 £	2024 £
Gross Salaries excluding trustees and key management personnel	93,816	93,484
Employer's National Insurance for all staff	4,181	5,135
Employer's operating costs of defined contribution pension schemes	2,815	2,805
Total salaries, wages and related costs	100,812	101,424

The average number of full time staff employed in the year was	3	3
--	---	---

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on fundraising activities	1	1
The estimated full time equivalent number of all staff employed as above	3	3

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2025

7 Deferred income - Unrestricted and Designated funds

<i>Current Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Amounts less than £1,000	1,627	(1,627)	-	700
Total	<u>1,627</u>	<u>(1,627)</u>	<u>-</u>	<u>700</u>

	2025 £	2024 £
These deferrals are included in creditors	<u>700</u>	<u>1,627</u>

<i>Prior Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Amounts less than £1,000	-	-	-	1,627
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,627</u>

	2024 £
These deferrals are included in creditors	<u>1,627</u>

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2025

8 Tangible fixed assets

<i>Current Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2024	-	15,666	-	15,666
At 31 March 2025	-	15,666	-	15,666
Depreciation				
At 1 April 2024	-	13,656	-	13,656
Charge for the year	-	500	-	500
At 31 March 2025	-	14,156	-	14,156
Net book value				
At 31 March 2025	-	1,510	-	1,510
At 31 March 2024	-	2,010	-	2,010

9 Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals	4,015	4,400
Payment received on account for contracts or performance related grants	-	-
Deferred Income - Unrestricted & designated funds	700	1,627
Deferred Income - Restricted funds	-	-
PAYE, NIC VAT and other taxes	3,883	4,361
Other creditors	348	333
	8,946	10,721

10 Income and Expenditure account summary

	2025	2024
	£	£
At 1 April 2024	20,798	-
At 1 April 2024	20,798	-
Surplus after tax for the year	10,948	20,798
At 31 March 2025	31,746	20,798

11 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2025	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	1,510	-	-	1,510
Current Assets	139,712	-	-	139,712
Current Liabilities	(8,947)	-	-	(8,947)
	132,275	-	-	132,275

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2025

At 1 April 2024	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	2,010	-	-	2,010
Fixed asset investments				
Programme related investments				
Current Assets	130,037	-	-	130,037
Current Liabilities	(10,720)	-	-	(10,720)
	<u>121,327</u>	<u>-</u>	<u>-</u>	<u>121,327</u>

12 Change in total funds over the year as shown in Note 11 , analysed by individual funds

	Funds brought forward from 2024	Movement in funds in 2025	Transfers between funds in 2025	Funds carried forward to 2026
	£	£	£	£
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	121,327	10,948	-	132,275
Total unrestricted and designated funds	<u>121,327</u>	<u>10,948</u>	<u>-</u>	<u>132,275</u>
Total charity funds	<u>121,327</u>	<u>10,948</u>	<u>-</u>	<u>132,275</u>

13 Analysis of movements in funds over the year as shown in Note 12

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2025	2025	2025	2025
	£	£	£	£
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	248,172	(237,224)	-	10,948
	<u>248,172</u>	<u>(237,224)</u>	<u>-</u>	<u>10,948</u>

14 The purposes for which the funds as detailed in note 13 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted revenue funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.
Restricted Revenue Funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities. They are held for specific restricted purposes as detailed in Note 7

15 Ultimate controlling party

The charity is under the control of its legal members.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

17 Donations, Grants and Legacies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Revenue grants from government and public bodies				
Small grants individually less than £1000	3,427	-	3,427	999
Manchester City Council - Other Funding	-	-	-	2,500
Manchester City Council - Cultural Partnership Funding	12,500	-	12,500	12,500
Greater Manchester Combined Authority	44,000	-	44,000	22,000
Cities Untold	-	-	-	30,129
MMU	-	-	-	2,267
NL Community Fund	-	-	-	8,620
We Love Manchester	-	-	-	2,000
Total public sector revenue grants	137,999	-	137,999	159,087

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	1,758	-	1,758	4,936
Gift Aid Donations from subsidiaries	-	-	-	-
Granada Foundation	-	-	-	-
Waterstones	2,048	-	2,048	1,935
Contact Theatre	-	-	-	1,272
Lowry	3,033	-	3,033	2,288
Total private sector revenue grants	6,839	-	6,839	10,431

Revenue grants and donations from non public bodies (Include Gift Aid donations from subsidiaries) - Prior Year analysis

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Sponsorship				
Sponsorship Income	30,500	-	30,500	36,500
Total sponsorship income	30,500	-	30,500	36,500
Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies	175,338	-	175,338	206,018

18 Income from charitable activities - Trading Activities

Current year

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total funds 2024 £
Primary purpose and ancillary trading				
Sale of goods and services in accordance with the charity's objects	71,261	-	71,261	61,899
Total Primary purpose and ancillary trading	71,261	-	71,261	61,899

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

19 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Total income from charitable trading	71,261	-	71,261	61,899
Total from charitable activities	71,261	-	71,261	61,899

20 Investment income

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Bank Interest Receivable	1,576	-	1,576	1,395
Total investment income	1,576	-	1,576	1,395

21 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Gross wages and salaries - charitable activities	93,816	-	93,816	93,484
Employers' NI - Charitable activities	4,181	-	4,181	5,135
Defined contribution pension costs - charitable activities	2,815	-	2,815	2,805
Travel and Subsistence - Charitable Activities	2,479	-	2,479	1,670
Marketing and advertising of charitable services	21,774	-	21,774	23,628
Artists Costs	34,304	-	34,304	55,773
Venue and production costs	8,151	-	8,151	9,502
Total direct spending	167,520	-	167,520	191,997

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

22 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Training and welfare - staff	1,906	-	1,906	991
Travel and subsistence - staff	2,512	-	2,512	2,922
<i>Premises Expenses</i>				
Rent payable under operating leases	8,080	-	8,080	7,153
Rates and water charges	583	-	583	298
<i>Administrative overheads</i>				
Telephone, fax and internet	1,789	-	1,789	2,075
Postage	3,486	-	3,486	3,022
Stationery and printing	1,015	-	1,015	315
Subscriptions to periodicals	2,012	-	2,012	1,811
Health and safety costs	-	-	-	-
Liability and contents insurance	1,209	-	1,209	1,378
Sundry expenses	134	-	134	88
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Consultancy fees	24,794	-	24,794	22,477
<i>Financial costs</i>				
Bank charges	251	-	251	422
Depreciation & Amortisation in total for	500	-	500	650
Support costs before reallocation	57,574	-	57,574	43,602
Total support costs - Current Year	57,574	-	57,574	43,602

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Independent Examiner's fees	3,630	-	3,630	4,415
Total Governance costs	3,630	-	3,630	4,415

All the expenditure in the prior year was unrestricted.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

23 Total Charitable expenditure

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Total direct spending	167,520	-	167,520	191,997
Total charitable trading costs	-	-	-	-
Total grantmaking costs	-	-	-	-
Total support costs	57,574	-	57,574	43,602
Total Governance costs	3,630	-	3,630	4,415
Total charitable expenditure	228,724	-	228,724	240,014

All the expenditure in the prior year was unrestricted.

<i>Prior Year</i>	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Total Funds
	2024	2024	2024
	£	£	£
Total direct spending	191,997	-	191,997
Total charitable trading costs	-	-	-
Total grantmaking costs	-	-	-
Total support costs	43,602	-	43,602
Total Governance costs	4,415	-	4,415
Total charitable expenditure	240,014	-	240,014

24 Expenditure on raising funds and costs of investment management

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Agent's costs for fundraising	8,500	-	8,500	8,500
Total fundraising costs	8,500	-	8,500	8,500

All the expenditure in the prior year was unrestricted.

Accounts

Company Registration Number - 4369668

This charity does not have a Charity Registration Number

Manchester Literature Festival Limited

Report and Accounts

31 March 2024



Manchester Literature Festival Limited

Report and accounts for the year ended 31 March 2024

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	6
Independent Accountant's Report	8
<i>Funds Statements:-</i>	
Statement of Financial Activities	10
Movement in funds	11
Income and Expenditure account	12
Balance sheet	13
Notes to the accounts	15

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

The Trustees present their Report and Accounts for the year ended 31 March 2024, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Manchester Literature Festival Limited.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1121276.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as a company limited by guarantee, registered under the Companies Acts. The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

The Department Store
5 Oak Street
Manchester M4 6JD
Telephone 0161 832 5502

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

The Trustees in office on the date the report was approved were:-

Benjamin James Ward
Christopher Graham Jeffries
Gwen Louise Oakden
Erinn Kelly Roocroft
Bonnie Julia Turnbull
Andrew Peter Westle
Jo Somerset
Peter Mearns (CHAIR)
Karl Jackson
Rebecca Louise Parkinson
Anne-Marie Nugnes

The following persons served as Trustees during the year ended 31 March 2024 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-.

Name	Appointed	Resigned/Retired
Afshan Tania D'souza-Lodhi		17/06/2024
Christopher Graham Jeffries	19/02/2024	
Gwen Louise Oakden	15/05/2023	
Peter Mearns (CHAIR)		
Karl Jackson		
Erinn Kelly Roocroft	15/05/2023	
Benjamin James Ward	15/05/2023	
Anne-Marie Nugnes		
Rebecca Louise Parkinson		
Jo Somerset		
Bonnie Julia Turnbull		
Andrew Peter Westle		

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

Objects and activities of the charity

A summary of the objects of the charity as set out in its governing document.

Manchester Literature Festival's Charitable objectives are:

"to promote arts and in particular, literature in society for the benefit of the inhabitants of the North West Area of England and elsewhere by developing public appreciation of literature and by improving public access to and the quality of literature."

Trustees' Annual Report for the year ended 31 March 2024

In Autumn 2023, we delivered the 18th iteration of Manchester Literature Festival from 6 - 22 October with Bookend events in September and November. In total we presented 43 live events and masterclasses. We also presented trailblazer events with Douglas Stuart (April 23) and Senator Bernie Sanders (February 2024). We attracted a total audience of 8133 to live events. The results of our Audience Survey revealed their overall experience of the festival as very good (73%) or good (24%).

A total of 109 writers and other artists took part in MLF events including 41 Global Majority writers, 17 events in total featured Global Majority artists (representing 40% of the festival programme). A total of 18 international artists participated in live events, joining us from China, Denmark, Greece, Norway, and the USA.

The programme showcased the rising stars of literature alongside award-winning writers and featured special conversations with leading national and international novelists, poets, musicians, actors, artists and activists. Programme strands included Fiction (Naomi Alderman, Richard Armitage, Deborah Levy, Kate Mosse, Karl Ove Knausgaard, Max Porter, Eli Shafak, Zadie Smith and Jeanette Winterson), Culture (Jeremy Deller, Afua Hirsch, Michael Lewis, Doon Mackichan, George Monbiot, Lisa Nandy, Thurston Moore and Yanis Varoufakis), Poetry (Simon Armitage, Kwame Dawes, Linton Kwesi Johnson, Arlo Parks and Lemn Sissay), Young Readers (Little Reads Family Day with Nathan Bryon & Dapo Adeola, Michael Morpurgo's I Believe in Unicorns and a Skateboard Drawing Club) and New Commissions (Jason Allen-Paisant, Auður Ava Olafsdóttir and Young Manchester and Danish poets from our Cities Untold project). We also delivered several Masterclasses (How to Write Historical Fiction with Kate Mosse and poetry/editing workshops with Kwame Dawes, Anthony Vahni Capildeo and Will Harris).

We collaborated on three new commissioning projects:

Jason Allen-Paisant

MLF and Manchester Art Gallery co-commissioned poet Jason Allen-Paisant to create new work inspired by garments in the Gallery's collection and recent Dandy Style exhibition. You can watch films of Jason performing them here:

<https://www.manchesterliteraturefestival.co.uk/commissions/jason-allen-paisant>

Auður Ava Ólafsdóttir

MLF and Manchester UNESCO City of Literature appointed Icelandic author Auður as the first in-person International Writer in Residence during the Festival of Libraries in June 2023. She returned to Manchester to premiere a new piece of writing inspired by her time in the city and this new commission will form a chapter of Auður's new novel DJ Bambi.

Cities Untold

As part of a two year joint project with Young Identity and Danish literature festivals Ordkraft (Aalborg) and LiteratureXchange (Aarhus), talented young writers from Manchester, Aalborg and Aarhus (Billie Meredith, SAF-SE, Cassandra Marie Geyti, Silas Toft, Marie Laurberg Nielsen and Selina Rom Andersen) created new poetry inspired by explorations of each other's cities. Five of the young writers took part in a special celebratory event to launch the Cities Untold anthology with musical accompaniment from jazz guitarist Rory A. Green and harpist Ada Grace Francis at the international Anthony Burgess Foundation during MLF. You can read the Cities Untold anthology and watch a video of the young writers talking about their experience of the project and performance highlighted from the events here:

<https://www.manchesterliteraturefestival.co.uk/commissions/cities-untold>

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

The Festival continued to deliver a year-round creative learning programme encouraging children and young people to develop a passion for reading.

We continued to deliver monthly Little Reads: fun, interactive workshops using drama, dance, songs, and craft to animate stories for under 5s and their parents / carers in partnership with GM libraries in Manchester, Oldham, Rochdale, Salford, Stockport, and Trafford, attracting a total of 2479 attendances across the year. We also delivered creative sessions for children of refugees and asylum seekers in partnership with Afrocats.

Working in partnership with Reform Radio and Sure Start Centres in Gorton and Clayton we delivered Story Makers: a six-week storytelling course for parents of young children. The project created a safe space for parents to connect, learn and explore; and resulted in them each writing and recording a story for their child. You can listen to the participants read and talk about their experience of the project, along with an interview with Nathan Bryon and Dapo Adeola who took part in this year's Little Reads Family Day on a special edition of Reform Radio's The Mothership programme;
<https://www.reformradion.co.uk/show/the-mothership-24th-november-2023/>

Working in partnership with Media Cubs we provided media training for seven young carers from North Manchester over the course of five workshops in the autumn. The young media reporters were supported to create a video review of award-winning storyteller Danyah Miller's adaptation of Michael Morpurgo's I Believe in Unicorns at Z-Arts. You can find out more about the project and view the film here:
<https://mediacubs.co.uk/media-cubs-review-i-beleive-in-unicorns-courtesy-of-manchester-literature-festival/>

We delivered Story Explorers creative programmes over Easter and Summer holidays in Rochdale and Trafford for 8-11 year-old children eligible for free school meals participated in creative activities including reading, writing and film production skills all linked to a book.

Rob Biddulph presented two events at Z-arts to celebrate World Book Day in March 2024, attended by 390 children from local primary schools. A further 78 primary schools (12927 pupils) across Greater Manchester accessed free digital learning resources to support their own WBD activities. The events tied in with the launch of the 100 Story Hotel at Z-arts which MLF is co-promoting.

We produced a 16-page Festival Programme (20,000 print run) and a separate flyer to promote our Events and Activities for Children and Families (7,500) which were posted out to our mailing list and distributed to cultural venues across the region. We commissioned a large eye-catching banner outside Central Library which was up for the whole of October and also ran digital screen adverts at several sites across the city.

The 2023 programme was featured in The Bookseller, Creative Tourist, I Love Manchester, Manchester Evening News, Manchester Confidential, About Manchester, Manchester Wire, Manchester's Finest, Wigan Today and Viva Manchester. Cheshire Life featured an interview with Kate Mosse. Several events were reviewed by The Mancunian, Mancunian Matters and Northern Soul. BBC6 Music presenter Craig Charles recorded interviews with several MLF guests and Festival Codirector Sarah-Jane Roberts. Author interviews were also featured on The Verb (BBC Radio 3) and BBC Radio Manchester.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

Public Benefit

Manchester Literature Festival's activities in the year were designed to provide the following public benefits in accordance with the Charities Act 2006:

The advancement of the arts: MLF provided a unique and diverse programme of activities designed to appeal to readers of all ages and literary tastes;

The advancement of education: MLF provided an imaginative programme of events and reading projects for children and young people and supported local writers through commissioning and showcasing opportunities, enabling them to reach a broader audience and advance their careers.

The Year Ahead

We plan to curate a live programme of 50 events and workshops as part of the main Festival in October 2024 as well as Spring events with award winning authors Percival Everett, David Nicholls, Olivia Laing, and David Mitchell.

We will continue to deliver a year-round Creative Learning programme of activities for children and families across Greater Manchester including our Little Reads, Story Explorers and Media Cubs Mini Reporters projects.

We will launch our new website and rebranding in June 2024 and start to plan for our twentieth anniversary celebrations in 2025.

The trustees bankers and advisers

Bankers	HSBC 780 Wilmslow Road, Manchester M20 0DP
Accountants	RWF Rubinstein, Chartered Accountants 171 Bury New Road, Manchester M45 6AB

Financial review

The charity's financial position at the year ended March 31st 2024

The financial position of the charity at 31 March 2024 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2024	2023
	£	£
Net income	20,798	12,516
Called up share capital	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	121,326	100,528
	-	-
Total Funds	121,326	100,528

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

Financial review of the position at the reporting date at March 31st 2024 and Policies on reserves

The Festival currently holds £121,326 in reserves, all of which are unrestricted. This includes £60K ring fenced budget to cover potential wind-up costs including payment of notice periods, statutory redundancy pay and fulfilment of any freelance obligations. We are working to build a further £60K of free reserves to help smooth out peaks and troughs in funding, sponsorship and box office income to cover any one-off additional expenditure. The trustees may choose to invest any excess reserves in activities that will help to secure the continued growth of the festival, such as fundraising or marketing, or to seek out low risk investment banking options.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund

Details of The Independent Examiner

Michael J Rubinstein
Fellow of the Institute of Chartered Accountants
Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law);
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees Annual Report for the Year Ended March 31st 2024

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 26.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on December 9th 2024

Peter Mearns
Director and Trustee

Manchester Literature Festival Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2024

I report to the Trustees on my examination of the financial statements of the charitable company on pages 10 to 24 for the year ended 31 March 2024 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 15.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 6, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Manchester Literature Festival Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under section 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

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

Signed:-

Michael J Rubinstein BA FCA - Independent Examiner

Fellow of the Institute of Chartered Accountants in England and Wales

Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

This report was signed on December 9th 2024

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2024

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2024, as required by the Companies Act 2006)

	Current year Unrestricted Funds	Current year Total Funds	Prior Year Total Funds
	2024 £	2024 £	2023 £
Income & Endowments from:			
Donations & Legacies	206,018	206,018	185,484
Charitable activities	61,899	61,899	53,678
Investments	1,395	1,395	131
Total income	269,312	269,312	239,293
Expenditure on:			
Raising funds	8,500	8,500	8,500
Charitable activities	240,014	240,014	218,277
Total expenditure	248,514	248,514	226,777
Net income for the year	20,798	20,798	12,516
Net income after transfers	20,798	20,798	12,516
Net movement in funds	20,798	20,798	12,516
Reconciliation of funds:-			
Total funds brought forward	100,528	100,528	88,012
Total funds carried forward	121,326	121,326	100,528

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

All activities derive from continuing operations

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2024

Movements in revenue and capital funds for the year ended 31 March 2024

Revenue accumulated funds

	Unrestricted Funds 2024 £	Total Funds 2024 £	Last year Total Funds 2023 £
Accumulated funds brought forward	100,528	100,528	88,012
Recognised gains before transfers	20,798	20,798	12,516
	121,326	121,326	100,528
Closing revenue funds	121,326	121,326	100,528

Summary of funds

	Unrestricted and Designated funds 2024 £	Total Funds 2024 £	Last Year Total Funds 2023 £
Revenue accumulated funds	121,326	121,326	100,528
Total funds	121,326	121,326	100,528

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2024

Income and Expenditure Account for the year ended 31 March 2024 as required by the Companies Act 2006

	2024 £	2023 £
Income		
Income from operations	267,917	239,162
Investment income		
Interest receivable	1,395	131
Gross income in the year before exceptional items	269,312	239,293
Gross income in the year including exceptional items	269,312	239,293
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	234,949	213,376
Depreciation and amortisation	650	886
Fundraising costs	8,500	8,500
Governance costs	4,415	4,015
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	248,514	226,777
Net income before tax in the financial year	20,798	12,516
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	20,798	12,516
Retained surplus for the financial year	20,798	12,516

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	9	2,010	2,660
Total fixed assets		<u>2,010</u>	<u>2,660</u>
Current assets			
Cash at bank and in hand		130,037	140,150
Total current assets		<u>130,037</u>	<u>140,150</u>
Creditors: amounts falling due within one year	10	<u>(10,721)</u>	<u>(42,282)</u>
Net current assets		119,316	97,868
The total net assets of the charity		<u>121,326</u>	<u>100,528</u>
The total net assets of the charity are funded by the funds of the charity, as follows:-			
Restricted funds		-	-
Unrestricted Funds			
Unrestricted Revenue Funds	13	<u>121,326</u>	<u>100,528</u>
		121,326	100,528
Designated Funds		-	-
Total charity funds		<u>121,326</u>	<u>100,528</u>

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited

Balance Sheet as at 31 March 2024

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 9.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Peter Mearns

Trustee

Approved by the board of trustees on December 9th 2024

The notes attached on pages 15 to 24 form an integral part of these accounts.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2024

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 December 2023, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Fixed Assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20 % straight line
---------------------	--------------------

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2024

Creditors and provisions

Creditors and provisions are measured at their payable amounts at the balance sheet date

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications relating to the charity's financial position.

5 Net surplus before tax in the financial year

	2024 £	2023 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	650	886
Pension costs	2,805	2,838

6 Staff costs and emoluments

Salary costs	2024 £	2023 £
Gross Salaries excluding trustees and key management personnel	93,484	94,581
Employer's National Insurance for all staff	5,135	5,776
Employer's operating costs of defined contribution pension schemes	2,805	2,838
Total salaries, wages and related costs	101,424	103,195

The average number of full time staff employed in the year was	3	3
--	---	---

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on fundraising activities	1	1
The estimated full time equivalent number of all staff employed as above	3	3

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2024

7 Deferred income - Unrestricted and Designated funds

<i>Current Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
GMCA	22,000	(22,000)	-	1,627
Total	22,000	(22,000)	-	1,627
			2024	2023
			£	£
These deferrals are included in creditors			1,627	22,000
<i>Prior Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
GMCA	-	-	-	22,000
Total	-	-	-	22,000
			2023	2022
			£	£
These deferrals are included in creditors			22,000	-

8 Deferred income - Restricted funds

<i>Current Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Sundry items under £1000	1,000	(1,000)		1,627
Cities Untold	9,056	(9,056)	-	-
MCC City of Literature	1,500	(1,500)	-	-
We Love Manchester	2,000	(2,000)	-	-
Total	13,556	(13,556)	-	1,627
			2024	2023
			£	£
These deferrals are included in creditors			1,627	13,556
<i>Prior Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
Sundry items under £1000	-	-	-	1,000
Cities Untold	-	-	-	9,056
MCC City of Literature	-	-	-	1,500
We Love Manchester	-	-	-	2,000
Total	-	-	-	13,556
			2023	
			£	
These deferrals are included in creditors			13,556	

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2024

9 Tangible fixed assets

<i>Current Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2023	-	15,666	-	15,666
At 31 March 2024	-	15,666	-	15,666
Depreciation				
At 1 April 2023	-	13,006	-	13,006
Charge for the year	-	650	-	650
At 31 March 2024	-	13,656	-	13,656
Net book value				
At 31 March 2024	-	2,010	-	2,010
At 31 March 2023	-	2,660	-	2,660

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	4,400	4,000
Payment received on account for contracts or performance related grants	-	-
Deferred Income - Unrestricted & designated funds	1,627	22,000
Deferred Income - Restricted funds	-	13,556
PAYE, NIC VAT and other taxes	4,361	2,726
Other creditors	333	-
	10,721	42,282

11 Income and Expenditure account summary

	2024 £	2023 £
At 1 April 2023	12,516	-
At 1 April 2023	12,516	-
Surplus after tax for the year	20,798	12,516
At 31 March 2024	33,314	12,516

12 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2024	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	2,010	-	-	2,010
Current Assets	130,037	-	-	130,037
Current Liabilities	(10,721)	-	-	(10,721)
	121,326	-	-	121,326

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2024

At 1 April 2023	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	2,660	-	-	2,660
Fixed asset investments				
Programme related investments				
Current Assets	140,150	-	-	140,150
Current Liabilities	(42,282)	-	-	(42,282)
	<u>100,528</u>	<u>-</u>	<u>-</u>	<u>100,528</u>

13 Change in total funds over the year as shown in Note 12 , analysed by individual funds

	Funds brought forward from 2023	Movement in funds in 2024	Transfers between funds in 2024	Funds carried forward to 2025
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	100,528	20,798	-	121,326
Total unrestricted and designated funds	<u>100,528</u>	<u>20,798</u>	<u>-</u>	<u>121,326</u>
Total charity funds	<u>100,528</u>	<u>20,798</u>	<u>-</u>	<u>121,326</u>

14 Analysis of movements in funds over the year as shown in Note 13

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2024	2024	2024	2024
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	269,312	(248,514)	-	20,798
	<u>269,312</u>	<u>(248,514)</u>	<u>-</u>	<u>20,798</u>

15 The purposes for which the funds as detailed in note 13 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted revenue funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.
Restricted Revenue Funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities. They are held for specific restricted purposes as detailed in Note 7

16 Ultimate controlling party

The charity is under the control of its legal members.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

17 Donations, Grants and Legacies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
Revenue grants from government and public bodies				
Small grants individually less than £1000	-	-	-	
Arts Council England	78,072	-	78,072	78,072
Lancashire Wildlife Trust	-	-	-	2,000
Manchester City Council - Other Funding	3,499	-	3,499	2,500
Manchester City Council -Event Funding	12,500	-	12,500	12,500
Greater Manchester Combined Authority	22,000	-	22,000	40,000
Arts Council Cultural Recovery Fund	-	-	-	8,944
Cities Untold	30,129	-	30,129	-
MMU	2,267	-	2,267	-
NL Community Fund	8,620	-	8,620	6,255
Manchester City Council - Derek Jarman Commission	-	-	-	360
We Love Manchester	2,000	-	2,000	2,000
Total public sector revenue grants	159,087	-	159,087	152,631

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	4,936	-	4,936	4,000
Gift Aid Donations from subsidiaries	-	-	-	-
Granada Foundation	-	-	-	2,000
Waterstones	1,935	-	1,935	1,603
Contact Theatre	1,272	-	1,272	-
Lowry	2,288	-	2,288	-
Total private sector revenue grants	10,431	-	10,431	7,603

Revenue grants and donations from non public bodies (Include Gift Aid donations from subsidiaries) - Prior Year analysis

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Sponsorship				
Sponsorship Income	36,500	-	36,500	25,250
Total sponsorship income	36,500	-	36,500	25,250
Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies	206,018	-	206,018	185,484

18 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total funds 2023 £
Primary purpose and ancillary trading				
Sale of goods and services in accordance with the charity's objects	61,899	-	61,899	53,678
Total Primary purpose and ancillary trading	61,899	-	61,899	53,678

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

19 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Total income from charitable trading	61,899	-	61,899	53,678
Total from charitable activities	61,899	-	61,899	53,678

20 Investment income

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Bank Interest Receivable	1,395	-	1,395	131
Total investment income	1,395	-	1,395	131

21 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Gross wages and salaries - charitable activities	93,484	-	93,484	94,581
Employers' NI - Charitable activities	5,135	-	5,135	5,776
Defined contribution pension costs - charitable activities	2,805	-	2,805	2,838
Travel and Subsistence - Charitable Activities	1,670	-	1,670	4,600
Marketing and advertising of charitable services	23,628	-	23,628	23,525
Artists Costs	55,773	-	55,773	37,703
Venue and production costs	9,502	-	9,502	4,845
Total direct spending	191,997	-	191,997	173,868

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

22 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Training and welfare - staff	991	-	991	1,574
Travel and subsistence - staff	2,922	-	2,922	-
<i>Premises Expenses</i>				
Rent payable under operating leases	7,153	-	7,153	7,023
Rates and water charges	298	-	298	390
<i>Administrative overheads</i>				
Telephone, fax and internet	2,075	-	2,075	2,201
Postage	3,022	-	3,022	2,827
Stationery and printing	315	-	315	297
Subscriptions to periodicals	1,811	-	1,811	1,392
Health and safety costs	-	-	-	385
Liability and contents insurance	1,378	-	1,378	1,393
Sundry expenses	88	-	88	386
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Consultancy fees	22,477	-	22,477	21,385
<i>Financial costs</i>				
Bank charges	422	-	422	255
Depreciation & Amortisation in total for	650	-	650	886
Support costs before reallocation	43,602	-	43,602	40,394
Total support costs - Current Year	43,602	-	43,602	40,394

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
Independent Examiner's fees	4,415	-	4,415	4,015
Total Governance costs	4,415	-	4,415	4,015

All the expenditure in the prior year was unrestricted.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

23 Total Charitable expenditure

<i>Current Year</i>	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Total direct spending	191,997	-	191,997	173,868
Total charitable trading costs	-	-	-	-
Total grantmaking costs	-	-	-	-
Total support costs	43,602	-	43,602	40,394
Total Governance costs	4,415	-	4,415	4,015
Total charitable expenditure	240,014	-	240,014	218,277

All the expenditure in the prior year was unrestricted.

<i>Prior Year</i>	Prior Year Unrestricted Funds 2023 £	Prior Year Restricted Funds 2023 £	Prior Year Total Funds 2023 £
Total direct spending	173,868	-	173,868
Total charitable trading costs	-	-	-
Total grantmaking costs	-	-	-
Total support costs	40,394	-	40,394
Total Governance costs	4,015	-	4,015
Total charitable expenditure	218,277	-	218,277

24 Expenditure on raising funds and costs of investment management

<i>Current Year</i>	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Agent's costs for fundraising	8,500	-	8,500	8,500
Total fundraising costs	8,500	-	8,500	8,500

All the expenditure in the prior year was unrestricted.

Accounts

Company Registration Number - 4369668

The Charity Registration Number is :- 1121276

Manchester Literature Festival Limited

Report and Accounts

31 March 2023

Manchester Literature Festival Limited

Report and accounts for the year ended 31 March 2023

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	8
Independent Accountant's Report	10
<i>Funds Statements:-</i>	
Statement of Financial Activities	12
Movement in funds	13
Income and Expenditure account	14
Balance sheet	15
Notes to the accounts	17

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

The Trustees present their Report and Accounts for the year ended 31 March 2023, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Manchester Literature Festival Limited.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1121276.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

The Department Store
5 Oak Street
Manchester M4 6JD
Telephone 0161 832 5502

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

The Trustees in office on the date the report was approved were:-

Afshan Tania D'souza-Lodhi
Andrew Peter Westle
Jo Somerset
Peter Mearns (CHAIR)
Karl Jackson
Rebecca Louise Parkinson
Anne-Marie Nugnes
Bonnie Julia Turnbull

The following persons served as Trustees during the year ended 31 March 2023 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-.

Name	Appointed	Resigned/Retired
Afshan Tania D'souza-Lodhi		
Yvonne Battle-Felton		16/01/2023
Ed Farrelly		28/04/2022
Peter Mearns (CHAIR)		
Karl Jackson		
Eleanor Manson-Sawko		07/11/2022
Christine Ann Gaskell		07/11/2022
Anne-Marie Nugnes		
Gill Darling	28/04/2022	06/02/2023
Rebecca Louise Parkinson		
Jo Somerset		
Bonnie Julia Turnbull		
Andrew Peter Westle		

Objects and activities of the charity

A summary of the objects of the charity as set out in its governing document.

Manchester Literature Festival's Charitable objectives are:

"to promote arts and in particular, literature in society for the benefit of the inhabitants of the North West Area of England and elsewhere by developing public appreciation of literature and by improving public access to and the quality of literature."

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

Trustees' Annual Report for the year ended 31 March 2023

In Autumn 2022, we delivered the 17th iteration of Manchester Literature Festival featuring 40 live, in person events from 7 - 23 October following on from three Spring events in April 2022. We attracted a total audience of 7381 with an overall attendance of 72% of capacity. Events were hosted by a range of venues including RNCM, HOME, Contact, Manchester Central Library and the International Anthony Burgess Foundation.

The programme showcased the rising stars of literature alongside award-winning writers and featured special conversations with leading national and international novelists, poets, actors creatives and game changers. Programme strands included **Fiction** (Monica Ali, Susannah Clarke, Mariana Enriquez, Damon Galgut, Natalie Haynes, A.M. Homes, Ruth Jones, Maggie O'Farrell, Ian Rankin, George Saunders, Kamila Shamsie), **Culture** (Rob Delaney, Kit de Waal, Sheila Hancock, Nick Hornby, David Olusoga and Edward Enninful in conversation with Bernardine Evaristo), **Poetry** (Inua Ellams & Yomi Sode, Roger Robinson & Johnny Pitts, Caryl Phillips, Anthony Joseph & Olive Senior as part of Cabaret for Freedom, and showcasing events for the *More Fiya* and *After Sylvia* anthologies) and **Young Readers** (Little Reads Family Day with Sarah Roberts, Daniel Morden, Baby Bear theatre show and Aaron Biecha - Aliens, Zombies & Monsters Hunt and Workshops).

A total of 121 writers and other artists took part in MLF events including 53 Global Majority writers, 25 LGBTQ+ and four Disabled artists. 22 events in total featured global majority artists (representing 50% of the festival programme). A total of 13 international artists participated in live events, joining us from Argentina, Brazil, Ireland, Jamaica, South Africa, Spain and the USA.

We collaborated on three new commissioning projects:

Seán Hewitt - Portal for Derek Jarman

In partnership with Manchester Art Gallery we co-commissioned poet Seán Hewitt to create new work in response to the Derek Jarman PROTEST! exhibition. Seán performed 'Portal' and 'The Slur of the Heart' for the first time at an intimate event at the gallery on 3 April 2022 as part of MLF's Spring 2022 programme. Films of Seán performing his new poems were recorded and edited by Modify Productions, attracting 750 views on our Vimeo page. You can download the text of Seán's new poems and watch the films here:

<https://www.manchesterliteraturefestival.co.uk/pages/2022-sean-hewitt-39878>

Jova Bagioli Reyes - Las calles recuerdan

In partnership with Manchester UNESCO City for Literature we co-commissioned Jova Bagioli Reyes to create a new poem inspired by Manchester's long history of protest and resistance. One of Manchester's first cohort of Multilingual City Poets, Jova wrote the poem Las calles recuerdan (The streets remember) in their mother tongue Spanish and translated it into English. The poem was also translated into Urdu and Arabic by fellow City Poets Anjum Malik and Ali Al-Jamri and performed at a special showcase during Manchester Literature Festival in October 2022. You can watch a film of Jova performing the poem and download transcripts in the various languages here:

<https://www.manchesterliteraturefestival.co.uk/pages/2023-jova-bagioli-reyes-40079>

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

Peter Bakowski and Jake Goldwasser - Virtual Writers in Residence

In partnership with Manchester UNESCO City of Literature, we appointed Melbourne poet Peter Bakowski and Iowa poet Jake Goldwasser as the virtual Writers in Residence for the second Festival of Libraries. Peter was hosted by the International Anthony Burgess Foundation and Jake by Chetham's Library. During their three-week residencies, they participated in virtual tours of the host venues, discussed Manchester's rich literary heritage with staff and explored their online collections and archives. Both writers shared their experience with Manchester's literary community via digital conversations with Afshan D'souza-Lodhi during the festival of Libraries in June 2022 and read from and discussed their new commissions with Kate Feld in Instagram Live events on 9 December. You can download their new commissions from the MLF website here:

Peter Bakowski: <https://www.manchesterliteraturefestival.co.uk/pages/2022-peter-bakowski-40044>

Jake Goldwasser: <https://www.manchesterliteraturefestival.co.uk/pages/2022-jake-goldwasser-40043>

The Festival continued to deliver a year-round creative learning programme encouraging children and young people to develop a passion for reading and creative writing. Activities in 2022/23 included:

Little Reads- fun, interactive workshops using drama, dance, songs and craft to animate stories for under 5s and their parents/carers. Monthly sessions were delivered by a diverse team of storytellers across 10 Greater Manchester libraries, targeted in areas of high social deprivation and including an inclusive session at the new Z-arts Children's Library.

Media Cubs Roving Reporters - working in partnership with Media Cubs we provided media training for 15 children aged 8-11 at Longsight Library over the course of five workshops in the autumn. Three of the young reporters then went on to create film interviews with children's author Aaron Blecha about his Aliens, Zombies and Monsters workshops and Liz O'Neil, Chief Exec at Z-arts, about the new Manchester Children's Library. You can find out more about the project and view the films here:

<https://www.mediacubs.co.uk/manchester-lit-festival-z-arts/>

creative:connection - working in collaboration with Create charity, 61 disabled and non-disabled young people from four schools in Manchester and Salford joined forces to create and perform original songs responding to the climate emergency. Participants took part in four days of creative music workshops with Create musicians before coming together for a public showcase at Manchester Central Library during Manchester Literature Festival. You can watch a short film about the making of the event here:

https://www.youtube.com/watch?v=C5_TH8J4ldk

Flux - our first cohort of Young Producers curated a lively night of storytelling, music, spoken word, DJ's and live projection art featuring Testament, Keisha Thompson, Test Card, Amerah Saleh, Jordan Skelly and others, hosted at Manchester's Contact theatre on 2 April 2022. The event attracted a diverse audience of 215 people (of which 61% were aged under 35 and 28% from a global majority background). You can watch highlights of Flux here: <https://www.vimeo.com/736565212> and watch the Young Producers talk about their experience of participating in the project and producing the event here: <https://vimeo.com/738638030>

Rob Biddulph presents the Blue-Footed Booby - our specially-commissioned online, interactive World Book Day event featuring popular children's author and illustrator Rob Biddulph engaged 11,460 children from 97 schools across Greater Manchester.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

We produced an 8-page Programme Highlights print flyer (25,000 print run) and a separate flyer to promote our Events and Activities for Children and Families (10,000) which were posted out to our mailing list and distributed to cultural venues across the region. We commissioned a large eye-catching banner outside Central Library for the first time which was up for the whole of October, we also ran digital screen adverts at several sites across the city.

The Festival was featured in Big issue North (two-page spread). The Bookseller, Manchester Evening News, Time Out, Creative Tourist, About Manchester, Confidential Manchester, Manchester Mill, GM Chamber-News and Manchester Finest, with author interviews on BBC Radio Manchester and Radio 3's The Verb and reviews in Northern Soul, Quay Life, Canal St online, Mancunian Matters and The Mancunian. Our social media followers continued to grow across all platforms. This year, we put a particular focus on Instagram to reach and develop more Millennial and Gen Z audiences. With the new approach to short-form videos, interactive content and narrative building, we observed a 400% increase in reach (31,626) between July and November 2022 compared to the previous year.

Public Benefit

Manchester Literature Festival's activities in the year were designed to provide the following public benefits in accordance with the Charities Act 2006:

The advancement of the arts: MLF provided a unique and diverse programme of activities designed to appeal to readers of all ages and literary tastes;

The advancement of education: MLF provided an imaginative programme of events and reading projects for children and young people and supported local writers through commissioning and showcasing opportunities, enabling them to reach a broader audience and advance their careers.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

The Year Ahead

We plan to curate a live programme of 40 events as part of the main Festival in October 2023 as well as teaser events with high profile writers including Douglas Stuart and Lemn Sissay in the lead up to the Festival, and a small Spring programme in 2024.

In collaboration with Manchester UNESCO City of Literature and the John Rylands Research Institute and Library, we will be hosting international writer in residence, Auður Ava Ólafsdóttir in June 2023. Our Cities Untold project in collaboration with Danish literature festivals Ordkraft (Aalborg) and LiteratureXchange (Aarhus) will culminate in events featuring talented young writers Billie Meredith, SAF-S2E, Cassandra Marie Geyti, Silas Toft, Marie Laurberg Nielsen and Selina Rom Andersen presenting new poetry inspired by explorations of each other's cities.

In partnership with Lancashire Wildlife Trust we will be launching a self-guided audio poetry trail around Pennington Flash Nature Reserve, which will be available as a downloadable app from the [izi.TRAVEL website](https://izi.travel/en/browse/23651641-9f71-4735-a27f-065f0d801a0e) <https://izi.travel/en/browse/23651641-9f71-4735-a27f-065f0d801a0e>

We will be further expanding our creative learning programme with new Little Reads sessions starting in Rochdale and Oldham in Autumn 2023. A new iteration of our First 1000 Days project, supporting young parents in Clayton and Gorton to create and record stories for their babies, will be delivered in partnership with Reform Radio and Sure Start, supported by funding from the National Lottery Community Fund.

We will be commissioning a new website to go live in Spring 2024.

The trustees bankers and advisers

Bankers	HSBC 780 Wilmslow Road, Manchester M20 0DP
Accountants	RWF Rubinstein, Chartered Accountants 171 Bury New Road, Manchester M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

Financial review

The charity's financial position as at the year ended 31 March 2023

The financial position of the charity at 31 March 2023 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2023	2022
	£	£
Net income	12,516	(269)
Called up share capital	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	100,529	88,013
	-	-
Total Funds	100,529	88,013

Financial review of the position at the reporting date, 31 March 2023 and Policies on reserves

The Festival currently holds £100,529 in reserves, of which £13,556 are restricted. This includes £60K ring fenced budget to cover potential wind-up costs including payment of notice periods, statutory redundancy pay and fulfilment of any freelance obligations. We are working to build a further 60K of free reserves to help smooth out peaks and troughs in funding, sponsorship and box office income to cover any one-off additional expenditure. The trustees may choose to invest any excess reserves in activities that will help to secure the continued growth of the festival, such as fundraising or marketing, or to seek out low risk investment banking options.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund

Details of The Independent Examiner

Michael J Rubinstein
Fellow of the Institute of Chartered Accountants
Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law);
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2023

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 26.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 11 December 2023.

Peter Mearns
Director and Trustee

Manchester Literature Festival Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2023

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 26 for the year ended 31 March 2023 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 17.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 8, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Manchester Literature Festival Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

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

Signed:-

Michael J Rubinstein - Independent Examiner

Fellow of the Institute of Chartered Accountants

Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

This report was signed on 11 December 2023

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2023

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2023, as required by the Companies Act 2006)

	Note	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2023	2023	2023	2022
		£	£	£	£
Income & Endowments from:					
Donations & Legacies	17	160,925	24,559	185,484	205,530
Charitable activities	18	53,678	-	53,678	20,597
Investments		131	-	131	3
Total income		214,734	24,559	239,293	226,130
Expenditure on:					
Raising funds	25	8,500	-	8,500	8,500
Charitable activities	24	193,718	24,559	218,277	217,899
Total expenditure		202,218	24,559	226,777	226,399
Net income for the year		12,516	-	12,516	(269)
Net income after transfers		12,516	-	12,516	(269)
Net movement in funds		12,516	-	12,516	(269)
Reconciliation of funds:-					
Total funds brought forward		88,013	-	88,013	88,282
Total funds carried forward		100,529	-	100,529	88,013

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 17 to 26 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2023

Manchester Literature Festival Limited - Resources applied in the year ended 31 March 2023 towards fixed assets for Charity use:-

	2023 £	2022 £
Funds generated in the year as detailed in the SOFA	12,516	(269)
Resources applied on functional fixed assets	(783)	(1,388)
Net resources available to fund charitable activities	11,733	(1,657)

Movements in revenue and capital funds for the year ended 31 March 2023

Revenue accumulated funds

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
Accumulated funds brought forward	88,013	-	88,013	-
Recognised gains and losses before transfers	12,516	-	12,516	(269)
	100,529	-	100,529	(269)
(From) / To unrestricted revenue funds	-	-	-	-
Closing revenue funds	100,529	-	100,529	(269)

Summary of funds

	Unrestricted and Designated funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last Year Total Funds 2022 £
Revenue accumulated funds	100,529	-	100,529	(269)

The notes attached on pages 17 to 26 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2023

Manchester Literature Festival Limited
Income and Expenditure Account for the year ended 31 March 2023 as required by the Companies Act 2006

	2023 £	2022 £
Income		
Income from operations	239,162	226,126
Investment income		
Interest receivable	131	4
Gross income in the year before exceptional items	239,293	226,130
Gross income in the year including exceptional items	239,293	226,130
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	213,376	212,953
Depreciation and amortisation	886	796
Fundraising costs	8,500	8,500
Governance costs	4,015	4,150
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	226,777	226,399
Net income before tax in the financial year	12,516	(269)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	12,516	(269)
Retained surplus for the financial year	12,516	(269)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 17 to 26 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	9	2,660	2,763
Total fixed assets		<u>2,660</u>	<u>2,763</u>
Current assets			
Cash at bank and in hand		140,151	116,731
Creditors: amounts falling due within one year	10	<u>(42,282)</u>	<u>(31,481)</u>
Net current assets		97,869	85,250
The total net assets of the charity		<u>100,529</u>	<u>88,013</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Called up share capital		-	-
Share premium		-	-
Unrestricted Revenue Funds	12	100,529	88,013
		<u>100,529</u>	<u>88,013</u>
Designated Revenue Funds	13	-	-
Designated Fixed Asset Funds	13	<u>-</u>	<u>-</u>
Pension reserve	13	-	-
Total charity funds		<u>100,529</u>	<u>88,013</u>

The notes attached on pages 17 to 26 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2023

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 10

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

Peter Mearns

Trustee

Approved by the board of trustees on 11 December 2023

The notes attached on pages 17 to 26 form an integral part of these accounts.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2021, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

Fixed Assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20 % straight line
---------------------	--------------------

Creditors and provisions

Creditors and provisions are measured at their payable amounts at the balance sheet date

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications relating to the charity's financial position.

5 Net surplus before tax in the financial year

	2023	2022
	£	£
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	886	796
Pension costs	2,838	2,896

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

6 Staff costs and emoluments

<i>Salary costs</i>	2023	2022
	£	£
Gross Salaries excluding trustees and key management personnel	94,581	96,532
Employer's National Insurance for all staff	5,776	5,660
Employer's operating costs of defined contribution pension schemes	2,838	2,896
Total salaries, wages and related costs	103,195	105,088

The estimated full time equivalent number of all staff employed in the year was 3 3

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on fundraising activities	1	1

The estimated full time equivalent number of all staff employed as above 3 3

7 Deferred income - Unrestricted and Designated funds

<i>Current Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Sundry items under £1000	-	-	-	-
Arts Council	-	-	22,000	22,000
Total	-	-	22,000	22,000
			2023	2022
			£	£
These deferrals are included in creditors			22,000	-

8] Deferred income - Restricted funds

<i>Current Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Sundry items under £1000	-	-	1,000	1,000
Cities Untold			18,700	9,056
MCC City of Literature		-	1,500	1,500
Young Producers	6,255	(6,255)		
GMCA Reach for the Stars		-	4,000	2,000
MCC ERF	18,000	(18,000)		-
Total	24,255	(24,255)	25,200	13,556
			2023	2022
			£	£
These deferrals are included in creditors			13,556	24,255

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

<i>Prior Year</i>	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
Sundry items under £1000	-	-	-	-
Arts Council Cultural Recovery Fund	-	-	-	-
Postcode Lottery Young Producers	-	-	-	18,000
Cities Untold	-	-	-	6,255
Total	-	-	-	24,255

2022
£

These deferrals are included in creditors

24,255

9 Tangible fixed assets

<i>Current Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2022	-	14,883	-	14,883
Additions for the year	-	783	-	783
At 31 March 2023	-	15,666	-	15,666
Depreciation				
At 1 April 2022	-	12,120	-	12,120
Charge for the year	-	886	-	886
At 31 March 2023	-	13,006	-	13,006
Net book value				
At 31 March 2023	-	2,660	-	2,660
At 31 March 2022	-	2,763	-	2,763

10 Creditors: amounts falling due within one year

	2023	2022
	£	£
Bank loans and overdrafts	-	-
Accruals for grants payable	-	-
Trade creditors	-	-
Accruals	4,000	4,000
Deferred Income - Unrestricted & designated funds	22,000	-
Deferred Income - Restricted funds	13,556	24,255
PAYE, NIC VAT and other taxes	2,726	3,226
	42,282	31,481

11 Income and Expenditure account summary

	2023	2022
	£	£
At 1 April 2022	(269)	-
Transfers in for the year	-	-
At 1 April 2022	(269)	-
Surplus/(Deficit) after tax for the year	12,516	(269)
At 31 March 2023	12,247	(269)

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

12 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2023	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,660	-	-	2,660
Current Assets	140,151	-	-	140,151
Current Liabilities	(28,726)	-	(13,556)	(42,282)
	114,085	-	(13,556)	100,529

At 1 April 2022	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,763	-	-	2,763
Current Assets	116,731	-	-	116,731
Current Liabilities	(31,481)	-	-	(31,481)
	88,013	-	-	88,013

13 Change in total funds over the year as shown in Note 12 , analysed by individual funds

	Funds brought forward at 1st April 2021	Movement in funds April 2021 - March 2022	Transfer in funds April 2021-March 2022	Funds carried forward to next financial year
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	88,013	12,516	-	100,529
Unrestricted Revaluation Reserve	-	-	-	-
Designated Revenue Funds	-	-	-	-
Designated Fixed Asset Funds	-	-	-	-
Total unrestricted and designated funds	88,013	12,516	-	100,529
Restricted funds:-				
Total restricted funds	-	-	-	-
Total charity funds	88,013	12,516	-	100,529

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2023

14 Analysis of movements in funds over the year as shown in Note 13

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2023	2023	2023	2023
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	214,734	(202,218)	-	12,516
Unrestricted Revaluation Reserve	-	-	-	-
Restricted funds:-				
Restricted Revenue Funds			-	-
	214,734	(202,218)	-	12,516

15 The purposes for which the funds

Unrestricted and designated funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Restricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities. They are held for specific restricted purposes as detailed in Note 7

16 Ultimate controlling party

The charity is under the control of its legal members.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

17 Donations, Grants and Legacies

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Revenue grants from government and public bodies				
Small grants individually less than £1000	-	-	-	-
Arts Council England	78,072	-	78,072	78,072
Lancashire WildlifeTrust	-	2,000	2,000	5,000
Manchester City Council - Other Funding	-	2,500	2,500	2,500
Manchester City Council - Event Funding	12,500	-	12,500	12,500
Greater Manchester Combined Authority	40,000	-	40,000	40,000
Arts Council Cultural Recovery Fund	-	-	-	15,480
Arts Council Cultural Recovery Fund	-	-	-	5,400
Cities Untold	-	8,944	8,944	-
Post Code Lottery	-	-	-	6,745
NL Community Fund	-	6,255	6,255	9,837
Manchester Metropolitan University	-	-	-	3,350
Manchester City Council - Derek Jarman Commission	-	360	360	1,500
We Love Manchester	-	2,000	2,000	-
Total public sector revenue grants	130,572	22,059	152,631	180,384
	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	3,500	500	4,000	2,646
Gift Aid Donations from subsidiaries	-	-	-	-
Granada Foundation	-	2,000	2,000	
Waterstones	1,603	-	1,603	-
Tesco Community			-	1,000
Total private sector revenue grants	5,103	2,500	7,603	3,646

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Sponsorship				
Sponsorship Income	25,250	-	25,250	21,500
Total sponsorship income	25,250	-	25,250	21,500
Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies	160,925	24,559	185,484	205,530

18 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total funds
	2023	2023	2023	2022
	£	£	£	£
Primary purpose and ancillary trading				
Sale of goods and services in accordance with the charity's objects	53,678	-	53,678	20,597
Total Primary purpose and ancillary trading	53,678	-	53,678	20,597

19 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Total income from charitable trading	53,678	-	53,678	20,597
Total from charitable activities	53,678	-	53,678	20,597

20 Investment income

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Bank Interest Receivable	131	-	131	4
Total investment income	131	-	131	4

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

21 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Gross wages and salaries - charitable activities	89,981	4,600	94,581	96,532
Employers' NI - Charitable activities	5,776	-	5,776	5,660
Defined contribution pension costs - charitable activities	2,838	-	2,838	2,896
Travel and Subsistence - Charitable Activities	-	4,600	4,600	4,562
Marketing and advertising of charitable services	22,779	746	23,525	12,430
Artists Costs	23,854	13,849	37,703	38,897
Venue and production costs	4,081	764	4,845	8,351
Book Purchases	-	-	-	-
Total direct spending	149,309	24,559	173,868	169,328

22 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Premises Expenses				
Rent payable under operating leases	7,023	-	7,023	5,772
Administrative overheads				
Telephone, fax and internet	2,201	-	2,201	4,253
Postage	2,827	-	2,827	66
Stationery and printing	297	-	297	274
Subscriptions to periodicals	1,392	-	1,392	1,028
Equipment expenses	-	-	-	-
Health and safety costs	385	-	385	727
Liability and contents insurance	1,393	-	1,393	1,305
Sundry expenses	386	-	386	189
Professional fees paid to advisors other than the auditor or examiner				
Consultancy fees	21,385	-	21,385	29,430
Other legal and professional	-	-	-	200
Financial costs				
Bank charges	255	-	255	381
Depreciation & Amortisation in total for	886	-	886	796
Support costs before reallocation	40,394	-	40,394	44,421
Total support costs - Current Year	40,394	-	40,394	44,421

The basis of allocation of costs between activities is described under accounting policies

All the expenditure in the prior year was unrestricted.

The basis of allocation of costs between activities is described under accounting policies

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

23 Other Expenditure - Governance costs

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
<i>Current Year</i>	2023	2023	2023	2022
	£	£	£	£
Independent Examiner's fees	4,015	-	4,015	4,150
Total Governance costs	4,015	-	4,015	4,150

All the expenditure in the prior year was unrestricted.

24 Total Charitable expenditure

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
<i>Current Year</i>	2023	2023	2023	2022
	£	£	£	£
Total direct spending	149,309	24,559	173,868	169,328
Total support costs	40,394	-	40,394	44,421
Total Governance costs	4,015	-	4,015	4,150
			-	
Total charitable expenditure	193,718	24,559	218,277	217,899

All the expenditure in the prior year was unrestricted.

	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Total Funds
<i>Prior Year</i>	2022	2022	2022
	£	£	£
Total direct spending	169,328	-	169,328
Total support costs	44,421	-	44,421
Total Governance costs	4,150	-	4,150
Total charitable expenditure	217,899	-	217,899

25 Expenditure on raising funds and costs of investment management

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
<i>Current Year</i>	2023	2023	2023	2022
	£	£	£	£
Agent's costs for fundraising	8,500	-	8,500	8,500
Total fundraising costs	8,500	-	8,500	8,500

All the expenditure in the prior year was unrestricted.

Accounts

Company Registration Number - 4369668

The Charity Registration Number is :- 1121276

Manchester Literature Festival Limited

Report and Accounts

31 March 2022

Manchester Literature Festival Limited**Report and accounts for the year ended 31 March 2022****Contents**

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	7
Independent Accountant's Report	9
<i>Funds Statements:-</i>	
Statement of Financial Activities	11
Movement in funds	12
Income and Expenditure account	13
Balance sheet	14
Notes to the accounts	16

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

The Trustees present their Report and Accounts for the year ended 31 March 2022, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Manchester Literature Festival Limited.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1121276.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

The Department Store
5 Oak Street
Manchester M4 6JD
Telephone 0161 832 5502

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

The Trustees in office on the date the report was approved were:-

Afshan Tania D'souza-Lodhi

Christine Ann Gaskell

Jo Somerset

Peter Mearns (CHAIR)

Karl Jackson

Eleanor Manson-Sawko

Anne-Marie Nugnes

Bonnie Julia Turnbull

Gillian Darling

Yvonne Battle-Felton

Andrew Peter Westle

Rebecca Louise Parkinson

The following persons served as Trustees during the year ended 31 March 2022 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-.

Name	Appointed	Resigned/Retired
Afshan Tania D'souza-Lodhi		
Yvonne Battle-Felton	19/07/2021	
Ed Farrelly		
Peter Mearns (CHAIR)		
Karl Jackson		
Eleanor Manson-Sawko		
Christine Ann Gaskell		
Anne-Marie Nugnes		
Rebecca Louise Parkinson	19/07/2021	
Jo Somerset	19/07/2021	
Bonnie Julia Turnbull		
Andrew Peter Westle		

Objects and activities of the charity

A summary of the objects of the charity as set out in its governing document.

Manchester Literature Festival's Charitable objectives are:

"to promote arts and in particular, literature in society for the benefit of the inhabitants of the North West Area of England and elsewhere by developing public appreciation of literature and by improving public access to and the quality of literature."

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

The ongoing uncertainty around the lifting of Covid 19 restrictions and audience confidence around returning to live events made 2021 another challenging year in terms of planning and box office generation, but in autumn 2021 we successfully delivered the first hybrid iteration of Manchester Literature Festival. This featured a LIVE events programme (9-17 October) and a DIGITAL events programme (1-30 November). In total we delivered 23 Live events and 21 Digital events - we also delivered 5 digital events in the Spring and co-promoted 2 digital events in partnership with Durham and Ilkley Literature Festivals.

A total of 2445 people attended LIVE events and screenings. Responding to feedback from an audience survey, all our in-person events were delivered in venues with a reduced capacity of approximately 50%. Despite slow ticket sales at the start of the marketing campaign, 9 events sold out in advance, and we reached 80% capacity attendance overall.

We had a total of 4841 views for DIGITAL events. The majority of events were viewed via the new MLF Vimeo channel and the most popular were our Clare Shaw and Corridor of Light new commission films, followed by Mariana Enriquez & Andrés Barba, Elizabeth Strout and Bernardine Evaristo. Our Be the Change event, targeted at Greater Manchester Secondary schools and with the provision of free teaching materials, was viewed by whole year groups/assemblies in some schools including Hazel Wood High School (Bury), All Hallows High School (Eccles, Salford), Audenshaw High School (Tameside) and Waterhead Academy (Oldham) reaching a total audience of 1100. 62% of all our Vimeo views were for free events. Viewers joined from 38 countries (including 80% from the UK, 3% from the US, 2% each from Australia, Argentina, France, Iceland and Spain).

Both our LIVE and DIGITAL programmes featured special conversations with leading national and international authors, poets, artists and activists; and showcased the rising stars of literature alongside renowned and award-winning writers. Programme strands included Culture (Bernardine Evaristo, Bobby Gillespie, Paul Morley, Dara McAnulty, Anita Sethi, Rebecca Solnit, Lemn Sissay & Rachel Holmes), Fiction (Caleb Azumah Nelson & Brandon Taylor, Elif Shafak, Alan Johnson, Elizabeth Strout, Colm Tóibín, Jeanette Winterson, C Pam Zhang & Bryan Washington), Poetry (Mona Arshi, Leo Box, Kayo Chingonyi, Victoria Kennefick, Yomi Sode, Tishani Doshi) and Young Readers (Little Reads Family Day, Superheroes).

A Total of 131 writers and other artists took part in MLF LIVE (67) and DIGITAL (64) events including 60 writers of colour, 24 LGBTQ+ and three Disabled artists. 25 events in total featured writers of colour (representing 50% of the festival programme). A total of 23 international artists participated in LIVE (5) and DIGITAL (18) events, joining us in person or virtually from Argentina, India, Iceland, Ireland, Mexico, North America and Spain.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

We collaborated on three new commissioning projects:

Carbon Landscape Poet in Residence - Clare Shaw

In summer 2021, poet Clare Shaw was appointed Carbon Landscape Poet in Residence by Manchester Literature Festival and Lancashire Wildlife Trust. She was commissioned to write a sequence of poems responding to her interaction with the landscape and local people. As part of her residency, Clare ran creative writing workshops for local writing/community groups including the Dark Writers, Paperback Writers and Art Tea wellbeing group in Leigh. She also led an interactive poetry reading and writing event, Wild spaces, as part of our LIVE events programme. We recorded Clare reading six of her newly commissioned poems on location in Little Woollen Moss and a conversation about her residency with fellow poet and nature lover Helen Mort for our DIGITAL festival. You can watch the films and download PDF's of her new commission from the MLF website here:

<https://www.manchesterliteraturefestival.co.uk/pages/carbon-landscape-poems-39813>

Corridor of Light - Hafsa Aneela Bashir, Andrew McMillan & Reshma Rula

MLF and the Manchester Poetry Library at Manchester Metropolitan University co- commissioned poets Hafsa Aneela Bashir, Andrew McMillan & Reshma Rula to create new poems inspired by their connections, memories and reflections of the Oxford Road corridor. We commissioned Modify Productions to film them performing their poems on location. The 3 films were premiered as part of the first Corridor of Light Festival 21 -24 October. The films also formed part of the MLF DIGITAL festival. PDF downloads and films of the commissioned poems can be viewed here:

<https://www.manchesterliteraturefestival.co.uk/pages/corridor-of-light-39827>

Festival of Libraries commissions - Anna Polonyi & Alicia Sometimes

In spring 2021, Alicia Sometimes (Melbourne) and Anna Polonyi (Iowa) were appointed the first Virtual Writers in Residence at The Portico and Central Library by Manchester Literature Festival and Manchester City of Literature for the inaugural Festival of Libraries. As part of her residency, Alicia Sometimes was commissioned to create a new series of poems inspired by her research into the Portico's extraordinary collections and her conversations with the librarians. Anna Polonyi was commissioned to create a short story inspired by her research, readings and conversations with colleagues in Manchester. PDF downloads and Digital events featuring readings and conversations with local author Kate Feld about their residencies, can be found here:

<https://www.manchesterliteraturefestival.co.uk/pages/festivaloflibraries-39819>

The Festival continued to deliver a year-round creative learning programme encouraging children to develop a passion for reading and creative writing. Activities in 2021/2 included:

Little Reads - fun , interactive workshops using drama, dance, songs and craft to animate stories for under 5s and this parents/carers. Monthly sessions were delivered by a diverse team of storytellers across 10 Greater Manchester libraries, targeted in areas of high social deprivation with one session specifically for refugee families. Over 500 families engaged with the project of which 39% identified as BAME

MLF Story Explorers - supported by the government's Holiday Activity Fund and targeted at children eligible for free school meals in Trafford, we delivered a series of creative sessions reading, writing and film production skills. 120 children aged 8-11 took part in daily sessions in summer 2021.

First 1000 Days - in 2021 we delivered the First 1000 Days Project pilot with Reform Radio and Sure Start. 9 parents and carers in Gorton and Clayton wrote and recorded their own children's story for their little one/s, providing an incredible confidence boost to their reading skills and supporting their children's language development and well-being.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

Reach for the Stars - in spring 2021 we took Reach for the Stars, inspired by Mae Jemison, the first female African-American astronaut to go into space and performed by award winning Little Angel Theatre, into 10 schools across Greater Manchester and 1201 children took part in the interactive show and accompanying workshop.

Young Producers Programme - our 2021/22 pilot project supported 9 young people to develop the skills, contacts and confidence needed to curate, produce and promote live literature events and help forge a career in the creative industries. The project culminated in a spoken word take over event, Flux, at Contact theatre in April 2022.

In line with our Environmental Action Plan and to reduce festival expenditure, we did not produce any brochures or other print material to promote this year's festival but invested more in digital/social media marketing to promote our activities. Our design agency, Mark Studio built on last year's strong Digital brand campaign, creating a complimentary identity for Live events. We invested some Cultural Recovery Funding in a website refresh, commissioning new branding assets and improving the sites' look, accessibility and navigation.

The Festival was featured in The Guardian, Big Issue North, The Bookseller, Manchester Evening News, Creative Tourist, Manchester World, About Manchester, Manchester Confidential, Manchester Mill and Manchester Wire, with reviews in Northern Soul. The Northern Quota and Mancunian Matters. Our social media followers continued to grow: Twitter (5%+), Facebook (7%+), and Instagram (18%+).

Public Benefit

Manchester Literature Festival's activities in the year were designed to provide the following public benefits in accordance with the Charities Act 2006:

The advancement of the arts: MLF provided a unique and diverse programme of activities designed to appeal to readers of all ages and literary tastes;

The advancement of education: MLF provided an imaginative programme of events and reading projects for children and young people and supported local writers through commissioning and showcasing opportunities, enabling them to reach a broader audience and advance their careers.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

The Year Ahead

We plan to deliver a larger Live events programme in 2022 using venues at full capacity, with the aim of generating near pre-pandemic box office income.

We will be delivering a number of new commissioning projects including a series of new poems by Sean Hewitt responding to the recent Derek Jarman *Protest!* Exhibition at Manchester Art Gallery and a Multi Lingual City Poets commission in partnership with UNESCO City of Literature.

With support from the GMCA Culture Fund we plan further development of our creative learning programme across Greater Manchester, including events and workshops in partnership with Create, Z-arts, Media Cubs and Read Manchester.

In partnership with local performance group Young Identity and the LiteratureXchange and Ordkraft festivals in Denmark, we will deliver the postponed Cities Untold project, providing artist residency and commissioning opportunities for six young writers from Manchester, Aarhus and Aalborg.

The trustees bankers and advisers

Bankers	HSBC 780 Wilmslow Road, Manchester M20 0DP
Accountants	RWF Rubinstein, Chartered Accountants 171 Bury New Road, Manchester M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

Financial review

The charity's financial position as at the year ended 31 March 2022

The financial position of the charity at 31 March 2022 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2022	2021
	£	£
Net income	(268)	54,159
Called up share capital	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	88,012	88,280
	-	-
Total Funds	88,012	88,280

Financial review of the position at the reporting date, 31 March 2022 and Policies on reserves

The Festival currently holds £88,012 in reserves, all of which are unrestricted. This includes £60K ring fenced budget to cover potential wind-up costs including payment of notice periods. Statutory Redundancy Pay and fulfilment of any freelance obligations. We are working to build a further 60K of free reserves to help smooth out peaks and troughs in funding, sponsorship and box office income to cover any one-off additional expenditure. The trustees may choose to invest any excess reserves in activities that will help to secure the continued growth of the festival, such as fundraising or marketing, or to seek out low risk investment banking options.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund

Details of The Independent Examiner

Michael J Rubinstein
Fellow of the Institute of Chartered Accountants
Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law);
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2022

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 27.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 7 November 2022.



Peter Mearns
Director and Trustee

Manchester Literature Festival Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2022

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 27 for the year ended 31 March 2022 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 16.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 9, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Manchester Literature Festival Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable; and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

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

Signed:-

Michael J Rubinstein - Independent Examiner
Fellow of the Institute of Chartered Accountants

Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

This report was signed on 7 November 2022

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2022

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2022, as required by the Companies Act 2006)

	Note	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2022	2022	2022	2021
		£	£	£	£
Income & Endowments from:					
Donations & Legacies	15	162,463	43,067	205,530	220,617
Charitable activities	16	20,597	-	20,597	12,942
Investments		4	-	4	14
Total income		183,064	43,067	226,131	233,573
Expenditure on:					
Raising funds	23	8,500	-	8,500	7,250
Charitable activities	22	174,832	43,067	217,899	172,164
Total expenditure		183,332	43,067	226,399	179,414
Net income for the year		(268)	-	(268)	54,159
Net income after transfers		(268)	-	(268)	54,159
Net movement in funds		(268)	-	(268)	54,159
Reconciliation of funds:-					
Total funds brought forward		88,280	-	88,280	34,121
Total funds carried forward		88,012	-	88,012	88,280

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 16 to 27 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2022

Manchester Literature Festival Limited - Resources applied in the year ended 31 March 2022 towards fixed assets for Charity use:-

	2022 £	2021 £
Funds generated in the year as detailed in the SOFA	(268)	54,159
Resources applied on functional fixed assets	(1,388)	-
Net resources available to fund charitable activities	(1,656)	54,159

Movements in revenue and capital funds for the year ended 31 March 2022

Revenue accumulated funds

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
Accumulated funds brought forward	88,280	-	88,280	34,121
Recognised gains and losses before transfers	(268)	-	(268)	54,159
	88,012	-	88,012	88,280
(From) / To unrestricted revenue funds	-	-	-	-
Closing revenue funds	88,012	-	88,012	88,280

Summary of funds

	Unrestricted and Designated funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last Year Total Funds 2021 £
Revenue accumulated funds	88,012	-	88,012	88,280

The notes attached on pages 16 to 27 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2022

Manchester Literature Festival Limited
Income and Expenditure Account for the year ended 31 March 2022 as required by the Companies Act 2006

	2022	2021
	£	£
Income		
Income from operations	226,127	233,558
Investment income		
Interest receivable	4	15
Gross income in the year before exceptional items	226,131	233,573
Gross income in the year including exceptional items	226,131	233,573
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	212,953	167,940
Depreciation and amortisation	796	724
Fundraising costs	8,500	7,250
Governance costs	4,150	3,500
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	226,399	179,414
Net income before tax in the financial year	(268)	54,159
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(268)	54,159
Retained surplus for the financial year	(268)	54,159

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 16 to 27 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2021

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	8	2,762	2,170
Total fixed assets		<u>2,762</u>	<u>2,170</u>
Current assets			
Cash at bank and in hand		116,731	122,036
Creditors: amounts falling due within one year	9	<u>(31,481)</u>	<u>(35,926)</u>
Net current assets		85,250	86,110
The total net assets of the charity		<u>88,012</u>	<u>88,280</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Called up share capital		-	-
Share premium		-	-
Unrestricted Revenue Funds	9	88,012	88,280
Total charity funds		<u>88,012</u>	<u>88,280</u>

The notes attached on pages 16 to 27 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2021

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 10

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.



Peter Mearns
Trustee

Approved by the board of trustees on 7 November 2022

The notes attached on pages 16 to 27 form an integral part of these accounts.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2021, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

Fixed Assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20 % straight line
---------------------	--------------------

Creditors and provisions

Creditors and provisions are measured at their payable amounts at the balance sheet date

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications relating to the charity's financial position.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

5 Net surplus before tax in the financial year

	2022 £	2021 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	796	724
Pension costs	2,896	2,759

6 Staff costs and emoluments

Salary costs	2022 £	2021 £
Gross Salaries excluding trustees and key management personnel	96,532	91,713
Employer's National Insurance for all staff	5,660	5,053
Employer's operating costs of defined contribution pension schemes	2,896	2,759
Total salaries, wages and related costs	105,088	99,525

The estimated full time equivalent number of all staff employed in the year was 3 3

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on fundraising activities	1	1

The estimated full time equivalent number of all staff employed as above 3 3

7 Deferred income - Restricted funds

Current Year	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Arts Council Cultural Recovery Fund	15,480	-	(15,480)	-
Postcode Lottery	13,000	-	(6,745)	6,255
GMCA Reach for the Stars	2,500	-	(2,500)	-
MCC ERF	-	-	18,000	18,000
Total	30,980	-	(6,725)	24,255

	2022 £	2021 £
These deferrals are included in creditors	24,255	30,980

Prior Year	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Sundry items under £1000	-	-	-	-
Arts Council Cultural Recovery Fund	-	-	-	15,480
Postcode Lottery	-	-	-	13,000
GMCA Reach for the Stars	-	-	-	2,500
Total	-	-	-	30,980

	2021 £
These deferrals are included in creditors	30,980

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

8 Tangible fixed assets

<i>Current Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2021	-	13,494	-	13,494
Additions for the year		1,388		1,388
At 31 March 2022	-	14,882	-	14,882
Depreciation				
At 1 April 2021	-	11,324	-	11,324
Charge for the year	-	796	-	796
At 31 March 2022	-	12,120	-	12,120
Net book value				
At 31 March 2022	-	2,762	-	2,762
At 31 March 2021	-	2,170	-	2,170

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Bank loans and overdrafts	-	-
Accruals for grants payable	-	-
Trade creditors	-	-
Accruals	4,000	3,500
Deferred Income - Restricted funds	24,255	30,980
PAYE, NIC VAT and other taxes	3,226	1,446
	31,481	35,926

10 Income and Expenditure account summary

	2022 £	2021 £
At 1 April 2021	88,280	34,121
Transfers in for the year	-	-
At 1 April 2021	88,280	34,121
Surplus/(Deficit) after tax for the year	(268)	54,159
At 31 March 2022	88,012	88,280

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

11 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2022	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,762	-	-	2,762
Current Assets	116,731	-	-	116,731
Current Liabilities	(31,481)	-	-	(31,481)
	88,012	-	-	88,012

At 1 April 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,170	-	-	2,170
Current Assets	122,036	-	-	122,036
Current Liabilities	(35,926)	-	-	(35,926)
	88,280	-	-	88,280

12 Change in total funds over the year as shown in Note 11 , analysed by individual funds

	Funds brought forward at 1st April 2021	Movement in funds April 2021 - March 2022	Transfer in funds April 2021-March 2022	Funds carried forward to next financial year
	£	£	£	£
<i>See Note 13</i>				
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	88,280	(268)	-	88,012
Unrestricted Revaluation Reserve	-	-	-	-
Designated Revenue Funds	-	-	-	-
Designated Fixed Asset Funds	-	-	-	-
Total unrestricted and designated funds	88,280	(268)	-	88,012
Restricted funds:-				
Total restricted funds	-	-	-	-
Total charity funds	88,280	(268)	-	88,012

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2022

13 Analysis of movements in funds over the year as shown in Note 12

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2022	2022	2022	2022
	£	£	£	£
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	183,064	(183,332)	-	(268)
Unrestricted Revaluation Reserve	-	-	-	-
<i>Restricted funds:-</i>				
Restricted Revenue Funds	43,067	(43,067)	-	-
	226,131	(226,399)	-	(268)

14 The purposes for which the funds as

Unrestricted and designated funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Restricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities. They are held for specific restricted purposes as detailed in Note 7

15 Ultimate controlling party

The charity is under the control of its legal members.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

15 Donations, Grants and Legacies

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Revenue grants from government and public bodies				
Small grants individually less than £1000	-	-	-	-
Arts Council England	78,072	-	78,072	78,072
Lancashire WildlifeTrust	-	5,000	5,000	-
Manchester City Council - Other Funding	-	2,500	2,500	3,462
Manchester City Council - Event Funding	12,500	-	12,500	12,500
Greater Manchester Combined Authority	40,000	-	40,000	37,500
Arts Council Cultural Recovery Fund	-	15,480	15,480	10,000
Arts Council Cultural Recovery Fund	-	5,400	5,400	33,120
HMRC JRS Grant	-	-	-	12,128
Post Code Lottery	6,745	-	6,745	3,565
NL Community Fund	-	9,837	9,837	-
Manchester Metropolitan University	-	3,350	3,350	-
Manchester City Council - Derek Jarman Commission	-	1,500	1,500	-
	-	-	-	-
Total public sector revenue grants	137,317	43,067	180,384	190,347
	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	2,646	-	2,646	6,070
Gift Aid Donations from subsidiaries	-	-	-	-
Granada Foundation	-	-	-	2,000
Tesco Community	1,000	-	1,000	-
Total private sector revenue grants	3,646	-	3,646	8,070

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Sponsorship				
Sponsorship Income	21,500	-	21,500	22,200
Total sponsorship income	21,500	-	21,500	22,200
 Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies	162,463	43,067	205,530	220,617

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

16 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total funds 2021 £
Primary purpose and ancillary trading				
Sale of goods and services in accordance with the charity's objects	20,597	-	20,597	12,942
Total Primary purpose and ancillary trading	20,597	-	20,597	12,942

17 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Total income from charitable trading	20,597	-	20,597	12,942
Total from charitable activities	20,597	-	20,597	12,942

18 Investment income

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Bank Interest Receivable	4	-	4	15
Total investment income	4	-	4	15

19 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Gross wages and salaries - charitable activities	91,509	5,023	96,532	91,713
Employers' NI - Charitable activities	5,366	294	5,660	5,053
Defined contribution pension costs - charitable activities	2,745	151	2,896	2,759
Travel and Subsistence - Charitable Activities	2,946	1,616	4,562	864
Marketing and advertising of charitable services	9,130	3,300	12,430	5,000
Artists Costs	20,374	18,523	38,897	24,027
Venue and production costs	3,197	5,154	8,351	4,182
Book Purchases	-	-	-	-
Total direct spending	135,267	34,061	169,328	133,598

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

20 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
<i>Premises Expenses</i>				
Rent payable under operating leases	5,772	-	5,772	5,256
<i>Administrative overheads</i>				
Telephone, fax and internet	4,133	120	4,253	2,588
Postage	66	-	66	4
Stationery and printing	178	96	274	146
Subscriptions to periodicals	1,028	-	1,028	148
Equipment expenses	-	-	-	67
Health and safety costs	673	54	727	85
Liability and contents insurance	1,305	-	1,305	1,382
Sundry expenses	189	-	189	36
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Consultancy fees	20,711	8,719	29,430	23,393
Other legal and professional	200	-	200	875
<i>Financial costs</i>				
Bank charges	364	17	381	362
Depreciation & Amortisation in total for	796	-	796	724
Support costs before reallocation	35,415	9,006	44,421	35,066
Total support costs - Current Year	35,415	9,006	44,421	35,066

The basis of allocation of costs between activities is described under accounting policies

All the expenditure in the prior year was unrestricted.

The basis of allocation of costs between activities is described under accounting policies

21 Other Expenditure - Governance costs

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Independent Examiner's fees	4,150	-	4,150	3,500
Total Governance costs	4,150	-	4,150	3,500

All the expenditure in the prior year was unrestricted.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

22 Total Charitable expenditure

<i>Current Year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Total direct spending	135,267	34,061	169,328	133,598
Total support costs	35,415	9,006	44,421	35,066
Total Governance costs	4,150	-	4,150	3,500
			-	
Total charitable expenditure	174,832	43,067	217,899	172,164

All the expenditure in the prior year was unrestricted.

<i>Prior Year</i>	Prior Year Unrestricted Funds 2021 £	Prior Year Restricted Funds 2021 £	Prior Year Total Funds 2021 £
Total direct spending	133,598	-	133,598
Total support costs	35,066	-	35,066
Total Governance costs	3,500	-	3,500
Total charitable expenditure	172,164	-	172,164

23 Expenditure on raising funds and costs of investment management

<i>Current Year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Agent's costs for fundraising	8,500	-	8,500	7,250
Total fundraising costs	8,500	-	8,500	7,250

All the expenditure in the prior year was unrestricted.

Accounts

Company Registration Number - 4369668

The Charity Registration Number is :- 1121276

Manchester Literature Festival Limited

Report and Accounts

31 March 2021

Manchester Literature Festival Limited

Report and accounts for the year ended 31 March 2021

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	7
Independent Accountant's Report	9
<i>Funds Statements:-</i>	
Statement of Financial Activities	11
Movement in funds	12
Income and Expenditure account	13
Balance sheet	14
Notes to the accounts	16

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

The Trustees present their Report and Accounts for the year ended 31 March 2021, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Manchester Literature Festival Limited.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1121276.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

The Department Store
5 Oak Street
Manchester M4 6JD
Telephone 0161 832 5502

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

The Trustees in office on the date the report was approved were:-

Afshan Tania D'souza-Lodhi

Christine Ann Gaskell

Ed Farrelly

Peter Mearns (CHAIR)

Karl Jackson

Eleanor Manson-Sawko

Anne-Marie Nugnes

Bonnie Julia Turnbull

Andrew Peter Westle

The following persons served as Trustees during the year ended 31 March 2021 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-.

Name	Appointed	Resigned/Retired
Afshan Tania D'souza-Lodhi		
Jerome de Groot		30/11/2020
Ed Farrelly		
Peter Mearns (CHAIR)		
Karl Jackson		
Eleanor Manson-Sawko		
Christine Ann Gaskell	18/01/2021	
Anne-Marie Nugnes	18/01/2021	
Matthew Jonathan Frost		18/01/2021
Punam Ramchurn		30/11/2020
Bonnie Julia Turnbull	18/01/2021	
Andrew Peter Westle	18/01/2021	

Objects and activities of the charity

A summary of the objects of the charity as set out in its governing document.

Manchester Literature Festival's Charitable objectives are:

"to promote arts and in particular, literature in society for the benefit of the inhabitants of the North West Area of England and elsewhere by developing public appreciation of literature and by improving public access to and the quality of literature."

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

Due to the impact of the Covid 19 pandemic, we moved the 15th edition of the Manchester Literature Festival online. Our first digital iteration featured 17 events over the weekend 23 - 25 October 2020. Almost 5,000 people from 53 countries attended #MLF20 events. In addition to streamed events we also partnered on a "Your Local Arena" project attracting an additional viewing audience of 871 across 5 films, and 6 people had one to one-sessions with the Poetry Exchange.

The programme mirrored the quality and diversity of our usual 'in-person' festivals, featuring special conversations with leading national and international authors, poets, artists and activists; and showcased the literary stars of tomorrow alongside renowned and award-winning writers. This year's Manchester Literature Festival also reflected on collective moments of protest and resilience including the #BlackLivesMatter and #MeToo movements; platforming, voices that call for change and other messages of hope for the future.

Programme strands included Culture (Angela Davis, Torri Amos, Kae Tempest, Slay in Your Lane presents Loud Black Girls, New Daughters of Africa), Fiction (Maaza Mengiste, Nick Hornby, Ali Smith, Tayari Jones & Brit Bennet, Daisy Johnson & Sophie Mackintosh), Poetry (Picador and Manchester Poetry Library showcases, Cabaret for Freedom), World Literature (Andrés Neuman, Najwan Darwish), Young Readers (Mischief and Mystery in Moominvalley, Don't Worry Little Crab puppet adaptations) and New Commissions (Ella Otomewo and Cheryl Martin responding to the archive Arena documentary: The Ballad of Ewan MacColl).

70 Writers and other artists took part in #MLF20 including 41 writers of colour, ten LGBTQ+ and two Disabled/Deaf artists. Ten events featured writers of colour (representing 52% of the festival programme). The programme featured 11 international artists, including North American, Spanish, and Palestinian writers. All events were available on a Pay What You Can basis and the majority of events were made freely available via the Festival's You Tube channel post-festival to enable further engagement.

We were able to reach a much more socially diverse and geographically dispersed audience than normal: 13% identified as being of mixed, Asian or Deaf (compared to 8% in 2019), 20% identified as being Disabled or Deaf (compared to 10% in 2019), and 18% of the audience joined us from overseas - a huge increase from the usual 1%. Many of our audience members expressed gratitude to MLF for providing access to such rich cultural content during these challenging times and many hoped that we will continue to provide digital access to events moving forward.

With support from the Cultural Recovery Fund we also programmed a series of online spring events featuring prominent writers of colour and including three special poetry commissions by Roger Robinson, Caleb Femi and Natalie Diaz responding to current times.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

The Festival continued to deliver a year-round education programme encouraging children and young people to develop a passion for reading and creative writing. Activities included the expansion of our Little Reads story time activities delivered on Zoom in partnership with libraries in Manchester, Salford, Stockport and Trafford; completion of our young creatives project, RE(verb), and an online World Book Day event featuring popular *Supertato* authors Sue Hendra and Paul Linnet, which was accessed by 15,000 children from across 190 Greater Manchester Primary Schools.

Due to lack of budget, we were not able to produce any print marketing this year but our design agency Mark Studio created a very stylish brand identity that was applied across all the MLF digital channels as well as our Evenrbrite box office page and Crowdcast streaming channel.

The Festival was featured in a Big Issue North article promoting online literary festivals and we received shout outs for the Festival on Radio 2's Zoe Ball Breakfast Show and the Radio 6 Radcliffe and Maconie show. We also received online coverage of the Festival in Manchester Evening News, Manchester Wire, Creative Tourist and About Manchester. Northern Soul published very positive reviews of our Angela Davis and Nick Hornby events. Our social media followers continued to grow: Twitter (6%+), Facebook (7%+) and Instagram (36%+).

With Cultural Recovery Funding we were able to appoint consultants from Cultural Oxford Associates to help us develop a new 5 Year Strategic Plan for the organisation. We appointed four new trustees to the board with a further three set to join in July 2021.

Public Benefit

Manchester Literature Festival's activities in the year were designed to provide the following public benefits in accordance with the Charities Act 2006:

The advance of the arts: MLF provided a unique and diverse programme of activities designed to appeal to readers of all ages and literary tastes;

The advancement of education: MLF provided an imaginative programme of events and reading projects for children and young people and supported local writers through commissioning and showcasing opportunities, enabling them to reach a broader audience and advance their careers.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

The Year Ahead

Due to the ongoing uncertainties around what social distancing restrictions will be in place and audience appetite for attending indoor events in the autumn, we are taking a cautious approach to programming this year and are planning to produce a hybrid festival of in-person and digital events. We expect the scaled down nature of the festival to have a negative impact on box office returns.

We will be delivering a number of new commissioning projects including a Carbon Landscape Poet in Residence in partnership with Lancashire Wildlife Trust, and two Virtual Writers in Residence in partnership with the Manchester UNESCO City of Literature and Manchester Festivals of Libraries.

With support from the GMCA Culture Fund we plan further expansion of our CYP activities across Greater Manchester and hope to return to delivering face to face sessions by September. We will also be delivering our pilot Young Producers Project funded by the Postcode Community Trust.

In partnership with local performance group Young Identity and the LiteratureXchange and Ordkraft festivals in Denmark, we plan to initiate the Cities Untold project, providing artist residency and commissioning opportunities for six young writers from Manchester, Aarhus and Aalborg

The trustees bankers and advisers

Bankers	HSBC 780 Wilmslow Road, Manchester M20 0DP
Accountants	RWF Rubinstein, Chartered Accountants 171 Bury New Road, Manchester M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

Financial review

The charity's financial position as at the year ended 31 March 2021

The financial position of the charity at 31 March 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2021 £	2020 £
Net income	54,159	(37,684)
Called up share capital	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	88,281	34,121
Total Funds	88,281	34,121

Financial review of the position at the reporting date, 31 March 2021 and Policies on reserves

The Festival currently holds £88,281 in reserves. We expect we will need to use some reserves to replace reduced box office income but aim to retain a minimum of 25% annual turnover (approximately £60,000) in reserve. This will enable us to smooth out peaks and troughs in funding and box office income and to cover any one-off additional expenditure such as office moves. The Trustees may choose to invest any excess reserves in activities that will help to secure the continued growth of the festival, such as fundraising or marketing, or to seek out low risk investment banking options.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund

Details of The Independent Examiner

Michael J Rubinstein
Fellow of the Institute of Chartered Accountants
Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law);
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Manchester Literature Festival Limited

Company Registration Number - 4369668

Trustees' Annual Report for the year ended 31 March 2021

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 25.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 29 November 2021.



Peter Mearns
Director and Trustee

Manchester Literature Festival Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2021

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 25 for the year ended 31 March 2021 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 16.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 9, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Manchester Literature Festival Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

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

Signed:-

Michael J Rubinstein - Independent Examiner

Fellow of the Institute of Chartered Accountants

Brentwood
171 Bury New Road
Whitefield
Manchester
M45 6AB

This report was signed on 29 November 2021

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2021

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2021, as required by the Companies Act 2006)

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Income & Endowments from:				
Donations & Legacies	208,489	12,128	220,617	145,595
Charitable activities	12,942	-	12,942	94,895
Investments	15	-	15	62
Total income	221,446	12,128	233,574	240,552
Expenditure on:				
Raising funds	7,250	-	7,250	17,250
Charitable activities	160,037	12,128	172,165	260,986
Total expenditure	167,287	12,128	179,415	278,236
Net income for the year	54,159	-	54,159	(37,684)
Net income after transfers	54,159	-	54,159	(37,684)
Net movement in funds	54,159	-	54,159	(37,684)
Reconciliation of funds:-				
Total funds brought forward	34,121	-	34,121	71,804
Total funds carried forward	88,280	-	88,280	34,120

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 16 to 25 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2021

Manchester Literature Festival Limited - Resources applied in the year ended 31 March 2021 towards fixed assets for Charity use:-

	2021 £	2020 £
Funds generated in the year as detailed in the SOFA	54,159	(37,684)
Net resources available to fund charitable activities	51,913	(37,684)

Movements in revenue and capital funds for the year ended 31 March 2021

Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	34,121	-	34,121	71,804
Recognised gains and losses before transfers	54,159	-	54,159	(37,684)
	88,280	-	88,280	34,120
(From) / To unrestricted revenue funds	-	-	-	-
Closing revenue funds	88,280	-	88,280	34,120

Summary of funds

	Unrestricted and Designated funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last Year Total Funds 2020 £
Revenue accumulated funds	88,280	-	88,280	34,120

The notes attached on pages 16 to 25 form an integral part of these accounts.

Manchester Literature Festival Limited - Statement of Financial Activities for the year ended 31 March 2021

Manchester Literature Festival Limited
Income and Expenditure Account for the year ended 31 March 2021 as required by the Companies Act 2006

	2021 £	2020 £
Income		
Income from operations	233,559	240,490
Investment income		
Interest receivable	15	62
Gross income in the year before exceptional items	233,574	240,552
Gross income in the year including exceptional items	233,574	240,552
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	167,940	257,603
Depreciation and amortisation	724	216
Fundraising costs	7,250	17,250
Governance costs	3,500	3,167
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	179,414	278,236
Net income before tax in the financial year	54,160	(37,684)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	54,160	(37,684)
Retained surplus for the financial year	54,160	(37,684)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 16 to 25 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	7	2,170	648
Total fixed assets		<u>2,170</u>	<u>648</u>
Current assets			
Cash at bank and in hand		122,037	57,363
Creditors: amounts falling due within one year	8	<u>(35,926)</u>	<u>(23,890)</u>
Net current assets		86,111	33,473
The total net assets of the charity		<u>88,281</u>	<u>34,121</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Unrestricted Revenue Funds	9	88,281	34,121
		88,281	34,121
Total charity funds		<u>88,281</u>	<u>34,121</u>

The notes attached on pages 16 to 25 form an integral part of these accounts.

Manchester Literature Festival Limited
Balance Sheet as at 31 March 2021

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 9

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.



Peter Mearns

Trustee

Approved by the board of trustees on 29 November 2021

The notes attached on pages 16 to 25 form an integral part of these accounts.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2021, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Fixed Assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20 % straight line
---------------------	--------------------

Creditors and provisions

Creditors and provisions are measured at their payable amounts at the balance sheet date

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose.

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications relating to the charity's financial position.

5 Net surplus before tax in the financial year

	2021 £	2020 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	724	216
Pension costs	2,759	2,706

6 Staff costs and emoluments

Salary costs	2021 £	2020 £
Gross Salaries excluding trustees and key management personnel	91,713	91,119
Employer's National Insurance for all staff	5,053	6,002
Employer's operating costs of defined contribution pension schemes	2,759	2,706
Total salaries, wages and related costs	99,525	99,827

The estimated full time equivalent number of all staff employed in the year was	3	3
---	---	---

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on fundraising activities	1	1
The estimated full time equivalent number of all staff employed as above	3	3

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

7 Tangible fixed assets

<i>Current Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2020	-	11,248	-	11,248
Additions for the year		2,246		2,246
At 31 March 2021	-	13,494	-	13,494
Depreciation				
At 1 April 2020	-	10,600	-	10,600
Charge for the year	-	724	-	724
At 31 March 2021	-	11,324	-	11,324
Net book value				
At 31 March 2021	-	2,170	-	2,170
At 31 March 2020	-	648	-	648

8 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	3,500	3,500
PAYE, NIC VAT and other taxes	1,446	2,026
Other creditors	30,980	18,364
	35,926	23,890

9 Income and Expenditure account summary

	2021	2020
	£	£
At 1 April 2020	34,120	71,804
Transfers in for the year	-	-
At 1 April 2020	34,120	71,804
Surplus/(Deficit) after tax for the year	54,160	(37,684)
At 31 March 2021	88,280	34,120

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

10 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,170	-	-	2,170
Current Assets	122,037	-	-	122,037
Current Liabilities	(35,926)	-	-	(35,926)
	88,281	-	-	88,281

At 1 April 2020	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	648	-	-	648
Current Assets	57,363	-	-	57,363
Current Liabilities	(23,890)	-	-	(23,890)
	34,121	-	-	34,121

11 Change in total funds over the year as shown in Note 10 , analysed by individual funds

	Funds brought forward from 2020	Movement in funds in 2021	Transfers between funds in 2021	Funds carried forward to 2022
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	34,121	54,159	-	88,280
Total unrestricted and designated funds	34,121	54,159	-	88,280
Total charity funds	34,121	54,159	-	88,280

Manchester Literature Festival Limited

Notes to the Accounts for the year ended 31 March 2021

12 Analysis of movements in funds over the year as shown in Note 11

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2021	2021	2021	2021
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	221,446	(167,287)	-	54,159
	233,574	(179,415)	-	54,159

13 The purposes for which the funds

Unrestricted and designated funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

14 Ultimate controlling party

The charity is under the control of its legal members.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

15 Donations, Grants and Legacies

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Revenue grants from government and public bodies				
Arts Council England	78,072	-	78,072	76,661
National Lottery	-	-	-	5,213
Manchester City Council - Event Funding	12,500	-	12,500	12,500
Manchester City Council - Other Funding	3,462	-	3,462	11,038
Greater Manchester Combined Authority	37,500	-	37,500	-
Manchester City Council Covid Discretionary Grant	10,000	-	10,000	-
Cultural Recovery Fund	33,120	-	33,120	-
HMRC JRS Grant	-	12,128	12,128	-
Post Code Lottery	3,565	-	3,565	7,599
Total public sector revenue grants	178,219	12,128	190,347	113,011
	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	6,070	-	6,070	4,224
Granada Foundation	2,000	-	2,000	1,360
Total private sector revenue grants	8,070	-	8,070	5,584
	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Sponsorship				
Sponsorship Income	22,200	-	22,200	27,000
Total sponsorship income	22,200	-	22,200	27,000
Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies	208,489	12,128	220,617	145,595

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

16 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total funds 2020 £
Primary purpose and ancillary trading				
Sale of goods and services in accordance with the charity's objects	12,942	-	12,942	94,895
Total Primary purpose and ancillary trading	12,942	-	12,942	94,895

17 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Total income from charitable trading	12,942	-	12,942	94,895
Total from charitable activities	12,942	-	12,942	94,895

18 Investment income

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Bank Interest Receivable	15	-	15	62
Total investment income	15	-	15	62

19 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Gross wages and salaries - charitable activities	79,586	12,128	91,713	91,119
Employers' NI - Charitable activities	5,053	-	5,053	6,002
Defined contribution pension costs - charitable activities	2,759	-	2,759	2,706
Travel and Subsistence - Charitable Activities	864	-	864	8,159
Marketing and advertising of charitable services	5,000	-	5,000	27,270
Artists Costs	24,027	-	24,027	41,119
Venue Costs	4,182	-	4,182	14,790
Book Purchases	-	-	-	13,170
Total direct spending	121,471	12,128	133,598	204,335

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

20 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Premises Expenses				
Rent payable under operating leases	5,256	-	5,256	7,827
Administrative overheads				
Telephone, fax and internet	2,588	-	2,588	1,848
Postage	4	-	4	2,977
Stationery and printing	146	-	146	203
Courier Services	-	-	-	900
Subscriptions to periodicals	148	-	148	45
Equipment expenses	67	-	67	62
Liability and contents insurance	1,382	-	1,382	1,388
Sundry expenses	36	-	36	336
Professional fees paid to advisors other than the auditor or examiner				
Consultancy fees	23,393	-	23,393	35,785
Other legal and professional	875	-	875	1,606
Financial costs				
Bank charges	362	-	362	291
Depreciation & Amortisation in total for	724	-	724	216
Support costs before reallocation	35,066	-	35,066	53,484
Total support costs - Current Year	35,066	-	35,066	53,484

The basis of allocation of costs between activities is described under accounting policies

All the expenditure in the prior year was unrestricted.

The basis of allocation of costs between activities is described under accounting policies

21 Other Expenditure - Governance costs

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Independent Examiner's fees	3,500	-	3,500	3,167
Total Governance costs	3,500	-	3,500	3,167

All the expenditure in the prior year was unrestricted.

Manchester Literature Festival Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

22 Total Charitable expenditure

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Total direct spending	121,471	12,128	133,598	204,335
Total support costs	35,066	-	35,066	53,484
Total Governance costs	3,500	-	3,500	3,167
Total charitable expenditure	160,037	12,128	172,164	260,986

All the expenditure in the prior year was unrestricted.

<i>Prior Year</i>	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Total Funds
	2020	2020	2020
	£	£	£
Total direct spending	204,335	-	204,335
Total support costs	53,484	-	53,484
Total Governance costs	3,167	-	3,167
Total charitable expenditure	260,986	-	260,986

23 Expenditure on raising funds and costs of investment management

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Agent's costs for fundraising	7,250	-	7,250	17,250
Total fundraising costs	7,250	-	7,250	17,250

All the expenditure in the prior year was unrestricted.