

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**

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## **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

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### 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:-.

<b>Name</b>	<b>Appointed</b>	<b>Resigned/Retired</b>
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."

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### 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.

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### 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.

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### 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**

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### **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 £
<b>Net income</b>	(268)	54,159
Called up share capital	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	88,012	88,280
	-	-
<b>Total Funds</b>	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**

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

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)	-
<b>Net resources available to fund charitable activities</b>	<b>(1,656)</b>	<b>54,159</b>

**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
	<b>88,012</b>	<b>-</b>	<b>88,012</b>	<b>88,280</b>
(From) / To unrestricted revenue funds	-	-	-	-
<b>Closing revenue funds</b>	<b>88,012</b>	<b>-</b>	<b>88,012</b>	<b>88,280</b>

**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 £
<b>Income</b>		
Income from operations	226,127	233,558
Investment income		
Interest receivable	4	15
<b>Gross income in the year before exceptional items</b>	<b>226,131</b>	<b>233,573</b>
<b>Gross income in the year including exceptional items</b>	<b>226,131</b>	<b>233,573</b>
<b>Expenditure</b>		
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	-	-
<b>Total expenditure in the year</b>	<b>226,399</b>	<b>179,414</b>
<b>Net income before tax in the financial year</b>	<b>(268)</b>	<b>54,159</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>(268)</b>	<b>54,159</b>
<b>Retained surplus for the financial year</b>	<b>(268)</b>	<b>54,159</b>

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

<b>Salary costs</b>	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
<b>Total salaries, wages and related costs</b>	<b>105,088</b>	<b>99,525</b>

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

<b>Current Year</b>	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
<b>Total</b>	<b>30,980</b>	<b>-</b>	<b>(6,725)</b>	<b>24,255</b>

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

<b>Prior Year</b>	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
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,980</b>

	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
	£	£	£	£
<b>Cost</b>				
At 1 April 2021	-	13,494	-	13,494
Additions for the year		1,388		1,388
<b>At 31 March 2022</b>	<b>-</b>	<b>14,882</b>	<b>-</b>	<b>14,882</b>
<b>Depreciation</b>				
At 1 April 2021	-	11,324	-	11,324
Charge for the year	-	796	-	796
<b>At 31 March 2022</b>	<b>-</b>	<b>12,120</b>	<b>-</b>	<b>12,120</b>
<b>Net book value</b>				
<b>At 31 March 2022</b>	<b>-</b>	<b>2,762</b>	<b>-</b>	<b>2,762</b>
<b>At 31 March 2021</b>	<b>-</b>	<b>2,170</b>	<b>-</b>	<b>2,170</b>

### 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
	<b>31,481</b>	<b>35,926</b>

### 10 Income and Expenditure account summary

	2022 £	2021 £
<b>At 1 April 2021</b>	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
<b>At 31 March 2022</b>	<b>88,012</b>	<b>88,280</b>

# 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)
	<b>88,012</b>	<b>-</b>	<b>-</b>	<b>88,012</b>
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)
	<b>88,280</b>	<b>-</b>	<b>-</b>	<b>88,280</b>

### 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>				
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	88,280	(268)	-	88,012
Unrestricted Revaluation Reserve	-	-	-	-
Designated Revenue Funds	-	-	-	-
Designated Fixed Asset Funds	-	-	-	-
<b>Total unrestricted and designated funds</b>	<b>88,280</b>	<b>(268)</b>	<b>-</b>	<b>88,012</b>
<b>Restricted funds:-</b>				
<b>Total restricted funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total charity funds</b>	<b>88,280</b>	<b>(268)</b>	<b>-</b>	<b>88,012</b>

## 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
	£	£	£	£
<b><i>Unrestricted and designated funds:-</i></b>				
Unrestricted Revenue Funds	183,064	(183,332)	-	(268)
Unrestricted Revaluation Reserve	-	-	-	-
<b><i>Restricted funds:-</i></b>				
Restricted Revenue Funds	43,067	(43,067)	-	-
	<b>226,131</b>	<b>(226,399)</b>	<b>-</b>	<b>(268)</b>

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

**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
	£	£	£	£
<b>Sponsorship</b>				
Sponsorship Income	21,500	-	<b>21,500</b>	22,200
<b>Total sponsorship income</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>	<b>22,200</b>
<b>Total Donations, Grants and Legacies</b>				
<b>Total Donations, Grants and Legacies</b>	<b>162,463</b>	<b>43,067</b>	<b>205,530</b>	<b>220,617</b>

## 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 £
<b>Primary purpose and ancillary trading</b>				
Sale of goods and services in accordance with the charity's objects	20,597	-	<b>20,597</b>	12,942
<b>Total Primary purpose and ancillary trading</b>	<b>20,597</b>	<b>-</b>	<b>20,597</b>	<b>12,942</b>

#### 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	-	<b>20,597</b>	12,942
<b>Total from charitable activities</b>	<b>20,597</b>	<b>-</b>	<b>20,597</b>	<b>12,942</b>

#### 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	-	<b>4</b>	15
<b>Total investment income</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>15</b>

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

## 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
	£	£	£	£
<b>Premises Expenses</b>				
Rent payable under operating leases	5,772	-	5,772	5,256
<b>Administrative overheads</b>				
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
<b>Professional fees paid to advisors other than the auditor or examiner</b>				
Consultancy fees	20,711	8,719	29,430	23,393
Other legal and professional	200	-	200	875
<b>Financial costs</b>				
Bank charges	364	17	381	362
Depreciation & Amortisation in total for	796	-	796	724
<b>Support costs before reallocation</b>	<b>35,415</b>	<b>9,006</b>	<b>44,421</b>	<b>35,066</b>
<b>Total support costs - Current Year</b>	<b>35,415</b>	<b>9,006</b>	<b>44,421</b>	<b>35,066</b>

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
<b>Total Governance costs</b>	<b>4,150</b>	<b>-</b>	<b>4,150</b>	<b>3,500</b>

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
			-	
<b>Total charitable expenditure</b>	<b>174,832</b>	<b>43,067</b>	<b>217,899</b>	<b>172,164</b>

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
<b>Total charitable expenditure</b>	<b>172,164</b>	<b>-</b>	<b>172,164</b>

#### 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
<b>Total fundraising costs</b>	<b>8,500</b>	<b>-</b>	<b>8,500</b>	<b>7,250</b>

All the expenditure in the prior year was unrestricted.