

# **THE EAST MANCHESTER COMMUNITY ASSOCIATION**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

Registered Charity No. 1131060  
Company Registration No. 2044714

# THE EAST MANCHESTER COMMUNITY ASSOCIATION

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## THE EAST MANCHESTER COMMUNITY ASSOCIATION

### Report of the Trustees for the year ended 31 March 2022

The trustees present their annual directors' report and financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the ***Accounting and Reporting by Charities Statement of Recommended Practice*** applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### Objects

The objects of TEMCA are:

- The relief of poverty in the Greater Manchester area
- To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances, with the object of improving their conditions of life.
- Promotion of racial harmony for the public benefit by:
  - promoting knowledge and understanding between different racial groups.
  - advancing education and raising awareness about different racial groups to promote good relations between persons of different racial groups.
  - working towards the elimination of discrimination on the grounds of race.
- The advancement of education
- The relief of those in need by reason of financial hardship or other disadvantage.
- Such other charitable purposes as Trustees may from time to time determine.

TEMCA's activities are currently focused entirely on Rainbow Haven, and its work to support and provide opportunities for asylum seekers, refugees and other vulnerable migrants. TEMCA furthers its charitable purposes for the public benefit and the trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, planning future activities and setting the policies for the year.

### Overview of our Achievements and Performance

This was another demanding year which again demonstrated the resilience of Rainbow Haven and the ability of our staff team and volunteers to respond flexibly rapidly changing circumstances. The pandemic presented huge challenges for us all, especially our service users. As restrictions gradually lifted and face-to-face contact became safer, we reviewed the changes we had made during lockdown and decided to continue some arrangements that improved the efficiency of services and access for service users.

This year saw the launch of the National Lottery Community Fund's Stepchange programme, co-ordinated by Refugee Action. Stepchange brings together Rainbow Haven, other Greater Manchester refugee charities and the Greater Manchester Combined Authority. Over three and a half years, Stepchange aims to transform the current patchy and fragmented web of services into a joined-up, collaborative support system for refugees and asylum-seekers across the region. A key objective is to build a network of holistic, multi-service community hubs across the region. Rainbow Haven has many



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years' experience of operating a model of this kind, so we are look forward to contributing our experience to the programme. Our involvement in Stepchange's on-going evaluation shows that we are already on target to meet many of the programme outcomes.

Other highlights of the year include the introduction of new training and roles for volunteers so they can take on specific areas of advice work. This has freed up our experienced staff to deal with more complex issues. We have also continued to provide information and advice for asylum-seekers accommodated in a local hotel.

The biggest changes this year have been to our staff. In December our Manager Kate Percival left Rainbow Haven. In just three years, Kate had a huge, positive impact on Rainbow Haven. Among many achievements, she initiated the upgrade of our IT and finance systems; organised improvements to our premises to provide bespoke office and crèche facilities; strengthened and extended our partnerships with other local charities; and, most importantly, led and supported the staff team through the stresses of the Covid pandemic. Through her imaginative and innovative leadership, Rainbow Haven was able to access sources of emergency funding and continue to support vulnerable service users at a time when other charities were struggling. Kate left Rainbow Haven in a strong position and we were all sorry to lose her.

Following Kate's resignation, we were delighted that our previous Manager Rachel Foakes agreed to return on a part-time consultancy basis to support the staff at a time of great uncertainty. She later accepted the role of co-Manager responsible for staffing and operations. With the help of specialist recruitment agency Charity People, we set about recruiting a second co-Manager with responsibility for fund-raising and partnerships. It has been obvious for a number of years that the position of Manager carries too many responsibilities for a single full-time post, and our managers have been under considerable pressure to fulfil all their commitments. It is our intention to increase our overall management capacity as soon as funding allows.

Clinical supervision for the advice team was also reinstated and we held a professionally-supported Awayday for the whole team to promote well-being and rebuild resilience.

### **Activities**

#### ***Continuing impact of Covid***

At the start of the 2021/22 financial year, Covid restrictions and staff sickness led to repeated closures of our drop-in service and a return to remote activities. Additional work was involved in communicating these changes and supporting clients with limited digital skills to access on-line activities. More help was also needed by destitute clients as temporary, emergency Covid support ended.

Our clients typically have high levels of vaccine hesitancy. We therefore trained a freelance worker and volunteers to encourage take up of Covid vaccinations.

Face-to-face activities gradually resumed as restrictions were lifted, although we had to restrict numbers in some classes to maintain Covid safety. Other services continued to be delivered in hybrid form (face-to-face plus on-line) as a way of managing demand. By the end of the year, we were able to resume offering a full range of activities, appointments and other support services across Tuesdays, Wednesdays and Thursdays.

Working from home, without the usual support of the team, was stressful for staff. We responded by reinstating clinical supervision and planning a professionally-facilitated awayday focused on recovery

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and building resilience. Reflecting the turbulence following the end of the pandemic, we were unfortunately unsuccessful in appointing a part-time temporary Development Manager or a volunteer to develop our social media profile during the year.

During the year, Rainbow Haven was accredited as Real Living Wage employer.

### **Advice services**

Demand for advice increased considerably during the pandemic, partly because travel restrictions prevented people travelling to other advice providers. At one stage we were receiving over 100 enquiries a week. Most enquiries are about benefits, housing or involve signposting to other organisations; as the pandemic receded, former familiar problems such as Universal Credit claims/sanctions and housing problems/eviction threats re-emerged. We occasionally receive immigration-related enquiries, usually from people waiting for a Home Office interview.

To manage demand, we have continued to provide a hybrid service, which can be accessed at a drop-in session on Tuesdays and by phone on Wednesdays and Thursdays.

During the year we installed a new digital recording system – AIMS – to better capture the activities and outcomes of our advice service. Over the year we helped 1131 individuals; 40% were one-off enquiries and 60% involved repeat contacts. Two-thirds of clients had refugee status. By far the largest group of clients came from Eritrea; the remainder were from a wide range of Middle East, South Asian and African countries.

### **Family Reunion**

A considerable volume of advice work comes from our Family Reunion project, which we are delivering in partnership with Just Psychology and which launched in autumn 2021. Families who are separated as a result of migration often face difficulties with re-building and maintaining relationships after they are reunited. This can result in family breakdown, the involvement of social services, and the children being taken into the care system. We also have close links with Together Now that support our delivery of this work.

Together with our partners, we are providing preventative work aimed at families that have recently been reunited following separation as a result of their migration journeys. The project is aimed at parents and children who have been separated, and also at parents who have been separated and then reunited. The focus is on re-building previous relationships as well as new ones (e.g., for step parents and children who are meeting for the first time, and for children who were infants when their parents left). Additional to support for individual families, Rainbow Haven provides community drop-in sessions that offer support and activities for refugees, asylum seekers and vulnerable migrants.

### **Contingency Accommodation**

In partnership with Caritas and MRSN, we have continued to provide advice for asylum-seekers living in emergency hotel accommodation in South Manchester, mainly helping them to access legal and other forms of support. In just one three-month period we helped 84 individual hotel residents.

### **Volunteer programme**

We are only able to deliver many of our activities to so many people because of the massive contribution of our volunteers. Volunteering provides an opportunity to use existing skills, develop



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new ones and build confidence that helps with job searching. We held a Volunteer Information Day where we explained about our different volunteering roles, with a focus on recruiting new advice volunteers. We followed this up with training sessions on applying for Universal Credit and housing. The training was very well attended, and we now have a keen group of advice volunteers who are helping at the drop-in sessions and arranging their own appointments with clients.

Our volunteer team has grown from 29 to 38 over the past year, since we began coming out of the Coronavirus crisis. 76% of our volunteers are from refugee or asylum-seeking backgrounds, and most have stayed with us for over 6 months. Volunteers who started with very low-level English often begin college during their time with us, and continue to come and help at the drop-ins, building this in around their studies. Several others have left Rainbow Haven for paid work or work-related training.

### **Destitution support**

We provide food parcels for destitute clients through our partnership with FareShare: 697 food parcels were given out to 220 households. Through our partnerships with the Migrant Destitution Fund coalition, the British Red Cross, and via our own Hardship appeal fund, we distributed more than £14,700 to those in the greatest need through the reporting period. We work with people accessing this support to try and find ways out of destitution.

We have also served around 2500 hot meals during the times that we've been open on our weekly drop-in days.

### **Activities**

362 different people accessed our activities this past year, accessing a total of 417 sessions, a mixture of in-person and online.

As face-to-face activities resumed during the year, demand increased and we expanded our range of educational and wellbeing-related classes and groups. These have included volunteer-led English and Maths classes; a volunteer-supported Computer club; women-only dance, self-defence and yoga classes; Walking English; an Exploring Manchester programme and a gardening group. We've also had a Music and Art wellbeing class, an educational Art and English class, 4 Health and Vaccine fairs, a series of Covid chats, and a couple of focus groups.

One reason for the popularity of our English classes is our flexible and committed teachers; another is our crèche provision, which is hard to find elsewhere. We aim to offer one class per week to each beginner and to signpost learners to additional classes or college alongside ours. We have renewed our partnership with Talk English to share spare capacity. Our Computer Club is equally popular; learners acquire basic skills and increased confidence and volunteers are also encouraged to offer tips on their own IT specialism.

Yoga and dance classes, funded by This Girl Can, are highly praised by service users and volunteers. A typical comment after a yoga class was "I used to just stay at home, when I woke up I didn't feel like doing anything, now I feel my body is very light, I even go for a walk. This is why I always tell you, 'please extend the classes!'"

Our Mama and Baby group ran online at first, and then alternated online sessions with meetings in the local park until we reopened and resumed meeting in person. The group supports pregnant women and mothers of young babies who are often isolated to form friendships outside their language group and to find further opportunities to socialise.



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We have also started an Art Group and an Art and English session for people waiting to see an advice worker.

### **Workclub and employability support**

Preparing people who have refugee status to enter the job market is an important part of Rainbow Haven's activities. Volunteering, the Computer Club, and our English and Maths classes all contribute to this goal. In addition, we work closely with a partner organisation Refugees and Mentors, who run our Work Club. Between May 2021 and March 2022, 129 people were supported, mainly through group sessions; 13 people started volunteering; and 12 people entered employment. Refugees and Mentors also hosted a recruitment event with Morgan Sindall; 19 service users attended and most signed up for a wide range of job opportunities. Feedback from service users confirmed that they had greater knowledge of how to search for jobs; increased motivation; and greater confidence.

We were also able to offer one paid apprenticeship as a 'digital support project worker' to a service user who had excellent IT skills and could support clients in both English and Arabic. We are delighted that he was subsequently offered a good full-time job elsewhere.

### **Financial Review**

We began this financial year with healthy financial reserves; the emergency Covid funding that we had been able to access during the pandemic allowed more flexible and unrestricted funding streams to be held back, and we are grateful to those funders who allowed us flexibility in these unprecedented times. A successful partnership bid to the National Lottery Community Fund further strengthened this position and we look forward to contributing to the new StepChange initiative over the next three-and-a-half-year period. In addition to National Lottery funding, our work was supported by funding from Barrow Cadbury Trust, Manchester Work Club, Cinderella Fund, First 100 Days, The Tudor Trust, The Rayne Foundation, Our Manchester, The Oglesby Trust, British Red Cross, the Migration Exchange, This Girl Can, Manchester City Council and other small emergency grants.

Our thanks are due to a number of individuals who make regular donations and once again to our Anonymous donor, without whose continuing support we would have been unable to carry out the range of activities outlined elsewhere in this report.

However, trustees were aware that to maintain the long-term viability of the project, it was necessary to seek additional funding, in order to maintain service provision at current levels. Therefore, towards the end of the financial year we commissioned two freelance fundraisers to scope out potential sources of funding from charitable trusts and foundations and prepare grant applications.

The successful National Lottery Community Fund Stepchange bid has provided some financial stability until the end of the 2023-2024 financial year. However, the change at senior staff level and a shortfall in funding led to unanticipated extra expenditure on external fundraisers, recruitment and associated costs to get us through a potentially difficult transitional period. This led to a reduction in our reserves by the end of the financial year. Nevertheless, these remain at acceptable levels, and the efforts to increase our income by external fundraisers and our new management team have so far been very encouraging.

Income for the year ending 31 March 2022 was £334,917. Expenditure was £342,832. Restricted income for the year was £261,036 (2021 £297,029) and unrestricted income £73,881 (2021 £55,638). Unrestricted reserves at 31<sup>st</sup> March 2022 were £141,501 which met our reserves policy of 4 months future running costs.

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### **Investment powers and policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long-term investment.

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 31<sup>st</sup> March 2022 was £156,000 of which £155,760 are free reserves after allowing for funds tied up in tangible fixed assets.

Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately four months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to submit applications for grants and ensure that staffing, support and governance costs are covered.

The charity's main sources of income are grants and donations. The trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

### **Risk management**

The major risks to which the charity is exposed, ie loss of funding streams, are reviewed on a bi-monthly basis as part of the Treasurer's report to the board of trustees.

### **Plans for future periods**

The charity has for a number of years been successful in raising funds for an expanding range of services from charitable foundations and trusts, and it has renewed its efforts this year with significant success. Nevertheless, the total dependence on grant funding is a concern in these very uncertain times, and we shall be looking at ways to diversify our income sources.

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

The East Manchester Community Association is a company limited by guarantee governed by its Memorandum and Articles of Association dated 1<sup>st</sup> August 2008. It is registered as a charity with the Charity Commission and is constituted under a Trust Deed dated 1<sup>st</sup> August 2008.

### **Appointment of Trustees**

As set out in the Articles of Association, trustees are elected annually by members of the charitable company attending the Annual General Meeting and serve for a period of three years.

### **Trustee induction and training**

Trustee induction and training takes place following their appointment. This year we have introduced a Code of Conduct based on Nolan principles, that all Trustees are expected to adhere to. A (virtual) Board development session and an audit of Trustee skills/expertise were conducted during the year.



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### Organisation

The board of trustees administers the charity. The board normally meets bi-monthly. A manager is appointed by the trustees to manage the day-to-day operation of the charity. Trustees and senior staff regularly review key organisational policies such as safeguarding, data protection, equal opportunities and health and safety.

### Related parties and cooperation with other organisations

None of our trustees receives remuneration or any other benefit from their work with the charity. Any connection between a trustee or senior manager with any provider of services to the charity must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current financial year, no such related party transactions were reported.

### Reference and administrative information

Charity name: The East Manchester Community Association also known as TEMCA

Charity number: 1131060

Company registration number: 02044714

### Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purposes of charity law. The trustees and officers serving during the year and since the year end were as follows:

### Key management personnel: Trustees and Directors

#### Trustees

Mr K Affriye		(appointed November 2021)
Mr P Cassidy	Treasurer	(appointed November 2021, resigned May 2022)
Mr J Diatapakola		(appointed November 2021)
Professor C Glendinning	Chair	(appointed November 2021)
Ms C Maffia	Vice Chair	
Ms C Moore		(appointed November 2021, resigned July 2022)
Ms JB Mutombo		(appointed November 2021)
Rev. T Presswood		(appointed November 2021, resigned January 2022)
Ms S Skerratt	Secretary	(appointed November 2021, resigned July 2022)
Mr CB Taylor		
Mr AJ Tyrrell	Treasurer	
Rev. R Chow		(resigned November 2021)
Ms H Batchelor		(appointed May 2022)
Ms Anna Bennett		(appointed July 2022)

#### Manager

Ms Kate Percival (until 31 December 2021)

Ms Rachel Foakes (from 01 January 2022 on a consultancy basis, April to date as Co-Manager)

**THE EAST MANCHESTER COMMUNITY ASSOCIATION****Registered office**

St Pauls with St Johns United Reform Church  
113 Abbey Hey Lane  
Gorton  
Manchester  
M18 8TJ

**Independent Examiners**

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The Grange  
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Manchester  
M11 3TQ

**Bankers**

Cooperative Bank  
Balloon Street  
Manchester  
M60 4EP

Manchester Credit Union  
Ground Floor  
Queens Court  
24 Queen Street  
Manchester  
M2 5HX

Shawbrook Bank  
Lutea House  
Warley Hill Business Park  
The Drive  
Great Warley  
Brentwood  
Essex  
CM13 3BE



## THE EAST MANCHESTER COMMUNITY ASSOCIATION

### Trustees' responsibilities in relation to the financial statements

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

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2016. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Trustees.

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Professor C Glendinning

Chair

Date: 2<sup>nd</sup> December 2022

## **Independent examiner's report to the trustees of THE EAST MANCHESTER COMMUNITY ASSOCIATION**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2022, which are set out on pages 11 to 23.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

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

### **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
  - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA      *A. M. King*  
 Community Accountancy Service Ltd  
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 2<sup>nd</sup> December 2022



**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31 March 2022	Total Funds Year Ended 31 March 2021
	Further Details	£	£	£	£
<b>Income from:</b>					
Donations and legacies	(3)	81,889	-	81,889	43,077
Charitable Activities	(4)	41,363	211,036	252,399	309,100
Investment Income		629	-	629	490
<b>Total</b>		<b>123,881</b>	<b>211,036</b>	<b>334,917</b>	<b>352,667</b>
<b>Expenditure on:</b>					
Raising Funds	(5)	-	-	-	84
Charitable Activities	(5)	81,135	261,697	342,832	310,182
<b>Total</b>		<b>81,135</b>	<b>261,697</b>	<b>342,832</b>	<b>310,266</b>
<b>Net income/(expenditure)</b>		<b>42,746</b>	<b>(50,661)</b>	<b>(7,915)</b>	<b>42,401</b>
Transfers between funds	(14)	(136)	136	-	-
<b>Net movement in funds</b>		<b>42,610</b>	<b>(50,525)</b>	<b>(7,915)</b>	<b>42,401</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	(14)	143,585	69,796	213,381	170,980
<b>Total funds carried forward</b>	<b>(14)</b>	<b>186,195</b>	<b>19,271</b>	<b>205,466</b>	<b>213,381</b>

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

The notes on pages 14 to 23 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
<b>Fixed assets:</b>			
Tangible assets	(10)	1,899	2,662
Total fixed assets		<u>1,899</u>	<u>2,662</u>
<b>Current assets:</b>			
Debtors	(11)	6,759	11,089
Cash at Bank & in Hand		198,330	230,891
Total current assets		<u>205,089</u>	<u>241,980</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	(12)	1,522	31,261
Net current assets or liabilities		<u>203,567</u>	<u>210,719</u>
Total assets less current liabilities		205,466	213,381
<b>Total net assets or liabilities</b>		<u><u>205,466</u></u>	<u><u>213,381</u></u>
<b>The funds of the charity:</b>			
Restricted income funds	(14)	19,271	69,796
Unrestricted income funds	(14)	186,195	143,585
<b>Total charity funds</b>		<u><u>205,466</u></u>	<u><u>213,381</u></u>

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and 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.

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

Approved by the trustees on 2nd December 2022

----- Mr J Tyrrell      Treasurer

The notes on pages 14 to 23 form part of these accounts.



## Statement of Cash Flows for the year ending 31 March 2022

## Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Net movement in funds	(7,915)	42,401
Add back depreciation	1,795	1,452
Deduct investment income	(629)	(490)
Decrease/(increase) in debtors	4,330	(10,113)
Increase/(decrease) in creditors	(29,739)	27,999
<b>Net cash used in operating activities</b>	<b>(32,158)</b>	<b>61,249</b>
<b>Cash flows from investment activities:</b>		
Interest	629	490
Purchase of fixed assets	(1,032)	(3,634)
<b>Net cash provided by investing activities</b>	<b>(403)</b>	<b>(3,144)</b>
Increase/(decrease) in cash and cash equivalents during the year	(32,561)	58,105
Cash and cash equivalents brought forward	230,891	172,786
<b>Cash and cash equivalents carried forward</b>	<b>198,330</b>	<b>230,891</b>

## Notes to the accounts

**1. Accounting policies****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 18 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 14.

**(c) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**(d) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of cost.

The allocation of support and governance costs is analysed in note 6.

**(g) Costs of raising funds**

The costs of raising funds consists of advertising and marketing.

**(h) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 5.



**(i) Tangible fixed assets and depreciation**

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Fixtures, Fittings and Equipment	20% on cost

**(j) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

**(k) Pensions**

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

**(l) Debtors**

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

**(m) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**2. Related party transactions and trustees' expenses and remuneration**

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2021: £nil). Expenses paid to the trustees in the year totalled £nil (2021: £105).

**3. Donations and Legacies**

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2021 £
Donations & Gift Aid	31,889	-	31,889	18,077
Anonymous	50,000	-	50,000	25,000
	<u>81,889</u>	<u>-</u>	<u>81,889</u>	<u>43,077</u>

Previous reporting period

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £
Donations & Gift Aid	18,077	-	18,077
Anonymous	-	25,000	25,000
	<u>18,077</u>	<u>25,000</u>	<u>43,077</u>

## 4. Income from charitable activities

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2021 £
Destitution Support	20,059	-	20,059	20,976
Covid Harship Fund	-	-	-	180
Manchester City Council	3,000	-	3,000	-
Migrant Destitution Fund	1,170	-	1,170	5,910
Service Income	4,144	-	4,144	6,160
Just Psychology Income	4,500	-	4,500	3,750
Student Placement Fees	8,490	-	8,490	1,545
Restricted grants:				
Big Lottery Fund (British Red Cross) (2)	-	-	-	19,486
Big Lottery Fund (British Red Cross) (3)	-	-	-	69,715
Cinderella Fund	-	681	681	-
HMRC CVJRS Grants	-	5,228	5,228	10,780
Community Justice Fund	-	-	-	20,000
Manchester Active	-	6,348	6,348	-
Manchester City Council First 1000 Days	-	51,000	51,000	49,000
Manchester City Council CV WB Fund	-	5,750	5,750	5,000
Manchester Work Club	-	12,200	12,200	-
Our Manchester	-	20,000	20,000	20,000
Medical Foundation	-	-	-	1,000
Greater Manchester Mental Health	-	-	-	490
North Manchester	-	-	-	2,300
Refugee Action	-	109,729	109,729	30,000
Soil Association	-	-	-	1,000
We Love Manchester	-	-	-	1,140
Restricted charitable foundations:				
Rayne Trust Covid Hardship Fund	-	-	-	1,000
Rayne Trust	-	-	-	4,000
The Barrow Cadbury Trust	-	100	100	26,800
Tudor Trust	-	-	-	2,000
Oglesby Trust	-	-	-	6,868
	41,363	211,036	252,399	309,100

## 4. Income from charitable activities

Previous reporting period

	Unrestricted	Restricted	Total Funds
	Year Ended 31	Year Ended	Year Ended
	March 2021	31 March	31 March
	£	£	£
Destitution Support	20,976	-	20,976
Covid Harship Fund	180	-	180
Migrant Destitution Fund	5,910	-	5,910
Service Income	6,160	-	6,160
Just Psychology Income	-	3,750	3,750
Student Placement Fees	1,545	-	1,545
Restricted grants:			
Big Lottery Fund (British Red Cross) (2)	-	19,486	19,486
Big Lottery Fund (British Red Cross) (3)	-	69,715	69,715
HMRC CVJRS Grants	-	10,780	10,780
Community Justice Fund	-	20,000	20,000
Manchester City Council First 1000 Days	-	49,000	49,000
Manchester City Council CV WB Fund	-	5,000	5,000
Our Manchester	-	20,000	20,000
Medical Foundation	-	1,000	1,000
Greater Manchester Mental Health	-	490	490
North Manchester	2,300	-	2,300
Refugee Action	-	30,000	30,000
Soil Association	-	1,000	1,000
We Love Manchester	-	1,140	1,140
Restricted charitable foundations:			
Rayne Trust Covid Hardship Fund	-	1,000	1,000
Rayne Trust	-	4,000	4,000
The Barrow Cadbury Trust	-	26,800	26,800
Tudor Trust	-	2,000	2,000
Oglesby Trust	-	6,868	6,868
	37,071	272,029	309,100



## 5. Expenditure

	Asylum Seeker and Refugee Support £	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
<b>Expenditure on raising funds:</b>			
Advertising and marketing	-	-	84
	-	-	84
<b>Expenditure on charitable activities:</b>			
Employment Costs	199,554	199,554	200,534
Recruitment	1,800	1,800	-
Training	981	981	361
Computer Costs	3,769	3,769	2,559
Activity Costs	37,857	37,857	6,425
Subcontracted Services	26,829	26,829	-
Course Leaders	-	-	8,329
Staff Supervision	480	480	420
Volunteer Expenses	5,318	5,318	4,443
Covid-19 Harship Costs	-	-	12,264
Project Costs	-	-	18,557
Bank Charges	46	46	1
Travel Expenses	184	184	190
Destitution Costs	30,316	30,316	27,597
Repairs and Renewals	120	120	8,276
Subscriptions	317	317	-
Minor Equipment	3,712	3,712	2,156
Telephone	3,610	3,610	3,701
Rent, Rates and Water	10,300	10,300	6,750
Insurance	1,086	1,086	864
Governance and Support Costs	12,335	12,335	2,256
Post, Printing & Stationery	2,423	2,423	3,047
Depreciation	1,795	1,795	1,452
	342,832	342,832	310,182
	342,832	342,832	310,266
Restricted funds		261,697	248,805
Unrestricted funds		81,135	61,461
		342,832	310,266

**6. Analysis of expenditure on charitable activities**

As per note 5.

**7. Allocation of governance and support costs**

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total 2022	Basis of apportionment
Accountancy Fees	-	990	990	type of cost
Consultancy	9,300	-	9,300	type of cost
Payroll Bureau Fees	1,670	-	1,670	type of cost
Trustee Expenses	-	-	-	type of cost
Penalties	375	-	375	type of cost
	<u>11,345</u>	<u>990</u>	<u>12,335</u>	

	General Support	Governance	Total 2021	Basis of apportionment
Accountancy Fees	-	960	960	type of cost
Payroll Bureau Fees	1,045	-	1,045	type of cost
Trustee Expenses	-	105	105	type of cost
Management Expenses	146	-	146	type of cost
	<u>1,191</u>	<u>1,065</u>	<u>2,256</u>	

**8. Analysis of staff costs**

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Wages and Salaries	179,594	181,193
Redundancy	-	-
Social Security Costs	4,888	10,581
Pension Costs	15,072	8,760
	<u>199,554</u>	<u>200,534</u>
Charitable activities	199,554	200,534
Support costs	-	-
	<u>199,554</u>	<u>200,534</u>

The average number of employees during the year was 9, FTE 7 (previous year: 9, FTE 6.4).

The charity considers its key management personnel comprises the trustees and Business and Development Manager. The total employment benefits, including employer pension contributions of the key management personnel were £26,161 (previous year: £38,703), No employee has benefits in excess of £60,000 (previous year: none).

Staff costs do not include a value of the work undertaken by our 39 volunteers, of whom approximately 80% have been asylum seekers themselves.

**9. Independent Examiner Fees**

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Independent examination fees	990	960
Taxation Services	-	-
	<u>990</u>	<u>960</u>

**10. Tangible Fixed Assets**

	Computer Equipment	Fixtures, Fittings and Equipment	Total
Cost	£	£	£
At 1 April 2021	6,995	2,693	9,688
Additions	1,032	-	1,032
At 31 March 2022	8,027	2,693	10,720
<b>Depreciation</b>			
At 1 April 2021	4,333	2,693	7,026
Charge for Year	1,795	-	1,795
At 31 March 2022	6,128	2,693	8,821
<b>NET BOOK VALUE</b>			
At 31 March 2022	1,899	-	1,899
At 31 March 2021	2,662	-	2,662

**11. Analysis of debtors**

	2022	2021
	£	£
Debtors	4,975	9,380
Prepayments	1,265	1,190
Other debtors	519	519
	6,759	11,089

Debtors and prepayments related to restricted funds £1,265 (2021: £9,891) and unrestricted funds £5,494 (2021: £1,198).

**12. Creditors: amounts falling due within one year**

	2022	2021
	£	£
Creditors	8	17
Overspent Cash	375	-
Short-term compensated absences (holiday pay)	-	5,103
Other creditors and accruals	1,050	1,052
Deferred income	-	25,000
Taxation and social security costs	89	89
	1,522	31,261

**13. Deferred income**

Deferred income comprised unspent donations carried forward with the consent of the funder.

Balance as at 1 April 2021	25,000
Amount released to income earned from charitable activities	(25,000)
Amount deferred in year	-
Balance at 31 March 2022	-



## 14. Analysis of charitable funds

## Analysis of movements in unrestricted funds

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
General Fund	113,390	123,881	(81,135)	(136)	156,000
Designated Fund	30,195	-	-	-	30,195
	143,585	123,881	(81,135)	(136)	186,195

## Previous reporting period

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
General Fund	98,117	55,638	(41,461)	1,096	113,390
Designated Fund	30,000	-	-	195	30,195
	128,117	55,638	(41,461)	1,291	143,585

## Name of unrestricted fund:

General Fund

Designated Fund

## Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

For future redundancy costs

## Analysis of movements in restricted funds

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Anonymous	25,000	-	(25,000)	-	-
Cinderella Fund	-	681	(681)	-	-
HMRC CVJRS Grants	-	5,228	(5,228)	-	-
Manchester Active	-	6,348	(5,942)	-	406
Manchester City Council First 1000 Days	9,353	51,000	(49,022)	-	11,331
Manchester City Council CV WB Fund	5,000	5,750	(10,302)	-	448
Manchester Work Club	-	12,200	(12,200)	-	-
Our Manchester	(105)	20,000	(19,878)	-	17
Greater Manchester Mental Health	1,587	-	-	-	1,587
NSCCT	4,183	-	(4,168)	-	15
Refugee Action	-	109,729	(108,483)	-	1,246
Soil Association	209	-	-	-	209
Rayne Trust	4,000	-	(4,000)	-	-
The Barrow Cadbury Trust	6,594	100	(6,657)	-	37
Tudor Trust	1,791	-	(1,927)	136	-
Oglesby Trust	6,569	-	(6,569)	-	-
Big Lottery Fund (British Red Cross) (3)	1,507	-	(1,072)	-	435
Big Lottery Fund (British Red Cross) (2)	4,108	-	(568)	-	3,540
	69,796	211,036	(261,697)	136	19,271

## 14. Analysis of charitable funds

## Analysis of movements in restricted funds

Previous reporting period

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Choir	559	-	(559)	-	-
Anonymous	-	25,000	-	-	25,000
Just Psychology	-	3,750	(3,750)	-	-
HMRC CVJRS Grants	-	10,780	(10,780)	-	-
Community Justice Fund	-	20,000	(20,000)	-	-
Manchester City Council First 1000 Days	-	49,000	(39,647)	-	9,353
Manchester City Council CV WB Fund	-	5,000	-	-	5,000
Our Manchester	-	20,000	(20,105)	-	(105)
Medical Foundation	-	1,000	(1,000)	-	-
NHS Manchester CCG	2,399	-	(2,399)	-	-
Greater Manchester Mental Health	1,580	490	(483)	-	1,587
NSCCT	14,800	-	(10,617)	-	4,183
Refugee Action	-	30,000	(30,000)	-	-
Soil Association	-	1,000	(791)	-	209
We Love Manchester	-	1,140	(1,144)	4	-
Lloyds TSB	10,888	-	(10,891)	3	-
Rayne Trust Covid Hardship Fund	-	1,000	(7,763)	6,763	-
Rayne Trust	-	4,000	-	-	4,000
The Barrow Cadbury Trust	-	26,800	(20,206)	-	6,594
Tudor Trust	7,562	2,000	(7,771)	-	1,791
Morrison Foundation	17	-	(17)	-	-
Oglesby Trust	4,043	6,868	(4,342)	-	6,569
Manchester City Council Food Poverty	173	-	(173)	-	-
Restricted Donation from PJ's	842	-	(842)	-	-
Big Lottery Fund (British Red Cross) (3)	-	69,715	(68,208)	-	1,507
Big Lottery Fund (British Red Cross) (2)	-	19,486	(7,317)	(8,061)	4,108
	42,863	297,029	(268,805)	(1,291)	69,796

The transfer from Big Lottery Fund (British Red Cross) (2) is to correct the opening balance at 01.04.20.

## Name of restricted fund:

## Description, nature and purpose of the fund

Anonymous	for core costs
Cinderella Fund	for individual support for a mother within Mama and Baby Group
HMRC CVJRS Grants	for salaries
Manchester Active	for women's sports, mindfulness and ESOL
Manchester City Council First 1000 Days	for Early Years support project
Manchester City Council CV WB Fund	for Covid recovery wellbeing project
Manchester Work Club	for employability support
Our Manchester	for contribution to core costs
Greater Manchester Mental Health	for support and group work for new mothers
NSCCT	for health and mental wellbeing support and casework
Refugee Action	for advice service salaries
Soil Association	for food poverty support
Rayne Trust	for core costs re Covid response poverty
The Barrow Cadbury Trust	for Covid Wellbeing programme
Tudor Trust	for salaries
Oglesby Trust	for digital access and IT skills workshops
Big Lottery Fund (British Red Cross) (3)	for salaries and Covid response project costs
Big Lottery Fund (British Red Cross) (2)	for salaries, travel, training, general running costs and overheads

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

	Unrestricted funds	Designated funds	Restricted funds	Total 2022
	£	£	£	£
Tangible fixed assets	240	-	1,659	1,899
Cash at bank and in hand	151,728	30,195	16,407	198,330
Other net current assets/(liabilities)	4,032	-	1,205	5,237
<b>Total</b>	<b>156,000</b>	<b>30,195</b>	<b>19,271</b>	<b>205,466</b>

## Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2021
	£	£	£	£
Tangible fixed assets	-	-	2,662	2,662
Cash at bank and in hand	141,755	30,195	58,941	230,891
Other net current assets/(liabilities)	(28,365)	-	8,193	(20,172)
<b>Total</b>	<b>113,390</b>	<b>30,195</b>	<b>69,796</b>	<b>213,381</b>

**16. Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.