



Million Minutes

Trustees Report and Financial Statements

Year ending 31 August 2020

Charity number 1140079

Million Minutes
Directors/Trustees Report
For the year ending 31st August 2020

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Million Minutes

Trustees Report

For the year ending 31st August 2020

1. Legal structure of the Charity

The Charity's legal name is Million Minutes.

Million Minutes is registered in England and Wales with charity number 1140079.

On the 26th March 2019 Million Minutes became a Charitable Incorporated Organisation under Charity Commission supervision. Its governing document is its constitution.

The registered office of the Charity is 604a Commercial Road, London E14 7HS. **The principle operating address** is Romero House, 55 Westminster Bridge Road, London, SE1 7JB,

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

- Stephen Davies
- Ewan Day-Collins
- Pauline Lee
- Anita Motha (appointed 13 May 2020)
- Anna Fraine (appointed 13 May 2020)
- Nina Mattiello Azadeh (appointed 11 March 2021)
- Fr Ryan Service (appointed 11 March 2021)

The Directors/Trustees in office during the year were:

- Holly Bowman (term expired 13 May 2020)
- Stephen Davies
- Ewan Day-Collins
- Daniel Hale (term expired 31 March 2020)
- Pauline Lee
- Nicoletta Pisa (term expired 14 January 2021)
- Anna Fraine (appointed 13 May 2020)
- Anita Motha (appointed 13 May 2020)

2. The Need for Million Minutes:

Million Minutes' charitable purpose is 'to support and advance in life and relieve needs of young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals, consistent with the social teaching of the Roman Catholic Church'.

Million Minutes works to create a world and a Church where all young people have a life of dignity and are recognised as having something to contribute. We help to achieve this by advocating for the Church to include all young people and by using Catholic Social Teaching (CST) to inspire social action. This helps to build the "broad and flexible" youth ministry envisioned by Pope Francis in his letter, which "goes to those places where real young people are active, and fosters the natural leadership qualities and the charisms sown by the Holy Spirit", to work for the good of all, especially the "poor and vulnerable" (Christus Vivit #230-237).

3. Engaging, supporting and equipping

Our reporting year included six months prior to the Covid-19 pandemic and subsequent lockdown(s). However, in our work prior to the pandemic as well as our refreshed strategic direction, our main achievements of the year have included:

- Engaging, supporting and equipping youth ministers and chaplains through this crisis
- Producing resources including the widely acclaimed 'Alone [Together]' website
- Accompanying young adult leaders to consider their own response
- A training programme for parishes and local Catholic communities to adapt and plan
- Developing a long-term strategy to support youth accompaniment in the new context

We remain committed to accompanying up to five parishes each year to become 'beacons' for the Church, exemplifying Pope Francis' call for a 'broad and flexible youth ministry' looking outside parish walls.

3.1 Courtyard

Courtyard is a model for local Catholic youth work, equipping parishes to work with young people at risk of social exclusion – no matter their faith – creating a ‘courtyard’ of welcome and purpose. The project equips parishioners to reach out and accompany local young people at risk of ‘falling through the gaps’, inviting them to discover and share their gifts. Courtyard enables them to develop a sense of purpose in their lives, facilitated through the Church. Million Minutes facilitated a day’s training for an east London parish in Brentwood Diocese in October 2019, as well as volunteers from existing Westminster parishes actively seeking further support.

The decision was then taken by the Board to encompass Courtyard into the wider emerging vision, where Million Minutes aims to inspire 40-60 parishes over the next three years to widen their youth ministry to include outreach beyond the parish walls. We hope to work with up to 15 of these parishes in a more intense way.

3.2 Providing Grants

Million Minutes raises money and supports youth action and advocacy activities that give voice and support to young people to transform their lives and their world, inspired by Catholic social teaching.

Grants are for new or existing projects which support youth-led action and advocacy activities that give voice and support to young people (aged up to 25 years old) to transform their lives and their world, consistent with the principles of the social teaching of the Catholic Church. These include the promotion of the dignity and equality of each human person through:

- the call to participation and community
- a preferential option for the poor
- the dignity and rights of workers
- solidarity among peoples
- the promotion of peace
- care for the Earth

Over the past year, funding grants were awarded to projects that enabled:

- The purchase of a website domain to give practical support to students experiencing unplanned pregnancy (Pregnant at Uni, 2019)
- Set-up of a social enterprise project in Newham (Your Life, More Life, 2020)
- Support for a student to design and create a ‘hangie’ to make it safer for vulnerable people to travel on public transport during the COVID-19 pandemic (St Edmund’s College, 2020)
- Advent of a youth led social justice podcast (Tom Allen, 2020)
- Support those from disadvantaged communities especially in the case of lockdown (Andrew Robinson Young People’s Trust, 2020)
- Well-being gardening activities (St John Bosco College, Battersea, Young Gardeners’ Club, 2020)

All of the projects are genuinely youth led and contribute to positive social change in local communities across England and Wales.

3.3 Celebrating Young People Awards Alumni

Building on five years of Celebrating Young People Awards, and a growing number of recipients and supporters, including over 1000 young people, we had our first residential event for alumni of the four awards in November, 22-23rd, in the run up to National Youth Sunday. Fifteen young adults (alumni) were joined by Catholics who work for the Columbians, Jesuit Refugee Service UK and Pax Christi, who each led interactive sessions on social justice and action and Catholic Social Teaching. Out of this alumni event came a ‘core’ group that has continued to meet regularly throughout the year, meeting weekly during the initial lockdown of the pandemic.

3.4 siLENT

SiLENT continues to be our main community fundraising event. The work continued in 2020, though at a much-reduced scale due to the coronavirus pandemic with young people and adults from schools, religious communities and parishes keeping silent in a 40-day relay across the days of Lent. This SiLENT we secured 857,150 minutes of deafening silence from over 3,200 participants, speaking up for voiceless young people and those overlooked in society. In the changed context following the crisis, we took the opportunity to change emphasis, and focused on how we can resource our community with meditation, prayer and times for silent reflection during this time of social distancing (millionminutes.org/silence/social-distancing). A reduced amount of money was still raised (about £700), which will be used to support youth led projects.

4. Engagement: youth work and social action

Using blogging, social and traditional media, our engagement work has had a strong impact on Million Minutes' mission. We now have 2381 social media followers across Facebook, Twitter and Instagram.

Having two Engagement Officers has enabled Million Minutes to reach further into communities, through events, visits and talks, and to hold key relationships with parishes and schools who greatly support the charity through fundraising and advocating for our vision. Visits throughout the reporting period, across several dioceses and to grant awardees, has encouraged and supported the development of youth work, reaching a broader range of young people and encouraging them to engage in social action.

Million Minutes of Change continued to be one of our key themes and campaigns over the past year, encouraging groups and individuals to create social action projects in their local communities to create positive change. The dedicated area of the website has provided visitors with quick ideas for projects, as well as tools to discern bespoke action for their area, and to delve into detail of how Catholic social teaching principles can inspire change. So far, 419,160 minutes of social action from 2,332 participants have already been pledged thanks to the work of the Engagement Officers. By advocating for positive change through social action projects Million Minutes continues to show society just how valuable young people are.

5. Our changed plans and revised strategy following Covid-19

25th March 2020 was the first anniversary of Pope Francis' letter, 'Christus Vivit', in which he presented his vision for young people. We had been preparing to launch a significant campaign – "It's time for Young People" – calling the Church to make young people a priority. This vision was identified from the synod on the youth and subsequent document, Christus Vivit. It encourages the whole Church to embrace the call of Pope Francis:

To give real time to accompany young people in the midst of their lives. To come alongside them, in real proximity to them and, with a heart of mercy, to accept and love them with no expectation of return. In this context we seek to incarnate the kerygma, proclaiming the Christ who lives and who loves them. And we show them that the Church is with them and for them. From this flows the foundation to offer young people community and to help them to discern their place in the world – their mission in life.

In the context of the coronavirus situation, we adapted quickly and tailored the vision to establish how the Church can come alongside our young people - and those we don't yet reach - when we cannot be face-to-face with them.

5.1 Engaging, supporting and equipping youth ministers and chaplains through this crisis

Million Minutes' work scaled up throughout the pandemic, bringing together youth workers, youth ministers, priests, Religious, teachers and school chaplains and ministers for Zoom conferences twice a week. The work helped place the charity as the hub/central to the youth work community, being at service to the Church, innovating new approaches and working out some possible routes forward for the Church, in a Covid and post-Covid context.

Throughout the first four months of the pandemic, we engaged with 130+ people, including youth ministers and chaplains, providing them with over 17,000 minutes of support and advice. With many senior leaders engaging with the sessions, our reach and credibility was increased, which has laid the foundations for our wider engagement strategy to identify local parishes to work with (working through Diocesan leaders etc).

Feedback from participants included:

Michele Harrison, school chaplain, St John the Baptist School, Woking: "I am so grateful to Million Minutes for creating the space for these conversations and the way it has brought people together in all sorts of roles within youth work. I appreciate Million Minutes daring to ask difficult questions and the ability to think outside the box and always looking for new and innovative ideas moving forward, while remaining rooted in the Gospel as the reason for everything they do."

Parish youth worker: "The conversations have given me the confidence to restart my youth groups online. Our parish youth ministry is back up and running at full capacity!"

5.2 Online training: A training programme for parishes and local Catholic communities to adapt and plan

We then turned our attention to providing online training. A six-week intense online training programme for parishes and local Catholic communities, to adapt and plan their future youth ministry, engaged 39 parish volunteers, youth ministers, diocesan directors and chaplains – providing over 25,000 minutes of training.

The 'Extending your youth ministry' programme was designed to enable local Catholic communities to recognise, celebrate and build on how they are ministering to young people – within and beyond the visible community. It enabled them to lay the foundations for effective pastoral plans as the Church re-engages with young people 'face-to-face', post lock-down. Take up was higher than expected so we ran two streams of the sessions to ensure everyone could participate - one in the evening and one during the day with people across the UK and Ireland. Details can be seen here: millionminutes.org/online-training

5.3 Young Adult Leaders: Accompanying young adult leaders to consider their own response

Between April and May, we provided twelve online 'formation' sessions for 13 of our Celebrating Young People Awards young adults alumni (aged 16-25). In collaboration with a colleague at the Columbians, we heard the anxieties, experiences and ideas of our young adults, and offered them rich experiences with guest speakers (e.g. exploring food poverty in the current crisis with one of the Directors at the Trussell Trust, connecting with a Priest Psychologist in Nairobi to explore wellbeing, climate campaigners, religious activists, and many more).

They were also keen to draw on one another's experiences, stories and motivations, forming one another in faith and action. This was an effective next step to the residential we had for 8 young adults in November 2019, bringing them together to support one another and imagine how they can play a part in shaping our society and world in the months and years ahead.

The young people have generated ideas and resources (also contributing to the 'Prepare the Future' resource mentioned below). You can see the resources emerging from these conversations here: millionminutes.org/alumni-network-conversation-resources

We have also begun to offer spiritual accompaniment to some of the young people seeking to explore their life and faith further, partnering them with experienced adult accompaniers.

Feedback from participants:

"A massive thank you for hosting these sessions. They've been the highlight of my week and I'm so happy you asked me to be involved!" - Tom (18 years old, Diocese of Leeds)

"Thank you for everything over the last few months! I've absolutely loved it!" - Ella (16 years old, Diocese of Lancaster)

"It helped me explore the deepest part of my soul, and what makes me tick. This Pandemic has encouraged me to turn to my faith."

"This time has made me feel heard and acknowledged."

6. Producing & Disseminating resources

Alone [Together]

In the wake of a national lockdown, Million Minutes helped to produce 'Alone[Together]' in partnership with the Centre for Television and Communication (CTVC) and with the support of our champion, Abbot Christopher Jamison OSB, providing resources on loneliness and social-distancing (www.alonetogether.org.uk). We know that this has been gratefully received by many of the people we work directly with (youth ministers and school chaplains). It has also had coverage in the Guardian, on BBC local radio and BBC Radio Four. The reach has been global with repeat website visits from across Europe, America, Africa and Australia. We have had over 40,000 visits with over 20,000 unique visits. We also know that nearly 50% of the users are under the age of 40 so we see how Million Minutes' collaboration has impacted on the reach of the resources.

Prepare the Future

As Pope Francis set up the Vatican Covid-19 Commission, he called Catholics to "not prepare for the future, let us prepare the future". In conjunction with the Columbians and with representatives from Dioceses from around England, Million Minutes created a 12-unit 'themed' resource to help young people 'build back better', following requests from school chaplains and youth ministers.

This has addressed two emerging challenges: the concern that our schools will seek to 'get back to normal' and not allow young people to process the loss and trauma they have been through; the unique opportunity this time offers for young people to 'build back better'. How do we ensure young people are supported to prepare the future they wish to see, to be the leaders of a renewed way of approaching our shared life? These resources have been made available to be used in a variety of ways - on social media, in shared worship, in form groups, parish groups, online and offline. The promotional materials reached 1,300 views across social media and the resource has been downloaded over 130 times, and is even being used by a Columbian in Myanmar as the basis of English conversation sessions with university students.

7. Celebrating

Launch of a new local awards scheme: The Blessed Pier Giorgio Frassati Award

Through our online conversations with priests, chaplains, youth workers, etc., we have been inspired by the stories of young people who are making the most out of this situation. There are young people who are promoting better mental well-being, creating scrubs, delivering food to our frontline workers, setting up social distanced youth activities in their local communities and much more. We are inspired by these efforts and want to recognise and celebrate those young people who are doing amazing things and ultimately contributing to the common good. Building on our successful 'Celebrating Young People Awards', in May we launched the Blessed Pier Giorgio Award, supported by Cardinal Nichols, to recognise the ordinary yet amazing actions of our young people from across England and Wales.

Two awardees of the Blessed Pier Giorgio Frassati Award have been Summer (16) and Wynter McNamee (14) from the Kentish Town parish in North London, who are active changemakers, always speaking out for the vulnerable and those more in need. During COVID-19 they initiated a new campaign fundraiser titled STEM Forward, the aim of which is to be able to close the gaps that prevent girls from accessing technology to do their home learning during this time.

8. Proximity

Our project 'Proximity' is setting the standard of what good accompaniment for young people looks like, based on original research, Papal encyclicals, and Scripture – so that, in the words of the Pope Francis, we may truly be in 'proximity' with today's youth.

The community has an important role in the accompaniment of young people; it should feel collectively responsible for accepting, motivating, encouraging and challenging them. All should regard young people with understanding, appreciation and affection, and avoid constantly judging them or demanding of them a perfection beyond their years. (Pope Francis, *Christus Vivit*, 243)

Proximity will run in three phases:

- i) **Research:** Seeking insight from a wide range of ways of accompanying young people, both within and beyond Church settings.
- ii) **Development:** We have been coming together to explore this learning, developing approaches and resources & considering how to share this vision of an 'art of accompaniment'.
- iii) **Supporting and equipping:** We will then spread the vision and practical tools to extend and equip the Church's mission to young people.

The initiative is hosted by Million Minutes with the support of the Jesuits in Britain, the English Benedictine Congregation and Synod Fruits. Proximity is a means to develop the core strategy of Million Minutes, furthering our vision and helping us to engage parishes and local Catholic communities. It will also be a means to create concrete tools for accompanying young people in the parishes where we will work.

Looking forwards to our tenth anniversary year in 2021, we remain committed to accompany up to five parishes each year to become 'beacons' for the Church. Despite Covid, we have secure financial stability for the next 12-18 months go implement our strategy and extend our work.

9. New Director

To help bring our ambitious plans to light, we recruited our first full-time Director, who took up post on 3 August 2020. Daisy Srblin – joining us from her role as Senior Advocacy Adviser at Christian Aid – arrived at a time of Million Minutes expanding its networks and relationships. Our work thus far has provided solid foundations for when we 're-emerge' to face-to-face ministry. In the rapidly changing context, we believe we are able to focus quickly on how we can most effectively help to develop the 'board and flexible' vision for the Church's mission to young people.

10. Delivering public benefit

In planning our activities this year the Trustees have given consideration to the duties set out in section 17(5) of the Charities Act 2011 to have due regard for public benefit guidance published by the Charity Commission. The objects of the charity are for public benefit:

To advance in life and relieve needs of young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals, consistent with the social teaching of the Roman Catholic Church.

The social teaching of the Roman Catholic Church proposes the following principles, which Million Minutes takes as our framework for action, for the good of all young people, of all faiths and none:

- The dignity and equality of each human person: Every human being is seen as equal.
- The call to participation and community: All of us are called to participate, to join in, to work alongside others for the common good of all.
- A preferential option for the poor: It is not enough simply to think of those living in poverty and try to help them. We must enable those living in poverty to play a full, active role in society.
- The dignity and rights of workers: Human beings are not merely a commodity, a tool as part of a process to make things. We deserve a fair wage and proper working conditions.
- Solidarity among peoples and the promotion of peace: We are called to live honestly with one another, working together in love for the good of all. This is what will lead to true peace.
- Care for the earth: Our treatment of the earth has repercussions for animals, for ourselves now, and for generations to come. We need to treat the earth with respect.

We seek to live by this framework in all of our activity. We support young people to put them into practice. We celebrate where we see them lived out. We reach out to those in need of experiencing these in action.

10. Governance

Over the course of the reporting period and during the final months of 2020 we have been actively seeking new Trustees so that the original founding trustees can all complete their terms of office, with a completely refreshed Board as part of our 10th anniversary year. Part of this process was to replace the Chair, who, although was not the first Chair, was one of the founding trustees and was succeeded in early 2021. We have undertaken a process of review and board appraisal, and there is a Trustee Induction programme in place. In selecting Trustees the Board pays regard to the balance of skills and experience required on the Board, the need for capacity to develop the charity, the need for continuity, and the beneficiaries the charity seeks to serve.

10.2 Risk Management


The Trustees have conducted a review of the major risks to which the charity is exposed. These risks are monitored throughout the year and updated annually. A risk register is used to support this. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces, and the management of risks are owned by the appropriate personnel. Different risks are assessed by the most appropriate people: the full Board, Trustee subgroups or the Director. Regardless of who manages the risk, all risks are regularly reported to the full Board, with key risks assessed at each meeting.

10.3 Reserves Policy

Million Minutes receives funding for specific activities, which are restricted funds – these cannot be used for expenditure on other purposes. The 'general reserves' are the unspent unrestricted funds of the charity. Million Minutes' general reserve is held in cash or short-term assets such as debtors. The general reserve is therefore the free reserves of the charity, also termed the 'unrestricted funds' in the charity's balance sheet.

The Board of Trustees assess the level of general reserve needed by looking forward and considering the risks to our funding balanced against our expenditure commitments. As we currently have no already committed expenditure for which we are seeking funding, the trustees have determined that we should hold a general reserve equivalent to two months expenditure, to fund any unexpected cash flow issues or unexpected expenditure.

The policy and level of reserves is reviewed annually by the Board.

DocuSigned by:

BF9A9124F2C44B8...

Ewan Day-Collins

Chair of the Board of Trustees. Signed on behalf of the Board of Trustees

Date 17/05/2021

The statements appear in the format required by the Statement of Recommended Practice, Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with FRS1 02.

Million Minutes
Charity Number 1140079

Independent Examiner's Report on the Accounts

For the year ending 31st August 2020

I report to the trustees on my examination of the receipts and payments accounts of the charity for the year ended 31 August 2020 which are set out on pages 3 - 22 in the accounts.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND EXAMINER

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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



Louisa Burton

University of Portsmouth
Richmond Building
Portland Street
PO1 3DE

07/04/2021

Million Minutes

Statement of financial activities as at 31st August 2020

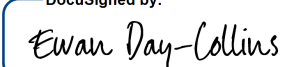
	Note	Unrestricted funds	Restricted funds	Total funds	Prior period Total Funds
Income and endowments from:					
Donations and legacies	3	1,982	0	1,982	7,972
Charitable activities	4	0	81,625	81,625	75,245
Other trading activities				0	0
Investments	5	102		102	63
Other				0	0
Total Income		2,084	81,625	83,709	83,281
Expenditure on:					
Raising funds		0	0	0	0
Charitable activities	6	620	75,725	76,346	92,296
Other		2,765	164	2,929	3,576
Total Expenditure		3,385	75,889	79,274	95,872
Net income/(expenditure) and net movement in funds for the year		(1,301)	5,736	4,435	(12,591)
Movements in funds		(8,251)	8,251	0	0
Net movement in funds	8	(9,552)	13,987	4,435	(12,591)
Reconciliation of funds:					
Total funds brought forward		47,268	48,857	96,125	108,716
Total funds carried forward		37,716	62,844	100,560	96,125

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Statement of Financial Position as at 31st August 2020

	Note	Total funds	Prior year funds
Fixed assets:			
Tangible assets	13	1,767	50
Total fixed assets		<u>1,767</u>	<u>50</u>
Current assets:			
Debtors	15	851	736
Cash at bank and in hand		101,122	98,790
Total current assets		<u>101,974</u>	<u>99,526</u>
Liabilities:			
Creditors: Amounts falling due within one year	16	(3,206)	(3,476)
Net current assets or liabilities		<u>98,768</u>	<u>96,050</u>
Total assets less current liabilities		<u>100,535</u>	<u>96,100</u>
Creditors: Amounts falling due after more than one year		0	0
Provisions for liabilities		0	0
Net asset or liabilities excluding pension asset or liability		<u>100,535</u>	<u>96,100</u>
Defined benefit pension scheme asset or liability		0	0
Total net assets or liabilities		<u><u>100,535</u></u>	<u><u>96,100</u></u>
The funds of the charity:			
Restricted income funds		56,592	48,857
Unrestricted funds		43,942	47,268
Total charity funds	20	<u><u>100,535</u></u>	<u><u>96,125</u></u>

Signed on behalf of the Board of Trustees

Signature	Name	Date
DocuSigned by:  BF9A9124F2C44B8...	Ewan Day-Collins	17/05/2021

Million Minutes

Statement of Cash Flows

as at 31st August 2020

	Total funds	Prior year funds
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	4,111	(14,146)
Cash flows from investing activities:		
Dividends, interest and rents from investments	102	63
Proceeds from the sale of property, plant and equipment	0	0
Purchase of property, plant and equipment	(1,881)	0
Proceeds from sale of investments	0	0
Purchase of investments	0	0
Net cash provided by (used in) investing activities	(1,779)	63
Cash flows from financing activities:		
Repayments of borrowing	0	0
Cash inflows from new borrowing	0	0
Receipt of endowment	0	0
Net cash provided by (used in) financing activities	0	0
Change in cash and cash equivalents in the reporting period	2,332	(14,083)
Cash and cash equivalents at the beginning of the reporting period	98,790	112,872
Cash and cash equivalents at the end of the reporting period	101,122	98,790

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Statement of Cash Flows

as at 31st August 2020

	Total funds	Prior year funds
Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	4,435	(13,351)
Adjustments for:		
Depreciation charges	164	36
(Gains)/losses on investments	(102)	0
Loss/(profit) on the sale of fixed assets	0	0
(Increase)/decrease in stocks	0	0
(Increase)/decrease in debtors	(115)	(688)
Increase/(decrease) in creditors	(271)	(142)
Net cash provided by (used in) operating activities	4,111	(14,146)

Analysis of cash and cash equivalents

	Current Year	Prior Year
Cash in hand	49,951	47,720
Notice deposits (less than 3 months)	51,172	51,070
Overdraft facility repayable on demand		0
Total cash and cash equivalents	101,122	98,790

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Summary Income and Expenditure Statement

for year ending 31st August 2020

	All income funds (current year)	All income funds (previous year)
Income	83,607	83,217
Gains/(losses) on investments	0	0
Interest and investment income	102	63
Gross income in the reporting period	83,709	83,281
Expenditure	79,110	95,803
Interest payable	0	0
Depreciation and charges for impairment of fixed assets	164	68
Total expenditure in the reporting period	79,274	95,872
Net income (expenditure) before tax for the reporting period	4,435	(12,591)
Tax payable	0	0
Net income (expenditure) for the financial year	4,435	(12,591)

Notes to the accounts

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

A) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

B) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

At the date of transition there was no requirement to restate any comparative as no liabilities existed that needed providing for. As such In accordance with the requirements of FRS 102 no reconciliation of opening balances has been provided.

C) Preparation of the accounts on a going concern basis

The Charity reported a cash outflow of £4,111 for the year.
The trustees are of the view that the Charity is a going concern.

D) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material

Income received in advance of an activity or provision of other specified service it is deferred until the criteria for income recognition are met.

E) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

F) Interest receivable

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

G) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific artistic projects being undertaken by the Charity.

H) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs holding event, workshops and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

I) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 10.

J) Operating leases

The charity does not current operate any Operating Leases. Where the charity would have operating leases; the title to the equipment remains with the lessor and the equipment would be replaced every 5 years whilst the economic life of such equipment is normally 10 years. Rental charges are charged on a straight line basis over the term of the lease.

K) Tangible fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Asset Category	Annual Rate
Plant and machinery	33%
Fixtures, fittings and equipment	33%

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) Cash at bank and in hand

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

N) 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.

O) Financial instruments

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

P) Pensions

The Charity currently operates an employee pension scheme. The Trustees recognised the Charity's legal requirement to offer an auto-enrolment pension scheme from 1st October 2017.

The scheme would operate on an employee/employer combined contribution with a minimum of the legal minimum contributions.

Q) Transition to FRS 102

The opening fund balances at the date of transition have not been restated (see note 1b) as there no liabilities to be restated in the transition to FRS102. The transition date was 1st September 2015.

2) Legal status of the Charity

On the 26th March 2019 Million Minutes became a Charitable Incorporated Organisation under Charity Commission supervision.

3) Income from donations and legacies

	2020	2019
Donations		
Gifts	1,982	7,972
Legacies	0	0
Donated services	0	0
	<u>1,982</u>	<u>7,972</u>

The income from donations and legacies was £1,982 (2019: £7,972) of which £1,982 was unrestricted (2019: £7,972) and £0 restricted (2019: £0)

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

4) Income from charitable activities

	Restricted funds 2020	Restricted funds 2019
Income from Grants:		
Support from Grant making bodies	79,875	75,245
Support from other sources	1,750	0
Gift Aid associated with other sources	0	0
Subtotal : Grants	<u>81,625</u>	<u>75,245</u>
Total income from charitable activities	<u>81,625</u>	<u>75,245</u>

5) Investment income

All of the Charity's investment income of £102 (2019: £38) arises from money held in interest bearing deposit accounts.

6) Analysis of expenditure on charitable activities

	Un-restricted	Courtyard: Project	Database: Project	Grants: Project	Plater: Project	Proximity: Project	Silent : Project	Teams: Project	Total
Employee Costs		15,892			25,765			4,694	46,351
Recruitment costs		0						0	0
Training & Education		6						325	331
Consultancy		9,800			1,040			12,960	23,800
Rent		0						0	0
Telephones (Landline & Mobile)		0						0	0
Internet & IT	120	550						754	1,424
Postage & Courier		14			166		0	0	180
Printing & Stationery		154			29		0	0	183
Subscriptions and Memberships		0					0	0	0
Other Professional Fees		0						0	0
Database Development		539	0	0				0	539
General/Sundry Expenses		0						0	0
Travel & Subsistence		823		35	384		0	0	1,242
Insurance		368						265	633
Catering for events				162	1				163
Grants Given	500			1,000					1,500
Total	620	28,146	0	1,197	27,385	0	0	18,998	76,346

Expenditure on charitable activities was £76,346 (2019: £83,368) of which £620 was unrestricted (2019: £78) and £74,890 was restricted (2019: £83,290).

7) Summary analysis of expenditure and related income for charitable activities

This table shows the cost of the three main charitable activities and the sources of income directly to support those activities.

	Courtyard: Project	Database: Project	Grants: Project	Plater: Project	Proximity: Project	Silent : Project	Teams: Project	Total
Costs	28,146	0	197	27,385	0	0	18,998	74,725
Grants	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
	28,146	0	1,197	27,385	0	0	18,998	75,725
Direct grant support	0	0	0	15,000	9,375	0	55,500	79,875
Net cost funded from other income	<u>(28,146)</u>	<u>0</u>	<u>(1,197)</u>	<u>(12,385)</u>	<u>9,375</u>	<u>0</u>	<u>36,502</u>	<u>4,150</u>

8) Net income/(expenditure) for the year

This is stated after charging:	2020	2019
Depreciation	24	36
Bank interest payable	0	0
Auditor's remuneration:	0	0
Audit fees		
Accountancy services	564	717
	<u>588</u>	<u>753</u>

9) Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2020	2019
Salaries and wages	43,968	56,181
Social security costs	1,432	705
Pension costs	1,035	954
	<u>46,434</u>	<u>57,840</u>

No employees had employee benefits in excess of £60,000 (2019: nil). Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The charity trustees were not paid or received any other benefits from employment with the Charity in the year (2019: £nil) neither were they reimbursed expenses during the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

The key management personnel of the charity, comprise the trustees and Chief Executive Officer/Director of Million Minutes. The total employee benefits of the key management personnel of the Charity were £3,292 (2019: £nil).

10) Staff Numbers

The average monthly head count was 2 staff (2019: 2 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2020	2019
Administration & Development	1	1
Projects	2	2
	<u>3</u>	<u>3</u>

11) Related party transactions

The charity has one related party as a result of historical transactions and relationships

The following is a summary of value of the services provided the related party:

	2020	2019
D Curtin - CEO	23,800	16,800
(Founding Chair of Trustees - resigned September 2014)		
(No consultancy fees relate to his tenure as a trustee)		
	<u>23,800</u>	<u>16,800</u>

12) Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13) Tangible fixed assets – charity

	Plant and machinery	Fixtures, fittings and equipment	Total
Cost or valuation			
At beginning of the year	1,890	1,717	3,607
Additions		1,881	1,881
Disposals			0
Revaluations			0
Transfers			0
At end of the year	<u>1,890</u>	<u>3,598</u>	<u>5,488</u>
Depreciation and impairments			
At beginning of the year	1,890	1,667	3,557
Disposals			0
Depreciation	0	164	164
Impairment			0
Transfers			0
At end of the year	<u>1,890</u>	<u>1,831</u>	<u>3,721</u>
Net book value at beginning of the year	<u>0</u>	<u>50</u>	<u>50</u>
Net book value at end of the year	<u>0</u>	<u>1,767</u>	<u>1,767</u>

14) Investments

The charity holds no investments in any subsidiary or associates.

15) Debtors

	2020	2019
Trade debtors	0	0
Other debtors	111	0
Prepayments and accrued income	740	736
	<u>851</u>	<u>736</u>

16) Creditors: amounts falling due within one year

	2020	2019
Trade creditors	1,386	1,660
Other creditors and accruals	39	1,164
Deferred income	0	0
Taxation and social security costs	1,781	652
	<u>3,206</u>	<u>3,477</u>

17) Contingent assets – legacy income

As at 31 August 2020 the charity had no legacy income or any impending

18) Deferred income

Deferred Income are grants and income for future projects where the costs have not been incurred at Year End. As at 31 August 2019 the charity had no deferred income.

18) Creditors: amounts falling due after more than one year

As at 31 August 2020 the charity had no Creditors due after more than one year

19) Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 01-Sep-19	Income	Expenditure	Transfers	Funds 30-Aug-20
General fund	47,267	2,084	(3,385)	(8,251)	37,715
Total	<u>47,267</u>	<u>2,084</u>	<u>(3,385)</u>	<u>(8,251)</u>	<u>37,715</u>

Analysis of movements in unrestricted funds - previous year

	Balance 01-Sep-18	Income	Expenditure	Transfers	Funds 31-Aug-19
General fund	42,740	8,036	(3,508)	0	47,267
Total	<u>42,740</u>	<u>8,036</u>	<u>(3,508)</u>	<u>0</u>	<u>47,267</u>

Name of unrestricted fund:	Description, nature and purposes of the fund
General fund	The 'free reserves' after allowing for all designated funds.

Analysis of movements in restricted funds

	Balance 01-Sep-19	Income	Expenditure	Transfers	Funds 30-Aug-20
Projects	48,857	81,625	(75,889)	8,251	62,844
Total	<u>48,857</u>	<u>81,625</u>	<u>(75,889)</u>	<u>8,251</u>	<u>62,844</u>

Analysis of movements in restricted funds - previous year

	Balance 01-Sep-18	Income	Expenditure	Transfers	Funds 31-Aug-19
Projects	65,976	75,245	(92,364)	0	48,857
Total	<u>65,976</u>	<u>75,245</u>	<u>(92,364)</u>	<u>0</u>	<u>48,857</u>

Name of restricted fund	Description, nature and purposes of the fund
Project Courtyard	Project to enable local communities to engage with young people at risk of social exclusion
Database project	Project to update organisation's database of stakeholders and community to enable better interaction and communication

20) Analysis of net assets between funds

Analysis of group net assets between funds - current year

	General Fund	Designated Funds	Restricted Funds	Total
Tangible fixed assets	0	0	1,767	1,767
Cash at bank and in hand	67,802	0	33,320	101,122
Other net current assets/(liabilities)	(1,065)	0	(1,290)	(2,355)
Creditors of more than one year	0	0	0	0
Total	66,737	0	33,798	100,535

Analysis of group net assets between funds - previous year

	General Fund	Designated Funds	Restricted Funds	Total
Tangible fixed assets	0	0	50	50
Cash at bank and in hand	65,470	0	33,320	98,790
Other net current assets/(liabilities)	(1,876)	0	(864)	(2,740)
Creditors of more than one year	0	0	0	0
Total	63,594	0	32,507	96,100

21) Financial instruments

The Charity has no Financial Instruments to report on

22) Post-balance sheet events

The charity has no post balance sheet events

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

	2020	2019
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	4,333	(12,717)
Adjustments for:		
Depreciation charges	164	36
(Gains)/losses on investments	(102)	0
Dividends, interest and rents from investments	102	63
Loss/(profit) on the sale of fixed assets	0	0
(Increase)/decrease in stocks	0	0
(Increase)/decrease in debtors/prepayments	(4)	(736)
Increase/(decrease) in creditors/accruals	(271)	(142)
Net cash provided by (used in) operating activities	4,222	(13,497)