

TRUSTEES ANNUAL REPORT

Year Ending

31 March 2021

Manna House (Hanley)

Charity Registration Number: 1147797

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

OBJECTIVES AND ACTIVITIES OF THE CHARITY

Summary of the objectives of the charity as set out in its governing document

To relieve poverty of persons 16 year of age or over by the provision of support (including food, clothing, washing facilities, warmth and comfort) for those homeless and those living in substandard accommodation, as well as support through counselling, mentoring, art therapy and advocacy to access services providing help with housing and drug rehabilitation, within the North Staffordshire area.

Summary of the main activities throughout the year in relation to its objectives

The charity continued to operate a busy schedule throughout the extraordinary past year. Our work has continued, albeit in a vastly different way due to the Covid-19 restrictions.

When the Corona virus first began, we were forced to close our doors to our usual activities in order to comply with the Government lockdown restrictions. The Government's requirements to 'Get Everyone in' saw all the local homeless individuals provided with emergency accommodation. Local organisations quickly rallied to find places for everyone implicated and all our local homeless people were provided with somewhere safe to lockdown.

During this time, the Manna House charity managed to maintain emergency support for the neediest in our area by providing door-step deliveries of essential food parcels to many of our usual guests, plus many other individuals and families who contacted us.

As the restrictions eased, the process of providing the food parcels changed and we were able to serve directly from our doors.

This process of providing support continued throughout the year and we were also able to leave a table outside the door for passers-by to help themselves from. Along with food and household provisions, we continued to provide toiletries, sanitary wear, essential baby items, clothing and other miscellaneous household items.

As the year progressed, we noticed a distinct increase in the number of visitors requiring support and sadly, many young couples with small children became regular weekly visitors.

The average food parcels given out has been between 80 to 100 each week. The contents vary each week but generally include, bread, milk, soup, beans, pasta, fruit, cereals, rice, biscuits, juice, jam, meat and fish (when available), tea, coffee, sugar, and fresh vegetables (when available).

For the most vulnerable self-isolating people who have been forced to 'shield' throughout the pandemic ordeal, Manna House has continued to provide a doorstep delivery service.

In December, a wonderful 'take away' Christmas meal was prepared and provided by a community group called Give for Good. We served 70 cooked meals from our door and every individual were each given a Christmas present of chocolates and biscuits.

Many young families who regularly attended throughout the year were provided with a selection of children's toys at Christmastime. We were also able to provide these families with additional food, clothing, hats, scarves, gloves and underwear. Many of the items were donated and we were privileged to be able to pass them on behalf of local companies and organisations

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

OBJECTIVES AND ACTIVITIES OF THE CHARITY (continued)

Trustees' statement with regard to the public benefit guidance

The trustees have regard to the Charity Commission guidance on Public Benefit and plan their activities to ensure that they comply with the guidance. Details of how this is achieved are given in the '*Summary of the main activities in relation to its objectives*'.

Summary of Contribution made by volunteers

The Government Covid-19 restrictions limited the number of volunteers we were able to accommodate at one time, and the Manna House charity made every effort to maintain the 'safe distancing' working rule.

As many of our usual volunteers fell into the category of older or vulnerable themselves, it was important to the charity that the welfare of the volunteers was a priority. We therefore formed a small, limited group of 12 regular volunteers to help each week and provided the essential personal protective equipment required to help maintain their safety. The charity's dedicated co-ordinator kept regular contact with them and arranged their timetabled attendance. They all freely gave their time to help the charity's cause and mission and many bravely held the 'front line' position as the pandemic worsened and spread.

At the beginning of the year (and the start of the pandemic) the volunteers who were able to drive used their own vehicles to help deliver food hampers around the city. They refused reimbursement as this was seen as an emergency effort as the whole country united to help and support one another.

Our committed, regular volunteer driver was kept busy collecting various donated produce from a variety of locations around the city. He also picked up additional food items from local stores, supermarkets and food banks throughout the crisis period and beyond.

The commitment and dedication of everyone who selflessly gave their best effort and risked their own health during this difficult time is gratefully acknowledged and appreciated by the board of trustees.

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

ACHIEVEMENTS AND PERFORMANCE

Following the lockdown announcement, the homeless in our area were quickly found shelter in local hostels, hotels and private lodgings, and were all safely accommodated. Their requirements for sleeping bags, showers, food and toiletries were fulfilled by the emergency recruitment of local organisations, and our services may have become obsolete overnight. However, the negative impact that the pandemic situation *might have had* on the Manna House charity, was fortunately avoided, and the results achieved ended up being extremely positive.

We followed the Government guidelines and swiftly implemented the correct safety measures. In doing so, our volunteers immediately felt safe and confident to continue to support our work and we are pleased to report that they have remained safe and well throughout the year.

As the Government lockdown was introduced and continued, we extended our provision to support many other needy families. Despite being unable to open our doors to serve hot food inside, we immediately organised a delivery service distributing essential food parcels to vulnerable housebound and shielding people.

One of our Congolese members organised a 40-x foot container to be shipped to the Congo. In addition to our usual support in our local region, we were able to support this effort with the provision of surplus clothing and miscellaneous household items. We received notification that the container arrived safely in the Congo and many families and individuals received the crucial help required at this difficult time.

We were able to share an abundance of provisions with other local charities and organisations.

Notably, some of the beneficiaries included:

The YMCA, Salvation Army Hostel (Adulam), Macari Centre, The Community Nurses, The Nappy Project (Kaleidoscope), Alice Charity, Brighter Futures, The Dog's Home, Douglas MacMillan charity, Concrete (formerly Arch) and the Community Pantry.

With the support of our Board of Trustees, our faithful, dedicated volunteers and our many generous supporters, we are happy to report that the Manna House charity has successfully maintained an essential service throughout the year for many vulnerable people.

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

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FINANCIAL REVIEW

At the end of this period the charity's positive financial position has been very encouraging and we have been overwhelmed by the support we have continued to receive.

The Manna House charity received £500.00 Covid specific match funding from the local council following a successful bid of the same amount received from the Staffordshire Community Foundation.

We have continued to receive support from Warburton's Bakery who have maintained their weekly bread donations, which we have been able to pass on to our visitors.

Other businesses and organisations who have made significant donations to our charity are:

Local supermarkets and food outlets, including: Tesco Asda, Aldi, Lidl, Platts Butchers, Miscos Chocolates, Bakkavor,

Local food distribution warehouses, including: Sainsburys/DHL, and Nisa/DHL

Local Food Banks, including: Stoke, Newcastle, Leek and Cheadle

Local restaurants, including: Nando's restaurant, Captain Fry Fish & Chips,

Local businesses, including: Dunelm, Barkers Engineering, XPO Logistics, Jackson Hammond, ServiceMaster, Belfour Beatty, Prism, Tekdata, Emma Bridgewater, Sherwin Rivers Printers, Rackline shelving, James Kent Group, Alton Towers.

Plus local Churches and many generous private individuals.

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Manna House (Hanley) is an unincorporated association run purely by volunteers. It was registered as a charity in 2012 and is governed by our constitution.

- Despite the Government Covid-19 restrictions the Trustees managed to maintain the social distancing adherence and preserve face to face meetings throughout this difficult period.

The Trustees consist of seven dedicated and committed Board members.

- All trustees give their time voluntarily and receive no benefits from the charity.

The election of a trustee conforms to the charity's constitution and is by nomination.

- We were pleased to welcome Mrs Claire Annette Radford onto the Board of Trustees

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Statement of trustees' responsibilities

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

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- State whether applicable accounts standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

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

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

The Trustees have complied with and adhered to the required statutory responsibilities as laid down by the Charities Commission and confirm that no irregularities or inconsistencies were detected.

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

REFERENCE AND ADMINISTRATIVE DETAILS

The full name of the charity:	Manna House (Hanley) (also known as Manna House)
Charity Registration Number:	1147797
Charity Registered Address:	53 Regent Road Hanley Stoke-on-Trent ST1 3BT
Charity Website:	www.mannahouse-hanley.co.uk
Charity Trustees:	Trevor Nicklin Sheila Brayford George Brayford Mary Ann Nicklin Dawn Udall Bethany Susanna Brayford Claire Annette Radford (Appointed 31.03.2021)

TRUSTEES ANNUAL REPORT YEAR ENDED 31 March 2021

TRUSTEES REPORT

FUNDS HELD AS CUSTODIAN TRUSTEES ON BEHALF OF OTHERS:

Assets:

There are no funds or assets held as
custodian trustees on behalf of others

DECLARATIONS:

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Mary Ann Nicklin
Secretary and Trustee
10th January 2022

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES/MEMBERS OF
MANNA HOUSE (HANLEY)**

2.

I report on the accounts of the Trust for the year ended 31st March 2021 which are set out on pages 3 to 6.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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(5)(b) of the 2011 Act; and
to state whether particular matters have come to our attention.

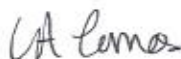
BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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 EXAMINERS' STATEMENT

In connection with our 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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L A Cornes
78 Stock Lane
Wybunbury
NANTWICH
Cheshire CW5 7EX

Date: 24th March 2022

MANNA HOUSE (HANLEY)

Accounts

31 March 2021

MANNA HOUSE (HANLEY)

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing D A Udall Accountancy & Taxation Services Ltd with all information and explanations necessary for their compilation.

21.03.2022

MANNA HOUSE (HANLEY)

Accountants' report on the unaudited accounts to MANNA HOUSE (HANLEY)

You have approved the accounts for the year ended 31 March 2021 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

D A Udall Accountancy & Taxation Services Ltd
Old Hall Farmhouse
Barthomley
Crewe
Cheshire
CW2 5PE

21.03.2022

MANNA HOUSE (HANLEY)
Profit and Loss Account
for the year ended 31 March 2021

	2021 £	2020 £
Sales	27,159	29,700
Cost of sales	1,084	6,565
Gross profit	<u>26,075</u>	<u>23,135</u>
Expenses		
Car, van and travel expenses	2,775	681
Repairs and renewals of property and equipment	838	17,432
Telephone, fax, stationery and other office costs	1,496	891
Advertising and business entertainment costs	120	751
Bank, credit card and other finance charges	74	58
Depreciation and loss/(profit) on sale	3,441	4,194
	<u>8,744</u>	<u>24,007</u>
Profit/(loss)	<u>17,331</u>	<u>(872)</u>

MANNA HOUSE (HANLEY)
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Equipment, kitchen and motor vehicles	3	17,021	20,462
Current assets			
Stock	302	347	
Trade debtors and prepayments	3,085	958	
Balances at bank	44,771	27,627	
Cash in hand	3,469	1,923	
	51,627	30,855	
Net current assets		51,627	30,855
Net assets		68,648	51,317
Capital account			
Balance at start of period		51,317	52,189
Net profit/(loss)		17,331	(872)
		68,648	51,317

MANNA HOUSE (HANLEY)
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2021	2020
	£	£
Sales		
Donations	24,536	28,659
Council Grant	500	500
Gift Aid	2,123	541
	<u>27,159</u>	<u>29,700</u>
Cost of sales		
Food purchases	630	4,489
Sleeping bags and rucksacks	172	515
Toiletries and clothing	23	716
Consumables and cleaning	259	845
	<u>1,084</u>	<u>6,565</u>
Car, van and travel expenses		
Motor expenses	<u>2,775</u>	<u>681</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>838</u>	<u>17,432</u>
Telephone, fax, stationery and other office costs		
Stationery and printing	226	213
Gifts for guests	29	393
CCPAS and DBS checks	-	120
Donations	1,000	-
Software	241	-
Other insurance costs	-	165
	<u>1,496</u>	<u>891</u>
Advertising and business entertainment costs		
Advertising and PR	<u>120</u>	<u>751</u>
Bank, credit card and other finance charges		
Bank charges	<u>74</u>	<u>58</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>3,441</u>	<u>4,194</u>

MANNA HOUSE (HANLEY)
Notes to the Accounts
for the year ended 31 March 2021

3 Equipment, kitchen and motor vehicle

	Fixtures & equipment £	Motor vehicles £	Kitchen £	Total £
Cost				
At 1 April 2020	7,173	3,720	9,569	20,462
At 31 March 2021	<u>7,173</u>	<u>3,720</u>	<u>9,569</u>	<u>20,462</u>
Depreciation				
Charge for the year	1,076	930	1,435	3,441
At 31 March 2021	<u>1,076</u>	<u>930</u>	<u>1,435</u>	<u>3,441</u>
Net book value				
At 31 March 2021	<u>6,097</u>	<u>2,790</u>	<u>8,134</u>	<u>17,021</u>
At 31 March 2020	<u>7,173</u>	<u>3,720</u>	<u>9,569</u>	<u>20,462</u>

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L A Cornes
78 Stock Lane
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Date: 24th March 2022