

COMMONWORD ENTERPRISES LTD

England & Wales · Charity number 1152499

Details

Other names	COMMONWORD
Status	Registered
Legal form	Charitable company
Company number	05870623
Registered	2013-06-19
Register	View on the Charity Commission register

Contact

Address Commonword Enterprises Ltd
Bridge 5 Mill
22A Beswick Street
Ancoats
Manchester
M4 7HR

Phone 01618323777

Email admin@cultureword.org.uk

Website www.cultureword.org.uk

Activities

Objects: TO ADVANCE EDUCATION FOR THE BENEFIT OF THE PUBLIC IN THE SUBJECT OF CREATIVE WRITING, LITERATURE AND THE ARTS; TO FORMULATE, PREPARE AND ESTABLISH SCHEMES THEREFORE; AND TO CO-OPERATE WITH OTHER CHARITABLE ORGANISATIONS HAVING SIMILAR OBJECTS AND TO ESTABLISH, PROMOTE OR ASSIST SUCH CHARITABLE ORGANISATIONS.

Activities: We are a writing development agency running workshops, literature events, seminars, running competitions and occasional events. As part of our activities, from time to time we publish physical books averaging 2 per year and e-books averaging 2 per year.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin, Other Defined Groups, The General Public/mankind

Geography

- Bolton
- Bury
- Manchester City
- Oldham
- Salford City
- Tameside
- Trafford
- Wigan

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£269,072	£218,393	-	-
2024-03-31	£209,029	£189,022	-	-
2023-03-31	£107,295	£110,048	-	-
2022-03-31	£150,450	£152,130	-	-
2021-03-31	£96,445	£123,664	-	-

Trustees

Name	Role	Appointed
Laura Stewart	Chair	2021-11-09
Bethan Galliers		2021-11-09
Dr Linda Amaye		2024-11-20
Mellatra Tamrat		2024-11-20
Melvin Burgess		2024-11-20

COMMONWORD ENTERPRISES LTD

England & Wales - Charity number 1152499

Accounts

Company number: 5870623

Charity Number: 1152499

Commonword Enterprises Limited

Report and financial statements
For the year ended 31st March 2025

Commonword Enterprises Limited
Reference and administrative information
for the year ended 31st March 2025

Company number 5870623

Charity number 1152499

Registered office and operational address Bridge 5 Mill, 22a Beswick Street, Manchester, M4 7HR

Management committee The members of the management committee, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Laura Stewart	Chair
Bethan Galliers	Secretary (from 20 November 2024)
Julia Davis	Secretary (resigned 20 November 2024)
Mellatra Tamrat	Treasurer (appointed 20 November 2024)
Sivamohan Valluvan	Treasurer (resigned 20 November 2024)
Amy Stuart	(appointed 20 November 2024)
Linda Amaye	(appointed 20 November 2024)
Marcia Hutchinson	(resigned 20 November 2024)
Melvin Burgess	(appointed 20 November 2024)

Key management personnel Peter Kalu CEO & General Manager

Bankers Bank of Scotland
The Mound
Edinburgh, EH1 1YZ

Independent Examiner Christy Lau FCCA CTA DChA
Slade & Cooper Limited,
Beehive Mill
Jersey Street
Ancoats Manchester
M4 6JG

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

The management committee presents their report and the unaudited financial statements for the year ended 31st March 2025. Included within the management committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

The Objects of the charity as set out in its Memorandum of Association are:

To advance education for the benefit of the public in the subject of creative writing, literature and the Arts; to formulate, prepare and establish schemes therefore; and to co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.

Our Vision

- Help new writers in the North West of England and beyond become more successful
- Seek to enable everyone to participate in creative writing
- Organise writers' development programmes for communities and young people. Commonword also runs mentoring programmes, conferences, courses, participatory events, festivals, workshops and public readings
- Give information and advice to individuals and groups on the craft of writing
- Keep writers up to date on publishing opportunities and writing networks
- Link local and regional writers with national and international writers
- Assist writers in the setting up and running of their own organisations
- Work with Black & Minority Ethnic communities and individuals developing their creative writing

Mission

Our mission is to help emerging and mid-career writers become more successful.

Our Charitable Activities

The management committee reviews the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The management committee reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the management committee ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The management committee has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the management committee considers how planned activities will contribute to the aims and objectives that have been set.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

Achievements and Performance: Activities undertaken for public benefit in relation to objects 1 April 24 - 31 March 25

The charity's main activities and who it tries to help are described below. All its charitable activities focus on writer development and are undertaken to further Commonword Enterprise Limited's charitable purposes for public benefit.

Commonword's writing development programme continues to grow and diversify as we introduce new literature visions and development programmes that seek to foster the success of emerging writers in inclusive and innovative ways, taking our development work to different areas and embracing new genres, new platforms and new approaches, seeking overall to educate and enthuse writers and readers consistently with the Charity Commission's guidance on public benefit.

The following are our four main achievements:

One: Future Visions September 2024

An opportunity to 'Network, Immerse and Play' Commonword's Future Visions mini-festival took place at Manchester's illustrious Chuck Gallery. This unique festival platformed diverse perspectives on the future of our society and planet through cutting-edge digital and live literature. Programme highlights included:

Green Futures

Live poetry imagining future ecologies and environments. Vibrant Manchester writers Maya Chowdhry, Maz Hedgehog, and Cansu Han performed with passion pieces that probed the state of the environment, climate change and our relationship to nature.

Imagine Malcolm X as a Game Designer

A live demo of wild, black consciousness-seeded RPG Game Simulacrum Funk created by a team of radical writers Pete Kalu, Melvin Burgess and Tariq Mehmood to maintain black consciousness in a world of heightened white privilege. A presentation was given on the game's development and how alternative storytelling routes such as gaming can be effective in engaging the public with Global Majority and other marginalised narratives. Audience members participated in live play of the game, exploring its complexities and asking questions of the creators.

Mapping Histories: #HardPressed Live

Archivist Heena Patel explored the importance of preserving and digitising Manchester's literature in order to represent a true history of the city and its people – and thus provide a touchstone for future voices. The atmosphere at the event was buzzing with lively discussion and networking taking place throughout. There was much to take-in alongside the main programme including a quick-fire writing competition, gaming laptops and a buffet.

Stats:

- 85% of attendees rated the event as 4-5*
- Ages ranged from early 20s to 75+
- Half of attendees were from Global Majority backgrounds

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

- Half of attendees surveyed identified as LGBTQ+
- All attendees said they would attend a similar event again

Audience members comments:

'Brilliant, inspiring, creative'

'Fun, important, informative'

Two: Wellbeing Programme

Commonword held a series of Wellbeing workshops throughout the year aimed at supporting creatives and fostering community connections. These sessions were:

Session 1: July 2024 at Platt Fields Market Garden

A session for Global Majority Creatives that began with a meditative immersive writing session led by Nadia Emam, exploring the wonderful diversity of plants in the outdoor garden. This was followed by an expressive zine-making session with Seleena Laverne Day. The relaxed setting and exercises allowed attendees to switch-off from their daily routines and feel grounded. Attendees described the event as 'Empowering', 'Safe' and 'Unexpected'.

Session 2: January 2025 at Bridge 5 Mill

We opened the year with a refreshing movement session led by local dancer and choreographer Joshua Hubbard. The session encouraged participants to reach out of their comfort zone and explore trust and vulnerability in a safe space. This was accompanied by a writing workshop focused on creative freedom and mindfulness led by Cultureword writer Kofi Gyamfi. All participants that attended rated the afternoon as either 'good' or 'very good'.

Session 3: March 2025 at Hack Oldham

An afternoon focused on traditions and rituals developed with Oldham's South Asian community in mind. Multidisciplinary artist Tasnim Siddiq Amin delivered a henna workshop during which participants developed personalised designs and had a go at applying henna on one another. This was accompanied by creative writing and movement activities. Attendees described the afternoon as 'Friendly' 'Warm' and 'Interesting'

In total over 30 attendees benefitted from the Wellbeing sessions. The sessions were effective in attracting new participants to Commonword who commented on their unique nurturing content.

Three: Oldham Rolling Festival

We continued our work in Oldham through a range of events and activities – each expanding audience and reaching new demographics. A total of 5 Open Mic nights were organised throughout the year with both regulars and newcomers on every occasion. We were able to effectively reach new participants through our partnerships with community organisations including Hack Oldham and Soul Café. To further boost this reach we enrolled poet Cathy Crabb as our Oldham Writer in Residence. This culminated in 2 celebratory events: the Oldham Festive Bash (December 2024) and Oldham Jam Night (January 2025) which combined poetry, music and spoken word. Writers who attended went on to develop video poems with Commonword and a dedicated Oldham Writers Facebook group community. We also attracted an

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

enthusiastic cohort of creative writers from local theatre group Dare to Know, which augurs well for future collaborations and community organisation engagement.

Stats:

Oldham Festive Bash: 27 attendees, Most rated as very good or good, Ages ranged from 20s to 70+, Half identified as female or non binary

Oldham Jam Night: 26 attendees, all rated as either very good or good, ages ranged from 17 to 70+, a quarter identified as neurodivergent, two thirds identified as women

Comments from Attendees:

Festive Bash: 'Friendly', 'Warm' 'Inspiring'

Jam Night: 'beautiful, majestic, glorious' 'inspirational', 'diverse', 'entertaining'

Four: Hard Pressed

Hard Pressed is our heritage project researching Manchester's independent publishers of poetry and fiction, 1975 to 2010 with a particular focus on working class, global majority, disabled, neurodivergent and LGBTQ+ writers. It is funded by National Heritage Lottery Fund. Starting in October 2023, the project will run until October 2025. We have been taking the history of the presses and publishers to wider audiences using the gathered material from the archive as a stimulus for live events, workshops and digital output. Presses include Panshine, dedicated to addressing the gender imbalance within poetry publishing; Flapjack, which sets to capture a flavour of the city's live poetry scene on paper; Lifetimes, a series of booklets written in the 1970s by residents of a Manchester overspill estate; and Suitcase which published writing about working class issues from migrants living in Europe and their descendants.

Project outputs we have completed to date include: an interactive map showing this literary history of Manchester; workshops using the archive material as inspiration, and a website with information about the presses and publishers covered by the heritage. In the final year, we plan: to deliver a podcast series, to publish an anthology of creative responses to the archives material, and to open a Substack platform where we can also publish creative responses, essays, interviews, and video poems.

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Management committee's annual report
for the year ended 31st March 2025

Financial review

The charity's financial liquid reserves at year end stand at £133,675. Commonword's financial model has proved robust. The milestones and targets that are key to the drawing down of funding for the charity have been met. Research into additional fundraising is ongoing.

Reserves Policy

Reserves are required to cover any disparity between spending on our programme and the income we generate through grants and private income generation and to ease transitions between one source of funding and another. Reserves are also maintained to guard against exceptional, unplanned expenditure. The reserves also function as a means to mitigate main risks to the organisation such as the withdrawal of a significant funder.

In reaching our target reserve amount we took into account the following:

1. forecasts for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources
2. forecasts for expenditure in future years on the basis of planned activity
3. analysis of future needs, opportunities, contingencies and risk
4. assessment, on the best evidence reasonably available, of the likelihood of each of those needs and risks arising and the potential consequences for the organisation of not being able to meet them
5. consideration of wind-up arrangements and the financial consequences arising from this

Based on these considerations our policy is to maintain sufficient free reserves to provide cover for 6 months in relation to known liabilities, along with a smaller additional provision of one month of free reserves for unforeseen liabilities. On this basis our target reserve is £101,597.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

Structure, governance and management

Recruitment and Appointment of Management Committee

The management committee makes wide general appeal to find those who are willing to serve as members on the Committee. The recruitment strategy takes cognisance of the particular skill sets of existing members and attempts to ensure a well-rounded, diverse membership with excellent expertise who can individually and collectively assist the charity in furthering its aims.

New management committee members are appointed by ordinary resolution according to articles 34 to 38 of Commonword Enterprise Ltd's constitution. There is no upper limit to the number of management committee members but there is a minimum threshold of 3.

The organisation is a charitable company limited by guarantee having no share capital. It was incorporated on 10th July 2006 and registered as a charity on 19 June 2013. The company is established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The members of the management committee are members of the charity but this entitles them only to voting rights. The members have no beneficial interest in the charity.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 to the accounts.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2025

Statement of responsibilities of the management committee

The members of the management committee (who are also directors of Commonword Enterprises Limited for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial 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 these financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The management committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the members of the management committee on 04/12/2025 and signed on their behalf by

Laura Stewart

Chair

Independent examiner's report
to the trustees of
Commonword Enterprises Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2025 which are set out on pages 10 to 26.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Christy Lau FCCA CTA DChA
Slade & Cooper Limited
Beehive Mill
Jersey St
Ancoats
Manchester
M4 6JG

27th December 2025

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	3	55	-	55	500
Charitable activities: Education	4	177,611	91,406	269,017	208,529
Total income		177,666	91,406	269,072	209,029
Expenditure on:					
Charitable activities: Education	5	126,987	91,406	218,393	189,022
Total expenditure		126,987	91,406	218,393	189,022
Net income/(expenditure) before net gains/(losses) on investments		50,679	-	50,679	20,007
Net income/(expenditure) for the year	7	50,679	-	50,679	20,007
Net movement in funds for the year		50,679	-	50,679	20,007
Reconciliation of funds					
Total funds brought forward		85,330	-	85,330	65,323
Total funds carried forward		136,009	-	136,009	85,330

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

A full comparative SOFA is available on the last page of the financial statements.

Commonword Enterprises Limited
Company number 5870623
Balance sheet as at 31 March 2025

	Note	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	12		2,334		3,901
			<u>2,334</u>		<u>3,901</u>
Total fixed assets					
Current assets					
Stock		1,474		2,326	
Debtors	13	29,754		14,309	
Cash at bank and in hand	14	108,078		70,383	
			<u>139,306</u>	<u>87,018</u>	
Total current assets					
Liabilities					
Creditors: amounts falling due in less than one year	15	(5,631)		(5,589)	
			<u>133,675</u>	<u>81,429</u>	
Net current assets					
Total assets less current liabilities					
			<u>136,009</u>	<u>85,330</u>	
Net assets					
			<u><u>136,009</u></u>	<u><u>85,330</u></u>	
The funds of the charity:					
Restricted income funds	16		-		-
Unrestricted income funds	17		136,009		85,330
			<u>136,009</u>		<u>85,330</u>
Total charity funds					
			<u><u>136,009</u></u>	<u><u>85,330</u></u>	

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 12 to 26 form part of these accounts.

Approved by the trustees on 04/12/2025 and signed on their behalf by:

Laura Stewart (Chair)

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025

1 Accounting policies

The principal accounting policies adopted, judgments 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Commonword Enterprises Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

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

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

c 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 a provision of a specified service is deferred until the criteria for income recognition are met.

d 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), general volunteer time is not recognised; 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.

e 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.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

f 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 projects being undertaken by the charity.

g 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 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.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Computer equipment	25% straight line
Office furniture & equipment	20% straight line

j Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

k 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.

l 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.

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.

n 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.

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were £734 outstanding contributions at the year end (2024: £484).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2025 £
Donations	55	-	55
	<hr/>	<hr/>	<hr/>
Total	55	-	55
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2024</i> £
<i>Donations</i>	<i>500</i>	<i>-</i>	<i>500</i>
	<hr/>	<hr/>	<hr/>
Total	500	-	500
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2025 £
Grants			
Arts Council England, North West	171,854	-	171,854
National Lottery Heritage Fund	-	91,406	91,406
	<hr/>	<hr/>	<hr/>
	171,854	91,406	263,260
Fees and other income			
Fees and other income	5,371	-	5,371
Sales of publications	386	-	386
	<hr/>	<hr/>	<hr/>
	5,757	-	5,757
	<hr/>	<hr/>	<hr/>
Total	177,611	91,406	269,017
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2024</i> £
Grants			
Arts Council England, North West	171,854	-	171,854
National Lottery Heritage Fund		32,721	32,721
	<hr/>	<hr/>	<hr/>
	171,854	32,721	204,575
Fees and other income			
Fees and other income	3,550	-	3,550
Sales of publications	404	-	404
	<hr/>	<hr/>	<hr/>
	3,954	-	3,954
	<hr/>	<hr/>	<hr/>
Total	175,808	32,721	208,529
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

5 Analysis of expenditure on charitable activities

	Total 2025 £	Total 2024
Administration	2,796	5,197
Book production	852	54
Depreciation	1,567	2,005
Development	28,589	24,770
IT and software	5,094	5,454
Marketing	888	323
Premises	14,368	13,603
Salaries and other staff costs	160,424	135,327
Staff wellbeing	1,274	-
Sundry expenses	55	-
Governance costs (see note 6)	2,486	2,289
	<hr/>	<hr/>
	218,393	189,022
	<hr/> <hr/>	<hr/> <hr/>
	2025 £	2024 £
Restricted expenditure	91,406	32,721
Unrestricted expenditure	126,987	156,301
	<hr/>	<hr/>
	218,393	189,022
	<hr/> <hr/>	<hr/> <hr/>

6 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	Total 2025 £
Accountancy services	Governance	1,728	1,728
Legal and professional	Governance	758	758
		<hr/>	<hr/>
		2,486	2,486
		<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	Basis of apportionment	Governance £	Total 2024 £
Accountancy services	Governance	1,650	1,650
Legal and professional	Governance	639	639
		<hr/>	<hr/>
		2,289	2,289
		<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2025 £	2024 £
Depreciation	1,567	2,005
Operating lease rentals:		
Property	8,751	6,564
Independent examiner's fee		
Accountancy	1,155	1,100
Independent examination	285	275
Payroll	573	591
	<u> </u>	<u> </u>

8 Staff costs

Staff costs during the year were as follows:	2025 £	2024 £
Wages and salaries	150,186	122,072
Social security costs	7,036	10,213
Pension costs	3,202	2,642
Staff Recruitment	-	400
	<u> </u>	<u> </u>
	<u>160,424</u>	<u>135,327</u>

No employees have employee benefits in excess of £60,000 (2024: Nil).

The average number of staff employed during the period was 7 (2024: 8).

The average full time equivalent number of staff employed during the period was 4.19 (2024:3.73).

The key management personnel of the charity comprise the trustees and the W471. The total employee benefits of the key management personnel of the charity were £41,387 (2024: £68,916).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

9 Trustee remuneration and expenses, and related party transactions

No (2024: Nil) members of the management committee received any fees during the year (2024: Nil)."

No (2024:Nil) members of the management committee received travel and subsistence expenses during the year (2024:Nil)."

No aggregate donations were received from related parties 2024: £Nil)."

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustees or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2024: nil)."

10 Government grants

The government grants recognised in the accounts were as follows:

	2025 £	2024 £
Arts Council England, North West	171,854	171,854
	<hr/>	<hr/>
	171,854	171,854
	<hr/> <hr/>	<hr/> <hr/>

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

12 Fixed assets: tangible assets

Cost	Equipment £	Total £
At 1 April 2024	20,382	20,382
Additions	-	-
Disposals	(2,961)	(2,961)
	<hr/>	<hr/>
At 31 March 2025	17,421	17,421
	<hr/> <hr/>	<hr/> <hr/>
Depreciation		
At 1 April 2024	16,481	16,481
Charge for the year	1,567	1,567
Disposals	(2,961)	(2,961)
	<hr/>	<hr/>
At 31 March 2025	15,087	15,087
	<hr/> <hr/>	<hr/> <hr/>
Net book value		
At 31 March 2025	2,334	2,334
	<hr/> <hr/>	<hr/> <hr/>
<i>At 31 March 2024</i>	<i>3,901</i>	<i>3,901</i>
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

13 Debtors

	2025 £	2024 £
Grants receivable	27,731	13,689
Prepayments and accrued income	2,023	620
	<hr/>	<hr/>
	29,754	14,309
	<hr/> <hr/>	<hr/> <hr/>

14 Cash at bank and in hand

	2025 £	2024 £
Cash at bank and on hand	108,078	70,383
	<hr/>	<hr/>
	108,078	70,383
	<hr/> <hr/>	<hr/> <hr/>

15 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors and accruals	3,089	3,878
Taxation and social security costs	2,542	1,711
	<hr/>	<hr/>
	5,631	5,589
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

16 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
National Lottery Heritage Fund	-	91,406	(91,406)	-	-
Total	-	91,406	(91,406)	-	-

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
National Lottery Heritage Fund		32,721	(32,721)		-
Total	-	-	-	-	-

Name of restricted fund

Description, nature and purposes of the fund

National Lottery Heritage Fund

Commonword Cultureword was awarded a grant to deliver Hard Pressed: Mapping Manchester's Small Radical Presses. This two-year project is recovering and celebrating the hidden heritage of Manchester's independent fiction publishers and the live poetry scene that grew from them. It is building on Commonword / Cultureword's previous archive project which explored the origins of the organisation and its vital role in regional literature development.

With the help of community researchers and volunteers, we are uncovering the stories of the people behind the presses. We are sharing these through podcasts, live events, workshops and creative activities, an archive website and interactive map and a new anthology of contemporary responses to original archive material. The project is due to finish in October 2025.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

17 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	As at 31 March 2025 £
General fund	85,330	177,666	(126,987)	-	136,009
	<u>85,330</u>	<u>177,666</u>	<u>(126,987)</u>	<u>-</u>	<u>136,009</u>
Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	65,323	176,308	(156,301)		85,330
	<u>65,323</u>	<u>176,308</u>	<u>(156,301)</u>	<u>-</u>	<u>85,330</u>

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

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

18 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	2,334	-	-	2,334
Net current assets/(liabilities)	133,675	-	-	133,675
	<hr/>	<hr/>	<hr/>	<hr/>
Total	136,009	-	-	136,009
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	3,901	-	-	3,901
Net current assets/(liabilities)	81,429	-	-	81,429
	<hr/>	<hr/>	<hr/>	<hr/>
Total	85,330	-	-	85,330
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2025 (continued)

19 Prior year Statement of Financial Activities (including Income and Expenditure account)

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	500	-	500	10
Charitable activities: Education	4	175,808	32,721	208,529	107,295
Total income		176,308	32,721	209,029	107,295
Expenditure on:					
Charitable activities: Education	5	156,301	32,721	189,022	110,048
Total expenditure		156,301	32,721	189,022	110,048
Net income/(expenditure) before net gains/(losses) on investments		20,007	-	20,007	(2,753)
Net income/(expenditure) for the year	7	20,007	-	20,007	(2,753)
Net movement in funds for the year		20,007	-	20,007	(2,753)
Reconciliation of funds					
Total funds brought forward		65,323	-	65,323	68,076
Total funds carried forward		85,330	-	85,330	65,323

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

COMMONWORD ENTERPRISES LTD

England & Wales - Charity number 1152499

Accounts

Company number: 5870623

Charity Number: 1152499

Commonword Enterprises Limited

Report and financial statements
For the year ended 31st March 2024

Commonword Enterprises Limited
Reference and administrative information
for the year ended 31st March 2024

Company number 5870623

Charity number 1152499

Registered office and operational address Bridge 5 Mill, 22a Beswick Street, Manchester, M4 7HR

Management committee The members of the management committee, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Laura Stewart	Chair
Julia Davis	Secretary
Sivamohan Valluvan	Treasurer
Bethan Galliers	
Marcia Hutchinson	

Key management personnel	Peter Kalu	Co-Director	
	Cheryl Martin	Co-Director	(resigned January 2024)

Bankers Bank of Scotland
The Mound
Edinburgh, EH1 1YZ

Independent Examiner Christy Lau FCCA CTA DChA
Slade & Cooper Limited,
Beehive Mill
Jersey Street
Ancoats Manchester
M4 6JG

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

The management committee presents their report and the unaudited financial statements for the year ended 31st March 2024. Included within the management committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

The Objects of the charity as set out in its Memorandum of Association are:

To advance education for the benefit of the public in the subject of creative writing, literature and the Arts; to formulate, prepare and establish schemes therefore; and to co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.

Our Vision

- Help new writers in the North West of England and beyond become more successful
- Seek to enable everyone to participate in creative writing
- Organise writers' development programmes for communities and young people. Commonword also runs mentoring programmes, conferences, courses, participatory events, festivals, workshops and public readings
- Give information and advice to individuals and groups on the craft of writing
- Keep writers up to date on publishing opportunities and writing networks
- Link local and regional writers with national and international writers
- Assist writers in the setting up and running of their own organisations
- Work with Black & Minority Ethnic communities and individuals developing their creative writing

Mission

Our mission is to help emerging and mid-career writers become more successful.

Our Charitable Activities

The management committee reviews the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The management committee reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the management committee ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The management committee has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the management committee considers how planned activities will contribute to the aims and objectives that have been set.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

**Achievements and Performance: Activities undertaken for public benefit in relation to objects
1 April 23 - 31 March 24**

The charity's main activities and who it tries to help are described below. All its charitable activities focus on writer development and are undertaken to further Commonword Enterprise Limited's charitable purposes for public benefit. The following are our four main achievements:

Commonword's writing development programme continues to thrive as we seek out and implement new technologies and new ways to bring emerging writers to the fore in inclusive and innovative ways, embracing new reading, listening, performing, publishing viewing and writing practices, and seeking to educate and enthuse writers and readers consistently with the Charity Commission's guidance on public benefit.

Black Writers After Hours: Podcast series, with The Space

Commonword embarked on an exciting new collaboration with creative digital organisation, *The Space* who commissioned us to research, record, produce and disseminate ten podcasts under the title *Black Writers After Hours*. It has been a wonderful journey in which Commonword staff have learnt a plethora of new skills and ways to promote new writers, and which by its end has resulted in a significant new national platform for black writer's voices. This platform garnered the attention of Apple, national newspaper The Independent, rephonic, Listen Notes and featured in Player FM's 'Best Black Writer Broadcasts.' Funded by the renowned and revered digital innovation incubators, The Space after a highly competitive Bid process, *Black Writers After Hours* is delivering thousands of new listeners for Northwest black writers.

Black Writers Conference November 2023

As part of our commitment to developing in new geographical areas, especially those which featured in national analyses of 'left behind' communities, the biennial November 2023 Conference was held in Oldham this year. Engagement work was conducted in the first six months of the year leading to a number of local partners who agreed to become panellists at the Conference. We also targeted black writers with international profiles, and made sure there were options for the networking of LGBTQ+ black voices too. We consciously programmed in a large amount of networking time, and made strenuous efforts to attract local as well as national delegates to the Conference, including by leafletting core communities, placing posters in key sites in Oldham digital spheres, guesing at local radio stations and holding warm-up events in the lead-up to the Conference. Perhaps against expectations, given the paucity of literary activity in Oldham in the prior five years, the Conference proved highly popular, with over 80 delegates including over 30% from Oldham, and a great ferment of dialogue, ideas, projects and commitments.

Stats

- 90% rated their experience as very good or good.
- People found out about the event through Commonword's staff, newsletter, social media, online and flyers distributed throughout Manchester and Oldham. Through other global majority organisations such as the Black Writers' Guild, creative writing university courses in Manchester and other writing organisations mailing lists such as Arvon.
- 70% of attendees identified as women.
- 30% identified as LGBTQ+.
- Along with a few school-aged children attending with their parents, attendees ages ranged from 22-76 years, illustrating the inclusivity of the event.
- 25% of surveys were completed by people who lived in Oldham.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

- 80% of the attendees were Global Majority [most of South Asian or African descent].

Quotes from delegates:

- Delegates said they enjoyed the “empowering feeling of being around inclusive creative community”.
- They liked the “sincerity, inclusivity and variety.” One person said the “emotional vulnerability was empowering and community building.”
- Attendees particularly enjoyed the publishing panel which many described as “inspiring and informative.”
- The LGBTQ panel along with the chance to read work were also cited as highlights of the day.

Oldham Writing Festival February 2024

Commonword's Oldham Writing Festival took place on Saturday 17th February 2024, at Oldham Library. It celebrated the joy of community, and provided a platform for many emerging writers of Oldham to talk about their writing achievements and ambitions, meet other writers, read at the open mic session, and learn about the creative industries. This was a pilot festival and something that was last done some thirty years ago – a long wait for a writers' gathering to reoccur! In the three month long, build-up to the gathering, we ran a writing competition for Oldham writers which drew many entries and heightened excitement about the Festival. Judges included Oldham born celebrity, Shobna Gulati as well as Carmen Walton, a key literary mover and shaker in the area. Promotional videos were sent in by the judges and news about the competition disseminated widely. On the day, Shobna Gulati was streamed to delegates while on tour and conveyed her excitement about the initiative and her appreciation for the many entries received. The Oldham Library performance space was filled to capacity on the day, and some wonderful poetry was performed. Delegates left enthused and committed to continue the development of the literary talents of Oldham and jointly, we laid down plans including: producing video poems and developing an Oldham Open Mic event envisaged to be held monthly at local cafe, Soul Café.

Stats

- 65 people attended.
- 90% of attendees described the event as very good or good, 10% rated it as 3*.
- 75% of attendees were women.
- Ages ranged from primary school children to retirees.
- Attendees came from a diverse range of backgrounds, white British, Asian, Mixed heritage, African.
- About 50% attendees came from Oldham, others came from Greater Manchester. People heard about the event through Facebook, from friends, Instagram, Eventbrite and Twitter.
- Most attendees had never attended a Commonword event before.
- 90% said they would like to attend a similar event in the future.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

Quotes from Oldham Writing Festival delegates:

The event was:

- "Inspiring, diverse and welcoming."
- "Had such an uplifting and a supportive atmosphere."
- "It was my first time performing and I felt so supported."

Green & Wellbeing Festival March 2024

This was a day to harness writers' creativity and community while engaging with the themes of sustainability and the climate crisis. A range of workshops were offered in the morning and early afternoon.

Nadia Emam ran creative writing workshops. Nadia is a British-Egyptian writer, film & theatre maker from Sheffield, currently embarking on an artist residency in the North Yorkshire Moors National Park, through the Black Nature in Residence scheme. Her workshop, Naturally Poetic nourished the inner poet in all of us, giving participants space to reconnect with their creativity & natural environment, drop into stillness and practice writing techniques to create a healthy state of flow.

Heena Patel ran a drop-in Zine-Making Workshop. Heena Patel is a writer and zine maker, community archivist, organiser and very occasional performer. She has been involved in diy scenes creating alternative spaces for female / LGBTQ+ / global majority communities since the early 2000s. She is one of the organisers of Over Here Zine Fest, a Manchester zine festival platforming global majority zine makers and is now running a project called Multitudes to increase zine-making participation in Greater Manchester.

Fae Wolfe ran a Somatic Movement Workshop. This workshop explored the abundant resources within our own bodies using creative expressions such as free movement, connection, partner work, and reflection through writing and mark making.

In the afternoon, a Black in Nature Panel convened. Host Ella Otomewo was joined by Nadia Emam, Fae Wolf, and Joe Ford for an open and informal chat between women of colour to speak about their work, their experience of connecting with nature, and environmental awareness, and the literary and wellbeing benefits that could be grown through these inter-connections.

Creative green essay writers Jessica Neill and Maya Chowdhry performed newly commissioned lyrical essays as part of our 'How Green is Our City?' digital anthology. This anthology was the result of a call-out for poems and brief essays on Green themes that also related to Manchester's built environment. The launch included performances and contributions on important Green issues impacting on Manchester and beyond.

Finally, a pamphlet launch took place of 'Your Beauty is in Your Heart'. This launch featured readings from the 'Your Beauty is in Your Heart' short story and poetry pamphlet. The project explored identity, displacement, and adaptation, and was delivered by Sheba Arts and Commonword.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

Stats

- 34 attendees.
- 83% of attendees identified as women, 17% as male.
- 70% were from Global Majority backgrounds.
- 44% identified as LGBTQ+.
- 100% of attendees surveys gave the event 5*, 100% would come again to a similar event, including about half who were new to Commonword.
- People came via Instagram, Manchester City of lit website, word of mouth, Eventbrite, at other Commonword events.

Quotes

The festival was:

- "Creative, fun, mindful."
- "Inclusive, inspiring, soothing."
- "Fun, interactive, relaxing."

Hard Pressed heritage project

Hard Pressed is Cultureword's heritage project researching Manchester's independent publishers of poetry and fiction, 1975 to 2010 with a particular focus on working class, global majority, disabled, neurodivergent and LGBTQ+ writers. It is funded by National Heritage Lottery Fund. Starting in October 2023, the project will run for two years to take the history of the presses and publishers to wider audiences using the gathered material from the archive as a stimulus for live events, workshops and digital output.

Presses include Panshine, dedicated to addressing the gender imbalance within poetry publishing; Flapjack, which sets to capture a flavour of the city's live poetry scene on paper; Lifetimes, a series of booklets written in the 1970s by residents of a Manchester overspill estate; and Suitcase which published writing about working class issues from migrants living in Europe and their descendants.

Project outputs include a published anthology of archive material published alongside pieces written in response; an interactive map showing this literary history of Manchester; workshops using the archive material as inspiration; a website with information about the presses and publishers covered by the heritage and a podcast series.

In this time period we started to develop the map and how we would use it to show the information we had gathered. We recruited two regular office volunteers who helped with digitising cataloguing and interpreting archive material. We asked the co-editor of Citizen 32, a 2000s magazine dedicated to political poetry and fiction to run a series of workshops using old issues to prompt new writing.

Activity for the financial year March 2023 to April 2024

- A series of 4 writing workshops in Wythenshawe inspired by the archive material with 16 individual participants
- Appointment of 3 community researchers each selecting approx. 30 poems and pieces to appear in a published anthology and interactive map literary history.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

- Interviews with the founders of four of the presses / publications.
- A draft map of Manchester literature from the period covered by Hard Pressed with 50 marked locations.
- Volunteer hours: 50
- Web developer commissioned to showcase the history of the presses and their output.

Quotes

- "Working on this project has showed me how important it is to archive and digitise work because with the rise of the digital age, these works risk being lost to the passage of time. The magnitude of such loss would mean the erasure of essential parts of Mancunian history."
Hard Pressed project volunteer
- "Inspirational and life-affirming."
"Welcoming, accessible, excellent."
Citizen Poetry workshop participants

Financial review

The charity's unrestricted liquid reserves at year end stand at £81,429.

Commonword's financial model has proved robust. The milestones and targets that are key to the drawing down of funding for the charity have been met. With the major funder Arts Council England has three years to run. Research into additional fundraising is ongoing.

Reserves Policy

Reserves are required to cover any disparity between spending on our programme and the income we generate through grants and private income generation and to ease transitions between one source of funding and another. Reserves are also maintained to guard against exceptional, unplanned expenditure. The reserves also function as a means to mitigate main risks to the organisation such as the withdrawal of a significant funder.

In reaching our target reserve amount we took into account the following:

1. forecasts for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources
2. forecasts for expenditure in future years on the basis of planned activity
3. analysis of future needs, opportunities, contingencies and risk

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

4. assessment, on the best evidence reasonably available, of the likelihood of each of those needs and risks arising and the potential consequences for the organisation of not being able to meet them

5. consideration of wind-up arrangements and the financial consequences arising from this

Based on these considerations our pre-pandemic policy was to maintain sufficient free reserves to provide cover for 6 months in relation to known liabilities, along with a smaller additional provision of one month of free reserves for unforeseen liabilities. Post Covid-19, we aim long-term to recover our reserve to the pre-pandemic level of 7 months running costs. On this basis our target reserve is £95,505.

Structure, governance and management

Recruitment and Appointment of Management Committee

The management committee makes wide general appeal to find those who are willing to serve as members on the Committee. The recruitment strategy takes cognisance of the particular skill sets of existing members and attempts to ensure a well-rounded, diverse membership with excellent expertise who can individually and collectively assist the charity in furthering its aims.

New management committee members are appointed by ordinary resolution according to articles 34 to 38 of Commonword Enterprise Ltd's constitution. There is no upper limit to the number of management committee members but there is a minimum threshold of 3.

The organisation is a charitable company limited by guarantee having no share capital. It was incorporated on 10th July 2006 and registered as a charity on 19 June 2013. The company is established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The members of the management committee are members of the charity but this entitles them only to voting rights. The members have no beneficial interest in the charity.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 to the accounts.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2024

Statement of responsibilities of the management committee

The members of the management committee (who are also directors of Commonword Enterprises Limited for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial 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 these financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The management committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the members of the management committee on 20th November 2024 and signed on their behalf by



Laura Stewart
Chair

Independent examiner's report
to the trustees of
Commonword Enterprises Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2024 which are set out on pages 11 to 28.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Christy Lau FCCA CTA DChA
Slade & Cooper Limited
Beehive Mill
Jersey St
Ancoats
Manchester
M4 6JG

20th December 2024

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	500	-	500	10
Charitable activities: Education	4	175,808	32,721	208,529	107,285
Total income		176,308	32,721	209,029	107,295
Expenditure on:					
Charitable activities: Education	5	156,301	32,721	189,022	110,048
Total expenditure		156,301	32,721	189,022	110,048
Net income/(expenditure) before net gains/(losses) on investments		20,007	-	20,007	(2,753)
Net income/(expenditure) for the year	7	20,007	-	20,007	(2,753)
Net movement in funds for the year		20,007	-	20,007	(2,753)
Reconciliation of funds					
Total funds brought forward		65,323	-	65,323	68,076
Total funds carried forward		85,330	-	85,330	65,323

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

A full comparative SOFA is available on the last page of the financial statements.

Commonword Enterprises Limited
Company number 5870623

Balance sheet as at 31 March 2024

	Note	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	12		3,901		1,237
Total fixed assets			3,901		1,237
Current assets					
Stock		2,326		1,880	
Debtors	13	14,309		2,035	
Cash at bank and in hand	14	70,383		64,016	
Total current assets		87,018		67,931	
Liabilities					
Creditors: amounts falling due in less than one year	15	(5,589)		(3,845)	
Net current assets			81,429		64,086
Total assets less current liabilities			85,330		65,323
Net assets			85,330		65,323
The funds of the charity:					
Restricted income funds	16		-		-
Unrestricted income funds	17		85,330		65,323
Total charity funds			85,330		65,323

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 28 form part of these accounts.

Approved by the trustees on 20/11/2024 and signed on their behalf by:



Laura Stewart (Chair)

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024

1 Accounting policies

The principal accounting policies adopted, judgments 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Commonword Enterprises Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

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

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

c 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 a provision of a specified service is deferred until the criteria for income recognition are met.

d 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), general volunteer time is not recognised; 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.

e 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.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

f 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 projects being undertaken by the charity.

g 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 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.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Computer equipment	25% straight line
Office furniture & equipment	20% straight line

j Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

k 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.

l 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.

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.

n 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.

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were £484 outstanding contributions at the year end (2023: £295).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2024 £
Donations	500	-	500
Total	500	-	500
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2023</i> £
<i>Donations</i>	<i>10</i>	<i>-</i>	<i>10</i>
Total	<i>10</i>	<i>-</i>	<i>10</i>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2024 £
Grants			
Arts Council England, North West	171,854	-	171,854
National Lottery Heritage Fund	-	32,721	32,721
	<hr/>	<hr/>	<hr/>
	171,854	32,721	204,575
Fees and other income			
Fees and other income	3,550	-	3,550
Sales of publications	404	-	404
	<hr/>	<hr/>	<hr/>
	3,954	-	3,954
	<hr/>	<hr/>	<hr/>
Total	175,808	32,721	208,529
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2023</i> £
Grants			
Arts Council England, North West	95,981	-	95,981
Awards for All	-	9,536	9,536
	<hr/>	<hr/>	<hr/>
	95,981	9,536	105,517
Fees and other income			
Fees and other income	960	-	960
Sales of publications	808	-	808
	<hr/>	<hr/>	<hr/>
	1,768	-	1,768
	<hr/>	<hr/>	<hr/>
Total	97,749	9,536	107,285
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

5 Analysis of expenditure on charitable activities

	Total 2024 £	Total 2023
Salaries and other staff costs	135,327	82,488
Premises	13,603	9,593
Development	24,770	8,571
Marketing	323	620
Book production	54	1,669
Administration	5,197	1,661
IT and software	5,454	2,199
Depreciation	2,005	1,131
Governance costs (see note 6)	2,289	2,116
	<hr/>	<hr/>
	189,022	110,048
	<hr/> <hr/>	<hr/> <hr/>
	2024 £	2023 £
Restricted expenditure	32,721	10,281
Unrestricted expenditure	156,301	99,767
	<hr/>	<hr/>
	189,022	110,048
	<hr/> <hr/>	<hr/> <hr/>

6 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	Total 2024 £
Accountancy services	Governance	1,650	1,650
Legal and professional	Governance	639	639
		<hr/>	<hr/>
		2,289	2,289
		<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	Basis of apportionment	Governance £	Total 2023 £
Accountancy services	Governance	1,575	1,575
Legal and professional	Governance	541	541
		<hr/>	<hr/>
		2,116	2,116
		<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2024 £	2023 £
Depreciation	2,005	1,131
Operating lease rentals:		
Property	6,564	6,456
Independent examiner's fee		
Accountancy	1,100	1,050
Independent examination	275	263
Payroll	591	411
	20,000	18,352

8 Staff costs

Staff costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	122,072	80,177
Social security costs	10,213	1,263
Pension costs	2,642	1,048
Staff Recruitment	400	-
	135,327	82,488

No employees have employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 8 (2023: 4).

The average full time equivalent number of staff employed during the period was 3.73 (2023:2.32).

The key management personnel of the charity comprise the trustees and Co-Directors. The total employee benefits of the key management personnel of the charity were £68,916 (2023: £50,418).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

9 Trustee remuneration and expenses, and related party transactions

No (2023: Nil) members of the management committee received any fees during the year (2023: Nil).

No (2023: Nil) members of the management committee received travel and subsistence expenses during the year (2023: £Nil).

No aggregate donations were received from related parties (2023: £Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustees or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: nil).

10 Government grants

The government grants recognised in the accounts were as follows:

	2024 £	2023 £
Arts Council England, North West	171,854	95,981
	<hr/>	<hr/>
	171,854	95,981
	<hr/> <hr/>	<hr/> <hr/>

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

12 Fixed assets: tangible assets

Cost	Equipment £	Total £
At 1 April 2023	15,713	15,713
Additions	4,669	4,669
	<hr/>	<hr/>
At 31 March 2024	20,382	20,382
	<hr/> <hr/>	<hr/> <hr/>
Depreciation		
At 1 April 2023	14,476	14,476
Charge for the year	2,005	2,005
	<hr/>	<hr/>
At 31 March 2024	16,481	16,481
	<hr/> <hr/>	<hr/> <hr/>
Net book value		
At 31 March 2024	3,901	3,901
	<hr/> <hr/>	<hr/> <hr/>
<i>At 31 March 2023</i>	<i>1,237</i>	<i>1,237</i>
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

13 Debtors

	2024 £	2023 £
Grants receivable	13,689	-
Prepayments and accrued income	620	2,035
	<hr/>	<hr/>
	14,309	2,035
	<hr/> <hr/>	<hr/> <hr/>

14 Cash at bank and in hand

	2024 £	2023 £
Cash at bank and on hand	70,383	64,016
	<hr/>	<hr/>
	70,383	64,016
	<hr/> <hr/>	<hr/> <hr/>

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors and accruals	3,878	2,573
Taxation and social security costs	1,711	1,272
	<hr/>	<hr/>
	5,589	3,845
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

16 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
National Lottery Heritage Fund	-	32,721	(32,721)	-	-
Total	-	32,721	(32,721)	-	-
Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
<i>British Council, Digital Collaboration Fund</i>	745	-	(745)	-	-
<i>Awards for All</i>	-	9,536	(9,536)	-	-
Total	745	9,536	(10,281)	-	-

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

16 Analysis of movements in restricted funds (Continued)

Name of restricted fund	Description, nature and purposes of the fund
National Lottery Heritage Fund	<p>Commonword Cultureword was awarded a grant to deliver Hard Pressed: Mapping Manchester's Small Radical Presses. This two-year project is recovering and celebrating the hidden heritage of Manchester's independent fiction publishers and the live poetry scene that grew from them. It is building on Commonword / Cultureword's previous archive project which explored the origins of the organisation and its vital role in regional literature development.</p> <p>With the help of community researchers and volunteers, we are uncovering the stories of the people behind the presses. We are sharing these through podcasts, live events, workshops and creative activities, an archive website and interactive map and a new anthology of contemporary responses to original archive material.</p>
British Council, Digital Collaboration Fund	<p>In 2021, Commonword, based in the UK, and the American University of Beirut (AUB), based in Lebanon, joined together to develop a digital literature in a project sponsored by the British Council. The project aims were (1) to pioneer interactive digital storytelling generated primarily by black creatives of the North West and boost collaboration with our overseas partner, American University of Beirut. (2) to seed experimentation and further digital innovation by galvanizing digital literature production, especially by black writers and coders. (3) to grow the Commonword digital lab experiments and to enthuse, innovate and foster the growth of <i>born-digital</i> literature. The collaboration with Falafel games proved smooth and innovative and led to a demo RPG Game being jointly developed. The UK digital project outcomes included seven new Twine (Digital Storytelling) Games produced.</p>
Awards for All - Through the darkness	<p>Commonword ran sixteen workshops in association with Sheba Arts for refugee and migrant communities which developed creative writing including poetry and short stories. The project culminated in a performance at Bridge 5 Mill Manchester and a pamphlet of the participants' work was produced.</p>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

17 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	65,323	176,308	(156,301)	-	85,330
	<u>65,323</u>	<u>176,308</u>	<u>(156,301)</u>	<u>-</u>	<u>85,330</u>
Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	67,331	97,759	(99,767)	-	65,323
	<u>67,331</u>	<u>97,759</u>	<u>(99,767)</u>	<u>-</u>	<u>65,323</u>

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

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

18 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	3,901	-	-	3,901
Net current assets/(liabilities)	81,429	-	-	81,429
	<hr/>	<hr/>	<hr/>	<hr/>
Total	85,330	-	-	85,330
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,237	-	-	1,237
Net current assets/(liabilities)	64,086	-	-	64,086
	<hr/>	<hr/>	<hr/>	<hr/>
Total	65,323	-	-	65,323
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2024 £	2023 £
Less than one year	-	1,614
One to five years	-	-
	<hr/>	<hr/>
	-	1,614
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

20 Prior year Statement of Financial Activities (including Income and Expenditure account)

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	10	-	10	35
Charitable activities: Education	4	97,749	9,536	107,285	150,415
Total income		97,759	9,536	107,295	150,450
Expenditure on:					
Charitable activities: Education	5	99,767	10,281	110,048	152,130
Total expenditure		99,767	10,281	110,048	152,130
Net income/(expenditure) before net gains/(losses) on investments		(2,008)	(745)	(2,753)	(1,680)
Net income/(expenditure) for the year	7	(2,008)	(745)	(2,753)	(1,680)
Net movement in funds for the year		(2,008)	(745)	(2,753)	(1,680)
Reconciliation of funds					
Total funds brought forward		67,331	745	68,076	69,756
Total funds carried forward		65,323	-	65,323	68,076

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

COMMONWORD ENTERPRISES LTD

England & Wales - Charity number 1152499

Accounts

Company number: 5870623

Charity Number: 1152499

Commonword Enterprises Limited

Report and financial statements
For the year ended 31st March 2023

Commonword Enterprises Limited
Reference and administrative information
for the year ended 31st March 2023

Company number 5870623

Charity number 1152499

Registered office and operational address Bridge 5 Mill, 22a Beswick Street, Manchester, M4 7HR

Management committee The members of the management committee, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Laura Stewart	Chair (elected Chair 28 Nov 22)
Julia Davis	Secretary
Sivamohan Valluvan	Treasurer
Kirit Patel	(resigned 19 th February 2023)
Bethan Galliers	
Marcia Hutchinson	

Key management personnel	Peter Kalu	Co-Director
	Cheryl Martin	Co-Director

Bankers Bank of Scotland
The Mound
Edinburgh, EH1 1YZ

Independent Examiner Christy Lau FCCA CTA DChA
Slade & Cooper Limited,
Beehive Mill
Jersey Street
Ancoats Manchester
M4 6JG

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2023

The management committee presents their report and the unaudited financial statements for the year ended 31st March 2023. Included within the management committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

The Objects of the charity as set out in its Memorandum of Association are:

To advance education for the benefit of the public in the subject of creative writing, literature and the Arts; to formulate, prepare and establish schemes therefore; and to co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.

Our Vision

- Help new writers in the North West of England and beyond become more successful
- Seek to enable everyone to participate in creative writing
- Organise writers' development programmes for communities and young people. Commonword also runs mentoring programmes, conferences, courses, participatory events, festivals, workshops and public readings
- Give information and advice to individuals and groups on the craft of writing
- Keep writers up to date on publishing opportunities and writing networks
- Link local and regional writers with national and international writers
- Assist writers in the setting up and running of their own organisations
- Work with Black & Minority Ethnic communities and individuals developing their creative writing

Mission

Our mission is to help emerging and mid-career writers become more successful.

Our Charitable Activities

The management committee reviews the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The management committee reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the management committee ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The management committee has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the management committee considers how planned activities will contribute to the aims and objectives that have been set.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2023

Activities undertaken for public benefit in relation to objects 1 April 22 - 31 March 23

Commonword's writing development programme is in vigorous health as we find new ways to bring emerging writers to the fore in inclusive and innovative ways, responding to new reading, listening, viewing and writing practices, and seeking to educate and enthuse writers and readers consistently with the Charity Commission's guidance on public benefit.

This year our **Moss Side Festival** saw workshops in October and November 2022 that took in literature related artforms including monologues and song.

At the Moss-Side based, Amani Centre, Yusra Warsama developed monologues for performance with a keen group of debut writers. Meanwhile, at the Moss Side Powerhouse Library, Yvonne Shelton grew a community choir that explored the musicality of words and how words affect the body and vice versa in an investigation designed to promote the growth of participant playwrights and poets. The choir filled the air with beautiful sounds and inspired all those who heard it. Local writer, afshan d'souza lodhi was engaged to run a Getting Into Television workshop, following on from her spectacular and sustained success in this area. The culmination of the workshop was a series of performances at Moss Side Powerhouse Library on 5th November 2022. The project succeeded in forging stronger links with the Moss Side's community and with artists across Manchester; it developed Moss Side's profile as a place of creativity; and it served as a model for the Oldham Festival that Commonword plans for February 2024.

Moss Side Festival Feedback and Comments:

"Very good and friendly environment. Excellent writing and performances"

"Brilliant and unusually supportive mixture of performed prose"

"Extremely insightful and engaging workshop"

"Excellent session with lots of interaction"

"Very informative re: pitching to TV & film, especially in America"

"Great community of writers and on-point information"

Our Picture Book Project saw another cohort of writers engage with the Hachette Children publishers programme to nurture a new generation of children's writers. Writers attended a comprehensive online workshop with Hachette's Emma Layfield, and gained insight on their texts and pathways to publication with Hachette.

Our Identity Black/Global Majority Writers Group has become three groups to accommodate demand in different areas of creative writing – a beginners' group, an open group, and a group specifically for novelists. The Queer Black Book Club continues to cultivate an appreciation of queer literature and provide a space in which LGBT+ reader-writers feel safe and can emerge with their own writing.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on writer development and are undertaken to further Commonword Enterprise Limited's charitable purposes for the public benefit. The following are our eight main achievements:

Digital Literature Platform featuring creative essays by Mish Green and Koushik Banerjea

Our digital literature platform continues to discover and promote new writing talent in sometimes surprising genres. The call-out for creative non-fiction essays produced two crackers. Koushik's essay wrestled with the history of crime fiction from Raymond Chandler onwards and outlined the niche that black writers occupy, the aesthetic challenges and potentials for growth within the genre for diverse writers and the sheer joy that participation in the genre means to him. Mish Green's essay was a paean

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to working class literature and to those working class writers who, despite the battles they face to get published, still take that journey and in doing so bring fresh, even revolutionary perspectives on what literature can and must do for it to participate in the progression of society. Mish Green's essay proved the surprise hit of the digital platform, gaining traction across several platforms and provoking comments, and creative responses.

Flight Project

Flight was a challenge to diverse writers of the North West to produce digital creative works which addressed the theme. Full support was given to all writers who took up the challenge and the results – some of them spectacular – were platformed on our youtube channel. The responses ranged from Sonic Boom by Clare Ramsaran which used poetry to reflect on Concorde flights of the 70's and 80's; Jane Adelakun's meditation on airport arrivals and departures; the wider theme of freedom and captivity addressed creatively in a straight-to-camera video-poem by Ali Al Jamri, and the poem-song Tribute to Bessie Coleman by Naomi Kalu, all featured in an interactive e-book.

Identity Writers (a) Home is not a Place / Blackpool with Identity

Identity rode with the award-winning writers, Johny Pitts and Roger Robinson on a poetry day trip to Blackpool, linked to Pitts' and Robinson's new book *Home Is Not a Place*. The book combines photography, poetry and essays to offer a reflection upon Black Britishness – its complexity, strength, resilience – at the start of a new decade. Commonword was chosen for this collaboration for our deep community roots and our long-developed community of Global Majority writers. The day took place on 28 January 2023, visiting Blackpool, and sharing memories of local seaside trips.

As well as the Blackpool coast, the group visited Blackpool's Old Electric Theatre for lunch, and the conversations spilled out along the coast, in the theatre, on the journey home and beyond, into creative conversations. The visit inspired poetry including Haku that were and generated great post-lockdown enthusiasm for more such events.

Identity Writers (b) Novelists Group

The novelist group has emerged as an organic growth out of the general Identity writers group, The long form of the novel means it is sometimes difficult to find enough time for novelists in the general group. Having the novelists off into their own group has suited them and the general =group too. Many of the novelists in the new group are making great strides, with two having obtained publishing deals or agents. We continue to attract great interest in the group and have had to limit numbers in order to ensure its effectiveness at giving feedback. We fully expect further publishing deals for its members in the next year.

Indivisible book launch

9 February 2023 saw the launch of InDivisible, an anthology of creative writing by people with invisible disabilities. InDivisible contains the work of 28 writers and a biographies section. It is a smorgasbord of creativity and includes poetry, monologues and short stories from a diverse range of writers. The writing is defiant, personal, vulnerable and inspired. It contains moments of humour as well as deep insight into the writers' lived experiences. The launch, at Manchester Poetry Library was fully booked, and provided opportunity for writers to read, some for the first time in public, so building confidence and esteem.

Refugee & Migrants Writing Project

Commonword has a proud, 20-year tradition of working with refugee and migrant communities, some of the most marginalised voices in society. With support from 'Awards for All' funders, we programmed a creative writing project focused on women and non-binary people and completed a series of sixteen

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creative writing workshops for women and non-binary people from migrant and refugee communities which culminated in a sharing event and a publication. There was a special focus on Iranian, Afghan, Kurdish and Arab communities.

Members of the refugee group helped design the project and it was a great chance for project participants and attendees to meet up, and to discuss their work with people from the writing and publishing sector.

Picture Books Project

This second year of our **Picture Book Project** launched in collaboration with the mainstream publisher, Hachette Children's, sought to discover and nurture PoC Picture Book writers who are under-represented in this genre which has seen another fifteen writers join the project, with three given extensive feedback on their work by Hachette. Meanwhile, several Children's book writers we have helped have gone on to publication or to land publishing deals or agents, including Jhalak Prize Winner 2023, Danielle Jawando, Diane Anyakwo, Clare Weze and (in the world of children's theatre) Elayne Ogbeta. We are pleased as punch at these successes.

Zine Fest including Climate Change workshop

Commonword participated in this zine fest held on August 20th 2022 at Peoples History Museum, Manchester. The Fest brought together zine makers, artists, writers and activists for a day of workshops, talks and stalls. The event showcased the work of Black, Asian and minority ethnic (BAME) people and People of Colour (POC) and aimed to build self-sustaining alternative models for publishing, art, activism and collaboration in Global Majority and diverse communities. Workshops were held during the day including a Climate Change workshop which Commonword hopes to replicate in future years as part of its commitment to environmental responsibility.

Moss Side Festival

Commonword's Moss Side Festival took place on 5th November at the Moss Side Powerhouse Library, 12-5pm and celebrated the joy of community. Audiences were able to watch performances from local artists and writers and learn about the creative industries. For the first time in Commonword's history, the event included a choir – the Commonword Community Choir, formed specially for the event. The choir performed throughout the day and were a great draw. The other elements of the festival were a talk and workshop by afshan d'souza lodhi on 'How I'm Doing It – Working in TV' in which Afshan painted the background to her commissioning by Sky Studios/ the National Theatre Peter Shaffer Commission. This provided insight and inspiration for those wishing to achieve success in the creative industries. There were also a series of moving monologue performances by participants in acclaimed writer and actor, Yusra Warsama's monologue workshops series which had been held at the Amani Centre over the course of the preceding two months. The Festival also gave a platform to the InDivisible writers – writers with invisible disabilities - who wowed the audience with poetry, short fiction and short play extracts. Throughout the day a book stall provided the chance to purchase books and to pick up news on other creative writing activities in the area such as Commonword's ongoing creative writing workshops. The event was also an excellent chance to network with influential community movers and shakers such as the renowned Moss Side-based community engagement expert, Sharon Raymond.

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Management committee's annual report
for the year ended 31st March 2023

Financial review

The charity's unrestricted liquid reserves at year end stand at £64,086.

Commonword's financial model has proved robust. The milestones and targets that are key to the drawing down of funding for the charity have been met. Major funder Arts Council England has put a funding agreement in place with Commonword for the next three years.

A modified fundraising strategy has been implemented and approaches are now being made to several Trust funds with good results expected.

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Reserves Policy

Reserves are required to cover any disparity between spending on our programme and the income we generate through grants and private income generation and to ease transitions between one source of funding and another. Reserves are also maintained to guard against exceptional, unplanned expenditure. The reserves also function as a means to mitigate main risks to the organisation such as the withdrawal of a significant funder.

In reaching our target reserve amount we took into account the following:

1. forecasts for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources
2. forecasts for expenditure in future years on the basis of planned activity
3. analysis of future needs, opportunities, contingencies and risk
4. assessment, on the best evidence reasonably available, of the likelihood of each of those needs and risks arising and the potential consequences for the organisation of not being able to meet them
5. consideration of wind-up arrangements and the financial consequences arising from this

Based on these considerations our pre-pandemic policy was to maintain sufficient free reserves to provide cover for 6 months in relation to known liabilities, along with a smaller additional provision of one month of free reserves for unforeseen liabilities. Post Covid-19, our policy is to maintain sufficient free reserves to provide cover for 5 months in relation to known liabilities, with the expectation that cost-cutting measures and renewed funding will over the next 18 months enable us to recover our reserve to the pre-pandemic 6 months + 1 month.

Our pre-pandemic total target reserve amounted to 7 months running costs. On this basis our target reserve was £73,737. Our post-Covid-19 target reserve amounts to 5 months running costs. On this basis our target is £59,696.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2023

Structure, governance and management

Recruitment and Appointment of Management Committee

The management committee makes wide general appeal to find those who are willing to serve as members on the Committee. The recruitment strategy takes cognisance of the particular skill sets of existing members and attempts to ensure a well-rounded, diverse membership with excellent expertise who can individually and collectively assist the charity in furthering its aims.

New management committee members are appointed by ordinary resolution according to articles 34 to 38 of Commonword Enterprise Ltd's constitution. There is no upper limit to the number of management committee members but there is a minimum threshold of 3.

The organisation is a charitable company limited by guarantee having no share capital. It was incorporated on 10th July 2006 and registered as a charity on 19 June 2013. The company is established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The members of the management committee are members of the charity but this entitles them only to voting rights. The members have no beneficial interest in the charity.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 to the accounts.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2023

Statement of responsibilities of the management committee

The members of the management committee (who are also directors of Commonword Enterprises Limited for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial 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 these financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The management committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the members of the management committee on _____ and signed on their behalf by

Laura Stewart

Chair

Independent examiner's report
to the trustees of
Commonword Enterprises Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2023 which are set out on pages 11 to 27.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Christy Lau FCCA CTA DChA
Slade & Cooper Limited
Beehive Mill
Jersey St
Ancoats
Manchester
M4 6JG

DATE

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	10	-	10	35
Charitable activities: Education	4	97,749	9,536	107,285	150,415
Total income		97,759	9,536	107,295	150,450
Expenditure on:					
Charitable activities: Education	5	99,767	10,281	110,048	152,130
Total expenditure		99,767	10,281	110,048	152,130
Net income/(expenditure) before net gains/(losses) on investments		(2,008)	(745)	(2,753)	(1,680)
Net income/(expenditure) for the year	7	(2,008)	(745)	(2,753)	(1,680)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(2,008)	(745)	(2,753)	(1,680)
Reconciliation of funds					
Total funds brought forward		67,331	745	68,076	69,756
Total funds carried forward		65,323	-	65,323	68,076

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

A full comparative SOFA is available on the last page of the financial statements.

Commonword Enterprises Limited
Company number 5870623
Balance sheet as at 31 March 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	12		1,237		2,368
			<u>1,237</u>		<u>2,368</u>
Total fixed assets			1,237		2,368
Current assets					
Stock		1,880		581	
Debtors	13	2,035		595	
Cash at bank and in hand	14	64,016		70,479	
			<u>67,931</u>	<u>71,655</u>	
Total current assets		67,931		71,655	
Liabilities					
Creditors: amounts falling due in less than one year	15	(3,845)		(5,947)	
			<u>64,086</u>	<u>65,708</u>	
Net current assets			64,086		65,708
Total assets less current liabilities			<u>65,323</u>		<u>68,076</u>
Net assets			<u>65,323</u>		<u>68,076</u>
The funds of the charity:					
Restricted income funds	16		-		745
Unrestricted income funds	17		65,323		67,331
			<u>65,323</u>		<u>68,076</u>
Total charity funds			<u>65,323</u>		<u>68,076</u>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 25 form part of these accounts.

Approved by the trustees on ___/___/2023 and signed on their behalf by:

Laura Stewart (Chair)

1 Accounting policies

The principal accounting policies adopted, judgments 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Commonword Enterprises Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.
The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2023 (continued)

c 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 a provision of a specified service is deferred until the criteria for income recognition are met.

d 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), general volunteer time is not recognised; 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.

e 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.

Notes to the accounts for the year ended 31 March 2023 (continued)

f 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 projects being undertaken by the charity.

g 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 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.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Computer equipment	25% straight line
Office furniture & equipment	20% straight line

j Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

k 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.

l 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.

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.

n 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.

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were £295 outstanding contributions at the year end (2022: £Nil).

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2023 £
Donations	10	-	10
Total	10	-	10
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2022</i> £
<i>Donations</i>	35	-	35
Total	35	-	35

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2023 £
Grants			
Arts Council England, North West	95,981	-	95,981
Awards for All	-	9,536	9,536
	<hr/>	<hr/>	<hr/>
	95,981	9,536	105,517
Fees and other income			
Fees and other income	960	-	960
Sales of publications	808	-	808
	<hr/>	<hr/>	<hr/>
	1,768	-	1,768
	<hr/>	<hr/>	<hr/>
Total	97,749	9,536	107,285
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
 Previous reporting period	 <i>Unrestricted</i> £	 <i>Restricted</i> £	 <i>Total 2022</i> £
Grants			
Arts Council England, North West	95,981	-	95,981
British Council, Digital Collaboration Fund	-	53,500	53,500
Muli Amaye Grant	-	400	400
	<hr/>	<hr/>	<hr/>
	95,981	53,900	149,881
Fees and other income			
Sales of publications	534	-	534
	<hr/>	<hr/>	<hr/>
	534	-	534
	<hr/>	<hr/>	<hr/>
Total	96,515	53,900	150,415
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

5 Analysis of expenditure on charitable activities

	Total 2023 £	Total 2022
Salaries	82,488	81,975
Premises	9,593	14,703
Development	8,571	45,721
Marketing	620	-
Book production	1,669	992
Administration	1,661	1,512
IT and software	2,199	3,868
Depreciation	1,131	1,208
Governance costs (see note 6)	2,116	2,151
	<hr/>	<hr/>
	110,048	152,130
	<hr/> <hr/>	<hr/> <hr/>
	2023 £	2022 £
Restricted expenditure	10,281	53,155
Unrestricted expenditure	99,767	98,975
	<hr/>	<hr/>
	110,048	152,130
	<hr/> <hr/>	<hr/> <hr/>

6 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	Total 2023 £
Accountancy services	Governance	1,575	1,575
Legal and professional	Governance	541	541
		<hr/>	<hr/>
		2,116	2,116
		<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	Basis of apportionment	Governance £	Total 2022 £
Accountancy services	Governance	1,575	1,575
Legal and professional	Governance	576	576
		<hr/>	<hr/>
		2,151	2,151
		<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	1,131	1,208
Operating lease rentals:		
Property	6,456	10,150
Independent examiner's fee		
Accountancy	1,050	1,050
Independent examination	263	263
Payroll	411	439

8 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	80,177	78,831
Social security costs	1,263	1,710
Pension costs	1,048	1,434
	<u>82,488</u>	<u>81,975</u>

No employees has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 4 (2022: 6).

The average full time equivalent number of staff employed during the period was 2.32 (2022:2.42).

The key management personnel of the charity comprise the trustees and Co-Directors. The total employee benefits of the key management personnel of the charity were £50,418 (2022: £52,271).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

9 Trustee remuneration and expenses, and related party transactions

No (2022: Nil) members of the management committee received any fees during the year (2022: Nil).

No (2021: Nil) members of the management committee received travel and subsistence expenses during the year (2022: £Nil).

No aggregate donations from related parties (2022: £Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustees or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

10 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Arts Council England, North West	95,981	95,981
	<hr/>	<hr/>
	95,981	95,981
	<hr/> <hr/>	<hr/> <hr/>

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

12 Fixed assets: tangible assets

Cost	Equipment £	Total £
At 1 April 2022	15,713	15,713
Additions	-	-
	<hr/>	<hr/>
At 31 March 2023	15,713	15,713
	<hr/>	<hr/>
Depreciation		
At 1 April 2022	13,345	13,345
Charge for the year	1,131	1,131
	<hr/>	<hr/>
At 31 March 2023	14,476	14,476
	<hr/>	<hr/>
Net book value		
At 31 March 2023	1,237	1,237
	<hr/>	<hr/>
<i>At 31 March 2022</i>	<i>2,368</i>	<i>2,368</i>
	<hr/>	<hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

13 Debtors

	2023 £	2022 £
Prepayments and accrued income	2,035	595
	<u>2,035</u>	<u>595</u>
	<u><u>2,035</u></u>	<u><u>595</u></u>

14 Cash at bank and in hand

	2023 £	2022 £
Cash at bank and on hand	64,016	70,479
	<u>64,016</u>	<u>70,479</u>
	<u><u>64,016</u></u>	<u><u>70,479</u></u>

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors and accruals	2,573	5,947
Taxation and social security costs	1,272	-
	<u>3,845</u>	<u>5,947</u>
	<u><u>3,845</u></u>	<u><u>5,947</u></u>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

16 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
British Council, Digital Collaboration Fund	745	-	(745)	-	-
Awards for All	-	9,536	(9,536)	-	-
Total	745	9,536	(10,281)	-	-
Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
British Council, Digital Collaboration Fund	-	53,500	(52,755)	-	745
Muli Amaye Grant	-	400	(400)	-	-
Total	-	53,900	(53,155)	-	745

16 Analysis of movements in restricted funds (Continued)

Name of restricted fund	Description, nature and purposes of the fund
British Council, Digital Collaboration Fund	In 2021, Commonword, based in the UK, and the American University of Beirut (AUB), based in Lebanon, joined together to develop a digital literature in a project sponsored by the British Council. The project aims were (1) to pioneer interactive digital storytelling generated primarily by black creatives of the North West and boost collaboration with our overseas partner, American University of Beirut. (2) to seed experimentation and further digital innovation by galvanizing digital literature production, especially by black writers and coders. (3) to grow the Commonword digital lab experiments and to enthuse, innovate and foster the growth of <i>born-digital</i> literature. The collaboration with Falafel games proved smooth and innovative and led to a demo RPG Game being jointly developed. The UK digital project outcomes included seven new Twine (Digital Storytelling) Games produced.
Awards for All - Through the darkness	Commonword ran sixteen workshops in association with Sheba Arts for refugee and migrant communities which developed creative writing including poetry and short stories. The project culminated in a performance at Bridge 5 Mill Manchester and a pamphlet of the participants' work was produced.
Muli Amaye Grant	Writer Dr. Muli Amaye hosted a black girls end of year get together in Ardwick. It was an evening for women of colour to talk, read, listen and write. Providing a nourishing space for literary joy after a difficult few years. The event was held at the ARMR Store in Ardwick and was very well attended.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

17 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31
	April 2022					£
	£	£	£		£	£
General fund	67,331	97,759	(99,767)	-	-	65,323
	<u>67,331</u>	<u>97,759</u>	<u>(99,767)</u>	<u>-</u>	<u>-</u>	<u>65,323</u>
	<u><u>67,331</u></u>	<u><u>97,759</u></u>	<u><u>(99,767)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>65,323</u></u>
Previous reporting period	Balance at	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31
	1 April 2021					£
	£	£	£		£	£
General fund	69,756	96,550	(98,975)	-	-	67,331
	<u>69,756</u>	<u>96,550</u>	<u>(98,975)</u>	<u>-</u>	<u>-</u>	<u>67,331</u>
	<u><u>69,756</u></u>	<u><u>96,550</u></u>	<u><u>(98,975)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>67,331</u></u>

Name of unrestricted fund

Description, nature and purposes of the fund

General fund The free reserves after allowing for all designated funds

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2023 (continued)

18 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,237	-	-	1,237
Net current assets/(liabilities)	64,086	-	-	64,086
Total	65,323	-	-	65,323
Previous reporting period	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total £</i>
Tangible fixed assets	2,368	-	-	2,368
Net current assets/(liabilities)	64,963	-	745	65,708
Total	67,331	-	745	68,076

19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2023 £	2022 £
Less than one year	1,614	6,456
One to five years	-	1,614
Total	1,614	8,070

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	35	-	35	-
Charitable activities: Education	4	96,515	53,900	150,415	96,445
Total income		96,550	53,900	150,450	96,445
Expenditure on:					
Charitable activities: Education	5	98,975	53,155	152,130	123,664
Total expenditure		98,975	53,155	152,130	123,664
Net income/(expenditure) before net gains/(losses) on investments		(2,425)	745	(1,680)	(27,219)
Net income/(expenditure) for the year	7	(2,425)	745	(1,680)	(27,219)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(2,425)	745	(1,680)	(27,219)
Reconciliation of funds					
Total funds brought forward		69,756	-	69,756	96,975
Total funds carried forward		67,331	745	68,076	69,756

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

COMMONWORD ENTERPRISES LTD

England & Wales - Charity number 1152499

Accounts

Company number: 5870623

Charity Number: 1152499

Commonword Enterprises Limited

Report and financial statements
For the year ended 31st March 2022

Commonword Enterprises Limited
Reference and administrative information
for the year ended 31st March 2022

Company number 5870623

Charity number 1152499

Registered office and operational address No. 3 Planetree House, 21-31 Oldham Street
Manchester, M1 1JG

Management committee The members of the management committee, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Kirit Patel	Chair
Sivamohan Valluvan	Secretary
Marie-Claire Emecheta	Treasurer (resigned 15/02/2022)
Julia Davis	
Dr Shahireh Sharif	(resigned 09/11/2021)
Bethan Galliers	(appointed 09/11/2021)
Laura Stewart	(appointed 09/11/2021)
Marcia Hutchinson	(appointed 21/06/2022)

Key management personnel Peter Kalu Co-Director
Cheryl Martin Co-Director

Bankers Bank of Scotland
The Mound
Edinburgh, EH1 1YZ

Independent Examiner Christy Lau FCCA CTA DChA
Slade & Cooper Limited,
Beehive Mill
Jersey Street
Ancoats Manchester
M4 6JG

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

The management committee presents their report and the unaudited financial statements for the year ended 31st March 2022. Included within the management committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

The Objects of the charity as set out in its Memorandum of Association are:

To advance education for the benefit of the public in the subject of creative writing, literature and the Arts; to formulate, prepare and establish schemes therefore; and to co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.

Our Vision

- Help new writers in the North West of England and beyond become more successful
- Seek to enable everyone to participate in creative writing
- Organise writers' development programmes for communities and young people. Commonword also runs mentoring programmes, conferences, courses, participatory events, festivals, workshops and public readings
- Give information and advice to individuals and groups on the craft of writing
- Keep writers up to date on publishing opportunities and writing networks
- Link local and regional writers with national and international writers
- Assist writers in the setting up and running of their own organisations
- Work with Black & Minority Ethnic communities and individuals developing their creative writing

Mission

Our mission is to help emerging and mid-career writers become more successful.

Our Charitable Activities

The management committee reviews the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The management committee reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the management committee ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The management committee has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the management committee considers how planned activities will contribute to the aims and objectives that have been set.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Activities undertaken for public benefit in relation to objects 1 April 21 - 31 March 22

Commonword's writing development programme continues to blossom in different ways, based on our quest to innovate, to be inclusive and responsive to the feedback-evidenced evolving aspirations of emerging writers and consistently with the Charity Commission's guidance on public benefit.

This year our National Black Writers Conference brought some great writers and some burning issues to prominence. Under the broad theme of "we want to dream", panel discussions included: black and brown queer stories from today and yesterday; Going Digital - exploring future literature; no more ivory towers - decolonising University literature courses as well as the academic institutions themselves. There was a film element - "dreaming on screen" as well as sessions on how to use social media and a generative short story workshop. The international writers, Berlin based Divya Ghelani and the USA/Germany based Jennifer Nansubuga Makumbi also featured in the programme.

'Small Circles', our England based Twine digital storytelling development project saw seven writers dive into the delights of born-digital story development, birthing numerous multi-media, online accessible Twine Games which simultaneously worked as literary stories, and gave pleasure as Games.

Our core Identity Black/Global Majority Writers Group saw significant growth in numbers and some of its current and former members have lit up the regional and national literature world with excellent literary achievements and prizes.

The Queer Black Book Club has attracted national attention on social media and continues to forge a unique path of appreciation of LBGT+ literature and provide a ground rock for LBGT+ writers to feel safe and to emerge with their own writing.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on writer development and are undertaken to further Commonword Enterprise Limited's charitable purposes for the public benefit. The following are our eight main achievements:

Black Writers Conference 2021

Commonword provided an innovative 2021 Conference programme which focused attention on matters of deep concern for black and brown writers especially those identifying as women and non-binary. Commonword's aims for the 2021 National Black Writers Conference were threefold: to create an accessible, international, virtual conference that addressed accessibility and affordability issues for our audience especially those impacted by Covid; to make it easier to add international panellists and audiences; to create a platform specifically for Global Majority women and non-binary writers. We delivered these aims with a series of panels and events including two workshops - a social media presence workshop, run by the media-savvy Chanje Kunda. And a Generative Short story workshop run by the ever-popular Divya Ghelani. Said Chanje, "The people involved were great. The sense of solidarity and comradeship made us feel like a positive artistic community. The female and non-binary elements were refreshing as most black history and black events are male dominated." Said Divya: "Both my workshops were very moving. (People began to cry when sharing their stories in the second one!) I felt we'd cocreated a soft and intimate space in which to write, and it was thanks to them as well as Commonword's excellent management via Radhaika, Jayne Compton etc., and Cheryl. The 'View From Berlin' panel felt like a warm and relaxed chat - very pleasurable, and I hope viewers enjoyed it as much as me."

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Feedback on the National Black Writers Conference 2021

From Panellists and Artists:

"I really enjoyed the conference as a panelist, judge and as a member of the audience. The speakers were inspiring and I felt really motivated and energised by the conference. It is the first time that I have attended a Writers' conference with all Black speakers and for them all to be women was extraordinary. "

"I think holding a black writers conference is one of the major highlights for many emerging black writers. It is a fantastic opportunity for black writers to have a platform and space to meet and discuss the challenges they meet as writers in Britain. It is also an opportunity to come up with solutions to our shared challenges and to share experiences and strategies. For me, as a product of the Cultureword initiative, I am so proud to return every time and see the initiative thriving, to see eager emerging writers and be in conversation with other authors. I think the wider world is not aware of the fantastic job you do in terms of reaching out in the community to identify new writers, nurture and put them on the way to realizing their dreams. Thank you to the team. "

"I really love engaging with BIPOC writers and readers. I always find the level of discussion to be very high – and this was no exception. I loved that this conference focused on global majority women and non-binary BIPOC authors – this sort of radical programming allows a focused spotlight on artists and issues that don't often get heard. Well done. I fully respect the extra work involved to make such a shift in focus possible. "

"I was really impressed by the tech support and how organised the conference was behind the scenes. As a panelist, I was provided with all the links to promote event through my social media beforehand."

'Small Circles' – digital literature project, with various authors

'Small Circles' is part of our digital platforms initiative and is available online here:

<https://www.cultureword.org.uk/small-circles/> With this project, we forged a strong relationship with some key Games makers and coders. In particular, in the UK, we now may have a new strategic partner in story-world and augmented reality creative projects, Visioning Lab. Visioning Lab worked with us on our Twine stories, introduced us to the possibilities of Mozilla Hubs (<https://hubs.mozilla.com/>), and have agreed to deepen their collaboration with us. This will position us as a leading digital literature organisation in the UK. More generally, we have increased excitement in the north of England around digital storytelling methods and grown a cohort of writers who can provide content for Games.

The pandemic, the Lebanon economic crisis and the Beirut port explosion made scheduling, logistics, communication and money transfers from UK to Lebanon problematic. See project Videocast One for details: https://youtu.be/ug5UB_6vMk8 Yet we persevered. We accelerated digital and online collaboration tools and the modularisation of our Project. See Videocast Two for details: <https://youtu.be/3hBn-ht2-0w>

The collaboration with Falafel games proved smooth and innovative. See the two YouTube videocasts, in which the project is discussed by Mehmood, Ghossoub, Burgess and Kalu, as well as by Lebanese students and artists for details:

Falafel Video One: <https://www.youtube.com/watch?v=SjvpXB0tAuQ&t=2399s>

Falafel Video Two https://www.youtube.com/watch?v=aY_t3bWi2WI&t=3057s

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

In the UK, we successfully recruited seven writers for Twine and sustained our engagement with them resulting in seven Twine stories published on the Cultureword Digital Platform: <https://www.cultureword.org.uk/small-circles>. This success augurs well for future development of Twine and other digital format stories.

The Project galvanised activity in other areas of digital literature. The Commonword YouTube site now hosts an expanding range of video poetry while the Commonword website now has a Digital Literature page that hosts a variety of digital literature experiences.

We will continue to grow our network of writers who are at ease with digital literature and who are keen to develop in this area. We will continue to expand our digital literature reach including by seeking more international partners.

***'Loose Connections' – digital pamphlet by Identity workshop contributors**

Regular Identity workshop attendees came together with editor-writer Clare Ramsaran to produce this digital magazine of their creative writing. It is hosted on Commonword's website here: <https://www.cultureword.org.uk/wp-content/uploads/2020/07/Loose-Connections.pdf>. It contains poetry and fiction from eleven emerging writers within its 66 pages. As Clare writes in the introduction, "The cover reflects the history of the group, which started in the 1980's (era of the mix tape), as well as our future, with an online 'mix tape' of us reading our words. The title speaks of 'loose connections', between families and also between people with histories of migration, and the lands and cultures that we, or our ancestors, moved from. Identity has taken many forms. Sometimes a performance group, reading in local pubs, sometimes a writing/feedback group. And now, during lockdown, we meet online, seeing each other's faces and writing via screens. Toni Morrison is often quoted as saying "If there's a book you really want to read but it hasn't been written yet, then you must write it." This is exactly what the writers in Identity are doing – telling the stories we don't often read, that aren't often published, but that we definitely need to hear."

'So' – poetry by John Siddique

Delayed by Covid and lockdown, this collection was well worth the wait. It is a 'beautiful' (T.S. Eliot Prize) book which queries the boundaries between nature and human, between self and selves. It has garnered praise from national journals such as *Writers Mosaic*: "Siddique's deceptively simple stanzas as he draws our attention to the magnificence in the seemingly mundane; the sparkle of sunlight on water, the wheeling of gulls between bridges..." *Writers Mosaic*. 'So' is available nation-wide via all major online retailers, as well as good bookshops and from our own website.

The **Cultureword YouTube site** has been expanded significantly this year as a development of our digital literature development aspirations, and in particular benefitting from the boost given to it by our online Black Writers Conference. This year it has been populated with panel debates, poetry performances, book reviews, short story trailers and information videos and our playlists include: Interviews, How To, Black Writers Conference 2021, We Want To Dream, Going Digital Films, 90 Second Book Reviews and Locations, Locations. More here: <https://www.youtube.com/user/Cultureword>

Picture Books Project

The first year flew by of our **Picture Book Project** launched in collaboration with the mainstream publisher, Hachette Children's, and seeking to discover and nurture PoC Picture Book writers who are under-represented in this genre. Forty writers joined the project, seven were given extensive feedback on their work and three (Elayne Ogbeta, Ashleigh Nugent and Darren Pritchard) were chosen by Hachette for development of their stories for publication by Hachette.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Writers Workshops

We continued to deliver creative writing workshops online throughout his year. We delivered ** Black Queer Book Club workshops, ** Identity Writers Workshops, and ** Notes on a Mic Drop Workshops.

Identity Global Majority writers workshop

In June 2021 Identity launched an online magazine of writing by the group called, 'Loose Connections'. The group continues to run its own Facebook page <https://www.facebook.com/groups/commonwordidentitywriters> and meets on Zoom at 6.00pm every Wednesday. Forty-five Identity workshop meetings were held over the year. Participants were writers of colour working in genres that ranged from spoken word to the short story to the novel. Being online boosted attendance and the average session is now attended by eight people, up from six last year.

Queer Black Book Club

The monthly **Queer Black Book Club** has been a continuing success and also serves as a strong complement to the **Identity Writers Workshop Online**. Both workshops have been meeting throughout the Covid dislocations, and have been an excellent and necessary means for Commonword to enhance the literary and professional development of new writers.

Financial review

The charity's unrestricted liquid reserves at year end stand at £64,963.

Commonword's financial model has proved robust enough to survive the impact of the Covid restrictions that have prevailed through the year. The milestones and targets that are key to the drawing down of funding for the charity have been met.

A modified fundraising strategy has been implemented and approaches are now being made to several hitherto unapproached Trust funds.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Reserves Policy

Reserves are required to cover any disparity between spending on our programme and the income we generate through grants and private income generation and to ease transitions between one source of funding and another. Reserves are also maintained to guard against exceptional, unplanned expenditure. The reserves also function as a means to mitigate main risks to the organisation such as the withdrawal of a significant funder.

In reaching our target reserve amount we took into account the following:

1. forecasts for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources
2. forecasts for expenditure in future years on the basis of planned activity
3. analysis of future needs, opportunities, contingencies and risk
4. assessment, on the best evidence reasonably available, of the likelihood of each of those needs and risks arising and the potential consequences for the organisation of not being able to meet them
5. consideration of wind-up arrangements and the financial consequences arising from this

Based on these considerations our pre-pandemic policy was to maintain sufficient free reserves to provide cover for 6 months in relation to known liabilities, along with a smaller additional provision of one month of free reserves for unforeseen liabilities. Post Covid-19, our policy is to maintain sufficient free reserves to provide cover for 5 months in relation to known liabilities, with the expectation that cost-cutting measures and renewed funding will over the next 18 months enable us to recover our reserve to the pre-pandemic 6 months + 1 month.

Our pre-pandemic total target reserve amounted to 7 months running costs. On this basis our target reserve was £71,774. Our post-Covid-19 target reserve amounts to 5 months running costs. On this basis our target is £57,728.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Structure, governance and management

Recruitment and Appointment of Management Committee

The management committee makes wide general appeal to find those who are willing to serve as members on the Committee. The recruitment strategy takes cognisance of the particular skill sets of existing members and attempts to ensure a well-rounded, diverse membership with excellent expertise who can individually and collectively assist the charity in furthering its aims.

New management committee members are appointed by ordinary resolution according to articles 34 to 38 of Commonword Enterprise Ltd's constitution. There is no upper limit to the number of management committee members but there is a minimum threshold of 3.

The organisation is a charitable company limited by guarantee having no share capital. It was incorporated on 10th July 2006 and registered as a charity on 19 June 2013. The company is established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The members of the management committee are members of the charity but this entitles them only to voting rights. The members have no beneficial interest in the charity.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 to the accounts.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2022

Statement of responsibilities of the management committee

The members of the management committee (who are also directors of Commonword Enterprises Limited for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial 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 these financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The management committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the members of the management committee on 15th November 2022 and signed on their behalf by

Kirit Patel

Chair

Independent examiner's report
to the trustees of
Commonword Enterprises Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022 which are set out on pages 11 to 27.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Christy Lau FCCA CTA DChA
Slade & Cooper Limited
Beehive Mill
Jersey St
Ancoats
Manchester
M4 6JG

23rd December 2022

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	35	-	35	-
Charitable activities: Education	4	96,515	53,900	150,415	96,445
Total income		96,550	53,900	150,450	96,445
Expenditure on:					
Charitable activities: Education	5	98,975	53,155	152,130	123,664
Total expenditure		98,975	53,155	152,130	123,664
Net income/(expenditure) before net gains/(losses) on investments		(2,425)	745	(1,680)	(27,219)
Net income/(expenditure) for the year	7	(2,425)	745	(1,680)	(27,219)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(2,425)	745	(1,680)	(27,219)
Reconciliation of funds					
Total funds brought forward		69,756	-	69,756	96,975
Total funds carried forward		67,331	745	68,076	69,756

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

A full comparative SOFA is available on the last page of the financial statements.

Commonword Enterprises Limited
Company number 5870623
Balance sheet as at 31 March 2022

	Note	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	12		2,368		1,976
			<u>2,368</u>		<u>1,976</u>
Total fixed assets			2,368		1,976
Current assets					
Stock		581		581	
Debtors	13	595		389	
Cash at bank and in hand	14	70,479		68,952	
			<u>71,655</u>		<u>69,922</u>
Total current assets			71,655		69,922
Liabilities					
Creditors: amounts falling due in less than one year	15	(5,947)		(2,142)	
			<u>65,708</u>		<u>67,780</u>
Net current assets			65,708		67,780
Total assets less current liabilities			<u>68,076</u>		<u>69,756</u>
Net assets			<u>68,076</u>		<u>69,756</u>
The funds of the charity:					
Restricted income funds	16		745		-
Unrestricted income funds	17		67,331		69,756
			<u>68,076</u>		<u>69,756</u>
Total charity funds			<u>68,076</u>		<u>69,756</u>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 26 form part of these accounts.

Approved by the trustees on 15/11/2022 and signed on their behalf by:

Kirit Patel (Chair)

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022

1 Accounting policies

The principal accounting policies adopted, judgments 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Commonword Enterprises Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

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

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

c 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 a provision of a specified service is deferred until the criteria for income recognition are met.

d 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), general volunteer time is not recognised; 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.

e 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.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

f 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 projects being undertaken by the charity.

g 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 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.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Computer equipment	25% straight line
Office furniture & equipment	20% straight line

j Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

k 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.

l 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.

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.

n 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.

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end (2021: £Nil).

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2022 £
Donations	35	-	35
Total	35	-	35
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2021</i> £
<i>Donations</i>	-	-	-
Total	-	-	-

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2022 £
Grants			
Arts Council England, North West	95,981	-	95,981
British Council, Digital Collaboration Fund	-	53,500	53,500
Muli Amaye Grant		400	400
	<hr/>	<hr/>	<hr/>
	95,981	53,900	149,881
Fees and other income			
Sales of publications	534	-	534
	<hr/>	<hr/>	<hr/>
	534	-	534
	<hr/>	<hr/>	<hr/>
Total	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	96,515	53,900	150,415
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2021</i> £
Grants			
Arts Council England, North West	95,981	-	95,981
	<hr/>	<hr/>	<hr/>
	95,981	-	95,981
Fees and other income			
Sales of publications	464	-	464
	<hr/>	<hr/>	<hr/>
	464	-	464
	<hr/>	<hr/>	<hr/>
Total	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	96,445	-	96,445

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

5 Analysis of expenditure on charitable activities

Current reporting period	Total 2022 £	Total 2021
Salaries	81,975	88,558
Premises	14,703	21,094
Development	45,721	7,312
Book production	992	324
Administration	1,512	1,024
IT and software	3,868	1,138
Depreciation	1,208	2,052
Governance costs (see note 6)	2,151	2,162
	<hr/>	<hr/>
	152,130	123,664
	<hr/>	<hr/>
	2022	2021
	£	£
Restricted expenditure	53,155	26,009
Unrestricted expenditure	98,975	97,655
	<hr/>	<hr/>
	152,130	123,664
	<hr/>	<hr/>

6 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	Total 2022 £
Accountancy services	Governance	1,575	1,575
Legal and professional	Governance	576	576
		<hr/>	<hr/>
		2,151	2,151
		<hr/>	<hr/>
Previous reporting period	<i>Basis of apportionment</i>	<i>Governance £</i>	<i>Total 2021 £</i>
<i>Accountancy services</i>	<i>Governance</i>	<i>1,500</i>	<i>1,500</i>
<i>Legal and professional</i>	<i>Governance</i>	<i>662</i>	<i>662</i>
		<hr/>	<hr/>
		2,162	2,162
		<hr/>	<hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2022 £	2021 £
Depreciation	1,208	2,052
Operating lease rentals:		
Property	10,150	13,800
Independent examiner's fee		
Accountancy	1,050	1,000
Independent examination	263	250
Payroll	439	512
	81,975	88,558

8 Staff costs

Staff costs during the year were as follows:

	2022 £	2021 £
Wages and salaries	78,831	86,832
Social security costs	1,710	330
Pension costs	1,434	1,396
	81,975	88,558

No employees has employee benefits in excess of £60,000 (2021: Nil).

The average number of staff employed during the period was 6 (2021: 7).

The average full time equivalent number of staff employed during the period was 2.42 (2021: 3).

The key management personnel of the charity comprise the trustees and Co-Directors. The total employee benefits of the key management personnel of the charity were £52,271 (2021: £35,035).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

9 Trustee remuneration and expenses, and related party transactions

No (2021: One) members of the management committee received any fees during the year (2021: Dr Shahireh Sharif, £50, fee for Crime Friction short story).

No (2021: Nil) members of the management committee received travel and subsistence expenses during the year (2021: £Nil).

No aggregate donations from related parties (2021: £Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2021: nil).

10 Government grants

The government grants recognised in the accounts were as follows:

	2022 £	2021 £
Arts Council England, North West	95,981	95,981
	<hr/>	<hr/>
	95,981	95,981
	<hr/> <hr/>	<hr/> <hr/>

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

12 Fixed assets: tangible assets

Cost	Equipment £	Total £
At 1 April 2021	14,113	14,113
Additions	1,600	1,600
	<hr/>	<hr/>
At 31 March 2022	15,713	15,713
	<hr/>	<hr/>
Depreciation		
At 1 April 2021	12,137	12,137
Charge for the year	1,208	1,208
	<hr/>	<hr/>
At 31 March 2022	13,345	13,345
	<hr/>	<hr/>
Net book value		
At 31 March 2022	2,368	2,368
	<hr/>	<hr/>
<i>At 31 March 2021</i>	<i>1,976</i>	<i>1,976</i>
	<hr/>	<hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

13 Debtors

	2022 £	2021 £
Prepayments and accrued income	595	389
	<u>595</u>	<u>389</u>
	<u><u>595</u></u>	<u><u>389</u></u>

14 Cash at bank and in hand

	2022 £	2021 £
Cash at bank and on hand	70,479	68,952
	<u>70,479</u>	<u>68,952</u>
	<u><u>70,479</u></u>	<u><u>68,952</u></u>

15 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors and accruals	5,947	2,142
	<u>5,947</u>	<u>2,142</u>
	<u><u>5,947</u></u>	<u><u>2,142</u></u>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

16 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
British Council, Digital Collaboration Fund	-	53,500	(52,755)	-	745
Muli Amaye Grant		400	(400)	-	-
Total	-	53,900	(53,155)	-	745
Previous reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
HLF Lottery	3,843	-	(15,495)	11,652	-
Awards for All - Silence Will Not Protect You	1,294	-	(1,294)	-	-
Awards for All - Coordinate	9,220	-	(9,220)	-	-
Total	14,357	-	(26,009)	11,652	-

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

16 Analysis of movements in restricted funds (Continued)

Name of restricted fund	Description, nature and purposes of the fund
British Council, Digital Collaboration Fund	In 2021, Commonword, based in the UK, and the American University of Beirut (AUB), based in Lebanon, joined together to develop a digital literature in a project sponsored by the British Council. The project aims were (1) to pioneer interactive digital storytelling generated primarily by black creatives of the North West and boost collaboration with our overseas partner, American University of Beirut. (2) to seed experimentation and further digital innovation by galvanizing digital literature production, especially by black writers and coders. (3) to grow the Commonword digital lab experiments and to enthuse, innovate and foster the growth of <i>born-digital</i> literature. The collaboration with Falafel games proved smooth and innovative and led to a demo RPG Game being jointly developed. The UK digital project outcomes included seven new Twine (Digital Storytelling) Games produced.
Muli Amaye Grant	Writer Dr. Muli Amaye hosted a black girls end of year get together in Ardwick. It was an evening for women of colour to talk, read, listen and write. Providing a nourishing space for literary joy after a difficult few years. The event was held at the ARMR Store in Ardwick and was very well attended.
HLF Lottery	The Commonword Community Archive Project is an outreach, curation and engagement project based on the Commonword Archive. The project will use our archive to engage the general public in the literary activist history of Manchester, and to promote creative writing in marginalised communities. The archive will also be made available to the general public online.
Awards for All - Silence Will Not Protect You	Silence Will Not Protect You is a six month empowerment, development and advocacy project for women who are seeking asylum, are refugees, or who experience domestic violence. The project utilises drama, poetry and film to enable participants to develop the skills and confidence necessary to advocate for themselves and their communities.
Awards for All - Coordinate	Coordinate is a 10 month project to create a location based online map of Manchester and Salford documenting the experiences of people from marginalised groups who live with social isolation. The project will also provide advocacy/campaign training to help participants work together, disseminate their experiences and advocate for change.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

17 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31
	April 2021					
	£	£	£		£	£
General fund	69,756	96,550	(98,975)	-	-	67,331
	<u>69,756</u>	<u>96,550</u>	<u>(98,975)</u>	<u>-</u>	<u>-</u>	<u>67,331</u>
	<u><u>69,756</u></u>	<u><u>96,550</u></u>	<u><u>(98,975)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>67,331</u></u>
Previous reporting period	Balance at	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31
	1 April 2020					
	£	£	£		£	£
General fund	82,618	96,445	(97,655)	-	(11,652)	69,756
	<u>82,618</u>	<u>96,445</u>	<u>(97,655)</u>	<u>-</u>	<u>(11,652)</u>	<u>69,756</u>
	<u><u>82,618</u></u>	<u><u>96,445</u></u>	<u><u>(97,655)</u></u>	<u><u>-</u></u>	<u><u>(11,652)</u></u>	<u><u>69,756</u></u>

Name of unrestricted fund

Description, nature and purposes of the fund

General fund The free reserves after allowing for all designated funds

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2022 (continued)

18 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	2,368	-	-	2,368
Net current assets/(liabilities)	64,963	-	745	65,708
	<hr/>	<hr/>	<hr/>	<hr/>
Total	67,331	-	745	68,076
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,976	-	-	1,976
Net current assets/(liabilities)	67,780	-	-	67,780
	<hr/>	<hr/>	<hr/>	<hr/>
Total	69,756	-	-	69,756
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2022 £	2021 £
Less than one year	6,456	3,450
One to five years	1,614	-
	<hr/>	<hr/>
	8,070	3,450
	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
Charitable activities:					
Education	3	96,445	-	96,445	106,145
Total income		96,445	-	96,445	106,145
Expenditure on:					
Charitable activities:					
Education	4	97,655	26,009	123,664	154,010
Total expenditure		97,655	26,009	123,664	154,010
Net income/(expenditure) before net gains/(losses) on investments		(1,210)	(26,009)	(27,219)	(47,865)
Realised gains/(losses) on investments		-	-	-	(326)
Net income/(expenditure) for the year	6	(1,210)	(26,009)	(27,219)	(48,191)
Transfer between funds		(11,652)	11,652	-	-
Net movement in funds for the year		(12,862)	(14,357)	(27,219)	(48,191)
Reconciliation of funds					
Total funds brought forward		82,618	14,357	96,975	145,166
Total funds carried forward		69,756	-	69,756	96,975

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

COMMONWORD ENTERPRISES LTD

England & Wales - Charity number 1152499

Accounts

Company number: 5870623

Charity Number: 1152499

Commonword Enterprises Limited

Report and financial statements
For the year ended 31st March 2021

Commonword Enterprises Limited
Reference and administrative information
for the year ended 31st March 2021

Company number 5870623

Charity number 1152499

Registered office and operational address No. 3 Planetree House, 21-31 Oldham Street
Manchester, M1 1JG

Management committee The members of the management committee, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Kirit Patel	Chair
Sivamohan Valluvan	Secretary
Marie-Claire Emecheta	Treasurer (from 1/12/20)
Julia Davis	Treasurer (to 1/12/20)
Dr Shahireh Sharif	

Key management personnel Peter Kalu Co-Director

Martin De Mello Co-Director

Bankers Bank of Scotland
The Mound
Edinburgh, EH1 1YZ

Independent Christy Lau FCCA CTA DChA

Examiner Slade & Cooper Limited,
Beehive Mill
Jersey Street
Ancoats Manchester
M4 6JG

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

The management committee presents their report and the unaudited financial statements for the year ended 31st March 2021. Included within the management committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

The Objects of the charity as set out in its Memorandum of Association are:

To advance education for the benefit of the public in the subject of creative writing, literature and the Arts; to formulate, prepare and establish schemes therefore; and to co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.

Our Vision

- Help new writers in the North West of England and beyond become more successful
- Seek to enable everyone to participate in creative writing
- Organise writers' development programmes for communities and young people. Commonword also runs mentoring programmes, conferences, courses, participatory events, festivals, workshops and public readings
- Give information and advice to individuals and groups on the craft of writing
- Keep writers up to date on publishing opportunities and writing networks
- Link local and regional writers with national and international writers
- Assist writers in the setting up and running of their own organisations
- Work with Black & Minority Ethnic communities and individuals developing their creative writing

Mission

Our mission is to help new writers become more successful.

Our Charitable Activities

The management committee reviews the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The management committee reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the management committee ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The management committee has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the management committee considers how planned activities will contribute to the aims and objectives that have been set.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Activities undertaken for public benefit in relation to objects 1 April 20-31 March 21

Commonword radically overhauled its writing development programme to accommodate Covid restrictions, and in response to feedback and the evolving aspirations of the writers.

This year there was a big push to bring digital to the fore both in our means of communication and distribution and in the creative processes that writers employ. A pioneering project was the **Elaine Okoro Soundcloud Poems Launch** which combined utilisation of Commonword's recently digitised archives with the fresh audio recording of that material in a professional recording studio specifically for the Soundcloud platform. The result was the splendid okoro_dramming SoundCloud experience, an achievement that paves the way for other poets to explore this digital platform: <https://soundcloud.com/user-672575780>

The **Cultureword YouTube site** has been expanded significantly this year both in response to Covid 19 as an alternative live launch centre, as a development of our digital literature development aspirations. This year it has been populated with both video essays, poetry performances, book reviews, short story trailers and information videos. <https://www.youtube.com/user/Cultureword>

Our Commonword Digital Literature Map was launched. This was a two-year project funded by Heritage Lottery Project that made literature available as cross-referenced with an actual map of Greater Manchester. The Map has been a great success and has since been consolidated into a broader Manchester City of Literature Map which can be found here: <https://www.manchestercityofliterature.com/project/digital-manchester-literature-map/>

Following the success of last year's Black Crime shorts series we launched a digital sequel called **Shots in the Dark II on Issuu**. It was deliberately developed as born-digital project. Featuring nine short stories each accompanied by scintillating artwork from Akinyemi Oludele, the collection was showcased to great acclaim on the Issuu.com platform both as a digital anthology and as a FlipBook. https://issuu.com/cultureword/docs/shots_202

We also launched our **Picture Book Project** in association with the mainstream publisher, Hachette Children's, seeking to discover and nurture PoC Picture Book writers who are under-represented in this genre.

The monthly **Queer Black Book Club** workshop has been a roaring success and also serves as a strong complement to the **Identity Writers Workshop Online**. Both workshops have been meeting throughout the Covid dislocations and have been an excellent and necessary means for Commonword to enhance the literary and professional development of new writers.

The strong results of our artistic programme against a background of sound financial management in the face of the Covid disruptions, together indicate the company has shown resilience and dynamism and achieved well in its goal of helping new writers to become more successful.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Feedback from Users and Partners:

Twitter:

This [Hachette-Commonword linkup] is exciting news! Congratulations on a great partnership!
Yvonne Battle-Felton Jan 2021

Over the moon to be partnering with @cultureword to find more northern picture book talent.
@HachetteKids **Emma Layfield of Hachette Jan 2021**

"I am looking for exciting, diverse, new picture book writers from the North, so our partnership with Commonword is the perfect fit", @HachetteKids partners with @cultureword to find more northern Black, Asian and minority ethnic writers! <https://bit.ly/2LnmAnO> **Bookseller, Jan 2021**

A new year and a new partnership! I can't wait to work with the brilliant team @cultureword and their budding picture book writers. Exciting times! @HachetteKids **Emma Layfield Jan 2021**

Enjoying this beautiful book by Japanese poet @fukudapero published by @cultureword
David Armes December 2020

Delighted to host you - you @EmilyZMarshall & other speakers were simply fab!! @newwritingMCR @cultureword learnt and enjoyed the event so much @MACFESTUK **Qaisra Shahrzad Dec 2020**

Where would a radical city like Manchester be if it didn't have a radical edge? In our view these guys have never got enough credit for keeping Manchester's writing scene honest most of our writing and activist lives! @MartindeMello talks @cultureword #MCRBookFair **The Writing Squad Nov 2020**

Commonword don't just publish books: A centre for Black creative writing since '86, it has achieved national renown for discovering, developing and promoting Asian, African Caribbean and Chinese writers **Manchester City of Literature Nov 2020**

Have you seen this? [Digital Literature Map] A great resource of Northern writing **Leeds Arts Health and Wellbeing Network Nov 2020**

What a brilliant Q&A with the writers of new Crime Fiction publication 'Big Shots II' by @cultureword this evening. Well done to all the writers for such brilliant stories. Absolutely enjoyed listening to them and the great conversations **DIPACT Nov 2020**

Thanks to @peterkalu and @cultureword for first noticing [my CYA novel] Alfie and shortlisting him in the inaugural Children's Diversity Writing Prize! **Clare Weze Aug 2020**

Thanks SO much for joining tonight [on the CYA panel]. It was great seeing you! A very well deserved shout out to the brilliant team @cultureword **Children's Books North Aug 2020**

From Commonword's Queer Black Book Club, @timber_festival's forest sound map to York Early Music Festival's digital programme, check out our picks for the latest activities to get involved with: <https://buff.ly/2Ch3ATo> @cultureword @yorkearlymusic **ACE North July 2020**

Big shout out to @cultureword for #NationalNorthernAuthorsDay Part of Commonword, Cultureword has been a centre for Black creative writing in the North West of England for decades! Discovering, developing and promoting Asian, African Caribbean and Chinese writers **Cath Staincliffe, author, July 2020**

My writing has only begun to take flight in the last few months thanks to groups like @outonthepage and @cultureword and @writers_hq moving their events online. Very lucky to have found my wonderful writing communities **Jade Mutyora July 2020**

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Resonant words [on Commonword and the Black Lives Matter movement] from the ever-brilliant @cherylalaska @cultureword **John McGrath, MIF June 2020**

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on writer development and are undertaken to further Commonword Enterprise Limited's charitable purposes for the public benefit. The following are our eight main achievements:

Publications

Our publication programme this year focused on fiction, bringing to fruition the work of nine short story writers who we have worked with over a number of years. This led to the publication online on the Issuu platform of **Short in the Dark II** as both a standard online work and as a FlipBook. We have also been developing pipeline publication projects, a collection of poems called, 'So' by John Siddique, and an anthology of writings around invisible disability called 'Indivisible'.

Archives Project

Funded by the Heritage Lottery Fund, The Commonword Archive Project is a two-year project to make the Commonword archive available to the public and to promote Manchester's literary activist history. Our **launch online** in July 2020 was the culmination of these two years of research, public engagement and digitisation. It featured the work of current writers as well as writers from Commonword's 40 year history, connecting the present to the past at a very well received online event. The project has forged connections and partnerships with a range of other organisations including the Manchester Metropolitan University Poetry Library and the UNESCO Manchester City of Literature organisation.

Trans-Writes Launch, TransBareAll: July 2020

We sponsored the launch of TransBareAll, a collection of writings by Trans Writers. The launch was held online and was one of the most popular of our online live events. The live event was hosted by Mish Green who also co-edited the 300-page anthology. Its contents include poetry, prose and art that cover a range of experiences and a wealth of trans and non-binary voices, each different, speaking loud, and proud, and together.

Workshops

We continued to deliver workshops throughout this year, moving them online in response to Covid-19 restrictions. We delivered 10 Black Queer Book Club workshops and 42 Identity Writers Workshops. We also delivered a number of memoir workshops across the city that engaged with our Archives Project.

Financial review

The Charity's unrestricted liquid reserves at year end stand at £67,780.

The continuing perils of the spread of Covid-19 in this year continued to impact on the arts sector. Commonword maintained its suspension of face-to-face work, including events, workshops and mentoring. All work was conducted online.

Several funding bids were put on hold due to funders suspending or restricting new applications.

Additional measures to mitigate effects include a reduction in worker hours and planning to reduce office space.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Reserves policy

Reserves are required to cover any disparity between spending on our programme and the income we generate through grants and private income generation and to ease transitions between one source of funding and another. Reserves are also maintained to guard against exceptional, unplanned expenditure. The reserves also function as a means to mitigate main risks to the organisation such as the withdrawal of a main funder.

In reaching our target reserve amount we took into account the following:

1. forecasts for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources
2. forecasts for expenditure in future years on the basis of planned activity
3. analysis of future needs, opportunities, contingencies and risk
4. assessment, on the best evidence reasonably available, of the likelihood of each of those needs and risks arising and the potential consequences for the organisation of not being able to meet them
5. consideration of wind up arrangements and the financial consequences arising from this

Based on these considerations our pre-pandemic policy was to maintain sufficient free reserves to provide cover for 6 months in relation to known liabilities, along with a smaller additional provision of 1 month free reserves for unforeseen liabilities. Post Covid-19 our policy is to maintain sufficient free reserves to provide cover for 5 months in relation to known liabilities, with the expectation that cost-cutting measures and renewed funding will over the next 18 months enable us to recover our reserve to the pre-pandemic 6 months + 1 month.

Our pre-pandemic total target reserve amounts to 7 months running costs. On this basis our target reserve was £65,832. Our post-Covid-19 target reserve amounts to 5 months. On this basis our target is £47,000.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Structure, governance and management

Recruitment and Appointment of Management Committee

The management committee makes wide general appeal to find those who are willing to serve as members on the Committee. The recruitment strategy takes cognisance of the particular skill sets of existing members and attempts to ensure a well-rounded, diverse membership with excellent expertise who can individually and collectively assist the charity in furthering its aims.

New management committee members are appointed by ordinary resolution according to articles 34 to 38 of Commonword Enterprise Ltd's constitution. There is no upper limit to the number of management committee members but there is a minimum threshold of 3.

The organisation is a charitable company limited by guarantee having no share capital. It was incorporated on 10th July 2006 and registered as a charity on 19 June 2013. The company is established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The members of the management committee are members of the charity but this entitles them only to voting rights. The members have no beneficial interest in the charity.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 8 to the accounts.

Commonword Enterprises Limited
Management committee's annual report
for the year ended 31st March 2021

Statement of responsibilities of the management committee

The members of the management committee (who are also directors of Commonword Enterprises Limited for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial 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 these financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The management committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the members of the management committee on 09/11/2021 and signed on their behalf by

Kirit Patel

Chair

Independent examiner's report
to the trustees of
Commonword Enterprises Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2021 which are set out on pages 10 to 24.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Christy Lau FCCA CTA DChA
Slade & Cooper Limited
Beehive Mill
Jersey St
Ancoats
Manchester
M4 6JG

Date 16 December 2021

Commonword Enterprises Limited
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
Charitable activities:					
Education	3	96,445	-	96,445	106,145
Total income		96,445	-	96,445	106,145
Expenditure on:					
Charitable activities:					
Education	4	97,655	26,009	123,664	154,010
Total expenditure		97,655	26,009	123,664	154,010
Net income/(expenditure) before net gains/(losses) on investments		(1,210)	(26,009)	(27,219)	(47,865)
Realised gains/(losses) on investments		-	-	-	(326)
Net income/(expenditure) for the year	6	(1,210)	(26,009)	(27,219)	(48,191)
Transfer between funds		(11,652)	11,652	-	-
Net movement in funds for the year		(12,862)	(14,357)	(27,219)	(48,191)
Reconciliation of funds					
Total funds brought forward		82,618	14,357	96,975	145,166
Total funds carried forward		69,756	-	69,756	96,975

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

Commonword Enterprises Limited
Company number 5870623
Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	11	1,976	2,274
Total fixed assets		1,976	2,274
Current assets			
Stock		581	629
Debtors	13	389	12,212
Investments	12	-	-
Cash at bank and in hand	14	68,952	84,986
Total current assets		69,922	97,827
Liabilities			
Creditors: amounts falling due in less than one year	15	(2,142)	(3,126)
Net current assets		67,780	94,701
Total assets less current liabilities		69,756	96,975
Net assets		69,756	96,975
The funds of the charity:			
Restricted income funds	16	-	14,357
Unrestricted income funds	17	69,756	82,618
Total charity funds		69,756	96,975

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 12 to 24 form part of these accounts.

Approved by the trustees on 09/11/2021 and signed on their behalf by:

Kirit Patel (Chair)

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021

1 Accounting policies

The principal accounting policies adopted, judgments 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Commonword Enterprises Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

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

The trustees have made no key judgments which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

c 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 a provision of a specified service is deferred until the criteria for income recognition are met.

d 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), general volunteer time is not recognised; 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.

e 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.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

f 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 projects being undertaken by the charity.

g 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 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.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Computer equipment	25% straight line
Office furniture & equipment	20% straight line

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

j Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

k 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.

k Current asset investments

The charity's current asset investments comprise investment property held for sale. The investment properties were initially recognised at transaction value and are subsequently measured at their fair value at the balance sheet date. The property was sold in October 2019 and the loss on disposal was included in the statement of financial activities.

l 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.

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.

n 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.

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 7. There were no outstanding contributions at the year end (2020: £Nil).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
Grants			
Arts Council England, North West	95,981	-	95,981
	<hr/>	<hr/>	<hr/>
	95,981	-	95,981
Fees and other income			
Sales of publications	464	-	464
	<hr/>	<hr/>	<hr/>
	464	-	464
	<hr/>	<hr/>	<hr/>
Total	96,445	-	96,445
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2020</i> £
Grants			
Arts Council England, North West	94,247	-	94,247
Awards for All	-	9,220	9,220
	<hr/>	<hr/>	<hr/>
	94,247	9,220	103,467
Fees and other income			
Fees and other income	1,453	-	1,453
Sales of publications	1,225	-	1,225
	<hr/>	<hr/>	<hr/>
	2,678	-	2,678
	<hr/>	<hr/>	<hr/>
Total	96,925	9,220	106,145
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Analysis of expenditure on charitable activities

Current reporting period	Total 2021 £	<i>Total 2020</i>
Salaries	88,558	92,934
Premises	21,094	24,705
Development	7,312	23,958
Marketing	-	52
Book production	324	3,754
Sundry expenses	-	71
Administration	1,024	3,542
IT and software	1,138	604
Depreciation	2,052	1,613
Governance costs (see note 5)	2,162	2,777
	123,664	154,010
	2021 £	2020 £
Restricted expenditure	26,009	40,936
Unrestricted expenditure	97,655	113,074
	123,664	154,010
	123,664	154,010

5 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	<i>Total 2021</i> £
Accountancy services	Governance	1,500	1,500
Legal and professional	Governance	662	662
		2,162	2,162
		2,162	2,162
<i>Previous reporting period</i>	<i>Basis of apportionment</i>	<i>Governance</i> £	<i>Total 2020</i> £
<i>Accountancy services</i>	<i>Governance</i>	<i>1,500</i>	<i>1,500</i>
<i>Legal and professional</i>	<i>Governance</i>	<i>1,277</i>	<i>1,277</i>
		<i>2,777</i>	<i>2,777</i>
		<i>2,777</i>	<i>2,777</i>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

6 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021	2020
	£	£
Depreciation	2,052	1,613
Operating lease rentals:		
Property	13,800	13,800
Independent examiner's fee		
Accountancy	1,000	1,000
Independent examination	250	250
Payroll	512	581
	88,558	92,934

7 Staff costs

Staff costs during the year were as follows:

	2021	2020
	£	£
Wages and salaries	86,832	89,290
Social security costs	330	1,861
Pension costs	1,396	1,522
Staff training	-	261
	88,558	92,934

No employees has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 7 (2020: 7).

The average full time equivalent number of staff employed during the period was 3 (2020: 3).

The key management personnel of the charity comprise the trustees and Co-Directors. The total employee benefits of the key management personnel of the charity were £35,035 (2020: £36,825).

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

8 Trustee remuneration and expenses, and related party transactions

One (2020: Nil) member of the management committee received £50 fee during the year (2020: Nil).

Dr Shahireh Sharif	50	Fee for Crime Friction short story
--------------------	----	------------------------------------

No (2020: One) member of the management committee received travel and subsistence expenses during the year of £Nil (2020:£20).

Aggregate donations from related parties were £Nil (2020: £Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

9 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Arts Council England, North West	95,981	94,247
	<hr/>	<hr/>
	95,981	94,247
	<hr/> <hr/>	<hr/> <hr/>

10 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

11 Fixed assets: tangible assets

Cost	Equipment £	Total £
At 1 April 2020	12,359	12,359
Additions	1,754	1,754
	14,113	14,113
Depreciation		
At 1 April 2020	10,085	10,085
Charge for the year	2,052	2,052
	12,137	12,137
Net book value		
At 31 March 2021	1,976	1,976
	2,274	2,274
<i>At 31 March 2020</i>	<i>2,274</i>	<i>2,274</i>
	<i>2,274</i>	<i>2,274</i>

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

12 Current assets investments

	2021 £	2020 £
Market value at the start of the year	-	35,000
Add: reclassification from tangible fixed assets	-	-
Disposals at carrying value	-	(34,674)
Add net gain/(loss) on disposal	-	(326)
	-	-
Market value at the end of the year	-	-

Current asset investments consisted entirely of an investment property held for sale. The property was on the market for sale and valued at the sale price proposed by Avenant Au Mandat Vente, less the estimated costs of sale at the end of the last financial year. The property was sold in October 2019.

13 Debtors

	2021 £	2020 £
Grants receivable	-	6,990
Other debtors	-	229
Prepayments and accrued income	389	4,993
	389	12,212
	389	12,212

14 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and on hand	68,952	84,986
	68,952	84,986
	68,952	84,986

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors and accruals	2,142	1,871
Taxation and social security costs	-	1,255
	2,142	3,126
	2,142	3,126

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

16 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
HLF Lottery	3,843	-	(15,495)	11,652	-
Awards for All - Silence Will Not Protect You	1,294		(1,294)	-	-
Awards for All - Coordinate	9,220	-	(9,220)	-	-
Total	14,357	-	(26,009)	11,652	-
Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
HLF Lottery	44,779	-	(40,936)	-	3,843
Awards for All - Silence Will Not Protect You	1,294		-	-	1,294
Awards for All - Coordinate	-	9,220	-	-	9,220
Total	46,073	9,220	(40,936)	-	14,357

Name of restricted fund

Description, nature and purposes of the fund

HLF Lottery	The Commonword Community Archive Project is an outreach, curation and engagement project based on the Commonword Archive. The project will use our archive to engage the general public in the literary activist history of Manchester, and to promote creative writing in marginalised communities. The archive will also be made available to the general public online.
Awards for All - Silence Will Not Protect You	Silence Will Not Protect You is a six month empowerment, development and advocacy project for women who are seeking asylum, are refugees, or who experience domestic violence. The project utilises drama, poetry and film to enable participants to develop the skills and confidence necessary to advocate for themselves and their communities.
Awards for All - Coordinate	Coordinate is a 10 month project to create a location based online map of Manchester and Salford documenting the experiences of people from marginalised groups who live with social isolation. The project will also provide advocacy/campaign training to help participants work together, disseminate their experiences and advocate for change.

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

17 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2020	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31 March 2021
	£	£	£		£	£
General fund	82,618	96,445	(97,655)	-	(11,652)	69,756
	<u>82,618</u>	<u>96,445</u>	<u>(97,655)</u>	<u>-</u>	<u>(11,652)</u>	<u>69,756</u>
	<u><u>82,618</u></u>	<u><u>96,445</u></u>	<u><u>(97,655)</u></u>	<u><u>-</u></u>	<u><u>(11,652)</u></u>	<u><u>69,756</u></u>
Previous reporting period	Balance at 1 April 2019	Income	Expenditure	Investment gains / (losses)	Transfers	As at 31 March 2020
	£	£	£		£	£
General fund	99,093	96,925	(113,074)	(326)	-	82,618
	<u>99,093</u>	<u>96,925</u>	<u>(113,074)</u>	<u>(326)</u>	<u>-</u>	<u>82,618</u>
	<u><u>99,093</u></u>	<u><u>96,925</u></u>	<u><u>(113,074)</u></u>	<u><u>(326)</u></u>	<u><u>-</u></u>	<u><u>82,618</u></u>

Name of unrestricted fund

Description, nature and purposes of the fund

General fund

The free reserves after allowing for all designated funds

Commonword Enterprises Limited

Notes to the accounts for the year ended 31 March 2021 (continued)

18 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,976	-	-	1,976
Net current assets/(liabilities)	67,780	-	-	67,780
Total	69,756	-	-	69,756
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	2,274	-	-	2,274
Net current assets/(liabilities)	80,344	-	14,357	94,701
Total	82,618	-	14,357	96,975

19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2021 £	2020 £
Less than one year	3,450	13,800
One to five years	-	3,450
	3,450	17,250