

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	Peter Kalu	Co-Director
personnel	Cheryl Martin	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 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
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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 LGBT+ literature and provide a ground rock for LGBT+ 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."

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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

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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 at 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 this 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
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
Total current assets		71,655	69,922
Liabilities			
Creditors: amounts falling due in less than one year	15	(5,947)	(2,142)
Net current assets		65,708	67,780
Total assets less current liabilities		68,076	69,756
Net assets		68,076	69,756
The funds of the charity:			
Restricted income funds	16	745	-
Unrestricted income funds	17	67,331	69,756
Total charity funds		68,076	69,756

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.

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.

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.

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	Unrestricted £	Restricted £	Total 2021 £
Donations	-	-	-
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	96,515	53,900	150,415
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
 Previous reporting period	 <i>Unrestricted</i> <i>£</i>	 <i>Restricted</i> <i>£</i>	 <i>Total 2021</i> <i>£</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	96,445	-	96,445
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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	Basis of apportionment	Governance £	Total 2021 £
Accountancy services	Governance	1,500	1,500
Legal and professional	Governance	662	662
		<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
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	81,975	88,558
	<hr/>	<hr/>

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/>

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
	<hr/>	<hr/>
	595	389
	<hr/>	<hr/>

14 Cash at bank and in hand

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

15 Creditors: amounts falling due within one year

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

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	-

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 April 2021 £	Income £	Expenditure £	Investment gains / (losses)	Transfers £	As at 31 March 2022 £
General fund	69,756	96,550	(98,975)	-	-	67,331
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	69,756	96,550	(98,975)	-	-	67,331
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Previous 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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	82,618	96,445	(97,655)	-	(11,652)	69,756
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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
Total	67,331	-	745	68,076
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
<i>Tangible fixed assets</i>	<i>1,976</i>	<i>-</i>	<i>-</i>	<i>1,976</i>
<i>Net current assets/(liabilities)</i>	<i>67,780</i>	<i>-</i>	<i>-</i>	<i>67,780</i>
Total	69,756	-	-	69,756

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	-
	8,070	3,450

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.