

EAST MANCHESTER COMMUNITY BOAT PROJECT

REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2022

(Registered Charity Number 1155976)

EAST MANCHESTER COMMUNITY BOAT PROJECT

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EAST MANCHESTER COMMUNITY BOAT PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	
President	Mr N Anderson
Chair	Dr J W Stephens CBE
Treasurer	Mr J A Strudwick
Secretary	Ms S E Steventon
Trustees	Mr K Glover Mrs G Walker Mr B Sharples Mrs J Bailey Mrs A Cartledge Mr J Fletcher
Principal Office	c/o Portland Basin Marina Lower Alma Street Dukinfield Cheshire SK16 4SQ
Accountants	Topping Partnership (Accountants) Limited Incom House Waterside Trafford Park Manchester M17 1WD
Bankers	HSBC Bank plc 2-4 St Ann's Square Manchester M2 7HD

EAST MANCHESTER COMMUNITY BOAT PROJECT
ANNUAL REPORT
FOR THE YEAR TO 31 MARCH 2022

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and Administrative Details

Reference and administration details are shown in the Schedule of Members of the Board and Professional Advisers on page 1 of the Financial Statements.

The Trustees

The trustees who served in the year were:

Mr N Anderson	Dr J W Stephens
Ms S E Steventon	Mr J A Strudwick
Mr K Glover	Mr B Sharples
Mrs G Walker	Mrs A Cartledge
Mrs J Bailey	Mr J Fletcher

The trustees are appointed according to the constitution structure, governance and management and their responsibilities are contained in the constitution.

The Committee meets six times a year and is bound by the rules of conduct contained in the constitution. The Committee is subject to election at the Annual General Meeting.

The principal office of the company is Portland Basin Marina, Lower Alma Street, Dukinfield, Cheshire, SK16 4SQ.

Objectives and Activities

The charity's objects are:

To provide or assist in the provision of facilities, in the interests of social welfare, for recreation, education or other leisure time, occupation of persons mainly in the East of Manchester and Greater Manchester areas, who have need of such facilities by reason of their disability. In the event of spare capacity, to also include persons who are disadvantaged by social and economic circumstances with the object of improving and enhancing their conditions of life.

The trustees, when deciding on the charity's activities for the year, are mindful of the Charity Commission's Guidance on Public Benefit. The facilities are available to all regardless of gender, faith or personal circumstances.

The trustees and members are custodians of a narrowboat, a full description of which is given on page 7.

Activities and Achievements

The activities and achievements for the year are shown in the message from the Chair.

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Financial Review

The trustees have no formal policy to maintain a level of reserves, however, they are conscious of their responsibilities and monitor the level of the reserves to ensure the charity holds a minimum of one year's full running costs as a reserve fund, in addition to allowing for general maintenance costs.

At the start of the year the charity had £110,642 of reserves. This decreased during the year and at 31 March 2022 the charity had £106,819 of reserves.

Responsibilities of the trustees

The trustees are responsible for ensuring proper accounting records that disclose with reasonable accuracy at any time the financial position of the project. The trustees are also responsible for safeguarding the assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SIGNED BY ORDER OF THE BOARD

Trustee

Date

EAST MANCHESTER COMMUNITY BOAT PROJECT

ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2022

Message from the Chair

This year's report reflects unprecedented times. From spring 2020 and for most of the subsequent year, the UK has been subject to stringent restrictions in response to the Covid19 pandemic. Even when there was some easing of the restrictions, the Greater Manchester area had to operate within enhanced measures as part of a 'local lockdown'. Obviously these extreme circumstances have had a serious impact on the work of our charity and our ability to fulfil our aims and objectives. It is tribute to our membership, however, that even in the context of a pandemic much good work has continued.

During the periods of lockdown and other social restrictions the health and safety of our passengers and membership were the top priorities for trustees. By our very nature, the charity works with groups of people who may be clinically vulnerable to infection. We have balanced these considerations with the need for people to meet up and enjoy the company of others but have always adhered strictly to government guidance in implementing our 'covid secure' operating procedures. We strengthened our infection control measures and supported our policies with practical modifications:

- . four automatic hand-sanitizers and two automatic soap dispensers purchased
- . amendments made to booking form with clear conditions and safety advice
- . modifications made to feedback form
- . creation of a crew compliance declaration form
- . a pre and post trip cleaning routine was implemented
- . non-essential materials and equipment were removed from the boat

In the event, the boat has been largely dormant in terms of passengers during this period. I am sorry that we have had to limit our work in response to lockdowns and I don't underestimate the impact this may have had on both volunteers and passengers. The decisions taken to curtail our activities were, however, the right ones.

We have made good use of digital technology to allow trustee meetings to continue during the lockdown periods. Whilst we have all missed seeing one another in person and 'Zoom' has its limitations, I am grateful for the opportunities to keep in touch and progress some of our work. The 2020 Annual General Meeting was held via Zoom and this allowed record numbers to attend and participate.

I have never been more grateful to my colleague trustees who continue to give outstanding and loyal support to the project. We have had to take some tough decisions this year often balancing competing demands in our response to the pandemic. At all times, we have rightly put the health, safety and well-being of passengers and volunteers first. The project benefits from very strong, open and transparent governance. Trustees are always solution-focused and have continued to undertake their oversight of EMCBP with great care.

Despite the challenges, the great spirit of teamwork has prevailed. Amongst our volunteers, people have kept in touch with each other and have looked out for one another. Great suggestions have been put forward about safe ways that we could occasionally get together and many volunteers have quietly and discreetly kept an eye on the boat, maintaining security and allowing some maintenance activity to be undertaken. We've been thinking about training and how we can streamline what we do. Tom Edwards and Peter Marlor put together some helpful 'refresher training' for September 2020 to help us re-commission our work safely. We've also been working on the major projects that Nigel outlined in the 2025 Vision at the last AGM. Work has taken place to improve the website and the development of educational materials has continued. Once again I am pleased to single out our President, Nigel Anderson for special thanks. Behind the scenes Nigel has worked relentlessly to progress our ambitious plans for the future, spending hours researching, applying for and successfully bringing in large donations and grants.

EAST MANCHESTER COMMUNITY BOAT PROJECT

ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2022

Message from the Chair (continued)

We have continued to receive wonderful support from so many individuals and organisations. I would particularly like to record, once again, our thanks to Michael Sellars at Elcometer Limited. The on-going generous support that we receive from Michael and the company is a huge benefit to us.

Our accountants, Topping Partnership (Accountants) Limited, have, once again, prepared and scrutinized our accounts. I am really grateful for their highly professional and expert work.

We continue to benefit enormously from the support of our other major benefactors:

Robert Burns Lodge 999

Louvalite Ltd, Hyde

Even during a national lockdown, grant awarding bodies have been able to see the enormous potential of our charity.

I began by noting the extraordinary circumstances we have all faced this year. The necessary limitations on our activities in 2020-21 do not diminish the wonderful commitment of everyone involved in EMCBP. Without skilful and willing volunteers in every part of our operation, EMCBP could not fulfil its core purposes. I would like to record my personal thanks to **all** our volunteers, whatever role they undertake, for their resilience, pragmatism, diverse contributions, bright ideas and many kindnesses throughout such a difficult time. Let's all hope for better times ahead.

A handwritten signature in black ink, reading 'John Wm Stephens'. The signature is written in a cursive style with a horizontal line underneath the name.

**Dr John Wm Stephens CBE OStJ
Chair of Trustees**

EAST MANCHESTER COMMUNITY BOAT PROJECT

ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2022

The Boat

The boat is 57ft long and 6ft wide. The hull is made completely from steel, the bottom is 10mm thick, the sides and cabin are 6mm thick and the top is 4mm thick. The boat weighs about 18 tons.

It is driven by a Canaline 42bhp Marine Diesel engine. It runs on industrial, not commercial, diesel. It has large folding ramps at the bow to allow easy and comfortable wheelchair and passenger boarding and a scissor lift to transfer wheelchair passengers from the front deck to the cabin. The boat can accommodate up to two electric and four standard wheelchairs, has a wider entrance door for ease of boarding. It has open-plan flexible seating, lower and larger viewing windows, central heating, a small galley and a toilet/wash room with wheelchair access. It is also equipped with an intruder alarm, a defibrillator and a wheelchair position on the foredeck from which wheelchair users can steer the boat using a unique remote steering facility.

Fresh water is carried in the bow of the boat and fuel is carried at the stern.

It is registered to carry a total of 15 people. It is a day boat and is not designed for overnight use.

The boat has two bow-thrusters and is steered from the stern using a traditional tiller. Under supervision, all passengers are encouraged to steer the boat and the remote steering facility allows wheelchair users to steer the boat from the front deck.

Buoyancy aids for wheelchair-bound passengers and children up to the age of 11 are available together with two infants' life jackets. Auto-inflating life jackets are carried on board and are worn by crew members, they are also available to all passengers.

The boat holds a current Boat Safety Scheme Certificate BSS Examination Report number (displayed on the boat) which is valid until

EAST MANCHESTER COMMUNITY BOAT PROJECT

ANNUAL REPORT

FOR THE YEAR TO 31 MARCH 2022

Volunteers and Training Programme

The committee will continue to recruit volunteers from the community to help crew the boat. Qualified trainers will take volunteers through the National Community Boat Association's Certificate in Community Boat Management as standard. For those who just want to come along and help, we will run informal training days which will include low-key fire fighting, operating locks, general boat maintenance, acting as a guide, rules of the canal - indeed, anything that could affect the day-to-day operation of the boat.

Trustees continually review their skills and knowledge base and will seek to recruit new trustees with specific areas of expertise in order to expand.

Our 2020 Vision commits us to focus on six main areas; membership, training, finance, clients, website and marketing and trustees have already made progress towards achieving their goals.

First Aid, fire, man overboard and evacuation drills will be compulsory for *all* volunteers, and will be repeated on a regular basis - as necessary.

A training log will be kept for all volunteers.

Fund Raising

The committee are indebted to those companies, organisations and individuals who donate time, expertise, advice and funds to the project. The committee will continue to seek out new ways to raise general awareness of, and further funding for, the project.

CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES
ON THE UNAUDITED FINANCIAL STATEMENTS OF
EAST MANCHESTER COMMUNITY BOAT PROJECT

In accordance with the engagement letter dated 20 October 2019, in order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of East Manchester Community Boat Project for the year ended 31 March 2022 as set out on pages 9 to 13 from the charity's accounting records and from information and explanations you have given us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

Our work has been undertaken solely to prepare for your approval the financial statements of East Manchester Community Boat and state those matters that we have agreed to state to them in this report in accordance with ICAEW Technical Release 08/16 AAF as detailed at [icaew.com/compilation](http://www.icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Board of Trustees, as a body, for our work or for this report.

You have approved the financial information for the year and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Topping Partnership (Accountants) Limited
Chartered Accountants
Incom House
Waterside
Trafford Park
Manchester
M17 1WD

Date:

EAST MANCHESTER COMMUNITY BOAT PROJECT

STATEMENT OF UNAUDITED FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 Restricted Funds £	2022 Unrestricted Funds £	2022 Total Funds £	2021 Restricted Funds £	2021 Unrestricted Funds £	2021 Total Funds £
Incoming resources							
Donations and subscriptions		3,175	6,728	9,903	5,500	5,825	11,325
Interest	5	-	14	14	-	50	50
Gift Aid		-	357	357	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		3,175	7,099	10,274	5,500	5,875	11,375
Resources expended							
Charitable activity	8	4,849	8,766	13,615	1,674	9,392	11,066
Governance	8	-	482	482	-	555	555
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		4,849	9,248	14,097	1,674	9,947	11,621
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) Resources		(1,674)	(2,149)	(3,823)	3,826	(4,072)	(246)
Funds brought forward		40,654	69,988	110,642	36,828	74,060	110,888
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Funds at 31 March 2022		38,980	67,839	106,819	40,654	69,988	110,642
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

EAST MANCHESTER COMMUNITY BOAT PROJECT

UNAUDITED BALANCE SHEET

AS AT 31 MARCH 2022

	Note	2022 Restricted Funds £	2022 Unrestricted Funds £	2022 Total Funds £	2021 Restricted Funds £	2021 Unrestricted Funds £	2021 Total Funds £
Fixed Assets	7	33,480	42,615	76,095	35,154	44,746	79,900
Current Assets							
Cash at bank and in hand		5,500	25,224	30,724	5,500	25,242	30,742
		<u>38,980</u>	<u>67,839</u>	<u>106,819</u>	<u>40,654</u>	<u>69,988</u>	<u>110,642</u>
Represented by							
Reserve for boat repairs		-	5,000	5,000	-	5,000	5,000
Non-designated funds		-	62,839	62,839	-	64,988	64,988
Restricted funds		38,980	-	38,980	40,654	-	40,654
		<u>38,980</u>	<u>67,839</u>	<u>106,819</u>	<u>40,654</u>	<u>69,988</u>	<u>110,642</u>
Analysis of Funds							
		2022 Restricted Funds £	2022 Unrestricted Funds £	2022 Total Funds £	2021 Restricted Funds £	2021 Unrestricted Funds £	2021 Total Funds £
Opening funds		40,654	69,988	110,642	36,828	74,060	110,888
Incoming resources		3,175	7,099	10,274	5,500	5,875	11,375
Outgoing resources		(4,849)	(9,248)	(14,097)	(1,674)	(9,947)	(11,621)
Closing fund		<u>38,980</u>	<u>67,839</u>	<u>106,819</u>	<u>40,654</u>	<u>69,988</u>	<u>110,642</u>

Trustee

Date

EAST MANCHESTER COMMUNITY BOAT PROJECT
NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1 PRINCIPAL ACCOUNTING POLICIES

(a) General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is c/o Portland Basin Marina, Lower Alma Street, Dukinfield, Cheshire, SK16 4SQ.

(b) Accounting convention

The financial statements are prepared in accordance with Receipts and Payments Account and the Charities Act 2011. The financial statements are prepared in sterling, which is the functional currency of the entity.

(c) Investment income

Investment income is accounted for in the period in which it is received.

(d) Donations received

Donations received are accounted for in the period in which they are received.

(e) Resources expended

Expenditure is included on a payment basis.

(f) Fund accounting

Details of the nature and purpose of each fund is set out in note 2.

(g) Going concern

There are no material uncertainties about going concern.

(h) Income tax

The charity is exempt from income tax.

(i) Depreciation

The boat is to be written off over 25 years.

2 FUNDS

Unrestricted Funds

Comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted Funds

Comprise those funds which have been given for particular purposes and projects.

3 TRUSTEE REMUNERATION

No trustees have received any remuneration or expenses in the year (2021 : £Nil)

4 RELATED PARTY DISCLOSURES

There are no related party transactions to be disclosed.

EAST MANCHESTER COMMUNITY BOAT PROJECT

NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

5 INVESTMENT INCOME

	2022 Unrestricted Funds £	2021 Unrestricted Funds £
Bank interest received	14	50
	<u> </u>	<u> </u>

6 STAFF COSTS

No staff were employed by the charity during the year.

7 FIXED ASSETS

Boat – Community Spirit 2

	Restricted Costs £	Unrestricted Costs £	Total £
Cost b/f	41,850	53,269	95,119
Additions	-	-	-
Disposals	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Cost c/f	£41,850	£53,269	£95,119
	<u> </u>	<u> </u>	<u> </u>
Depreciation b/f	6,696	8,523	15,219
Charge	1,674	2,131	3,805
Disposals	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Depreciation c/f	£8,370	£10,654	£19,024
	<u> </u>	<u> </u>	<u> </u>
NBV 31.03.22	£33,480	£42,615	£76,095
	<u> </u>	<u> </u>	<u> </u>
NBV 31.03.21	£35,154	£44,746	£79,900
	<u> </u>	<u> </u>	<u> </u>

The Trustees have decided to write the boat off over 25 years on a straight line basis.

EAST MANCHESTER COMMUNITY BOAT PROJECT

NOTES FORMING PART OF THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

8 ANNUAL REPORT	2022	2021
	£	£
Charitable Activity		
Unrestricted		
Mooring and licence fees	956	1,656
Maintenance	3,190	2,383
Fuel/Pump	-	732
Repairs and renewals	136	880
Training	1,101	100
Insurance	1,252	1,510
Depreciation	2,131	2,131
Fund raising event	-	-
	<hr/>	<hr/>
	£8,766	£9,392
	<hr/>	<hr/>
Charitable Activity		
Restricted		
Depreciation	1,674	1,674
Mooring and Licence fees	538	-
Fuel/Pump	556	-
Repairs	216	-
Training	235	-
Insurance	1,630	-
	<hr/>	<hr/>
	£4,849	£1,674
	<hr/>	<hr/>
Governance		
Unrestricted		
Postage	-	-
Telephone	301	255
Website	-	300
Sundry	157	-
Bank charges	24	-
Donations	-	-
	<hr/>	<hr/>
	£482	£555
	<hr/>	<hr/>