

# **Manuel Bravo Project**

Charity number 1156119

A company limited by guarantee number 08578469

## **Annual Report and Financial Statements for the year ended 31 March 2025**



# **Manuel Bravo Project**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Manuel Bravo Project**

## **Trustees' report for the year ended 31 March 2025**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

#### **Name**

Mandy Crawford-Lee  
Rosie Cooke  
Hannah Bentley  
Hawa Bah  
Peter Carson  
Diana Gallardo  
Chnara Salihi

Resigned 18 July 2024

**Charity number** 1156119 Registered in England and Wales

**Company number** 08578469 Registered in England and Wales

#### **Registered and principal address**

Suite 6  
Unity Business Centre  
26 Roundhay Road  
Leeds  
LS7 1AB

#### **Bankers**

Unity Trust Bank plc  
Nine Brindley Place  
Birmingham  
B1 2HB

#### **Independent examiner**

Katy Sargeant ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 June 2013. It is governed by articles of association with an alteration to the objects registered at Companies House on 1 June 2017 and an alteration to the Articles on 17 November 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Manuel Bravo Project**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Objectives and activities**

#### **The charity's objects**

The relief of financial hardship by the provision of free legal advice, representation and assistance to asylum seekers who, through lack of means, would otherwise be unable to obtain such advice.

#### **The charity's main activities**

We provide free independent legal advice to people seeking asylum. We assist in asylum appeals and fresh claims for those who cannot obtain legal aid.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of financial hardship.

#### **Achievements and performance**

Manuel Bravo Project opened 138 files for complex casework clients and closed files for 127 complex casework clients. We enjoyed a success rate of 72% across all matters. This remains an incredibly high success rate, especially as the majority of our client group have failed the merits assessment for Legal Aid funding (i.e. the case has been assessed as having a less than 50% prospect of success) or are unable to secure Legal Aid assistance due to lack of provision. Our pro bono legal teams from Shoosmiths LLP and Eversheds Sutherland LLP enjoyed a 100% success rate for our Refugee Settlement Project.

Our outreach advice programme continues to flourish, seeing over 400 clients in the financial year. We are fortunate to have approximately 80 volunteers across the Project, working in varied roles including Support and Empower volunteers, interpreters and Triage volunteers. We continue to work on strengthening partnerships across the region. In particular, our partnership with Chapeltown Citizens Advice Bureau to provide OISC Level 1 advice clinics is flourishing, providing early intervention advice and signposting for those with travel document, nationality and E-Visa queries.

We successfully launched the Leeds Volunteer Interpreting Service (LVIS) and have recruited staff to run this new venture. LVIS will seek to fill the gap in interpreter provision for third sector organisations across Leeds whilst providing volunteers the opportunity to use and grow their language skills. The long-term aim for LVIS is to become an independent organisation but Manuel Bravo Project are proud to host this new venture and are excited to see how the project develops. Manuel Bravo Project continues to ensure fair and trauma-aware access to justice for our clients and we are now involved in national conversations around access to justice, using our expertise and data to influence policy for the better.

#### **Financial review**

The net income for the year was £34,780, including net income of £22,295 on unrestricted funds and net income of £12,485 on restricted funds, after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £167,164.

The Trustees have an established policy whereby unrestricted funds neither committed nor invested in tangible fixed assets (free reserves) held by the charity should be between 3 and 6 months of budgeted expenditure. This is a target range of £130,630 and £261,260 based on budgeted expenditure for the year 2025/2026. The Trustees will review the policy annually. The intention in establishing this reserves policy for Manuel Bravo Project is to secure the continuation of the charity's activities.

# **Manuel Bravo Project**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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 the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 18/12/2025

Hannah Bentley (Trustee)

# **Manuel Bravo Project**

## **Independent examiner's report to the trustees of Manuel Bravo Project**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 6 to 12.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 charitable 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 charity's accounts as carried out under section 145 of the Charities Act ('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 charitable company's gross income exceeded £250,000 your examiner must be a fellow 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 fellow of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material 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.

Katy Sargeant ACA

18/12/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Manuel Bravo Project**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	36,290	429,970	466,260	491,985
Services		5,774	-	5,774	69
Gift Aid		120	-	120	105
<b>Total income</b>		<b>42,184</b>	<b>429,970</b>	<b>472,154</b>	<b>492,159</b>
<b>Expenditure on:</b>					
Salaries, NICs and payroll charges	(3)	7,407	307,641	315,048	281,208
Consultancy		482	11,971	12,453	4,387
Staff travel and other staff related costs		1,636	1,973	3,609	275
IT support		-	805	805	509
Office equipment		-	1,330	1,330	1,619
Volunteer expenses and training		1,500	504	2,004	505
Subscriptions		-	3,652	3,652	4,921
Staff training		5,500	1,177	6,677	811
Insurance		-	1,150	1,150	1,132
Postage and delivery		-	303	303	202
Printing and reproduction		-	1,175	1,175	1,315
Telephone and web hosting		-	915	915	1,510
Bank charges		-	119	119	114
Casework disbursements		200	5,135	5,335	2,044
Premises		-	20,057	20,057	19,470
Marketing		-	228	228	100
Independent examination		-	1,284	1,284	1,188
Office costs		-	1,841	1,841	1,396
Depreciation		447	-	447	712
Miscellaneous costs		654	92	746	465
Grants paid out to delivery partners		-	50,154	50,154	47,463
LVIS project costs		-	2,979	2,979	-
Fundraising costs		152	-	152	-
Bad debts		4,911	-	4,911	-
<b>Total expenditure</b>		<b>22,889</b>	<b>414,485</b>	<b>437,374</b>	<b>371,346</b>
<b>Net income / (expenditure)</b>		<b>19,295</b>	<b>15,485</b>	<b>34,780</b>	<b>120,813</b>
<b>Transfers between funds</b>		<b>3,000</b>	<b>(3,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>22,295</b>	<b>12,485</b>	<b>34,780</b>	<b>120,813</b>
<b>Fund balances brought forward</b>		<b>145,316</b>	<b>173,250</b>	<b>318,566</b>	<b>197,753</b>
<b>Fund balances carried forward</b>	(4)	<b>167,611</b>	<b>185,735</b>	<b>353,346</b>	<b>318,566</b>

All incoming resources and resources expended derive from continuing activities.

**Manuel Bravo Project**  
**Balance sheet**  
**as at 31 March 2025**

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 447	-	447	894
<b>Total fixed assets</b>	<u>447</u>	<u>-</u>	<u>447</u>	<u>894</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 1,929	15,710	17,639	63,523
Cash at bank and in hand	(7) 167,100	182,172	349,272	278,781
<b>Total current assets</b>	<u>169,029</u>	<u>197,882</u>	<u>366,911</u>	<u>342,304</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 1,865	12,147	14,012	24,632
<b>Total current liabilities</b>	<u>1,865</u>	<u>12,147</u>	<u>14,012</u>	<u>24,632</u>
<b>Net current assets / (liabilities)</b>	<u>167,164</u>	<u>185,735</u>	<u>352,899</u>	<u>317,672</u>
<b>Net assets</b>	<u>167,611</u>	<u>185,735</u>	<u>353,346</u>	<u>318,566</u>
<b>Funds</b>				
Unrestricted funds	167,611	-	167,611	145,316
Restricted funds	-	185,735	185,735	173,250
<b>Total funds</b>	<u>167,611</u>	<u>185,735</u>	<u>353,346</u>	<u>318,566</u>

For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 18/12/2025

Hannah Bentley (Trustee)



# **Manuel Bravo Project**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Manuel Bravo Project

## Notes to the accounts continued

### for the year ended 31 March 2025

#### 1 Accounting policies continued

##### Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

#### 2 Grants and donations

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
AB Charitable Trust (ABCT)	25,000	4,000	29,000	25,000
Justice Collaborations (JC)	-	83,000	83,000	83,000
Leeds City Council (LCC)	-	45,845	45,845	6,558
Leeds Pathway Team	-	7,500	7,500	10,000
Lloyds Bank Foundation	2,500	-	2,500	25,000
Peoples Postcode Lottery (PPL)	-	21,858	21,858	-
The Access to Justice Foundation (A2J)	-	215,993	215,993	184,007
The Disrupt Foundation	5,000	15,000	20,000	30,000
The National Lottery Community Fund (NLCF)	-	36,774	36,774	94,945
Department for Work and Pensions (DWP)	-	-	-	960
The Henry Smith Charity	-	-	-	30,000
Other donations	3,790	-	3,790	2,515
	<u>36,290</u>	<u>429,970</u>	<u>466,260</u>	<u>491,985</u>

#### 3 Staff costs and numbers

	2025	2024
	£	£
Gross salaries	283,951	253,270
Social security costs	25,535	23,442
Employment allowance	(5,000)	(5,000)
Pensions	8,402	7,574
Payroll charges	2,160	1,922
	<u>315,048</u>	<u>281,208</u>

The average number of employees during the year was 9.8, being an average of 6 full time equivalent (2024: 10.1, 6.3 FTE). There were no employees with emoluments above £60,000.

#### Defined contribution pension scheme

	2025	2024
	£	£
Costs of the scheme to the charity for the year	8,402	7,574

**Manuel Bravo Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
A2J ILTA	100,000	100,000	78,032	-	121,968
A2J IOTLS	7,991	115,993	123,984	-	-
ABCT	-	4,000	90	-	3,910
The Disrupt Foundation	15,000	15,000	18,750	-	11,250
JC - Justice Together Initiative	740	83,000	80,581	-	3,159
LCC/CAB - Legal Outreach	3,372	19,672	23,044	-	-
LCC Casework	-	26,173	23,061	-	3,112
NLCF - LVIS	-	36,774	15,436	-	21,338
PPL - LVIS	-	21,858	860	-	20,998
NCLF	43,147	-	43,147	-	-
Pathway	-	7,500	7,500	-	-
Sir George Martin	3,000	-	-	(3,000)	-
	<u>173,250</u>	<u>429,970</u>	<u>414,485</u>	<u>(3,000)</u>	<u>185,735</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
A2J ILTA	Improving Lives Through Advice (ILTA) - towards core costs.
A2J IOTLS	Improving Outcomes Through Legal Support (IOTLS) - towards core costs.
ABCT	Towards well-being activities.
The Disrupt Foundation	Contribution towards core costs (salaries).
JC - Justice Together Initiative	Partnership work that increases specialist immigration advice provision and referral pathways. Partners are CIAC and Leeds Refugee Forum.
LCC/CAB - Legal Outreach	Legal Advice Outreach Service in partnership with Chapeltown Citizens Advice Bureau.
LCC Casework	Casework (legal advice and contribution to interpreting costs).
NLCF - LVIS	Leeds Volunteer Interpreting Service (LVIS) - Project set up costs, volunteer costs and contribution to core project costs.
PPL - LVIS	LVIS project - volunteer and volunteer wellbeing costs
NCLF	Outreach & Training: contribution towards salaries, volunteer, core and running costs.
Pathway	Provision of legal advice on immigration for homeless patients being supported by Leeds Pathway Team.
Sir George Martin	Help to pay for practical support with work - the transfer relates to an invoice which was received in this financial year for work related to a previous financial year and which had been back dated.

**5 Tangible assets**

	Office equipment	Total
<u>Cost</u>	£	£
At 1 April 2024	2,848	2,848
Additions	-	-
At 31 March 2025	<u>2,848</u>	<u>2,848</u>
 <u>Depreciation</u>		
At 1 April 2024	1,954	1,954
Charge for year	447	447
At 31 March 2025	<u>2,401</u>	<u>2,401</u>
 <u>Net book value</u>		
At 31 March 2025	<u>447</u>	<u>447</u>
 At 31 March 2024	<u>894</u>	<u>894</u>

**Manuel Bravo Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

<b>6 Debtors and prepayments</b>	2025	2024
	£	£
Debtors	-	4,911
Prepayments	2,664	2,771
Accrued income	13,115	54,031
Other debtors	1,860	1,810
	<u>17,639</u>	<u>63,523</u>

<b>7 Cash at bank and in hand</b>	2025	2024
	£	£
Cash at bank	349,068	278,681
Cash in hand	204	100
	<u>349,272</u>	<u>278,781</u>

<b>8 Creditors and accruals</b>	2025	2024
	£	£
Creditors	9,576	1,557
Accruals	4,436	1,217
Deferred income (see note below for analysis)	-	21,858
	<u>14,012</u>	<u>24,632</u>

**9 Related party transactions**

**Trustee expenses**

During the year 1 trustee was paid a total of £10 in respect of travel (previous year: nil).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £51,175 (previous year: -)

**10 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2025	2024
	£	£
Within one year	14,799	14,985
In the second to fifth years inclusive	-	55
Over five years from the balance sheet date	-	-
	<u>14,799</u>	<u>15,040</u>

**Manuel Bravo Project**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income</b>						
Grants and donations	36,290	52,515	429,970	439,470	466,260	491,985
Services	5,774	69	-	-	5,774	69
Gift Aid	120	105	-	-	120	105
<b>Total income</b>	<b>42,184</b>	<b>52,689</b>	<b>429,970</b>	<b>439,470</b>	<b>472,154</b>	<b>492,159</b>
<b>Expenditure</b>						
Salaries, NICs and payroll charges	7,407	14,446	307,641	266,762	315,048	281,208
Consultancy	482	-	11,971	4,387	12,453	4,387
Staff travel & other staff related costs	1,636	-	1,973	275	3,609	275
IT support	-	-	805	509	805	509
Office equipment	-	-	1,330	1,619	1,330	1,619
Volunteer expenses and training	1,500	5	504	500	2,004	505
Subscriptions	-	10	3,652	4,911	3,652	4,921
Staff training	5,500	-	1,177	811	6,677	811
Insurance	-	-	1,150	1,132	1,150	1,132
Postage and delivery	-	-	303	202	303	202
Printing and reproduction	-	-	1,175	1,315	1,175	1,315
Telephone and web hosting	-	-	915	1,510	915	1,510
Bank charges	-	-	119	114	119	114
Casework disbursements	200	-	5,135	2,044	5,335	2,044
Premises	-	-	20,057	19,470	20,057	19,470
Marketing	-	-	228	100	228	100
Independent examination	-	-	1,284	1,188	1,284	1,188
Office costs	-	-	1,841	1,396	1,841	1,396
Depreciation	447	712	-	-	447	712
Miscellaneous costs	654	258	92	207	746	465
Grants paid out to delivery partners	-	-	50,154	47,463	50,154	47,463
LVIS project costs	-	-	2,979	-	2,979	-
Fundraising costs	152	-	-	-	152	-
Bad debts	4,911	-	-	-	4,911	-
<b>Total expenditure</b>	<b>22,889</b>	<b>15,431</b>	<b>414,485</b>	<b>355,915</b>	<b>437,374</b>	<b>371,346</b>
<b>Net income / (expenditure)</b>	<b>19,295</b>	<b>37,258</b>	<b>15,485</b>	<b>83,555</b>	<b>34,780</b>	<b>120,813</b>
<b>Transfers between funds</b>	<b>3,000</b>	<b>960</b>	<b>(3,000)</b>	<b>(960)</b>	<b>-</b>	<b>-</b>
<b>Fund balances brought forward</b>	<b>145,316</b>	<b>107,098</b>	<b>173,250</b>	<b>90,655</b>	<b>318,566</b>	<b>197,753</b>
<b>Fund balances carried forward</b>	<b>167,611</b>	<b>145,316</b>	<b>185,735</b>	<b>173,250</b>	<b>353,346</b>	<b>318,566</b>