



## **Manor Church and Community Project**

*Registered Charity Number 1163809*

### **Trustees' Report and Financial Statement for the period**

**1 January 2023 to 31 December 2023**

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## **Legal and Administrative Information**

Manor Church and Community Project is a Charitable Incorporated Organisation (CIO), which was given charitable status by the Charity Commission on 2 October 2015.

<b>Chair</b>	Revd Debora Marschner
<b>Treasurer</b>	Mr Derek Newman
<b>Secretary</b>	Rotated amongst trustees
<b>Trustees</b>	Revd Sibylle Batten Mrs Claire Dalpra Ms Philippa Dand Mrs Elaine Flaherty (retired 4 December 2023) Ms Sue Richards (joined from 18 September 2023) Mrs Heather Rotherham Deacon Annabel Terry Mr Michael Wilks
<b>Registered Address</b>	St Aidan's 2 Manor Lane Sheffield S2 1UF
<b>Independent Examiner</b>	Jonathan Buckley 47 Remington Road Sheffield S5 9AD
<b>Bank</b>	TSB 165 Main Road Darnall Sheffield S9 5HP

## Manor Church and Community Project

### Management Committee Report



A full year ago, in the middle of January 2023, our **Community Outreach and Cohesion Worker** Lisa Wigfield took up her new role. It's been 12 months filled with new ideas, new initiatives and new faces. Lisa has hit the ground running, and has worked hard to make connections with partners, volunteers, local community agencies and groups. She rekindled previous working relationships, has fostered new ones and has initiated and contributed to some exciting new ventures.

The popular lunch club at Temple Park Centre on Tuesdays was restarted, with Lisa taking on the cooking. We are back to about 20 regular visitors, and some well known as well as new volunteers. There is capacity to increase the number of those who attend, but due to lack of transport, some referrals have not come through yet. Hopefully this is something that can be addressed going forward. Lisa is very much appreciated by clients and volunteers alike, and goes the extra mile to make people feel valued and part of the community.

Through Lisa's presence at Temple Park Centre (TPC) for most of the week, our relationship with Manor After School Kids Klub (MASKK) and Pinders Dance has improved massively. Lisa's team approach as well as her skill to network, be present and muck in has been greatly appreciated by both these partner organisations, and a number of joint ventures have come out of her input: Lisa supported many of the holiday clubs that MASKK has offered, which has enabled her to make connections not only with the workers but also with the children and parents. The brand new offer of 'SEND Sundays' is the latest result of this strong link: an opportunity for families of children with special educational needs and their siblings to have fun together, support each other and feel welcomed, safe and valued. In cooperation with Pinders Dance, Lisa is running a Toddler and Parent Dance Session once a week which is attracting a number of families.

Lisa has trialled breakfast and lunchtime drop-ins on different days to offer hospitality and a listening ear to the local community and to put across the aims and presence of M CCP. Out of these have developed some dedicated craft sessions.

The big event last year was our **Celebration Afternoon** at the end of September 2023, hosted by M CCP at Temple Park Centre. It was an amazing four hour long event, offering a drumming workshop, felting and painting activities as well as showcasing the best of local community talents: a dance show by Pinders Dance pupils, a folk duo and the Forget-me-not community choir. There was a buzz around the whole building, with people from all walks of life, all ages and ethnicities, with or without faith coming together to share in the fun, eat lots of cake and talk together.

We compiled detailed reports to our funders on our progress towards meeting our objectives. Many thanks go to Claire Dalpra and Lisa Wigfield for their dedication and diligence with this.

Before Christmas, we hosted a massive inflatable snow globe which brought hundreds of people through the doors at TPC to take pictures, warm up and come together as part of the Manor Park Christmas Light Switch On.



Our crafterevenings offered Autumn and Christmas themed session – we are getting a steady number of regular families to attend, who enjoy the format of crafts, story and food. This continues to be supported by our trustees, and the relationships with families are visibly growing stronger.

The trustee meetings took place four times a year as usual, and there seems to have been a shift from administrative and policy tasks to more content driven scoping and planning for events. I believe that the balance of those is key, and have no doubt that we will address this going forward.

We will have one significant change of role going into the new financial year: our treasurer Derek Newman is handing over to Sue Richards who we welcomed as a new trustee last summer. Derek has kindly offered to remain on as trustee for at least one further year. This will ensure a fluid handover and continuity.

**Looking ahead to this coming year**, we are sad to see Rev Sibylle Batten, the rector of the Manor Parish and deputy chair of MCCC, leave at the end of April. We are thrilled for her and the opportunities her new post will bring, but are very sorry to lose her on our board of trustees. Her wisdom, input and commitment to MCCC as well as her connection to the Sheffield Diocese have been hugely important and we hope that the parish will not enter into another long interregnum. We are keen to build on our historical and natural links with the parish, and having the clergy incumbent as part of our trustees is hugely important.

We are planning to launch a monthly time of reflection/food for thought as part of the weekly lunch club, as well as looking at how we might re-shape our crafterevenings. We are curious to see how SEND Sundays continue to develop, and whether or not this will develop into a new form of family worship. And we are excited to continue to work more closely with MASKK and Pinders Dance, as well as the Manor and Castle Development Trust amongst other local organisations and agencies. We want to engage further with those who have moved and are moving into the new housing on the estate.

As for many, the cost of living crisis paired with increasing energy costs is a challenge for our survival, too; however we hope to continue to face this with courage and good will, so that our aims of supporting local people and providing safe spaces and places for support and community action continue to be met.

I want to end my report by saying a huge thankyou to the MCCC trustees for their dedication and commitment throughout the year. And a special mention to our parting treasurer Derek Newman: thank you, Derek, for going above and beyond for so many years and for your diligence, insight and wholehearted commitment. I am very grateful for all the time, effort, expertise and input he has given to MCCC over the last 10+ years. It has been invaluable and has helped us grow our charity to this point. We would not be where we are without you!

Revd Debora Marschner – Chairperson of MCCC

## **Independent Examiner's Report to the Trustees of Manor Church and Community Project**

I report on the accounts of the Manor Church and Community Project for the year ended 31 December 2023, which are set out on pages 6-12.

### **Respective responsibilities of trustees and examiner**

The Manor Church and Community Project's trustees are responsible for the preparation of the accounts. The Manor Church and Community Project's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(Name) Jonathan Buckley  
(Address) 47 Remington Road  
Sheffield  
S5 9AD

(Date) 15/4/24

Signed 

## Statement of Financial Activities – 2023

	2023			2022
	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
<b>Income from:</b>				<b>Prior Year Total £</b>
Donations and grants	831	5,100	39,711	45,641
Income from charitable activities	—	19,650	—	19,650
Other income	727	—	—	727
<b>Total income</b>	<b>1,557</b>	<b>24,750</b>	<b>39,711</b>	<b>66,018</b>
<b>Expenditure on:</b>				
Expenditure on charitable activities	767	23,565	30,290	54,621
Other expenditure	—	—	50	50
<b>Total expenditure</b>	<b>767</b>	<b>23,565</b>	<b>30,340</b>	<b>54,671</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>790</b>	<b>1,186</b>	<b>9,371</b>	<b>11,347</b>
<b>Transfers</b>				
Gross transfers between funds - in	11,001	—	17,618	28,618
Gross transfers between funds - out	(11,001)	—	(17,618)	(28,618)
<b>Net movement in funds</b>	<b>790</b>	<b>1,186</b>	<b>9,371</b>	<b>11,347</b>
<b>Total funds brought forward</b>	<b>2,718</b>	<b>13,538</b>	<b>17,006</b>	<b>33,262</b>
<b>Total funds carried forward</b>	<b>3,508</b>	<b>14,724</b>	<b>26,377</b>	<b>44,609</b>
<b>Represented by:</b>				
<b>Unrestricted</b>				
General fund	3,508	—	—	3,508
<b>Designated</b>				
Temple Park Centre	—	13,709	—	13,709
Council Oct23 – Lunch Drop-in	—	753	—	753
South Yorkshire Community Foundation	—	263	—	263
<b>Restricted</b>				
CRCW expenses	—	—	—	—
Community Cohesion & Outreach Worker	—	—	25,850	25,850
United Reformed Church – Coffee Corner	—	—	117	117
M&CDT – Bingo Club	—	—	410	410

*Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.*



## Balance sheet – 2023

Class and code	Description	2023 £	2022 £
<b>Current assets</b>			
	Current Account	12,834	35,401
	Epworth Cash Plus Account	32,920	—
	Accounts Receivable	—	592
	<b>Total Current assets</b>	<b>45,754</b>	<b>35,993</b>
<b>Liabilities</b>			
	Accounts Payable	1,145	2,731
	<b>Total Liabilities</b>	<b>1,145</b>	<b>2,731</b>
	<b>Net Asset surplus(deficit)</b>	<b>44,609</b>	<b>33,262</b>
<b>Reserves</b>			
	Excess / (deficit) to date	11,347	33,262
	Starting balances	33,262	—
	<b>Total Reserves</b>	<b>44,609</b>	<b>33,262</b>

<b>Represented by funds:</b>			
Unrestricted	3,508	2,718	
Designated	14,724	13,538	
Restricted	26,377	17,006	
<b>Total</b>	<b>44,609</b>	<b>33,262</b>	

*Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.*

## Statement of assets and liabilities – 2023

	General £	Designated £	Restricted £	2023 £	2022 £
<b>Current assets</b>					
Current Account – cash at bank and in hand	2,781	1,869	8,183	12,834	35,401
Accounts Receivable - debtors	—	—	—	—	592
Investments	727	14,000	18,194	32,920	—
<b>Totals</b>	<b>3,508</b>	<b>15,869</b>	<b>26,377</b>	<b>45,754</b>	<b>35,993</b>
<b>Liabilities</b>					
Accounts Payable - accruals	—	1,145	—	1,145	2,731
	—	1,145	—	1,145	2,731
<b>Net total assets</b>	<b>3,508</b>	<b>14,724</b>	<b>26,377</b>	<b>44,609</b>	<b>33,262</b>

## Fund Movement Summary – 2023

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/Loss £	Closing £
<b>General Fund</b>						
Unrestricted	2,718	1,557	767	—	—	3,508
<b>Temple Park Centre</b>						
Designated	13,538	22,800	22,630	—	—	13,709
<b>CRCW expenses</b>						
Restricted	6,617	—	—	(6,617)	—	0
<b>Community Cohesion &amp; Outreach Worker</b>						
Restricted	9,979	37,211	27,957	6,617	—	25,850
<b>Council Oct23 – Lunch Drop-in</b>						
Designated	—	950	198	—	—	753
<b>South Yorkshire Community Foundation</b>						
Designated	—	1,000	737	—	—	263
<b>United Reformed Church – Coffee Corner</b>						
Restricted	—	2,500	2,383	—	—	117
<b>M&amp;CDT Bingo Club</b>						
Restricted	410	—	—	—	—	410
<b>Grand total</b>	<b>33,262</b>	<b>66,018</b>	<b>54,671</b>	<b>0</b>	<b>—</b>	<b>44,609</b>

*Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.*



## Analysis of Income and Expenditure – 2023

			----- Total -----		
	Unrestricted	Designated	Restricted	2023	2022
<b>INCOME</b>					
<b>Donations and legacies</b>					
Donations	831	—	—	831	545
Grants	—	5,100	39,711	44,811	13,017
Total	831	5,100	39,711	45,641	13,562
<b>Income from charitable activities</b>					
TPC MASKK Rental	—	10,904	—	10,904	7,891
TPC Rental	—	8,747	—	8,747	4,987
Total	—	19,650	—	19,650	12,878
<b>Other Income</b>					
Bank & Savings Interest	727	—	—	727	—
Total	727	—	—	727	—
<b>INCOME TOTAL</b>	<b>1,557</b>	<b>24,750</b>	<b>39,711</b>	<b>66,018</b>	<b>26,440</b>

## EXPENDITURE

### Expenditure on charitable activities

Activity Support Fees	204	—	—	204	—
Activity Materials	193	1,109	—	1,302	41
Advertising & Promotion	—	364	—	364	—
Travel	—	—	8	8	434
URC car allowance	—	—	—	—	572
Office expenses	—	—	150	150	—
Office Equipment	—	—	399	399	—
Mobile Phone costs	—	—	152	152	—
Computer & website	237	55	25	318	276
Maintenance & repairs	—	4,684	—	4,684	1,082
Improvements & refurbishment	—	1,717	—	1,717	3,714
TPC Consumables	—	156	—	156	—
TPC Equipment	—	376	2,383	2,759	—
MCCP Insurance	—	2,044	—	2,044	1,848
TPC insurance	—	799	—	799	800
Subscriptions	—	256	—	256	256
Bank charges	122	—	—	122	125
Energy – gas	—	5,558	—	5,558	3,514
Energy – electricity	—	3,402	—	3,402	2,682
Water rates	—	219	—	219	201
Cleaning & gardening	—	2,648	—	2,648	1,094
Refuse Collection	—	178	—	178	—
Staff Costs – salaries	—	—	27,172	27,172	—
Staff Costs – other	—	—	—	—	38
Miscellaneous expenses	11	—	—	11	703
Total	767	23,565	30,290	54,621	17,379

### Other expenditure

Training & study	—	—	50	50	120
Total	—	—	50	50	120

<b>EXPENDITURE TOTAL</b>	<b>767</b>	<b>23,565</b>	<b>30,340</b>	<b>54,671</b>	<b>17,499</b>
<b>TOTAL SURPLUS/DEFICIT</b>	<b>790</b>	<b>1,186</b>	<b>9,371</b>	<b>11,347</b>	<b>8,941</b>

*Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.*

**APPROVAL:**

This report was approved by the MCCP Management Group on 4 March 2024

and is signed on their behalf by:



Rev D Marschner  
Chair



Mr D W Newman  
Treasurer

## Manor Church and Community Project

### Notes to the accounts

for the year ended 31 December 2023

#### 1 Accounting Policies

##### a) Accounting practice

These accounts have been prepared in accordance with applicable accounting standards and with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in January 2015 (SORP 2015).

##### b) Donations/grants and fund accounting

Donations and grants received for the general purposes of the Project are included in unrestricted funds. Restricted funds (eg specified by grant provider for the support of the Community Cohesion and Outreach Worker) are reserved specifically for that purpose. Income for designated funds (eg excess income from TPC operations) are retained for the support of that fund, but can be used for other purposes if agreed by the trustees.

##### c) Resources expended

Expenditure is included on an accrual basis.

#### 2 Donations

	2023	2022
	£	£
MCCP	831	190
CRCW leaving gift	0	355
<b>Total Donations</b>	<b>831</b>	<b>545</b>

#### 3 Grants

	Fund	2023	2022
		£	£
Sheffield Diocese – TPC energy grants	TPC	2,650	0
Sheffield Council – Warm Spaces	TPC	500	0
Church Burgesses Trust	CCOW	7,000	0
Sheffield Diocese	CCOW	5,000	0
Sheffield Methodist District *	CCOW	10,017	0
Sheffield Methodist Circuit	CCOW	5,009	0
URC	CCOW	10,185	10,017
URC – Coffee Corner	URC	2,500	0
Sheffield Council – Oct23 Lunch Drop-in	CouncOct23	950	0
South Yorkshire Community Foundation	SYCF	1,000	0
JG Graves Charitable Trust	JGGraves	0	3,000
<b>Total Grants</b>		<b>44,811</b>	<b>13,017</b>

\* Note: The CCOW – Sheffield Methodist District grant includes years 2023 and 2024 of the CCOW grant because of payment timings.



#### 4 Temple Park Centre

	2023	2022
	£	£
<b>Income:</b>		
Grants	3,150	0
Room Rental	8,747	4,987
MASKK Rental	10,904	7,891
<b>Total Income</b>	<b>22,800</b>	<b>12,878</b>
<b>Expenditure:</b>		
Activity Materials	324	0
Advertising & promotion	364	0
TPC landlord Insurance	799	800
MCCP Insurance	2,044	1,848
Subscriptions	256	256
Energy – gas	5,408	3,514
Energy – electricity	3,402	2,682
Computer & website	55	96
Water rates	219	201
Cleaning & gardening	2,648	1,094
Improvement & refurbishment	1,717	454
Maintenance & repairs	4,684	1,082
TPC equipment/furniture	376	0
TPC consumables	156	0
Refuse collection	178	0
<b>Total Expenditure</b>	<b>22,630</b>	<b>12,027</b>
Excess of Income over Expenditure	171	851
Balance brought forward	13,538	12,687
<b>Net Surplus/(Deficit) Carried Forward</b>	<b>13,709</b>	<b>13,538</b>

The increased energy tariffs have continued throughout 2023. The Centre has also required a number of unplanned maintenance repairs to deal with damp in the Pat Midgley room and the removal of a tree which was growing too close to our neighbour's property. A balanced budget has been achieved due to very careful management of the heating system and the provision of energy grants by the Sheffield Diocese and Sheffield Council.

#### 5 Bank Account

MCCP continues to bank with TSB. The 2023 year-end balances are:

	2023	2022
	£	£
Current Account	12,834	35,401
Investment Account	32,920	0
Accounts Receivable	0	592
Accounts Payable	(1,145)	(2,731)
<b>Total MCCP funds</b>	<b>44,609</b>	<b>33,262</b>

**6 Creditors: amounts falling due within one year**

Accruals for £1,145 have been made for Temple Park Centre expenses and energy bills for December 2023 which will be payable early in 2024 and some payments due to Sheffield Manor Parish for December costs.

**7 Community Cohesion and Outreach Worker Fund**

This is the first full year of this role with Lisa Wigfield joining us in mid-January. Expenses have progressed within budget and it has not been necessary to use any reserves to support the new role. The Fund year end balance of £25,850 is inflated by:

- the carry forward of £2,000 of the 2023 grant which relates to 2024 expenditure
- early payment in December 2023 of CCOW grants for 2024, totalling £15,194

**8 Management Group Expenses**

No member of the Management Group received remuneration during the accounting period. Where expenses were incurred, they were documented and approved through the agreed expenses procedure.