



## **Manor Church and Community Project**

*Registered Charity Number 1163809*

### **Trustees' Report and Financial Statement for the period 1 January 2024 to 31 December 2024**

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## **Manor Church and Community Project**

### **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>	Ms Susan Richards ( appointed effective 1 January 2024)
<b>Secretary</b>	Rotated amongst trustees
<b>Trustees</b>	Revd Sibylle Batten ( resigned effective 30 April 2024) Mrs Claire Dalpra Ms Philippa Dand Mr Derek Newman Mrs Heather Rotherham Deacon Annabel Terry Mr Michael Wilks ( resigned effective 23 September 2024)
<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



Another busy year for the Manor Church and Community Project (MCCP):

Through the hard work that our **Community Outreach and Cohesion Worker** Lisa Wigfield has put in during her second year with us, we can look back on another successful year of our project, offering support, care and advice of all kinds to the local community.

The partnerships with Manor After School Kids Klub (MASKK) and Pinders Dance continue to go from strength to strength. Lisa is able to offer informal relational support to the MASKK staff team and has supported them with many activities, especially during the school holidays. Lisa's expertise and skill set are appreciated by many, and seem to make it easy for her to network and collaborate with our partners in the community and all user groups of Temple Park Centre.

Throughout 2024, we had 11 groups using the building regularly, alongside our permanent tenant MASKK.

The Tuesday Lunch Club continues to thrive. The people who attend feel valued and always have a good time while enjoying a game of BINGO and a delicious meal cooked by Lisa and her team. Lisa has nurtured a group of about ten volunteers, who are becoming increasingly independent in their tasks. This is a very encouraging development as some of them may go on to gain valuable work experience and/or qualifications.

The Monday craft group members were instrumental in running our summer fair in August, friendships as well as mutual support are growing while learning new skills.

The fortnightly SEND Sunday meetings for families and children with special educational needs and disabilities has become a popular, welcoming and safe space to meet, and has further strengthened the relationship with MASKK and the SEND families they are connected with.

Through the good working relationships with Manor and Castle Development Trust (MCDT) that Lisa has forged, one of their workers is now offering Citizen's Advice at Temple Park Centre on a weekly basis.

There have been jointly run sessions with Friends of Manor Park Fields, Best Start, TARA, Green Estates, MCDT and others for Halloween and Bonfire Night community events. Lisa provided instructions and resources for lantern making to scouts, MCDT's men's and women's groups. We have also hosted advice sessions by Weston Park Cancer Charity.

We also held five 'crafternoon' sessions in 2024, sharing faith stories and food, making things and having conversations with local families. This is always run with our trustees' support and great fun for all ages.

For 2025, we envisage that a lot of what is happening will continue and grow into more sustainable support for those who attend.

We are currently exploring to set up some parenting advice sessions, something new for toddlers and their grown ups and are looking forward to welcoming Rev Lucy Sablon, the new team rector of the Manor Parish into the team.

With rising costs for utilities and materials and the difficulty of raising rents in an already financially overstretched environment, our financial challenge remains. We are however optimistic and hopeful that our grant applications will be successful.

Our trustee meetings continued to take place four times a year, and while we are always on the lookout for new faces and skills to add to the pool, I am hugely grateful for everything our trustees have contributed over the last 12 months, and the dedication and commitment shown. Thank you. MCCP would not exist without you – and your input, time and skills are valued and important for all we endeavour to achieve.

Revd Debora Marschner – Chairperson of MCCP

## **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 2024, 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 62 Wheata Road  
Sheffield  
S5 9FN

Date 8/6/25

Signed



## Statement of Financial Activities – 2024

	2024			2023	
	Unrestricted funds £	Designated funds £	Restricted funds £	Total £	Prior Year Total £
<b>Income from:</b>					
Donations and grants	700	1,000	23,340	25,040	45,641
Income from charitable activities	702	20,657	—	21,359	19,650
Other income	1,572	—	—	1,572	727
<b>Total income</b>	<b>2,974</b>	<b>21,657</b>	<b>23,340</b>	<b>47,971</b>	<b>66,018</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	1,010	19,471	29,946	50,427	54,621
Other expenditure	—	—	—	—	50
<b>Total expenditure</b>	<b>1,010</b>	<b>19,471</b>	<b>29,946</b>	<b>50,427</b>	<b>54,671</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>1,964</b>	<b>2,186</b>	<b>(6,606)</b>	<b>(2,457)</b>	<b>11,347</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	—	—	—	28,618
Gross transfers between funds - out	—	—	—	—	(28,618)
<b>Net movement in funds</b>	<b>1,964</b>	<b>2,186</b>	<b>(6,606)</b>	<b>(2,457)</b>	<b>11,347</b>
<b>Total funds brought forward</b>	<b>3,508</b>	<b>14,724</b>	<b>26,377</b>	<b>44,609</b>	<b>33,262</b>
<b>Total funds carried forward</b>	<b>5,471</b>	<b>16,911</b>	<b>19,771</b>	<b>42,153</b>	<b>44,609</b>
<b>Represented by:</b>					
<b>Unrestricted</b>					
General fund	5,471	—	—	5,471	3,508
<b>Designated</b>					
Temple Park Centre	—	15,887	—	15,887	13,709
Council Oct23 – Lunch Drop-in	—	373	—	373	753
South Yorkshire Community Foundation	—	0	—	0	263
Sheffield council community activity 2024	—	651	—	651	
<b>Restricted</b>					
CRCW expenses	—	—	—	—	—
Community Cohesion & Outreach Worker	—	—	19,244	19,244	25,850
United Reformed Church – Coffee Corner	—	—	117	117	117
M&CDT – Bingo Club	—	—	410	410	410

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



## Balance sheet – 2024

Class and code	Description	2024 £	2023 £
<b>Current assets</b>			
	Petty Cash	702	—
	Current Account	17,473	12,834
	Epworth Cash Plus Account	24,992	32,920
	Accounts Receivable	—	—
	<b>Total Current assets</b>	<b>43,167</b>	<b>45,754</b>
<b>Liabilities</b>			
	Accounts Payable	1,014	1,145
	<b>Total Liabilities</b>	<b>1,014</b>	<b>1,145</b>
	<b>Net Asset surplus(deficit)</b>	<b>42,153</b>	<b>44,609</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(2,457)	11,347
	Starting balances	44,609	33,262
	<b>Total Reserves</b>	<b>42,153</b>	<b>44,609</b>

### Represented by funds:

Unrestricted	5,471	3,508
Designated	16,911	14,724
Restricted	19,771	26,377
<b>Total</b>	<b>42,153</b>	<b>44,609</b>

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

## Statement of assets and liabilities – 2024

	General £	Designated £	Restricted £	2024 £	2023 £
<b>Current assets</b>					
Petty Cash	702			702	
Current Account – cash at bank and in hand	2,471	3,924	11,077	17,472	12,834
Accounts Receivable - debtors	—	—	—	—	—
Investments	2,298	14,000	8,694	24,992	32,920
<b>Totals</b>	<b>5,471</b>	<b>17,924</b>	<b>19,771</b>	<b>43,166</b>	<b>45,754</b>
<b>Liabilities</b>					
Accounts Payable - accruals	—	1,014	—	1,014	1,145
	<b>—</b>	<b>1,014</b>	<b>—</b>	<b>1,014</b>	<b>1,145</b>
<b>Net total assets</b>	<b>5,471</b>	<b>16,910</b>	<b>19,771</b>	<b>42,153</b>	<b>44,609</b>

## Fund Movement Summary – 2024

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/Loss £	Closing £
<b>General Fund</b>						
Unrestricted	3,508	2,974	1,010	—	—	5,472
<b>Temple Park Centre</b>						
Designated	13,709	20,657	18,479	—	—	15,886
<b>Community Cohesion &amp; Outreach Worker</b>						
Restricted	25,850	23,340	29,946	—	—	19,244
<b>Council 4- community activity</b>						
Restricted	0	1,000	349		—	651
<b>Council Oct23 – Lunch Drop-in</b>						
Designated	753	—	380	—	—	373
<b>South Yorkshire Community Foundation</b>						
Designated	263	—	263	—	—	—
<b>United Reformed Church – Coffee Corner</b>						
Restricted	117	—	—	—	—	117
<b>M&amp;CDT Bingo Club</b>						
Restricted	410	—	—	—	—	410
<b>Grand total</b>	<b>44,609</b>	<b>47,971</b>	<b>50,427</b>	<b>0</b>	<b>—</b>	<b>42,153</b>

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



## Analysis of Income and Expenditure – 2024

				----- Total -----	
	Unrestricted	Designated	Restricted	2024	2023
<b>INCOME</b>					
<b>Donations and legacies</b>					
Donations	700	1,000	—	1,700	831
Grants	—	—	23,340	23,340	44,811
Total	831	1,000	23,340	25,040	45,641
<b>Income from charitable activities</b>					
TPC MASKK Rental	—	13,197	—	13,197	10,904
TPC Rental	—	7,460	—	7,460	8,747
Other activities	702	—	—	702	—
Total	702	20,657	—	21,359	19,650
<b>Other Income</b>					
Bank & Savings Interest	1,572	—	—	1,572	727
Total	727	—	—	1,572	727
<b>INCOME TOTAL</b>	<b>2,974</b>	<b>21,657</b>	<b>23,340</b>	<b>47,971</b>	<b>66,018</b>
<b>EXPENDITURE</b>					
<b>Expenditure on charitable activities</b>					
Activity Support Fees	453	370	—	823	204
Activity Materials	87	168	—	255	1,302
Hospitality	61	288	—	349	—
Advertising & Promotion	—	—	—	—	364
Travel	—	—	92	92	8
Office expenses	4	—	—	4	150
Office Equipment	—	143	—	143	399
Mobile Phone costs	—	—	180	180	152
Computer & website	226	724	18	968	318
Maintenance & repairs	—	3,043	—	3,043	4,684
Improvements & refurbishment	—	106	—	106	1,717
TPC Consumables	—	561	—	561	156
TPC Equipment	—	15	—	15	2,759
Legal and professional	50	—	—	50	—
MCCP Insurance	—	1,087	—	1,087	2,044
TPC insurance	—	967	—	967	799
Subscriptions	—	256	—	256	256
Bank charges	127	—	—	127	122
Energy – gas	—	3,968	—	3,968	5,558
Energy – electricity	—	4,025	—	4,025	3,402
Water rates	—	268	—	268	219
Cleaning & gardening	—	1,989	—	1,989	2,648
Refuse Collection	—	1,327	—	1,327	178
Staff Costs – salaries	—	—	29,608	29,608	27,172
Staff Costs – other	—	—	48	48	—
Miscellaneous expenses	—	166	—	166	11
Total	1,010	19,471	29,946	50,427	54,621
<b>Other expenditure</b>					
Training & study	—	—	—	—	50
Total	—	—	—	—	50
<b>EXPENDITURE TOTAL</b>	<b>1,010</b>	<b>19,471</b>	<b>29,946</b>	<b>50,427</b>	<b>54,671</b>
<b>TOTAL SURPLUS/DEFICIT</b>	<b>1,964</b>	<b>2,186</b>	<b>(6,606)</b>	<b>(2,457)</b>	<b>11,347</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 M CCP Management Group on 25 March 2025

and is signed on their behalf by:



Rev D Marschner  
Chair



Ms S Richards  
Treasurer

Notes to the accounts  
for the year ended 31 December 2024

**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**

	2024	2023
	£	£
MCCP	700	831
<b>Total Donations</b>	<b>700</b>	<b>831</b>

**3 Grants**

	Fund	2024	2023
		£	£
Sheffield Diocese – TPC energy grants	TPC	0	2,650
Sheffield Council – Warm Spaces	TPC	0	500
Church Burgesses Trust	CCOW	10,000	7,000
Sheffield Diocese	CCOW	3,000	5,000
Sheffield Methodist District *	CCOW	5,248	10,017
Sheffield Methodist Circuit	CCOW	5,092	5,009
URC	CCOW	0	10,185
URC – Coffee Corner	URC	0	2,500
Sheffield Council – Oct23 Lunch Drop-in	CouncOct23	0	950
Sheffield County Council	General	700	0
Sheffield Council Community Activities	Community Activities	1,000	0
	2024		
South Yorkshire Community Foundation	SYCF	0	1,000
JG Graves Charitable Trust	JGGraves	0	
<b>Total Grants</b>		<b>25,040</b>	<b>44,811</b>

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

#### 4 Temple Park Centre

	2024	2023
	£	£
<b>Income:</b>		
Grants	0	3,150
Room Rental	7,460	8,747
MASKK Rental	13,197	10,904
<b>Total Income</b>	<b>20,657</b>	<b>22,800</b>
<b>Expenditure:</b>		
Activity Materials	0	324
Advertising & promotion	0	364
TPC landlord Insurance	967	799
MCCP Insurance	1087	2,044
Subscriptions	256	256
Energy – gas	3,968	5,408
Energy electricity	4,025	3,402
Computer & website	724	55
Water rates	268	219
Cleaning & gardening	1,840	2,648
Improvement & refurbishment	106	1,717
Maintenance & repairs	3,043	4,684
TPC equipment/furniture	158	376
TPC consumables	561	156
Refuse collection	1,327	178
<b>Total Expenditure</b>	<b>18,249</b>	<b>22,630</b>
Excess of Income over Expenditure	2,408	171
Balance brought forward	13,709	13,538
<b>Net Surplus/(Deficit) Carried Forward</b>	<b>16,117</b>	<b>13,709</b>

#### 5 Bank Account

MCCP continues to bank with TSB. The 2024 year-end balances are:

	2024	2023
	£	£
Petty cash	702	
Current Account	17,472	12,834
Investment Account	24992	32,920
Accounts Receivable	0	0
Accounts Payable	(1,014)	(1,145)
<b>Total MCCP funds</b>	<b>42,153</b>	<b>44,609</b>

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

Accruals for £1,014 ( 2023: £1,145) have been made for Temple Park Centre expenses and energy bills for December 2024 which will be payable early in 2025 and some payments due to Sheffield Manor Parish for December costs.

**7 Community Cohesion and Outreach Worker Fund**

This is the second full year of this role and expenses have progressed within budget. The Fund year end balance for 2023 of £25,850 was 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.

