

Manchester Digital Music Archive Trust

Financial Statements for the year ended 31st October 2020

The Board of Trustees presents its report and unaudited financial statements for the year ended 31st October 2020

Reference and Administrative Information

Charity name

Manchester Digital Music Archive Trust

Charity Registration Number

1164179

Registered Office

Stun Office
Z-Arts
335 Stretford Road
Manchester M15 5ZA

Trustees

Aniff Akinola	Appointed January 2021 to May 2021
Cathy Brooks	Treasurer
David Carter	Co-chair
Drew Ellery	To January 2021
Sarah Feinstein	
Karen Gabay	Appointed January 2021
Darren Jones	Appointed January 2021
C P Lee	To July 2020
Aidan O'Rourke	

Principal staff

Abigail Ward	Freelance projects manager/curator to September 2020
Alison Surtees	

Volunteers

Jane Donaldson	Mike Noon
Markus Heithier	Heather Roberts
Catherine Mullen	James Zeiter
Matthew Norman	

Bankers

Triodos Bank
Deanery Road
Bristol BS1 5AS

Manchester Digital Music Archive Trust

Report of the Board of Trustees for the year ended 31st October 2020

Objectives

The Manchester Digital Music Archive Trust (MDMArchive) is a small charity which was established with the objectives of:

- Advancing the public's knowledge of and raising artistic capabilities in music and related cultural endeavours in the Greater Manchester area through the provision of digital archives and accessible documentation, and by holding lectures, creative workshops, performances, exhibitions etc.
- Providing, or assisting in the provision of, facilities for recreation and other leisure-time activities for the general public which support the promotion of their educational well-being.

Purposes and Aims

Manchester Digital Music Archive is an online community archive that celebrates Greater Manchester music and its social history. It was established in 2003 and became a registered charity in October 2016.

Our mission statement is to celebrate Greater Manchester music, protect its heritage and promote awareness of its cultural importance.

Our crowd-sourced archive and website is a place for people all over the world to share Manchester music ephemera and memories, be they fans, musicians or involved with the music industry itself.

We are passionate about celebrating the hidden chapters and under-represented communities within Greater Manchester music. We believe that through crowd-sourcing artefacts we can democratise heritage and provide a platform for multiple versions of history to be shared. There is no hierarchy of 'merit' within our archive. The general public decides what is important and what is 'heritage'.

Our core values are:

- We will provide a platform for multiple Greater Manchester music histories to be shared
- We will be the trusted 'caretakers' of the collective memory
- We will democratise the preservation of music heritage and make it accessible for everyone
- We will be a flexible and responsive organisation that listens to community opinion

Our specific aims are to:

- celebrate Greater Manchester music
- raise awareness of the influence of Greater Manchester music and highlight unsung eras in its history
- digitise vulnerable collections pertaining to Greater Manchester music
- record and document the memories of fans, artists and industry alike
- facilitate exhibitions and events about Greater Manchester music that target as broad an audience as possible
- develop a not-for-profit self-sustaining organisation to achieve the above

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- prevent the disappearance of artefacts by uncovering vulnerable collections and identifying an appropriate physical 'home' for them
- approach (and encourage approaches from) people wishing to share their experiences of Greater Manchester music
- document these oral histories in a variety of media
- raise public awareness of such collections by organising events and exhibitions in a variety of easily accessible, 'down-to-earth' venues as well as in traditional exhibition spaces
- provide an online archive that will map the evolution of Greater Manchester music and its social history

Ensuring Our Work Delivers Our Aims

MDMArchive trustees' meetings look at the success of each key activity and the benefits they have brought to those people that the charity aims to help. This enables MDMArchive to ensure that its aims, objectives and activities remain focused on its stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

How Our Activities Deliver Public Benefit

MDMArchive's main activities are set out below. Our activities are based on the provision of education and advancement of culture for the public benefit.

Who Used and Benefited From Our Services?

MDMArchive's activities have an emphasis on people living in the Greater Manchester area. In the year covered by this report benefits were provided to:

- the many members of the public who used the MDMArchive website in Manchester and all over the world and attended events and exhibitions that we either hosted or contributed to
- volunteers and students who gained new skills assisting in building our online archive and curating exhibitions

Achievements and performance

Securing of Covid 19 Emergency Funds

Our biggest challenge during the 19/20 financial year was the Covid 19 pandemic, which impacted across the cultural sector. As an online Archive, we were able to ride the worst of the process, aided by a successful application to the Heritage Emergency Fund. This emergency grant enabled us to write a new strategy for the coming 18 months and develop an online training programme to enable volunteers to manage the online Archive.

Online archive - identification and training of new volunteers

During the year, our longstanding project manager and curator Abigail Ward left the charity. In order to continue to maintain and develop the online Archive, we secured the commitment of six volunteers to manage the Archive's backend database and provide day-to-day operational support in its running and maintenance.

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Abigail developed and delivered an online training programme for the volunteers which took place over a period of 7-8 weeks. This familiarised them with using the website and the process for managing the database and artefacts. The training was highly successful and ensured we had continuity of service during this difficult time, and with losing Abigail as the key Archive Manager.

New Trustees

We identified several new Trustees to join and extend the Board. We will continue this work in the coming year.

The passing of co-founder CP Lee

We were rocked by the untimely passing of our Co-Founder and source of knowledge, CP Lee, and have worked hard to ensure new Trustees and input is secured for the Archive.

Suffragette City event

We cross promoted the now stand-alone Suffragette City event in Manchester as a fundraising project for Women's Refuge and support of MDMArchive. This event has successfully become its own brand subsequent to the Women in Music in Manchester project we established in 2018.

Manchester Metropolitan University and MDMArchive agreement

We opened negotiations to develop a renewed agreement with the Manchester Metropolitan University (MMU). This will come to fruition with the development and opening of the School of Digital Arts, to coincide with plans for 2021.

Mauerstadt30 event

We ran a free event in partnership with MMU – 'Mauerstadt30: Stories from the Berlin Wall' – to mark the 30 years since the fall of the Berlin Wall. The event included live music and an 'in conversation' with Manchester-born, Berlin-based producer and filmmaker Mark Reeder.

Manchester Hip Hop Archive (MHHA)

As heritage partners for the MHHA, we trained volunteers with the project in archiving and collections, and supported outreach to our members who could provide artefacts and stories for the project.

Financial review

Principal Funding Sources

The Charity received a small grant from the Heritage Emergency Fund (£3,000) to help it deal with issues arising from the Covid 19 pandemic. Income was also received for the delivery of specific projects (around £3,000 in total for the Mauerstadt30 and MHHA projects) and from the Suffragette City event (£5,500). Donations totaling £840 were received from regular supporters and one-off donors.

Reserves Policy

The charity does not currently have a reserves policy. It has no premises or salaried staff, so winding up costs in the event of an unplanned shutdown would be negligible.

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Plans for Future Periods

MDMArchive's priorities for 2021/22 will include:

- Development of a major NLHF Bid to renew the website, look at digital apps and deliver community development and engagement
- Securing new Trustees and volunteers and widening our reach
- Exploring other funders and income generation possibilities and collaborations
- Ongoing support the MHHA, and further development
- Exploring more curated content, podcasting and short viral videos for engagement

Structure, Governance and Management

Recruitment and Appointment of Trustees

Trustees are appointed for a term of three years by a resolution passed at a meeting of the charity trustees. Individuals are selected for appointment as trustees with regard to the skills, knowledge and experience needed for the effective administration of the charity and are sought through the networks of existing Board members. Skills represented amongst the trustee body include digital technologies, music and cultural history, arts administration and finance management. Trustees who retire can be reappointed or up to three consecutive terms but may only be reappointed for a fourth term after an interval of one year.

Governing Document

The charity was established as a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees ('Foundation' model constitution). The constitution establishes the objects and aims of the charity and how it is governed. In the event of the charity being wound up, the members are liable to contribute no more than £1 for the payment of the debts and liabilities of the CIO.

Induction and Training of Trustees

Prospective new trustees are introduced to the work of MDMArchive by attending meetings with the Chair of the trustees and other board members. These briefings also cover the legal obligations and responsibilities of trustees.

New trustees are referred to the Charity Commission's "The Essential Trustee: What you need to know" resource, the Charity's constitution and the latest published accounts.

Risk Management

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Procedures are in place to ensure compliance with health and safety of volunteers, young people, other service users and visitors. Internal financial risks are minimised by the implementation of procedures for the authorisation of all transactions, and systems are in place to ensure compliance with health and safety legislation.

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Report of the Board of Trustees for the year ended 31st October 2020 (continued)

Organisational Structure

The only members of MDMArchive are its charity trustees. The trustee body meets as required to agree the charity's programme of activity. The general day-to-day administration and management of finances are undertaken by board members and a volunteer co-founder of the organisation. In the current period, freelance staff were engaged to deliver elements of the HLF project. Other project activities were undertaken by the co-founders working in a voluntary capacity and other volunteers .

Statement of Board of Trustees responsibilities

The Board of Trustees is responsible for preparing the Report of the Board of Trustees and the financial statements in accordance with applicable law and regulations.

Charity law requires the Board of Trustees to prepare financial statements for each financial year. Under Charity law the Board of Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

The charity has a gross income of less than £250,000 and has prepared receipts and payments accounts using the Charity Commission charity accounting template CC16a.

The Board of Trustees is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees and signed on its behalf by:



Cathy Brooks (Treasurer)
31 August 2021

Independent Examiner's Report to the Trustees of

Manchester Digital Music Archive Trust

I report to the trustees on my examination of the accounts of the Manchester Digital Music Archive Trust (the Trust) for the year ended 31 October 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Paul Cowham

Paul Cowham FCD DChA
Green Fish Resource Centre
46-50 Oldham Street
Manchester M4 1LE

09 / 02 / 2022
Date.....

Manchester Digital Music Archive Trust				1164179	CC16a
Receipts and payments accounts					
	For the period from	01-Nov-19	To	31-Oct-20	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising events	5,581	-	-	5,581	-
Donations	840	-	-	840	110
Heritage Emergency Fund	-	3,000	-	3,000	-
Bank interest	-	-	-	-	-
Project income	2,876	-	-	2,876	100
Sub total (Gross income for AR)	9,297	3,000	-	12,297	210
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,297	3,000	-	12,297	210
A3 Payments					
Staff costs	1,000	1,800	-	2,800	1,331
Travel/subsistence	-	-	-	-	-
Trustee expense	-	-	-	-	-
Trustee meetings	-	-	-	-	81
Website	550	175	-	725	150
Bank charges	23	-	-	23	10
Events inc exhibitions & workshops	6,976	-	-	6,976	46
Archive films	-	-	-	-	-
Advertising & promotion	114	-	-	114	235
Equipment	-	-	-	-	-
Evaluation	-	-	-	-	200
Accountancy	200	-	-	200	200
Sundry	52	-	-	52	-
Sub total	8,915	1,975	-	10,890	2,253
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,915	1,975	-	10,890	2,253
Net of receipts/(payments)	382	1,025	-	1,407	- 2,043
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	1,835	0	-	1,835	3,878
Cash funds this year end	2,217	1,025	-	3,242	1,835

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Triodos Bank	2,077	1,025	-
	PayPal	139	-	-
			-	-
	Total cash funds	2,216	1,025	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Large screen iPad/wall mount	Heritage Lottery Fund	898	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Business development & website upgrade	Heritage Emergency Fund	1,025	Nov 2020
			-	
			-	
			-	
			-	
Trustee remuneration	No Trustees received remuneration during the year (2019: £400). Remuneration of trustees is permitted in the constitution in certain circumstances, and when considered necessary is authorised by the other trustees.			
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Catherine Brooks	31-Aug-21	

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