

Manchester Digital Music Archive Trust

Financial Statements for the year ended 31st October 2021

The Board of Trustees presents its report and unaudited financial statements for the year ended 31st October 2021

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- resigned May 2021
Michael Barnes-Wynters	Appointed February 2022
Cathy Brooks	Treasurer
David Carter	Chair
Drew Ellery	Resigned January 2021
Sarah Feinstein	
Karen Gabay	Appointed January 2021
Darren Jones	Appointed January 2021
Aidan O'Rourke	

Principal staff

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 2021

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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Report of the Board of Trustees for the year ended 31st October 2021 (continued)

- 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

Completing Covid 19 Emergency Funds

We completed our NHLF Emergency Fund activity during 20/21. This included the training of 6 volunteers in the day-to-day management of the online archive. The volunteers now self-manage and rotor time to do regular updates on website links, monitor comments, and report issues to the trustees and freelance team (including the web developer).

Securing a new Partnership Agreement with Manchester Metropolitan University (MMU) and SODA (School of Digital Arts)

During the year, Alison Surtees worked with Beate Peter of MMU to rewrite and extend the Partnership Agreement, including working with the newly established School of Digital Arts. This Agreement is now in place and will ensure that future plans will include access to and support through the University and School. Our first joint project will be a co-hosted Conference in November 2022, on music archives, bringing a global perspective and audience to MDMArchive.

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Volunteers

The volunteers trained through the NHLF Emergency funding have been successfully running the website 'back end' for 8 months, with regular online monthly meetings that they host. These meetings are facilitated and supported by Trustee Darren Jones and freelancer Alison Surtees. The volunteers are also looking at opportunities for community outreach through archive and history, to broaden the reach of the Archive and connect with communities and audiences in more physical ways, as well as online. This process will continue in 2022.

New Trustees

During the year we identified several new Trustees to join and extend the Board. These were Karen Gabay (broadcaster and music writer), Darren Jones (digital and broadcast skills and ex-Manchester musician), and Aniff Akinola (musician and producer). Aniff later had to stand down due to personal work commitments but continues with support of MDMArchive. A

Suffragette City event

Suffragette City took place online this year, and we supported cross promotion. This is now a standalone project that supports women's charities, which started as a celebratory event as part of our Suffragette City Exhibition and programme in 2018.

Manchester Metropolitan University and MDMArchive agreement

We successfully negotiated and secured a new Partnership Agreement with MMU and SODA, which will see a joint collaboration in November 2022. The conference was proposed by Alison Surtees as a means of collaboration and profile-raising for all.

Manchester Hip Hop Archive (MHHA)

We continue to provide ongoing support and guidance to MHHA. We supported and attended their opening exhibition at Central Library in Manchester. This work will continue into 2022.

Connecting Manchester's Music Archive (CMAA)

We are partnering with several music archives in Greater Manchester around music and centralising collections information. The proposed bid for this work is currently in process at NHLF, and if successful will see a joint collaboration with Royal Northern College of Music, The Halle Archive, Henry Watson Archive and more.

Financial review

Principal Funding Sources

The Charity's main source of income in the year was by way of donations totaling £1,100, from regular supporters and one-off donors. £600 was also received for participation in a 'Fifty Windows' project. No grant funding was received in the year.

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 future activity 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 for MHHA and CMMA
- 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 2021 (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)
26th Aug 2022

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 2021.

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

18/11/22

Date.....

Manchester Digital Music Archive Trust				1164179	CC16a
Receipts and payments accounts					
	For the period from	01-Nov-20	To	31-Oct-21	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising events			-	-	5,581
Donations	1,100		-	1,100	840
Heritage Emergency Fund			-	-	3,000
Bank interest			-	-	-
Project income	630		-	630	2,876
Sub total (Gross income for AR)	1,730	-	-	1,730	12,297
A2 Asset and Investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,730	-	-	1,730	12,297
A3 Payments					
Staff costs	650	700	-	1,350	2,800
Travel/subsistence	38		-	38	-
Trustee expense			-	-	-
Trustee meetings			-	-	-
Website	139	325	-	464	725
Bank charges	20		-	20	23
Events inc exhibitions & workshops			-	-	6,976
Archive films			-	-	-
Advertising & promotion			-	-	114
Equipment			-	-	-
Evaluation			-	-	-
Accountancy			-	-	200
Sundry	218		-	218	52
Sub total	1,065	1,025	-	2,090	10,890
A4 Asset and Investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,065	1,025	-	2,090	10,890
Net of receipts/(payments)	665	- 1,025	-	- 360	1,407
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	2,217	1,025	-	3,242	1,835
Cash funds this year end	2,882	0	-	2,882	3,242

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	2,500	-	-
	PayPal	382	-	-
			-	-
	Total cash funds	2,882	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

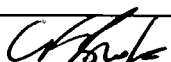
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	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	Independent Examination of 2019/20 accounts	Unrestricted	200	Jan 2022
			-	
			-	
			-	

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	26-Aug-22