

Manchester Digital Music Archive Trust

Financial Statements for the year ended 31st October 2023

The Board of Trustees presents its report and unaudited financial statements for the year ended 31st October 2023

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

Michael Barnes-Wynters	
Cathy Brooks	Resigned September 2023
David Carter	Resigned June 2023
Karen Gabay	
Darren Jones	
Estelle Neuman	Chair. Appointed June 2023
Aidan O'Rourke	Resigned September 2023

Principal staff

Alison Surtees

Volunteers

Markus Heithier	Heather Roberts
Catherine Mullen	James Zeiter
Matthew Norman	Dave Rofe

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 2023

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.

Manchester Digital Music Archive Trust

Report of the Board of Trustees for the year ended 31st October 2023 (continued)

- 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
- 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 Connecting Manchester's Music Archive (CMMA)

The CMMA Database is live on our system and is currently awaiting further updates from the partner archives, with materials. This is now finished in terms of our commitment, but we hope that more information will be added to the database, and there is the prospect of further funding down the line to extend this aspect.

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Report of the Board of Trustees for the year ended 31st October 2023 (continued)

RNCM 50th Anniversary Programme

We are partners in the RNCM 50th Anniversary programme that was funded via NLHF. This work involved support to update our website and extend the archive of materials we host on behalf of the RNCM. Recordings of concerts were digitised by the Sound Archive and uploaded to our site. We are in process of producing 3 podcasts telling the story of the RNCM, with images, sound and interviews for this celebration and will host this on our site. This is ongoing work.

Volunteers

We have been working with volunteers from RNCM around adding additional material and content to the site, especially adding information to artefacts that were lacking key detail for searches. This is ongoing and has given us two strong regular volunteers that we hope to work with after this project ends.

Louder Than Words (LTW) Festival

Plans are underway to take part in this year's LTW Festival, at which we intend to re-run our 'Black Women in Music' panel and add to this a panel on 'Women in Hip Hop.' We are hosting this as part of our 20th Anniversary Celebrations.

20th Anniversary Celebrations and New Website

The majority of our focus was centered on the redevelopment of our site, making it more user-friendly and accessible for uploads. This work is ongoing, and as we have generated income through other project activities, we are currently self-financing this major Charity activity. This means we maintain control over the content, and the rights issues we were faced with using public funding.

We have really targeted our social media channels to gain more engagement and bring people to the site. Our Facebook Group now has 3,500 members (up 1,000 members on last year) and our Page has 2,500. Our Instagram has up to 1,300 from 1,000 members. We have resorted to posting directly to X (Twitter) as our bot has now been disabled, due to cost. We aim to maintain and grow a base of volunteers to start doing more content for the social channels.

Financial review

Principal Funding Sources

The Charity's main source of income in the year was for the delivery of the CMMA project (£5,600). £300 was received for our contribution to Manchester Histories Festival Research. Donations in the year totalled £400 with regular £10 and £5 input from two key donors. No grant funding was received in the year directly by us.

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.

Manchester Digital Music Archive Trust

Report of the Board of Trustees for the year ended 31st October 2023 (continued)

Plans for Future Periods

MDMArchive's priorities for future activity include:

- Securing new Trustees and volunteers and widening our reach (ongoing)
- Ongoing support for RNCM with their 50th Anniversary project
- Exploring more curated content, podcasting and short viral videos for engagement
- Support and collaboration with Dig Media and Echo Salford
- Collaboration with Louder than Words Festival

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) who's 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.

Manchester Digital Music Archive Trust

Report of the Board of Trustees for the year ended 31st October 2023 (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:



Estelle Neuman (Chair)
27 August 2024

Independent Examiners Report

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 2023.

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 FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

28/8/24

Manchester Digital Music Archive Trust				1164179		CC16a
Receipts and payments accounts						
	For the period from	01-Nov-22	To	31-Oct-23		

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			-	-	-
Donations	400		-	400	341
Heritage Emergency Fund			-	-	-
Bank interest	7		-	7	-
Project income	5,928		-	5,928	1,550
Sub total (Gross income for AR)	6,335	-	-	6,335	1,891
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,335	-	-	6,335	1,891
A3 Payments					
Staff costs			-	-	-
Travel/subsistence			-	-	-
Trustee expenses			-	-	-
Trustee meetings			-	-	-
Volunteer expenses	109		-	109	-
Website	4,617		-	4,617	414
Bank charges	20		-	20	18
Events inc exhibitions & workshops			-	-	-
Archive films			-	-	-
Advertising & promotion			-	-	123
Equipment			-	-	330
Evaluation			-	-	-
Accountancy	400		-	400	200
Sundry	124		-	124	64
Sub total	5,270	-	-	5,270	1,149
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,270	-	-	5,270	1,149
Net of receipts/(payments)	1,065	-	-	1,065	742
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	3,624	0	-	3,624	2,882
Cash funds this year end	4,689	0	-	4,689	3,624

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	3,853	-	-
	PayPal	836	-	-
			-	-
	Total cash funds	4,689	-	-

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

	Details	Fund to which asset belongs	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	
	Rugged hard-drive	Unrestricted	330	

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent Examination of 2022/23 accounts	Unrestricted	200	31 August 2024

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
	Estelle Neuman	28/08/2024