

Manchester Digital Music Archive Trust

Financial Statements for the year ended 31st October 2024

The Board of Trustees presents its report and unaudited financial statements for the year ended 31st October 2024

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	
Karen Gabay	
Darren Jones	
Estelle Neuman	Chair

Principal staff

Alison Surtees

Volunteers

Markus Heithier	Heather Roberts	Richard Rowlinson (via RNCM project)
Catherine Mullen	James Zeiter	Cathy Brooks
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 2024

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

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Report of the Board of Trustees for the year ended 31st October 2024 (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 Royal Northern College of Music 50th Anniversary Project

The Royal Northern College of Music (RNCM) project celebrating their 50th anniversary saw us become a portal to host many recordings of work taken place at the institution over the period, and producing an online project space where further artefacts can reside, enabling personal Virtual Exhibitions to be made. This project also engaged with 4 volunteers from RNCM, one of whom has since gone on to be a regular volunteer with MDMArchive, and currently schedules our artefact of the day section on our site. This provides a legacy for the project, and brings the work of RNCM to a wider audience of music fans and the public.

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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. One of the volunteers is now regularly working with us on our online Artefact of the Day section.

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.

Louder Than Words (LTW) Festival

MDMA ran 2 panels at the Louder than Words festival event in November 2023 - 'Black Women in Music' and 'Women in Hip Hop' celebrating the 50th anniversary of Hip Hop. These events were both well attended with lots of interaction with the audience. The Hip Hop panel was hosted by MDMA Trustee Karen Gabay with Martay McKenzie and Oneda, and focused on how women in Manchester music were at the forefront of Hip Hop in the UK. The feedback from the weekend was fantastic, with many saying they did not know the history of the involvement of Manchester artists and the work they produced. As a result of this work, we are working with LTW again for 2024's festival, producing two more panels.

Conferences

Alison Surtees presented at a conference as part of a major 'Our Heritage, Our Stories' project, looking at community archives and their importance. As part of this work, we helped them shape their toolkit of processes for others wanting to set up a digital space for their archives. Our presentation focused on the lessons we have learned as a digital archive from set up to present day, and looking at how digital technology can help with narrative storytelling, and offer new ways for the public to engage and share their stories.

Blue Plaques Project

As part of our commitment to shining a light on the less well-known aspects of Manchester's music scene and unsung artists and key people, our Trustee Karen Gabay, started a project in collaboration with Nubian Jak to recognise key black musicians and artists. This work had been underway in London with Nubian Jak, and expanded. We worked with Greater Manchester Combined Authority (GMCA) to secure funding from them to begin the campaign in Manchester.

The first of the plaques was in recognition of Denise Johnson, who passed away in 2020, and has a long track record of work with high profile artists, but was less well known to the general public. Her work included backing vocals and lyrics to legendary bands from Primal Scream to Electronic and A Certain Ratio, as well as her own recording career with 'A 5th of Heaven' and as a solo artist.

The plaque was unveiled in a ceremony on Monday 19th August 2024, and was attended by many of the artists she worked with as well as friends and family. This is an important part of the work we do, and is necessary in widening the perspectives of music heritage in Greater Manchester, to include all those who work and have worked tirelessly as part of it.

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This recognition is vital, and means that the narratives are more representative of the diverse talent that exists, and enable a more rounded view of the development of the industry, and the roles that everyone plays. Denise was a key part of our Women in Music project, being recognised as part of that, with a short video recorded in 2018.

This work continues for MDMArchive and we are currently working on the second plaque, which will be for Diane Charlemagne, using funds from the GMCA grant and our own fundraising efforts. This will become a key area for us as we move into the coming years.

Manchester Mooch – Dig Media

We are supporting the new Manchester Mooch app being developed by Dig Media as an ongoing project from Salford Music Map. This project will use a range of technology to enable people to do their own music tours based on specific areas of Manchester and institutions such as the RNCM.

Website Re-design and Engagement

A key area of focus has been the re-development of our website so that it has a more curated front end and allows for project elements to be part of the main page. In this year we undertook the redesign of the site, to make it easier to navigate, simpler processes for searching and uploading for users, and with more audiovisual content in feeds. This enabled us to support the projects we were partnering on, and allowed us to facilitate the additional audio materials from the RNCM project.

The new iteration of the site was launched in January 2024, and we had great feedback from our users and members. Our volunteers work to ensure we have daily 'artefact of the day' content, and we have a feed of audiovisual work undertaken. Our project section now sits on the front page with more visibility of the work we are doing.

Financial Review

Principal Funding Sources

The Charity's main source of income in the year were for the delivery of the RNCM 'Throwing Open the Concert Doors' project (£13,750) and GMCA for the Blue Plaques Project (£5,000). In addition, we have the ongoing contributions of regular donors, and donations from Publications, Film Companies and other users of our archive material, for the work we do in securing them access to material and use. Donations in the year totaled £299.

Reserves policy

MDMArchive is in the process of developing a robust Reserves Policy which will be in place during 2025-2026. We are committed to maintaining a level of reserves that will represent three months running costs of the charitable incorporated organisation (currently minimal - approximately £20) or 15% of income (£2,864), whichever is greater. These figures are reflective of our most recently reported income and expenditure and represent a feasible goal for the charity to achieve. Unrestricted funds at 31st October 2024 were £12,328 (2023 - £4,689)

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MDMArchive Board will consider whether the resources available for use in the planned activities of the charitable company will be sufficient before determining what should be the appropriate level of reserves for the year ahead and whether any adjustments are needed for designated reserves. This forms part of the charity's Risk Register and the Trustees, will regularly review whether this amount properly reflects current and forecast funding and expenditure at bi-annual meetings, the MDMArchive Board will review the reserves position of the as part of its review of accounting information. This will also include turnover analysis, cost analysis, Balance Sheet review and cash flow analysis for the year to date and projections to the year end.

This detailed review of the results will enable the MDMArchive Board to consider the restricted and free reserves with a view to determining their sufficiency and the impact of the forecast results on reserves held. The Board may feel that a policy of managing resources generally rather than just reserves in isolation is the right course to adopt in the current economic climate.

We will continue to act in a prudent manner whilst continuing to consider the best and most cost-effective ways to deliver services. We will continue to work on diversifying income streams, and services provided whilst ensuring that we meet our core objectives.

We hope that with new projects, and differing funding streams and income generating opportunities, that the additional resources we access to assist our work will improve our prospects of maintaining and improving on the unique service we offer.

Plans for Future Periods

MDMArchive's priorities for future activity include:

- Securing new Trustees and volunteers and widening our reach
- Ongoing work on our Blue Plaques initiative
- Exploring more curated content, podcasting and short viral videos for engagement
- Support and collaboration with Dig Media and Manchester Mooch
- New project work with partners, including Piccadilly Radio Project with Manchester Central Library

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.

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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.

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 volunteers. Other project activities are undertaken by the Archive's co-founders working in a voluntary capacity, other volunteers, and freelance staff.

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.

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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

Estelle Neuman
Chair

Date: 28-08-2025

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

28/8/2025

Manchester Digital Music Archive Trust				1164179		CC16a
Receipts and payments accounts						
	For the period from	01-Nov-23	To	31-Oct-24		

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	299		-	299	400
Heritage Emergency Fund			-	-	-
Bank interest	44		-	44	7
Project income	13,750	5,000	-	18,750	5,928
Sub total (Gross income for AR)	14,093	5,000	-	19,093	6,335
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,093	5,000	-	19,093	6,335
A3 Payments					
Staff costs			-	-	-
Travel/subsistence			-	-	-
Trustee expenses	127		-	127	-
Trustee meetings			-	-	-
Volunteer expenses			-	-	109
Website	5,667		-	5,667	4,617
Bank charges	14		-	14	20
Events inc exhibitions & workshops	446	3,767	-	4,213	-
Archive films			-	-	-
Advertising & promotion			-	-	-
Equipment			-	-	-
Evaluation			-	-	-
Accountancy	200		-	200	400
Sundry			-	-	124
Sub total	6,454	3,767	-	10,221	5,270
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,454	3,767	-	10,221	5,270
Net of receipts/(payments)	7,639	1,233	-	8,872	1,065
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	4,689	0	-	4,689	3,624
Cash funds this year end	12,328	1,233	-	13,561	4,689

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	12,273	1,233	-
	PayPal	55	-	-
			-	-
	Total cash funds	12,328	1,233	-

	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 2023/24 accounts	Unrestricted	200	31 August 2025

Trustee remuneration

One trustee (Karen Gabay) received remuneration of £350 for the curation of panels at the 2023 Louder Than Words festival (2023: £0). 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
<i>Estelle Neuman</i>	Estelle Neuman	28-08-2025

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