



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

The Manchester Community and Youth Project

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**Charity no  
(if any)**

1170800

**Set out on pages**

Page 3 onwards

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2022

**Responsibilities and  
basis of report**

As the charity's trustees, 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**

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination having a required member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

~~I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in any material respect:~~

- ~~• the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~• the accounts did not accord with the accounting records; or~~
- ~~• the accounts did 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.~~

~~\* Please delete the words in the brackets if they do not apply.~~

**Signed:**

**Date:**

25/01/2023

**Name:**

Tahier Kazmi, 10 Southleigh View, LS11 5SJ

**Relevant professional  
qualification(s) or body**

(if any):

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Address:


## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2021      To: 31<sup>st</sup> March 2022**

**Charity name: The Manchester Community and Youth Project**

**Charity registration number: 1170800**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To help and educate young people, especially, but not exclusively through their leisure time activities so to develop their physical, mental, social, emotional, and spiritual capacities that they may grow to full maturity as individuals and members of society
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Our events and activities use social action as an experiential learning device to help young people and community members develop confidence, leadership, communication and other interpersonal, and social skills.</p> <p>We provide opportunities for young people and community members to become volunteers themselves, regardless of their personal background, or circumstances, and often for causes chosen by them.</p> <p>The main activities and services of the charity were:</p> <ol style="list-style-type: none"><li>1. Providing social support, grants and other community services to those of the community recovering from the coronavirus.</li><li>2. Limited youth club and other social events and activities hosted at local community buildings in and around</li></ol>

		the Greater Manchester conurbation, but largely hampered by lockdown
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In compiling the charity's annual business plan and activities for the year we have kept in mind the Charity Commission's guidance on public benefit in our planning workshops and meetings.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>The organisation issues Grants in cash and in-kind on specific health and/or social case needs, such as but exclusive to education, travel, sports, and any other developmental activity. Grants in kind include help for young people and youths from impoverished backgrounds with basic household items, utensils, and clothes such as winter wear.</p> <p>When COVID-19 began in Feb 2020, we made special considerations for GRANTS for those young people and their families affected by COVID, those were impacted by travel restrictions. As well as special considerations for social action and appeal run by our youth to help those affected by COVID-19. These activities came to a natural conclusion in this financial year as COVID restrictions were lifted and eventually came to an end. We dispensed any COVID related funds and donations on suitable cases still requiring support.</p>
Policy on social investment including program related investment	Para 1.38	<b>NA</b>
Contribution made by volunteers	Para 1.38	<p>Trustees and management team gave their time voluntarily and received no remuneration.</p> <p>Many volunteers donated in-kind, such as food and snacks at the youth club.</p> <p>This year we started to use an office space</p>

		The local church hall and a couple of local mosques allowed us to use their community spaces, equipment, stationery and printing facilities. We thank them all.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In 2021/22 the organisation continued to provide youth activities to the local community. It allowed local youth to develop their leadership capacities by participation in its social action and development challenges, as well camps and trips.</p> <p>The main focus was the renewal of our Camps and Travel. The Annual Arbaeen camp for 2021 had renewed interest as COVID restrictions came to an end with over 30 people attending. The camp turned a tidy profit of £4200 which can be used to support next year's activities.</p> <p>ManCom Leadership programme and the local youth club continued to energise the community.</p> <p>The Leadership Programme saw over 25 people participate in the social action challenges over a period of 2 weeks. This was less than last year, but still provided much need development for the community.</p> <p>The online activities using ZOOM for peer support and peer networking continued but with more frequent in person contacts.</p> <p>The organisation continued to operate through online workshops, seminars and check-ins.</p> <p>There was great deal of focus on Youth and Mental Health, to consider the impact of social isolation and distancing.</p> <p>Youth were provided coaching and mentoring opportunities. Management Tools</p>

		<p>such as MBTI, Conflict Management Frameworks, workshops on Emotional Intelligence, Communication Skills were used to help the participants reflect and develop.</p> <p>The main benefit was that many participants used their skills to help at the youth club, to assist the charity and other local organisations in a voluntary capacity.</p> <p>The charity heavily focussed on issuing <b>grants, of both cash and in-kind</b>, to help youth in poverty, or with health and social care needs, such as that for medical equipment's or specialist therapies not funded through the NHS.</p> <p>We worked with a number of organisations, individuals, and appeals.</p> <p><b>Imam Organisation</b> in Burnley and Nelson which provides a Madressa school received one of our grants to help them secure their building in Nelson Town centre for youth activities, and creche.</p> <p>The <b>Boardman Appeal</b> to help children in need in honour of an elderly local community member. Over £5320 was in given in grants through Mrs Boardman's appeal who is teacher providing workshops, food parcels, training session and fun retreats. The project was highly successful in helping and in acting as a general welfare fund to help children in need and those families at risk of breakdown with grants of £300 to £500, in purchase of equipment, lessons, therapies, as well as movie/takeaway night as special respite elements for troubled young people and their families.</p> <p>We also partnered with a couple of churches and mosques to give out gifts and toys over Christmas and Eid. Nearly £5000 was spent.</p> <p>The <b>general welfare fund</b> supported over 27 cases in Grants and emergency funding ranging from as little a £30 to a maximum of £2000. A total of £11,000 was spent. This included support in kind, purchase of training courses, language and communication workshops as well as cash grants.</p>
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		<p>The charity also supported a number of able and talented youth with financial support to gain access to training courses. Young people looking for jobs and training opportunities were also assisted in meaningful travel through grants – such as funding travel to job interviews.</p> <p>Grants also support youth and families affected due to bereavement from Covid-19. We tried to arrange emotional and psychological support, drop in sessions for youth as well as bereavement counselling input. The biggest grant in this section was the victims relief fund to a local young refugee in Manchester who lost his family in a terrible bombing in Afghanistan.</p> <p>The Food Drive initiative to help homeless and families financially affected by COVID-19 was a much more extensive and expanded affair with literally thousands of individual meals and food rations being provided over the course of the year.</p> <p>Over £18,700 was donated to support our youth run Ramadan appeal to help needy Muslim families living in the area over the month of fasting, with food parcels. This was almost all spent in providing support to over 600 families.</p> <p>Our Water Pump appeal allowed to us to put over 100 water pumps on behalf of community members whilst working in partnership with Sadqah Foundation in Nelson.</p> <p>We also continued our relationship with IFTA UK, Lady Fatima Charitable Trust, Kijana Kwanza Young People, Anwar Najafia Global Orphans.</p> <p>We retained regular donations and built good relationships with the donors. Future plans include strengthening these relationships.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	The charity had an objective to be self-sufficient to cover its rents and bills, to provide a regular service to the local youth community and to expand and grow its leadership network. These objectives were achieved largely.
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising targets to be self-sufficient and generate enough to cover regular events and activities were all met, but in future targets need to be revised to build in contingency costs in the event there is overspend due to emergencies.</p> <p>Gift Aid donations were especially helpful in helping cover the administrative costs and wage related cost. There are a number of unclaimed gift aid-ed donations. In the coming year the charity needs to put in greater admin support in this area to recoup much needed and unclaimed income</p>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		<b>Not applicable</b>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The organisation had on overall net income of £24,415. This was a health and much recovered figured from last year. Largely improved due to better internal management of our gift aid process and more effective appeals</p> <p>Administration costs included rent of office spaces, bills, cost of fundraising platforms, banking fees, as well as fees for using the online accounting software.</p> <p>To sustain the organisation will continue to require full time office support and there is a possibility that administration costs may increase in the year to come. Around £25,000/year needs to be factored into this.</p> <p>The balance sheet and income/expense statement are attached.</p> <p>The bank account transactions were reconciled using manually as well as through QuickBooks, and the accounts were prepared using the accounting software QuickBooks.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity shall maintain a minimum of 1000 GBP in reserves part of its Administration Budget.
Amount of reserves held	Para 1.22	20,000 GBP was held in the Admin Budget
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity is run on the generous donations from the local community and members of the public. We use social media platforms to raised awareness of our appeals. The
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		<p>expenditure of the charity is focused on youth related activities, social action campaigns, as well as grants and awards, as well as other overheads.</p> <p>Switching fundraising platforms after the closure of BT MY Donate and Virgin Donate to using PayPal Giving allowed us to continue using digital platforms for our financial needs</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	Our financial risk is tied to our fundraising efforts. As well as escalation of cost impact on our budgets. This is mitigated through holding enough reserves, as well as contingency planning.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity is governed through a constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (Foundation Structure)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Minimum of three trustees, appointed by Board of Trustees, Chairman voted in.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Previous year to this one had seen the adoption of several new policies on induction, safeguarding, conduct, whistleblowing. The policies were fully embedded and are due for review next year.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity's main activities are run by a management teams with volunteers and youth workers with oversight by the Board of Trustees. This however is in the process of being reviewed with a consideration for formal appointment to paid roles
Relationship with any related parties	Para 1.51	<b>NA</b>
Other		<b>NA</b>

## Reference and Administrative details

Charity name	The Manchester Community and Youth Project
Other name the charity uses	CYP, MANCOM, Community Youth Project
Registered charity number	1170800

Charity's principal address	4 Davenport Street Bolton, BL1 2LT
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### **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Mohammed Al-Tayar	Chairman		Board of Trustees
2	Mr Qasim Naqvi	Secretary		Board of Trustees
3	Mrs Shazia Hussain	Treasurer		Board of Trustees
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
NA		

**Name of chief executive or names of senior staff members (Optional information)**

Syed Naqvi is a senior staff member who looks after management affairs
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

NA
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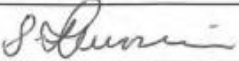
**Other optional information**

NA
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Shazia Hussain	
Position (eg Secretary, Chair, etc)	Treasurer	

Date 20/01/2023



# Community Youth Project

Balance Sheet  
As of March 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
Office Equipment Cost	3,837.09
<b>Total Tangible assets</b>	<b>£3,837.09</b>
<b>Total Fixed Asset</b>	<b>£3,837.09</b>
Cash at bank and in hand	
COMMUNITY (2905)	29,584.95
<b>Total Cash at bank and in hand</b>	<b>£29,584.95</b>
<b>NET CURRENT ASSETS</b>	<b>£29,584.95</b>
Creditors: amounts falling due within one year	
Current Liabilities	
Payroll Liabilities	
HMRC	4,946.64
<b>Total Payroll Liabilities</b>	<b>4,946.64</b>
Payroll Liabilities ( 46 )	
HMRC	0.00
<b>Total Payroll Liabilities ( 46 )</b>	<b>0.00</b>
VAT Control	0.00
<b>Total Current Liabilities</b>	<b>£4,946.64</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£4,946.64</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£24,638.31</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£28,475.40</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£28,475.40</b>
Charity funds	
Opening Balance Equity	0.00
Retained Earnings	4,060.29
Surplus/(Deficit)	24,415.11
<b>Total Charity funds</b>	<b>£28,475.40</b>

# Community Youth Project

## Financial Activities

April 2021 - March 2022

	TOTAL
Income	
Donations and legacies	133,449.89
Gift Aid	39,071.38
<b>Total Income</b>	<b>£172,521.27</b>
<b>TOTAL</b>	<b>£172,521.27</b>
Expenditures	
Advertising/Promotional	1,965.21
Computer Costs	449.00
Grant	83,262.03
Office/General Administrative Expenses	2,454.18
Other Professional Services	18,650.00
Payroll Expenses	
Taxes	301.49
<b>Total Payroll Expenses</b>	<b>301.49</b>
Phone Costs	500.00
Purchases	150.00
Training	13,761.97
Travel and Accommodation	26,612.28
<b>Total Expenditures</b>	<b>£148,108.16</b>
NET OPERATING INCOME	<b>£24,415.11</b>
NET INCOME/(EXPENDITURE)	<b>£24,415.11</b>