

Independent Examiner's Report to the Trustees of
THE MANCHESTER COMMUNITY AND YOUTH PROJECT

I report on the accounts for the period 01st April 2022 to 31st March 2023.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under Section 43 of the 1993 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities.

Have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ali & Ali Chartered Certified Accountant
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London
NW10 0BT
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2022 To: 31st March 2023

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 that are directly chosen and voted by them.</p> <p>The main activities and services of the charity were:</p> <ol style="list-style-type: none">1. Providing social support, grants and other community services to the community here in Manchester.2. Youth club, motivations lectures and other social events and activities hosted in local community buildings around the Greater Manchester conurbation3. Arbaeen Camps and Trips continued with over 50 delegates travelling to an international spiritual

		<p>retreat. We received generous donations from community member to enable us to provide a subsidised travel and accommodation, as well as to cover the cost of our motivational speakers and workshops leader.</p> <p>4. Our main campaign theme last year, was related to climate change and environment.</p> <p>Young people led a major emergency relief campaign for those affected by the floods in Pakistan. We have significant number of members from the Pakistani diaspora who were directly impacted as a result of the events in Pakistan,</p> <p>This was significant and an unprecedented project for us as small charity. We received overwhelming support and response from our donors.</p> <p>Our activities covered different fundraising events, socials, walks and fundraising challenges locally here in Manchester, each with a learning objective for the young people.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>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.</p> <p>Given the overwhelming support we received for the welfare related and emergency relief work, we resolved to hold a focus group in the coming year to see if our charity objectives clause was comprehensive enough to cover this and if we need to modify to reflect our activities. This would be looked at in the year 23/24</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The organisation issues some grants in cash and in-kind on specific health and/or social care needs, such as but not

		<p>exclusively for education, travel, sports, and any other developmental activity.</p> <p>Grants in kind include help for young people and youth from impoverished backgrounds with basic household items, utensils, and clothes such as winter wear.</p> <p>We made special considerations for GRANTS for those young people and their families affected by the cost-of-living crisis and those were impacted by the flooding in Pakistan.</p> <p>Special Grants were also considered for those impacted by Climate Change as the Environment was the main campaign theme for this past year.</p>
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	<p>Trustees and management team gave their time voluntarily and received no remuneration for their work as Trustees.</p> <p>Two Trustees resigned from their roles due to their personal circumstances. Their efforts over the years were fully appreciated and acknowledged</p> <p>One management team member later joined the Board of Trustees.</p> <p>Many volunteers donated in-kind, such as food and snacks at the youth club.</p> <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.</p>
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 2022/23 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>We developed and consolidated the ManCom Leadership programme for the local youth and energising the community in responding to the cost-of-living crisis and the Emergency Relief and Flooding in Pakistan.</p> <p>The Leadership Programme saw over 50 young people participate in the social action challenges over a period of 2 weeks, which provided much need development for the community.</p> <p>We continued some online activities using ZOOM for peer support and peer networking. The organisation continued to operate through online workshops, seminars and check-ins. 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 such as MBTI, Conflict Management Frameworks, workshops on Emotional Intelligence, Communication Skills were used to help the participants reflect and develop. Much of this happened in the online space through webinars</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>Limited food drives and grants for those in the wider community who lost their jobs or were impacted by the cost-of living crisis continued, as well as coordination of grocery deliveries to the elderly.</p> <p>The charity continued to issue grants, of both cash and in-kind, to help youth in poverty, or with health and social care needs, such as that for medical</p>

	<p>equipment's or specialist therapies not funded through the NHS.</p> <p>The Boardman Appeal to help children in need in honour of an elderly local community member was again 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. Nearly £5,000 of help was given out to the community through this appeal.</p> <p>The charity also supported a few able and talented youth with financial support to gain access to training courses. One case was to fund a talented young person to study ACCA, with BPP, who then volunteered his time back the organisation.</p> <p>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 and funeral costs. We tried to arrange emotional and psychological support, drop-in sessions for youth as well as bereavement counselling input.</p> <p>The Food Drive initiative to help homeless and families financially affected 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 In particular to help Muslim families during the month of Ramadan to help with Iftar.</p> <p>Over £77k was donated for the Emergency Relief Fund. Over £60k of this was spent in this financial year, to help deliver emergency relief, food, medicine, blankets to those impacted by the catastrophic flooding in Pakistan.</p> <p>The aid delivery happened mainly through support from a coalition of other charitable organisation both there in the UK and in Pakistan, organisations such as the Hope Appeal, The Lady Fatima Charitable Trust, Ifta Welfare UK, Ideas9 (Pakistan). Our trustee and young volunteers also personally travelled to Pakistan to oversee</p>
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		<p>aid delivery personally, which was a life-changing educational experience.</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:

Achievements against objectives set	Para 1.41	<p>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.</p> <p>There were sufficient reserves there for this purpose.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising targets was 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 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.</p> <p>There were several unclaimed gift aid-ed donations which would be deferred to the next financial year due to limited admin capacity. Trustee to investigate a platform which manage gift aid claims.</p> <p>A total of around £18k in gift aid was claimed, through the electronic gift aid declarations.</p> <p>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	Not applicable
Other		Not applicable

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>The balance sheet and income/expense statement are attached below in the appendix.</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 which keep track of our banking transactions and accounts.</p> <p>In the year 22/23 the organisation had an overall income of £274,915. The organisation spent £267,630.</p> <p>The net income was approximately £7284.</p> <ul style="list-style-type: none"> Income receipts included £256,595 in donations to support the charities appeals and campaigns and £18,200 in Gift Aid. Gift Aid was restricted income to be spent on administration costs, including the use of storage space, equipment hires, bills, cost of fundraising platforms, banking fees, as well as fees for using the online accounting software. To sustain its operations 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 £30,000/year needs to be factored into this for the budget next year <p>In terms of the expense, the organisation spent £267,630 in the financial year 22/23.</p> <ul style="list-style-type: none"> The biggest expenditure was £68,622 which was in <u>Emergency Relief</u> after we received an unprecedented £77k+ in restricted donations for the flood appeal, spearheaded by our young people. The delivery of aid was coordinated through a coalition of charities. This included the Hope Appeal, The Lady Fatimah Charitable Trust (LFT), IFTA Welfare UK and others. There was £63,000 spent on Travel and Accommodation across the year. The bulk of this was Arbreen
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		<p>Trip and Camps, which received donations of £38,693. The spending on the Arbaeen Trips and Camps was £48,700. This was on overall deficit of nearly £10,000. There were sufficient funds in the reserve to cover this. The Arbaeen camps was highly subsidised. Other travel expenses include expense incurred by Volunteers and motivational speakers to travel to provide aid, assistance and workshops.</p> <ul style="list-style-type: none"> • Approximately £49k was spent on Grants, both in cash and in kind, support of educational endeavours, gifts, bereavement and funeral cost support, food parcels. Some of this was done in conjunction with another UK registered charity Kijana Kwanza - Young People • Our charitable activities spending was just over £34,200. This included providing youth services. Water pump orders from the charity Sadaqah Foundation Nelson, Food parcel to families to help with the cost-of-living crisis, donations of Zakat and Qurbani given by Muslim donors. As well as children's activities provided by the Boardman Appeal. • Nearly £22,500 was spent on 'Other Professional Services' – this included programme in the Islamic months of Muharram and Ramadan as well as fundraising gala dinners, hall hires. Providing Iftars and Lectures to the community. A further £1500 was spent-on 'Special Events' • £12,900 was spent on 'Storage' space and office space for events and for holding meetings • £6600 was spent on a training course • £1830 was spent on the advertising and marketing budget for the year. This was mainly for designing promotional flyers, Facebook boosting
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56, 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	The charity held £20,000 in reserves in a new Savings Account
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	<p>The charity is run on the generous donations from the local community and members of the public. We use social media platforms to raise awareness of our appeals.</p> <p>The 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>
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
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	NA
Other		NA

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 25 Badminton Road M21 0UQ

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 Mohammad Al-Tayar	Chairman	Till 6 th October 2022	Board of Trustees
2	Mr Qasim Naqvi	Secretary	Till 10 th January 2023	Board of Trustees
3	Mrs Shazia Hussain	Treasurer		Board of Trustees
4	Mr Mubbashar Siddiqui		From 10 th Jan 2023 onwards	Board of Trustees
5	Mr Syed Naqvi		From 10 th Jan 2023 onwards	Board of Trustees
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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 was appointed as Trustee from 10th January 2023 onwards

Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA


Other optional information

NA

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)	Syed Naqvi	
Position (eg Secretary, Chair, etc)	Trustee	
Date	19th January 2024	

Appendix – Accounts

Community Youth Project

Financial Activities

April 2022 - March 2023

	TOTAL
Income	
Donations and legacies	256,595.12
Gift Aid	18,319.87
Total Income	£274,914.99
TOTAL	£274,914.99
Expenditures	
Advertising/Promotional	1,830.00
Charitable Activities	34,226.24
Emergency Relief	68,622.22
Grant	48,982.54
Office/General Administrative Expenses	7,342.31
Other Professional Services	22,475.00
Special Events and Programmes	1,551.83
Storage	12,900.00
Training	6,600.00
Travel and Accommodation	63,100.01
Total Expenditures	£267,630.15
NET OPERATING INCOME	£7,284.84
NET INCOME/(EXPENDITURE)	£7,284.84

Community Youth Project

Balance Sheet
As of March 31, 2023

	TOTAL
Fixed Asset	
Tangible assets	£3,837.09
Total Fixed Asset	£3,837.09
Cash at bank and in hand	
COMMUNITY (2905)	16,869.79
Savings	20,000.00
Total Cash at bank and in hand	£36,869.79
NET CURRENT ASSETS	£36,869.79
Creditors: amounts falling due within one year	£4,946.64
NET CURRENT ASSETS (LIABILITIES)	£31,923.15
TOTAL ASSETS LESS CURRENT LIABILITIES	£35,760.24
TOTAL NET ASSETS (LIABILITIES)	£35,760.24
Charity funds	
Opening Balance Equity	0.00
Retained Earnings	28,475.40
Surplus/(Deficit)	7,284.84
Total Charity funds	£35,760.24