

The Manchester Community and Youth Project

Annual Report and Accounts

April 2023 to March 2024

Date: 15/01/2025

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

I report on the accounts for the period 01st April 2023 to 31st March 2024.

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
Tel: 02084506623



Trustees' Annual Report for the period

From 1st April 2023 To: 31st March 2024

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	<p>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</p> <p>the prevention or relief of poverty by providing: grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty</p>
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 charity is committed to fostering confidence, leadership, communication, and interpersonal skills through social action as a form of experiential learning.</p> <p>We provide opportunities for young people and community members to volunteer, regardless of their background or circumstances, often for causes that they themselves choose and vote on.</p> <p>Our principal activities and services included:</p> <ol style="list-style-type: none">1. Community Support and Services:<ul style="list-style-type: none">○ Providing social support, grants, and other essential services to the local community in Manchester.2. Youth Engagement and Social Events:<ul style="list-style-type: none">○ Hosting youth clubs, motivational lectures, and various social events in local

		<p>community spaces across Greater Manchester.</p> <ol style="list-style-type: none"> 3. Spiritual Retreats – Arbreen Camps and Trips: <ul style="list-style-type: none"> ○ Organised trips for over 50 delegates to participate in an international spiritual retreat. ○ Generous donations enabled us to provide subsidised travel and accommodation and to fund motivational speakers and workshop leaders. 4. Orphan Support Programmes: <ul style="list-style-type: none"> ○ Delivering education and health support to orphans in Iraq and Pakistan. 5. Water Provision Projects: <ul style="list-style-type: none"> ○ Installing water pumps and RO plants to provide clean drinking water in rural areas of Pakistan. 6. Food Basket Distribution: <ul style="list-style-type: none"> ○ Distributing essential food baskets to needy families, ensuring access to basic sustenance during challenging times. 7. Taleef Project: <ul style="list-style-type: none"> ○ Supporting the Christian community in Pakistan during Easter through dedicated initiatives. 8. Heatwave Relief Efforts: <ul style="list-style-type: none"> ○ Providing aid and resources to vulnerable populations affected by extreme heat. 9. Winter Appeal: <ul style="list-style-type: none"> ○ Supporting homeless individuals in Manchester and vulnerable communities in Pakistan during the harsh winter months. 10. Orphan Eid Gift Programme: <ul style="list-style-type: none"> ○ Providing special Eid gifts, including clothing, toys and sweets to orphans in need. <p>This year marked a significant and unprecedented milestone for our small charity. We received overwhelming support and contributions from our donors, enabling us to expand the reach and impact of our projects.</p>
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		<p>Fundraising Initiatives</p> <p>To support these activities, we organised a variety of events and challenges in Manchester, including:</p> <ul style="list-style-type: none"> 11. Fundraising events and social gatherings. 12. Charity walks and fundraising challenges. <p>Each activity was designed with a learning objective, helping young people develop practical skills and a deeper understanding of social responsibility.</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 had 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.</p> <p>This year as a result of the recommendations made by the focus and with consent from the charities commission, we modified our objects clause on 1st of May 2024 to explicitly include the relief of poverty and related activities as our stated as a charitable organisation</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>The main theme for our grant-making decisions in the year 2023/24 was addressing immediate and critical needs related to health, education, hygiene, economic crises, and food support.</p> <p>Our focus was on supporting small-scale cases where individuals and families faced significant challenges, ensuring timely assistance to those most in need.</p>

Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	<p>The Trustees and management team generously gave their time voluntarily, receiving no remuneration for their work as Trustees. One member of the management team later joined the Board of Trustees, further strengthening our leadership.</p> <p>Our work was made possible by the invaluable support of volunteers, who contributed in numerous ways. Many volunteers donated in-kind items, such as food and snacks for the youth club, while others offered their skills, time, and effort to ensure the smooth running of our events and initiatives.</p> <p>We were also deeply grateful for the support of local institutions, including the local church hall and several mosques, which kindly allowed us to use their community spaces, equipment, stationery, and printing facilities.</p> <p>This collective generosity played a crucial role in enabling us to serve the community effectively, and we extend our heartfelt thanks to everyone involved.</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 2023/24 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.</p> <p>The Leadership Programme saw over 80 young people participate in the social action challenges over a period of 3 weeks, which provided much need development for the community.</p> <p>We arranged a funeral workshop to equip community members with the necessary skills and knowledge to assist and support during funeral arrangements. This initiative aimed to empower individuals within the community to take an active role in providing practical and emotional support during such significant moments.</p> <p>We continued some online activities using Teams & 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 Trello, 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>Food drives and grants for those in the wider community who lost their jobs or were impacted by the cost-of living crisis</p>

		<p>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 equipment's or specialist therapies not funded through the NHS.</p> <p>The Boardman Appeal is donor directed project to help children in need in honour of an elderly local community member. This 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 purchase of equipment, lessons, workshops or, therapies, as well as movie/takeaway nights as special respite elements for troubled young people and their families. Nearly £3,800 of help was given out to the community through this appeal.</p> <p>The charity also provided financial support to several able and talented young people, enabling them to access essential training and university courses. A notable example is the funding of a promising individual to study an MSC in Human-Computer interaction at the University of Tallinn in Estonia. Our work is about enabling talented young people who are trapped in the circles of poverty in ways which create opportunities of growth and development.</p> <p>Additionally, by investing in the development of our youth, we not only help them achieve their personal and professional goals but also strengthen our organisation with their skills and dedication. This cycle of support and contribution exemplifies our commitment to fostering a thriving and resilient community.</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>
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		<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>Fund were spent in this financial year, to help deliver emergency relief, food baskets, water pump, medicine, education, water drives and 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, (amongst others) organisations such as</p> <p>the Hope Appeal, The Lady Fatima Charitable Trust, Ifta Welfare UK, Ideas9 (Pakistan).</p> <p>Our trustee and young volunteers also personally travelled to Pakistan to oversee 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</p>

		<p>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 £45K 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

Review of the charity's financial position at the end of the period	Para 1.21	<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 23/24 the organisation had an overall income of £314,515.76. The organisation spent £280,158.89.</p> <p>The net income was approximately £34,356.</p> <ul style="list-style-type: none"> Income receipts included £269,245.97 in donations to support the charities appeals and campaigns and £45,269.79 in Gift Aid. Gift Aid was restricted income to be spent on administration
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		<p>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 £60,000/year needs to be factored into this for the budget next year</p> <p>In terms of the expense, the organisation spent £280,158.89 in the financial year 23/24.</p> <ul style="list-style-type: none"> • The biggest expenditure was £115,525.88 which was in <u>Charitable Activities</u>. 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. • Our charitable activities spending was just over £115,525.88. 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 and during Ramadan, Christian families support in Pakistan, Community Water Drive(Sabeel), Eid gifts for orphans, educational funds, medical cases, donations of Zakat and Qurbani given by Muslim donors. As well as children's activities provided by the Boardman Appeal. • There was £72,249.3 spent on Travel and Accommodation across the year. The bulk of this was Arbaeen Trip and Camps, which received donations of £40,027.11. The spending on the Arbaeen Trips and Camps was £47,131.14. This was on overall deficit of nearly £7,104.03. 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.
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		<ul style="list-style-type: none"> Approximately £32,897.14 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 Nearly £1,692.90 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 £7,615.00 was spent-on ‘Special Events’ £2,151.00 was spent on ‘Storage’ space and office space for events and for holding meetings £400 was spent on a training course £1,613.24 was spent on the advertising and marketing budget for the year. This was mainly for designing promotional flyers, Facebook boosting £18,836.14 Provide emergency relief in Pakistan through housing, toilet construction, and medical aid for flood-affected communities £20,539.74 Office/General Administrative Expense which mainly included the rental cost of our office space which were on a two-year agreement. <p>The Trustees, mutually agreed to consider alternative office space and accommodation at the end of the current contractual period, to avoid any conflicts of interests since the building owner had become one of the Trustees during the year.</p> <ul style="list-style-type: none"> £6,638.50 Purchases for new merchandise for the organisation as well as the use of vehicle for the
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		team overseas to help coordinate aid delivery
56, Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity shall maintain a minimum of 3000 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's main sources of funding come from the generous donations of the local community and members of the public. Funds are raised through various initiatives, including social media campaigns to promote our appeals and charity events organised by the charity in collaboration with other community members.</p> <p>These efforts help provide consistent support for our ongoing activities and projects.</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	<p>Our financial risk is closely linked to our fundraising activities, the impact of rising costs on our budgets, and potential fluctuations in donor contributions.</p> <p>To address these risks, we maintain adequate reserves, implement contingency</p>

		<p>plans, and actively diversify our funding sources to ensure financial stability.</p> <p>This financial year saw an expansion of our work in Pakistan, primarily driven case referrals being sent us. The Trustees recognised both the challenges and risk of international money transfers and the need of safeguarding the charity resources. The work in Pakistan required the signing of MOUs with reputable organisation on the ground. The Trustees also recognised the challenges in the lack of banking access for many in poverty, the exchange rate costs and transaction fees presented through conventional banking.</p> <p>The Trustees also recognise the important of end-to-end compliance in being able demonstrate the value being added. This is an area of development and focus for us in the coming year to mitigate any risks to charitable resource and our integrity as an organisation .</p>
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	<p>The induction and training of trustees are guided by a structured approach to ensure they are well-equipped for their roles.</p> <p>Trustees are encouraged to obtain a <i>Certificate in Corporate Governance and Charity Law offered by CGI</i>. This</p>
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		<p>certification provides foundational knowledge and practical insights into governance and the legal obligations of trustees.</p> <p>Trustees are provided with training on financial management tools. This ensures they have a clear understanding of financial management practices and reporting</p> <p>Trustees are given access to a variety of ongoing webinars. These cover updates in charity law, best practices in governance, and emerging trends in the non-profit sector, enabling continuous professional development.</p> <p>These policies ensure that trustees are not only effectively inducted but also remain well-informed and competent in fulfilling their duties throughout their tenure.</p>
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	61 Walmersley Rd Bury BL9 5AE

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 Syed Mohammad Musa Naqvi	Trustee		Board of Trustees
3	Mrs Shazia Hussain	Trustee		Board of Trustees
4	Mr Mubbashar Siddiqui	Trustee		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)

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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:



Full Name: Syed Mohammad Musa Naqvi

Position: Chairman

Date: 22nd Jan 2025

Appendix – Accounts

Community Youth Project

Financial Activities

April 2023 - March 2024

	TOTAL
Income	
Donations and legacies	269,245.97
Gift Aid	45,269.79
Total Income	£314,515.76
TOTAL	£314,515.76
Expenditures	
Advertising/Promotional	1,613.24
Charitable Activities	115,525.88
Emergency Relief	18,836.14
Grant	32,897.14
Office/General Administrative Expenses	20,539.74
Other Professional Services	1,692.90
Purchases	6,638.50
Special Events and Programmes	7,615.00
Storage	2,151.00
Training	400.00
Travel and Accommodation	72,249.35
Total Expenditures	£280,158.89
NET OPERATING INCOME	£34,356.87
Other Income	
Interest earned	401.93
Total Other Income	£401.93
NET OTHER INCOME	£401.93
NET INCOME/(EXPENDITURE)	£34,758.80

Community Youth Project

Balance Sheet

As of March 31, 2024

	TOTAL
Fixed Asset	
Tangible assets	
Office Equipment Cost	4,194.69
Total Tangible assets	£4,194.69
Total Fixed Asset	£4,194.69
Cash at bank and in hand	
COMMUNITY (2905)	18,719.06
Savings	52,551.93
Total Cash at bank and in hand	£71,270.99
NET CURRENT ASSETS	£71,270.99
Creditors: amounts falling due within one year	
Current Liabilities	
Payroll Liabilities	
HMRC	4,946.64
Total Payroll Liabilities	4,946.64
Payroll Liabilities (46)	
HMRC	0.00
Total Payroll Liabilities (46)	0.00
VAT Control	0.00
Total Current Liabilities	£4,946.64
Total Creditors: amounts falling due within one year	£4,946.64
NET CURRENT ASSETS (LIABILITIES)	£66,324.35
TOTAL ASSETS LESS CURRENT LIABILITIES	£70,519.04
TOTAL NET ASSETS (LIABILITIES)	£70,519.04
Charity funds	
Opening Balance Equity	0.00
Retained Earnings	35,760.24
Surplus/(Deficit)	34,758.80
Total Charity funds	£70,519.04