# MANCHESTER CRAFT & DESIGN

England & Wales · Charity number 1173366

## Details

| | |
|---|---|
| **Other names** | MANCHESTER CRAFT & DESIGN CENTRE, MCAD |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 02572530 |
| **Registered** | 2017-06-12 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Manchester Craft & Design Centre<br>17 Oak Street<br>Manchester<br>M4 5JD |
| **Phone** | 01618324274 |
| **Website** | http://www.craftanddesign.com |

## Activities

**Objects:** TO FOSTER AND PROMOTE THE ADVANCEMENT OF EDUCATION OF THE PUBLIC IN CONTEMPORARY VISUAL ART, CRAFT AND DESIGN BY DEVELOPING ARTISTIC UNDERSTANDING AND PARTICIPATION IN VISUAL ART, CRAFT AND DESIGN AND BY STIMULATING AND PROMOTING HIGH STANDARDS OF VISUAL ARTS PRACTICE, CRAFTSMANSHIP AND DESIGN BY PROVIDING GREATER ACCESS TO THE ARTS TO THE PUBLIC.

**Activities:** Manchester Craft and Design's activities focus on programmes and audience development events to promote public understanding and participation in contemporary craft and design. These include our exhibitions, public workshops, talent development programme, community events, and educational visits and talks.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Downloaded from opencharities.uk/ew/1173366

## Geography

- Manchester City

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £222,355 | £238,444 | - | - |
| 2024-03-31 | £226,657 | £225,638 | - | - |
| 2023-03-31 | £199,292 | £249,577 | - | - |
| 2022-03-31 | £237,354 | £216,337 | - | - |
| 2021-03-31 | £243,978 | £209,786 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Alexander John Bird | | 2025-10-30 |
| Bernadette Clare Bone | | 2023-11-17 |
| Dr Yekta Bakirlioglu | | 2023-11-17 |
| Eleanor Margaret Gooding | | 2025-10-30 |
| Emma Jane Caroline Anderson | | 2023-11-17 |
| Jack Daniel Kirby | | 2019-11-13 |
| Martyn David Evans | | 2022-02-16 |
| Michael John Woodward | | 2021-11-17 |
| Naomi Gariff | | 2025-10-30 |
| Paula Watt | | 2023-11-17 |
| Shiraz Anwar | | 2021-11-17 |
| Toby Sproll | | 2025-10-30 |

Downloaded from opencharities.uk/ew/1173366

**MANCHESTER CRAFT & DESIGN**

England & Wales - Charity number 1173366

# Accounts

REGISTERED COMPANY NUMBER: 02572530 (England and Wales)
REGISTERED CHARITY NUMBER: 1173366

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2025

# FOR

# MANCHESTER CRAFT AND DESIGN

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

MANCHESTER CRAFT AND DESIGN

# CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025


| | Page |
|---|---|
| **Report of the Trustees** | 1 to 5 |
| **Independent Examiner's Report** | 6 |
| **Statement of Financial Activities** | 7 |
| **Balance Sheet** | 8 to 9 |
| **Notes to the Financial Statements** | 10 to 15 |
| **Detailed Statement of Financial Activities** | 16 to 17 |

# REPORT OF THE TRUSTEES
# FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The objects of Manchester Craft and Design (MCAD) as set out in its Memorandum and Articles of Association are to foster and promote the advancement of education of the public in contemporary visual art, craft and design by developing artistic understanding and participation in visual art, craft and design and by stimulating and promoting high standards of visual arts practice, craftsmanship and design and by providing greater access to the arts to the public.

## OBJECTIVES AND ACTIVITIES

### Objectives and Aims

**Strategic Aims & Objectives**

1) Create space and activities for craft and community to flourish
2) Nurture and celebrate the talent of practitioners and makers
3) Be a powerful advocate in our sector and to funders for craft and making
4) Ensure financial, social and environmental sustainability for MCAD

## OBJECTIVES AND ACTIVITIES

### Activities 2024-25

In 2024 to 2025 MCAD delivered the following:

3 Exhibitions with 7 exhibiting artists: Studio Critical, earth to heart (in partnership with 42nd St) and Movement Through Materiality (Manchester Met Graduate Award show). Attended by 157,105 visitors.

19 workshops with 332 attendees and 63 events with 3,010 attendees.

Hosted 10 schools and 278 students; held 2 work placements. 2 off site visits, and one on site from University of Bolton: Feedback on projects, one to ones with students, pricing and career talks; Manchester College off site visit, one opportunity for resident maker, including career talk and intro to Manchester Craft and Design Centre and Manchester College Industry Week Talk Work placements:

Other projects/Activities: MCC SME Road Show; 42nd window display; Irish National Trail; MCC Clean Air Day, National Play Day; Loom of Life talk with Shamji Vankar; Venture Arts Placement for 6 weeks; exhibition selection at AWOL Studios (with 42nd St beneficiaries on selection panel)

4 graduate and emerging maker pop-up shops: University of Bolton - 2 weeks (3 undergraduate students Textile & Surface Design); Manchester College - 1 month (9 students)

**Visitors**
We welcomed 180,716 people to the Centre a 31% increase from 2023 to 2024.

We continue to build on our offer and create opportunities for everyone to engage in craft, design and the centre.

Our demographics for 2024 to 2025 are:

61% of our visitors are female, 18% are male, 7% prefer not to say. 30% of our visitors were in their 20s, 21% in their 30s, 14% in their 40s, and 25% 50+.

Ethnicity: 28% identified within Global Majority (18% in 2023-24, 44% GM at last census), 69% of visitors identified as White/White British (72% in 2023-24), while 6% preferred not to say. 15% are either D/deaf or disabled (13% in 23-24) and 25% are neurodivergent (21% in 23-24). Based on voluntary surveys completed by the public.

MCAD will continue as a priority to work towards increasing engagement with underrepresented groups within the craft and design sector particularly in our education and professional development programming and recruitment for staff, board, volunteers and resident makers.

## OBJECTIVES AND ACTIVITIES

### Public benefit

The Trustees review MCAD's outcomes through quarterly management reports, and the annual review process, in order to monitor the impact of its activities with regard to the audiences that the charity is established to serve. It is the Trustees' intention to ensure that MCAD continues to play a unique role in providing accessible opportunities for the benefit of Manchester residents alongside wider audiences to engage with visual art, craft and design. Supporting new talent and working with the wider craft and design sector to help us deliver our charitable aims. It is also a priority for the Trustees to further the diversity, reach and impact of our work.

In considering the public benefit of the charity the trustees have had due regard to the Charity Commission's guidance on Public Benefit, and have referred to this when reviewing the charity's aims and objectives and planning future activities.

### Vision and Values

MCAD is Manchester's space for craft, community and making.

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices. MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

### Values

All our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making:

1) Welcoming
2) Transparent
3) Supportive
4) Empowering
5) Vibrant

### Volunteers

We have 19 regular volunteers for MCAD (our 2023 to 26 target is 18 sustained.) who give their time to support the charity to which we are grateful. The volunteers were supported by a (short-term funded) volunteer coordinator [through x date] and then by the Exhibitions & Events Officer to ensure their experience is the best and their voices are heard. Volunteers covered **545 hours** volunteering in 2024 to 2025. Volunteers support a range of activity for the Charity inclusive of exhibitions, events and workshops alongside welcoming people to our building during the busier periods (weekends for instance). In 2024 to 25 volunteers participated in creative workshops to build confidence in delivering craft activities with the public.

### Online presence

MCAD continues to widen its online presence in 2024/25 which is demonstrated through the figures below:

110,083 users engaged with our website. We experienced a slight increase on followers via Instagram, reaching over 26,000. Our e-newsletter has maintained a 42% open rate, remaining higher than the National average of 37%. Our profile continues to widen by our active press presence in 2024/25 featuring in various publications including Manchester's Finest, Creative Tourist, I Love Manchester, Manchester Wire, Secret Manchester, Visit Manchester, Manchester Evening News, and ELLE Decoration UK; and a Google Euro Meetup 2024.

## FINANCIAL REVIEW

### Financial Position

MCAD has robust financial policies and procedures that support our aims and objectives. Performance is monitored through quarterly financial reports reviewed at Finance Sub-Committee and Board meetings, with financial controls set out in our Schedule of Delegation.

During the period 2024 to 2025 MCAD has received core support from Arts Council England via its National Portfolio, Garfield Weston Foundation, and project based support from MCC Neighbourhood Investment Funding to provide free craft based activities to break down barriers to access and new partnership with 42nd St.

Expenditure exceeded income during the year, due to income falling short of projections. With the departure of the Creative Director towards the end of the period, the Board resolved to refocus the staff structure for 2025-26, with the aim of increasing earned income and developing a new fundraising plan with external support.

### Reserves policy

### Definition

Manchester Craft & Design's working definition for reserves is based upon that adopted by the Charity Commission:

"We define reserves as income which becomes available to the Organisation and is to be expended at the Management Board's discretion in furtherance of any of the charity's objects but which is not yet spent, committed, designated or earmarked"

### Current Policy

The Trustees have set the following Reserves Policy:

-Reserves are maintained at a level which ensures Manchester Craft & Design has the ability to meet its ongoing commitments, with sufficient reserves to cover a minimum of six months expenditure, any potential redundancy costs and core committed costs.

-The calculation of the required reserves is an integral part of the Organisation's planning, budget and forecast cycle and will take into account:

a. Risks associated with each stream of income and expenditure being different from that budgeted.
b. Planned activity level.
c. Organisation's commitments.

Based on our policy, set out below, minimum reserves for 2024 to 2025 is £108,000. The trustee's intention is to use any significant level of reserves above the target level to facilitate activity that will have a significant impact on MCAD's long term sustainability and capacity to deliver on the priorities outlined in the business plan. .

-Management action with approval by the full Board of Trustees will be required should this fund diminish below the above calculated reserve requirement.

-The reserves fund will be managed and monitored at each Finance & General Purposes (F&GP) Sub Committee meeting and reported back to the full Board of Trustees within the finance reporting procedures.

-The calculated reserves fund will be reviewed quarterly to ensure it takes account of changing circumstances.

-The full reserves policy will be reviewed annually. This review will consider various scenarios, future needs and opportunities.

## FUTURE PLANS

### Plans for future periods

As MCAD looks forward to the year ahead, our focus turns to enhancing our strategic aims and objectives set out above. We will continue to widen and enhance our offer of programmes, workshops, exhibitions and events that support connection, engagement, education, inspiration and leadership in craft and design.

MCAD continues to be an Arts Council England, National Portfolio Organisation for the period 2023 to 2026. We have set out strong key deliverables to achieve in this period inclusive of reducing our environmental impact as an organisation, move forward with actioning culture change within the craft sector, widen and engage our audience networks, and continue to be a leader of excellence in Craft.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Directors and Trustees

MCAD is governed by a Board of directors who are also its trustees.

The directors who served during the year are listed on page one of the annual report.
The directors are appointed by members at Annual General Meetings.
The Board may co-opt directors at quarterly meetings, but new directors are appointed at the AGM.

The Board of directors meet at least 4 times per year to review strategy, policy, operational plans, budget and finance control, and risk management. In addition, the Finance and General Purposes sub-committees meet quarterly to review income and expenditure and all financial matters.

The Board of Directors continue to work closely with Stefanie Wyke (Creative Director) and John Lucas (Company Secretary/Finance Officer). Dates and Names are listed in the first section.

### Organisational structure

MCAD is a charitable company limited by guarantee (England and Wales) and became a registered charity on 12th June 2017. The company was first incorporated on 9th January 1991. The company was established under a memorandum of association which sets out the objects and powers of the charitable company and is governed under its articles of association, the most recent of which was approved by the Board on 9th March 2016.

### Induction and training of new trustees

Board succession is managed through fixed terms of office, and regular skills audits to identify gaps in relation to the Business Plan. Board members are recruited through advertising via appropriate channels, and by existing Board directors suggesting potential candidates.

Board applicants are invited to complete an expression of interest, meet the members of the Board of Directors and MCAD Creative Director. In accordance with clause 44 of MCAD's Articles, Board members have fixed terms of office and must retire when they reach their term.

1 trustee resigned during this period, Katy Ashton.

### Key Partnerships and Networks

In 2024 to 2025 MCAD continues to be funded as a National Portfolio Organisation of Arts Council England 2023 to 2026, for work that delivers to their strategic priorities. We have established partnerships with Manchester School of Art/Manchester Metropolitan University, Manchester College, Venture Arts, 42nd Street, and University of Greater Manchester/Bolton. MCAD contributes Staffing and Activity funds to the Northwest Craft Network and sits on their Steering Group. MCAD is a member of the national Craft UK network and participates in a range of cultural sector forums.

### Related parties

MCAD established MCAD Enterprises Limited on 24th April 2016 (company no.10143710) to carry out non-charitable trading activities. Under the Articles of the company any profits and gains arising from these activities will be paid over to MCAD.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Risk Management

The Board is responsible for managing the risks of the organisation. Risks are reviewed at quarterly Board meetings with processes put in place to mitigate identified risks. The controls that the Board uses are:

- Formal agendas for all Board meetings
- Business Plan including risk register reviewed at quarterly Board meetings via management reports
- Quarterly financial reports monitored by the Finance & General Sub-Committee, reporting to quarterly Board meetings.
- Established organisational structure and lines of reporting
- Schedule of Delegation setting out financial controls

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**
02572530 (England and Wales)

**Registered Charity number**
1173366

**Registered office**
17 Oak Street
Manchester
M4 5JD

**Trustees**
S R Anwar Entrepreneur
Ms K J Ashton Museum Director (resigned 16/5/2024)
Professor M D Evans Professor
J D Kirby Head Of Collections Services
Mrs J Tegg Marketing Consultant
M J Woodward Culture & Heritage Consultant
Ms R J Knight Head Of Exhibitions
Ms E J C Anderson Museum Director
Dr Y Bakiriloglu Senior Lecturer In Design Management
Ms B C Bone Conservation Architect
Ms P Watt Post 16 Send Project Manager

**Independent Examiner**
Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Approved by order of the board of trustees on 30/10/2025 and signed on its behalf by:

Ms E J C Anderson - Chair

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MANCHESTER CRAFT AND DESIGN

**Independent examiner's report to the trustees of Manchester Craft and Design ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

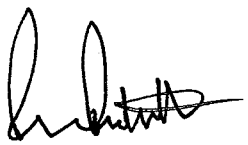
**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Richard Phillpott MAAT FCCA

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Date: 13.11.2025

## MANCHESTER CRAFT AND DESIGN

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | Unrestricted funds £ | Restricted funds £ | **2025 Total funds £** | 2024 Total funds £ |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Grants and Rent | | **211,224** | **7,291** | **218,515** | 223,942 |
| Investment income | 2 | **3,840** | **-** | **3,840** | 2,715 |
| **Total** | | **215,064** | **7,291** | **222,355** | 226,657 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| General | | **178,819** | **20,153** | **198,972** | 180,496 |
| Other | | **39,472** | **-** | **39,472** | 45,142 |
| **Total** | | **218,291** | **20,153** | **238,444** | 225,638 |
| **NET INCOME/(EXPENDITURE)** | | **(3,227)** | **(12,862)** | **(16,089)** | 1,019 |
| **Transfers between funds** | 9 | **(1,749)** | **1,749** | **-** | - |
| **Net movement in funds** | | **(4,976)** | **(11,113)** | **(16,089)** | 1,019 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **112,751** | **14,447** | **127,198** | 126,179 |
| **TOTAL FUNDS CARRIED FORWARD** | | **107,775** | **3,334** | **111,109** | 127,198 |

The notes form part of these financial statements

## BALANCE SHEET
## 31 MARCH 2025

| | Notes | Unrestricted funds £ | Restricted funds £ | 2025 Total funds £ | 2024 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 5 | **3** | - | **3** | 3 |
| Investments | 6 | **10** | - | **10** | 10 |
| | | **13** | - | **13** | 13 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 7 | **11,655** | - | **11,655** | 13,801 |
| Cash at bank and in hand | | **120,580** | **3,334** | **123,914** | 142,941 |
| | | **132,235** | **3,334** | **135,569** | 156,742 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 8 | **(24,473)** | - | **(24,473)** | (29,557) |
| **NET CURRENT ASSETS** | | **107,762** | **3,334** | **111,096** | 127,185 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **107,775** | **3,334** | **111,109** | 127,198 |
| **NET ASSETS** | | **107,775** | **3,334** | **111,109** | 127,198 |
| **FUNDS** | 9 | | | | |
| Unrestricted funds | | | | **107,775** | 112,751 |
| Restricted funds | | | | **3,334** | 14,447 |
| **TOTAL FUNDS** | | | | **111,109** | 127,198 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

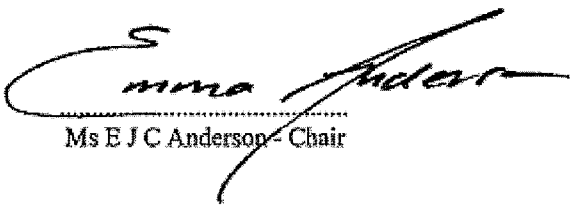


continued...

**BALANCE SHEET - continued**
**31 MARCH 2025**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:



Ms E J C Anderson - Chair

The notes form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. INVESTMENT INCOME

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Interest earned | 3,840 | 2,715 |



continued...

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

## 4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME FROM** | | | |
| Grants and Rent | 204,373 | 19,569 | 223,942 |
| Investment income | 2,715 | - | 2,715 |
| **Total** | 207,088 | 19,569 | 226,657 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| General | 161,650 | 18,846 | 180,496 |
| Other | 44,436 | 706 | 45,142 |
| **Total** | 206,086 | 19,552 | 225,638 |
| **NET INCOME** | 1,002 | 17 | 1,019 |
| **Transfers between funds** | 11 | (11) | - |
| **Net movement in funds** | 1,013 | 6 | 1,019 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 111,738 | 14,441 | 126,179 |
| **TOTAL FUNDS CARRIED FORWARD** | 112,751 | 14,447 | 127,198 |

## 5. TANGIBLE FIXED ASSETS

| | Plant and machinery £ |
|---|---|
| **COST** | |
| At 1 April 2024 and 31 March 2025 | **24,402** |
| **DEPRECIATION** | |
| At 1 April 2024 and 31 March 2025 | **24,399** |
| **NET BOOK VALUE** | |
| At 31 March 2025 | **3** |
| At 31 March 2024 | 3 |



continued...

## 6. FIXED ASSET INVESTMENTS

| | Shares in group undertakings £ |
|---|---|
| **MARKET VALUE** | |
| At 1 April 2024 and 31 March 2025 | **10** |
| **NET BOOK VALUE** | |
| At 31 March 2025 | **10** |
| At 31 March 2024 | 10 |

There were no investment assets outside the UK.

## 7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2025 £ | 2024 £ |
|---|---|---|
| Trade debtors | **10,295** | 12,285 |
| Prepayments | **1,360** | 1,516 |
| | **11,655** | 13,801 |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2025 £ | 2024 £ |
|---|---|---|
| Trade creditors | **-** | 2,192 |
| Social security and other taxes | **1,512** | 1,996 |
| Other creditors | **19,660** | 17,720 |
| Accrued expenses | **3,301** | 7,649 |
| | **24,473** | 29,557 |

## 9. MOVEMENT IN FUNDS

| | At 1/4/24 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/25 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | **112,751** | **(3,227)** | **(1,749)** | **107,775** |
| **Restricted funds** | | | | |
| Kate Day fund | **5,718** | **(2,384)** | **-** | **3,334** |
| Postcode Lottery | **5,033** | **(6,782)** | **1,749** | **-** |
| Awards for All | **3,696** | **(3,696)** | **-** | **-** |
| | **14,447** | **(12,862)** | **1,749** | **3,334** |
| **TOTAL FUNDS** | **127,198** | **(16,089)** | **-** | **111,109** |



continued...

## 9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **215,064** | **(218,291)** | **(3,227)** |
| **Restricted funds** | | | |
| MCC Neighbourhood Inv. Fund | **7,200** | **(7,200)** | **-** |
| Kate Day fund | **91** | **(2,475)** | **(2,384)** |
| Postcode Lottery | **-** | **(6,782)** | **(6,782)** |
| Awards for All | **-** | **(3,696)** | **(3,696)** |
| | **7,291** | **(20,153)** | **(12,862)** |
| **TOTAL FUNDS** | **222,355** | **(238,444)** | **(16,089)** |

**Comparatives for movement in funds**

| | At 1/4/23 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/24 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 111,738 | 1,002 | 11 | 112,751 |
| **Restricted funds** | | | | |
| MCC Cultural Partnership | 4,373 | (4,373) | - | - |
| Radcliffe Trust | 5,000 | (5,000) | - | - |
| ACE NPO 2023/2024 | 11 | - | (11) | - |
| Kate Day fund | 5,057 | 661 | - | 5,718 |
| Postcode Lottery | - | 5,033 | - | 5,033 |
| Awards for All | - | 3,696 | - | 3,696 |
| | 14,441 | 17 | (11) | 14,447 |
| **TOTAL FUNDS** | 126,179 | 1,019 | - | 127,198 |



continued...

## 9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 207,088 | (206,086) | 1,002 |
| **Restricted funds** | | | |
| MCC Cultural Partnership | 2,610 | (6,983) | (4,373) |
| Radcliffe Trust | - | (5,000) | (5,000) |
| Kate Day fund | 677 | (16) | 661 |
| Postcode Lottery | 6,782 | (1,749) | 5,033 |
| Awards for All | 9,500 | (5,804) | 3,696 |
| | 19,569 | (19,552) | 17 |
| **TOTAL FUNDS** | 226,657 | (225,638) | 1,019 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1/4/23 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/25 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 111,738 | (2,225) | (1,738) | 107,775 |
| **Restricted funds** | | | | |
| MCC Cultural Partnership | 4,373 | (4,373) | - | - |
| Radcliffe Trust | 5,000 | (5,000) | - | - |
| ACE NPO 2023/2024 | 11 | - | (11) | - |
| Kate Day fund | 5,057 | (1,723) | - | 3,334 |
| Postcode Lottery | - | (1,749) | 1,749 | - |
| | 14,441 | (12,845) | 1,738 | 3,334 |
| **TOTAL FUNDS** | 126,179 | (15,070) | - | 111,109 |



continued...

## 9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 422,152 | (424,377) | (2,225) |
| **Restricted funds** | | | |
| MCC Cultural Partnership | 2,610 | (6,983) | (4,373) |
| MCC Neighbourhood Inv. Fund | 7,200 | (7,200) | - |
| Radcliffe Trust | - | (5,000) | (5,000) |
| Kate Day fund | 768 | (2,491) | (1,723) |
| Postcode Lottery | 6,782 | (8,531) | (1,749) |
| Awards for All | 9,500 | (9,500) | - |
| | 26,860 | (39,705) | (12,845) |
| **TOTAL FUNDS** | 449,012 | (464,082) | (15,070) |

## 10. RELATED PARTY DISCLOSURES

During the year Manchester Craft and Design provided employee services to MCAD Enterprises Ltd for the sum of £26,869.23 2024: (£16,999.92)

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

| | 2025 £ | 2024 £ |
|---|---|---|
| **INCOME** | | |
| **Grants and Rent** | | |
| Rents received | **82,394** | 93,052 |
| Donations | **1,377** | 8,882 |
| Grants | **105,972** | 104,682 |
| Sundry income | **1,903** | 326 |
| Wages costs recharged | **26,869** | 17,000 |
| | **218,515** | 223,942 |
| **Investment income** | | |
| Interest earned | **3,840** | 2,715 |
| **Total incoming resources** | **222,355** | 226,657 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | **136,426** | 118,249 |
| Social security | **5,666** | 3,646 |
| Pensions | **2,872** | 2,194 |
| | **144,964** | 124,089 |
| **Other** | | |
| Premises costs | **20,862** | 20,440 |
| Cleaning costs | **12,507** | 13,237 |
| Repairs & maintenance | **6,103** | 11,465 |
| | **39,472** | 45,142 |
| **Support costs** | | |
| **Management** | | |
| Staff training | **2,764** | 770 |
| **Finance** | | |
| Bank charges | **351** | 262 |
| **Other 2** | | |
| Insurance & security | **2,558** | 2,360 |
| Exhibition & advertising costs | **20,948** | 24,894 |
| Office costs inc IT | **4,421** | 4,561 |
| Telephone | **4,661** | 4,641 |
| Postage and stationery | **1,603** | 1,513 |
| Admin & co-ordinator | **10,770** | 5,252 |
| Freelance support | **-** | 3,400 |
| Consultancy | **1,054** | 61 |
| Carried forward | **46,015** | 46,682 |

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2025

| | 2025<br>£ | 2024<br>£ |
|---|---|---|
| **Other 2** | | |
| Brought forward | **46,015** | 46,682 |
| Donation to makers | **-** | 4,500 |
| | **46,015** | 51,182 |
| **Governance costs** | | |
| Sundries | **656** | 323 |
| Accountancy fees | **4,222** | 3,870 |
| | **4,878** | 4,193 |
| Total resources expended | **238,444** | 225,638 |
| **Net (expenditure)/income** | **(16,089)** | 1,019 |

**MANCHESTER CRAFT & DESIGN**

England & Wales - Charity number 1173366

# Accounts

REGISTERED COMPANY NUMBER: 02572530 (England and Wales)
REGISTERED CHARITY NUMBER: 1173366

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2024

# FOR

# MANCHESTER CRAFT AND DESIGN

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

# CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024


| | Page |
|---|---|
| **Report of the Trustees** | 1 to 5 |
| **Independent Examiner's Report** | 6 |
| **Statement of Financial Activities** | 7 |
| **Balance Sheet** | 8 to 9 |
| **Notes to the Financial Statements** | 10 to 15 |
| **Detailed Statement of Financial Activities** | 16 to 17 |

# REPORT OF THE TRUSTEES
# FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The objects of Manchester Craft and Design (MCAD) as set out in its Memorandum and Articles of Association are to foster and promote the advancement of education of the public in contemporary visual art, craft and design by developing artistic understanding and participation in visual art, craft and design and by stimulating and promoting high standards of visual arts practice, craftsmanship and design and by providing greater access to the arts to the public.

## OBJECTIVES AND ACTIVITIES

### Objectives and Aims

### Strategic Aims & Objectives

1) Create space and activities for craft and community to flourish
2) Nurture and celebrate the talent of practitioners and makers
3) Be a powerful advocate in our sector and to funders for craft and making
4) Ensure financial, social and environmental sustainability for MCAD

### Significant activities

In 2023 to 2024 MCAD delivered the following:

3 Exhibitions with 6 exhibiting artists: 150th Building Anniversary Exhibition, Co-Created Community Exhibition with Venture Arts and Manchester Metropolitan University Graduate Exhibition. Attended by 127,765 visitors.

14 workshops with 347 attendees and 69 events with 4957 attendees.

Hosted 18 schools and 565 students, held 2 work placements for BA Hons Students.

Delivered Hands On, our bi-annual emerging makers from under-represented groups support programme in partnership with Great Northern Contemporary Craft Fair, 3 Makers received in depth creative business support from MCAD, had access to 3 peer mentors, opened a temporary shop in MCDC, had a bursary, stall and workshop opportunities at GNCCF.

3 graduate and emerging maker pop-up shops

### Visitors

We welcomed 138,150 people to the Centre. Figures were 23% higher than the previous year of 2022-23.

We continue to build on our offer and create opportunities for everyone to engage in craft, design and the centre.Our demographics for 2023 to 2024 are:

72% of our visitors are female, 19% are male, 9% prefer not to say. 42% of our visitors were in the 20s.

Ethnicity: 18% identified within Global Majority, 75% of visitors identified as White (British/Irish 61%) while 7% preferred not to say. 13% are either D/deaf or disabled and 21% are neurodivergent.

MCAD will continue as a priority to work towards increasing engagement with underrepresented groups within the craft and design sector.

## OBJECTIVES AND ACTIVITIES

### Public benefit

The Trustees review MCAD's outcomes through quarterly management reports, and the annual review process, in order to monitor the impact of its activities with regard to the audiences that the charity is established to serve. It is the Trustees' intention to ensure that MCAD continues to play a unique role in providing accessible opportunities for the benefit of Manchester residents alongside wider audiences to engage with visual art, craft and design. Supporting new talent and working with the wider craft and design sector to help us deliver our charitable aims. It is also a priority for the Trustees to further the diversity, reach and impact of our work.

In considering the public benefit of the charity the trustees have had due regard to the Charity Commission's guidance on Public Benefit, and have referred to this when reviewing the charity's aims and objectives and planning future activities.

### Vision and Values

MCAD is Manchester's space for craft, community and making.

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices. MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

### Values

All our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making:

1) Welcoming
2) Transparent
3) Supportive
4) Empowering
5) Vibrant

### Volunteers

We have 15 regular volunteers for MCAD (our 2023 to 26 target is 18 sustained.) who give their time to support the charity to which we are grateful. The volunteers are supported by a (short-term funded) volunteer coordinator to ensure their experience is the best and their voices are heard. Volunteers covered 364 hours volunteering in 2023 to 2024. Volunteers support a range of activity for the Charity inclusive of exhibitions, events and workshops alongside welcoming people to our building during the busier periods (weekends for instance). Our ambition is that in 2024 to 25 volunteers will have received different types of craft training and will be delivering their own volunteer led public workshops for visitors.

### Online presence

MCAD continues to widen its online presence in 2023/24 which is demonstrated through the figures below:

73,236 visitors (of which 53,066 were unique) engaged with our revised website. We experienced a slight increase on followers via Instagram, reaching over 20,000 and stabilized our followers via other social networks. Our e-newsletter now has a 45% open rate which surpasses the National average of 37%. Our profile continues to widen by our active press presence in 2023/24 featuring in various publications.

## FINANCIAL REVIEW

### Financial Position

MCAD has robust financial policies and procedures that support our aims and objectives. Performance is monitored through quarterly financial reports reviewed at Finance Sub-Committee and Board meetings, with financial controls set out in our Schedule of Delegation.

During the period 2023 to 2024 MCAD has received support from Arts Council England via its National Portfolio, Radcliffe Trust to support our emerging makers programme, Awards for All and The Postcode Lottery to support our volunteer programme and Neighbourhood Investment Funding to provide free craft based activities to break down barriers to access.

### Reserves policy

To ensure financial viability of Manchester Craft & Design and its ability to meet its ongoing commitments, the charity will endeavour to maintain sufficient reserves to cover a minimum of six months unrestricted expenditure.

Management action with approval by the full Board of Trustees will be required should this fund diminish below the above calculated reserve requirement.

The reserves fund will be managed and monitored at each Finance & General Purposes (F&GP) Sub Committee meeting and reported back to the full Board of Trustees within the finance reporting procedures.

The calculated reserves fund will be reviewed quarterly to ensure it takes account of changing circumstances.

The full reserves policy will be reviewed annually. This review will consider various scenarios, future needs and opportunities

## FUTURE PLANS

### Plans for future periods

As MCAD looks forward to the year ahead, our focus turns to enhancing our strategic aims and objectives set out above. We will continue to widen and enhance our offer of programmes, workshops, exhibitions and events that support connection, engagement, education, inspiration and leadership in craft and design.

As MCAD continues to be an Arts Council England, National Portfolio Organisation for the period 2023 to 2026. We have set out strong key deliverables to achieve in this period inclusive of reducing our environmental impact as an organisation, move forward with actioning culture change within the craft sector, widen and engage our audience networks, and continue to be a leader of excellence in Craft.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Directors and Trustees

MCAD is governed by a Board of directors who are also its trustees.

The directors who served during the year are listed on page one of the annual report.
The directors are appointed by members at Annual General Meetings.
The Board may co-opt directors at quarterly meetings, but new directors are appointed at the AGM.

The Board of directors meet at least 4 times per year to review strategy, policy, operational plans, budget and finance control, and risk management. In addition, the Finance and General Purposes sub-committees meet quarterly to review income and expenditure and all financial matters.

The Board of Directors continue to work closely with Stefanie Wyke (Creative Director) and John Lucas (Company Secretary/Finance Officer). Dates and Names are listed in the first section.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

MCAD is a charitable company limited by guarantee (England and Wales) and became a registered charity on 12th June 2017. The company was first incorporated on 9th January 1991. The company was established under a memorandum of association which sets out the objects and powers of the charitable company and is governed under its articles of association, the most recent of which was approved by the Board on 9th March 2016.

### Induction and training of new trustees

Board succession is managed through fixed terms of office, and regular skills audits to identify gaps in relation to the Business Plan. Board members are recruited through advertising via appropriate channels, and by existing Board directors suggesting potential candidates. Board applicants are invited to complete an expression of interest, meet the members of the Board of Directors and MCAD Creative Director. In accordance with clause 44 of MCAD's Articles, Board members have fixed terms of office and must retire when they reach their term.

3 trustees were recruited during this period, Bernadette Bone, Paula Watt and Yekta Bakiriloglu and appointed at MCAD AGM 15th November 2022.

Julie Platt the Chair of the Board resigned on 15 March 2023, having been a trustee since 2015 and served as Chair since 2018. The Board had agreed that her term was extended to provide stability during the pandemic.

Jack Kirby and Jennifer Tegg on the Board of Directors took the position of shared Interim Co-Chair commencing 15th March 2023 to 15th November 2023.

Emma Anderson (Chair) was appointed to post on the 17th November 2023.

### Key Partnerships and Networks

In 2023 to 2024 MCAD continues to be funded as a National Portfolio Organisation of Arts Council England 2023 to 2026, for work that delivers to their strategic priorities.

The charity has a Memorandum of Understanding with Manchester School of Art (Manchester Metropolitan University), University of Bolton and Manchester College to provide opportunities for students and graduates. MCAD contributes Staffing and Activity funds to the Northwest Craft Network and sits on their Steering Group, MCAD is a member of the national Craft UK network, and participates in a range of cultural sector forums.

### Related parties

MCAD established MCAD Enterprises Limited on 24th April 2016 (company no.10143710) to carry out non-charitable trading activities. Under the Articles of the company any profits and gains arising from these activities will be paid to MCAD.

### Risk Management

The Board is responsible for managing the risks of the organisation. Risks are reviewed at quarterly Board meetings with processes put in place to mitigate identified risks. The controls that the Board uses are:

- Formal agendas for all Board meetings
- Business Plan including risk register reviewed at quarterly Board meetings via management reports
- Quarterly financial reports monitored by the Finance & General Sub-Committee, reporting to quarterly Board meetings.
- Established organisational structure and lines of reporting
- Schedule of Delegation setting out financial controls

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02572530 (England and Wales)

### Registered Charity number

1173366

## REPORT OF THE TRUSTEES
## FOR THE YEAR ENDED 31 MARCH 2024

**Registered office**
17 Oak Street
Manchester
M4 5JD

**Trustees**
S R Anwar Entrepreneur
Ms K J Ashton Museum Director (resigned 16/5/2024)
Ms I K Brown Consultant And Project Director (resigned 15/11/2023)
Professor M D Evans Professor
W D Hart Lettercarver And Sculptor (resigned 15/11/2023)
J D Kirby Head Of Collections Services
Mrs J Tegg Marketing Consultant
M J Woodward Culture & Heritage Consultant
Ms R J Knight Head Of Exhibitions
Ms E J C Anderson Museum Director (appointed 17/11/2023)
Dr Y Bakiriloglu Senior Lecturer In Design Management (appointed 15/11/2023)
Ms B C Bone Conservation Architect (appointed 15/11/2023)
Ms P Watt Post 16 Send Project Manager (appointed 15/11/2023)

**Independent Examiner**
Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Approved by order of the board of trustees on 14th November 2024 and signed on its behalf by:

Emma Anderson

.....
Ms E J C Anderson - Chair

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MANCHESTER CRAFT AND DESIGN

**Independent examiner's report to the trustees of Manchester Craft and Design ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Richard Phillpott MAAT FCCA

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Date: 26/11/2024

## MANCHESTER CRAFT AND DESIGN

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | **2024 Total funds £** | 2023 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Rental, grant and other income | | **204,373** | **19,569** | **223,942** | 197,860 |
| Bank interest | 2 | **2,715** | **-** | **2,715** | 1,432 |
| **Total** | | **207,088** | **19,569** | **226,657** | 199,292 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| General | | **161,650** | **18,846** | **180,496** | 214,204 |
| Other | | **44,436** | **706** | **45,142** | 35,373 |
| **Total** | | **206,086** | **19,552** | **225,638** | 249,577 |
| **NET INCOME/(EXPENDITURE)** | | **1,002** | **17** | **1,019** | (50,285) |
| **Transfers between funds** | 9 | **11** | **(11)** | **-** | - |
| **Net movement in funds** | | **1,013** | **6** | **1,019** | (50,285) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **111,738** | **14,441** | **126,179** | 176,464 |
| **TOTAL FUNDS CARRIED FORWARD** | | **112,751** | **14,447** | **127,198** | 126,179 |

The notes form part of these financial statements

## BALANCE SHEET
## 31 MARCH 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 5 | **3** | - | **3** | 3 |
| Investments | 6 | **10** | - | **10** | 10 |
| | | **13** | - | **13** | 13 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 7 | **13,801** | - | **13,801** | 10,711 |
| Cash at bank and in hand | | **128,494** | **14,447** | **142,941** | 143,135 |
| | | **142,295** | **14,447** | **156,742** | 153,846 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 8 | **(29,557)** | - | **(29,557)** | (27,680) |
| **NET CURRENT ASSETS** | | **112,738** | **14,447** | **127,185** | 126,166 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **112,751** | **14,447** | **127,198** | 126,179 |
| **NET ASSETS** | | **112,751** | **14,447** | **127,198** | 126,179 |
| **FUNDS** | 9 | | | | |
| Unrestricted funds | | | | **112,751** | 111,738 |
| Restricted funds | | | | **14,447** | 14,441 |
| **TOTAL FUNDS** | | | | **127,198** | 126,179 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements



continued...

**BALANCE SHEET - continued**
**31 MARCH 2024**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14th November 2024 and were signed on its behalf by:

Emma Anderson

.....
E J C Anderson - Chair

Type text here

The notes form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. BANK INTEREST

| | **2024** | 2023 |
|---|---|---|
| | **£** | £ |
| Interest earned | **2,715** | 1,432 |



continued...

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

## 4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Rental, grant and other income | 83,639 | 114,221 | 197,860 |
| Bank interest | 1,432 | - | 1,432 |
| **Total** | 85,071 | 114,221 | 199,292 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| General | 101,922 | 112,282 | 214,204 |
| Other | 35,373 | - | 35,373 |
| **Total** | 137,295 | 112,282 | 249,577 |
| **NET INCOME/(EXPENDITURE)** | (52,224) | 1,939 | (50,285) |
| **Transfers between funds** | (1,322) | 1,322 | - |
| **Net movement in funds** | (53,546) | 3,261 | (50,285) |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 165,284 | 11,180 | 176,464 |
| **TOTAL FUNDS CARRIED FORWARD** | 111,738 | 14,441 | 126,179 |

## 5. TANGIBLE FIXED ASSETS

| | Plant and machinery £ |
|---|---|
| **COST** | |
| At 1 April 2023 and 31 March 2024 | **24,402** |
| **DEPRECIATION** | |
| At 1 April 2023 and 31 March 2024 | **24,399** |
| **NET BOOK VALUE** | |
| At 31 March 2024 | **3** |
| At 31 March 2023 | 3 |



continued...

## 6. FIXED ASSET INVESTMENTS

| | Shares in group undertakings £ |
|---|---|
| **MARKET VALUE** | |
| At 1 April 2023 and 31 March 2024 | **10** |
| **NET BOOK VALUE** | |
| At 31 March 2024 | **10** |
| At 31 March 2023 | 10 |

There were no investment assets outside the UK.

## 7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 £ | 2023 £ |
|---|---|---|
| Trade debtors | **12,285** | 8,950 |
| Prepayments | **1,516** | 1,761 |
| | **13,801** | 10,711 |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 £ | 2023 £ |
|---|---|---|
| Trade creditors | **2,192** | 4,662 |
| Social security and other taxes | **1,996** | 1,654 |
| Other creditors | **17,720** | 18,364 |
| Accrued expenses | **7,649** | 3,000 |
| | **29,557** | 27,680 |

## 9. MOVEMENT IN FUNDS

| | At 1/4/23 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/24 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | **111,738** | **1,002** | **11** | **112,751** |
| **Restricted funds** | | | | |
| MCC Cultural Partnership | **4,373** | **(4,373)** | **-** | **-** |
| Radcliffe Trust | **5,000** | **(5,000)** | **-** | **-** |
| ACE NPO 2023/2024 | **11** | **-** | **(11)** | **-** |
| Kate Day fund | **5,057** | **661** | **-** | **5,718** |
| Postcode Lottery | **-** | **5,033** | **-** | **5,033** |
| Awards for All | **-** | **3,696** | **-** | **3,696** |
| | **14,441** | **17** | **(11)** | **14,447** |
| **TOTAL FUNDS** | **126,179** | **1,019** | **-** | **127,198** |



continued...

## 9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **207,088** | **(206,086)** | **1,002** |
| **Restricted funds** | | | |
| MCC Cultural Partnership | **2,610** | **(6,983)** | **(4,373)** |
| Radcliffe Trust | **-** | **(5,000)** | **(5,000)** |
| Kate Day fund | **677** | **(16)** | **661** |
| Postcode Lottery | **6,782** | **(1,749)** | **5,033** |
| Awards for All | **9,500** | **(5,804)** | **3,696** |
| | **19,569** | **(19,552)** | **17** |
| **TOTAL FUNDS** | **226,657** | **(225,638)** | **1,019** |

**Comparatives for movement in funds**

| | At 1/4/22 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 165,284 | (52,224) | (1,322) | 111,738 |
| **Restricted funds** | | | | |
| Arts Council NPO 2021/2022 | 2,619 | - | (2,619) | - |
| MCC Cultural Partnership | - | 4,373 | - | 4,373 |
| National Lottery Community Fund | 8,561 | (8,578) | 17 | - |
| Radcliffe Trust | - | 5,000 | - | 5,000 |
| ACE NPO 2023/2024 | - | (2,608) | 2,619 | 11 |
| Evergreen Fund | - | (1,305) | 1,305 | - |
| Kate Day fund | - | 5,057 | - | 5,057 |
| | 11,180 | 1,939 | 1,322 | 14,441 |
| **TOTAL FUNDS** | 176,464 | (50,285) | - | 126,179 |



continued...

## 9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 85,071 | (137,295) | (52,224) |
| **Restricted funds** | | | |
| MCC Cultural Partnership | 15,792 | (11,419) | 4,373 |
| National Lottery Community Fund | - | (8,578) | (8,578) |
| Radcliffe Trust | 5,000 | - | 5,000 |
| ACE NPO 2023/2024 | 81,472 | (84,080) | (2,608) |
| Evergreen Fund | 6,900 | (8,205) | (1,305) |
| Kate Day fund | 5,057 | - | 5,057 |
| | 114,221 | (112,282) | 1,939 |
| **TOTAL FUNDS** | 199,292 | (249,577) | (50,285) |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1/4/22 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/24 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 165,284 | (51,222) | (1,311) | 112,751 |
| **Restricted funds** | | | | |
| Arts Council NPO 2021/2022 | 2,619 | - | (2,619) | - |
| National Lottery Community Fund | 8,561 | (8,578) | 17 | - |
| ACE NPO 2023/2024 | - | (2,608) | 2,608 | - |
| Evergreen Fund | - | (1,305) | 1,305 | - |
| Kate Day fund | - | 5,718 | - | 5,718 |
| Postcode Lottery | - | 5,033 | - | 5,033 |
| Awards for All | - | 3,696 | - | 3,696 |
| | 11,180 | 1,956 | 1,311 | 14,447 |
| **TOTAL FUNDS** | 176,464 | (49,266) | - | 127,198 |



continued...

## 9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 292,159 | (343,381) | (51,222) |
| **Restricted funds** | | | |
| MCC Cultural Partnership | 18,402 | (18,402) | - |
| National Lottery Community Fund | - | (8,578) | (8,578) |
| Radcliffe Trust | 5,000 | (5,000) | - |
| ACE NPO 2023/2024 | 81,472 | (84,080) | (2,608) |
| Evergreen Fund | 6,900 | (8,205) | (1,305) |
| Kate Day fund | 5,734 | (16) | 5,718 |
| Postcode Lottery | 6,782 | (1,749) | 5,033 |
| Awards for All | 9,500 | (5,804) | 3,696 |
| | 133,790 | (131,834) | 1,956 |
| **TOTAL FUNDS** | 425,949 | (475,215) | (49,266) |

## 10. RELATED PARTY DISCLOSURES

During the year Manchester Craft and Design provided employee services to MCAD Enterprises Ltd for the sum of £16,999.92 2023: (£17,000.00)

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

| | 2024 £ | 2023 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Rental, grant and other income** | | |
| Rents received | **93,052** | 61,604 |
| Donations | **8,882** | 7,617 |
| Grants | **104,682** | 104,164 |
| Trusts & foundations | **-** | 7,000 |
| Sundry income | **326** | 475 |
| Wages costs recharged | **17,000** | 17,000 |
| | **223,942** | 197,860 |
| **Bank interest** | | |
| Interest earned | **2,715** | 1,432 |
| **Total incoming resources** | **226,657** | 199,292 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | **118,249** | 100,387 |
| Social security | **3,646** | 2,333 |
| Pensions | **2,194** | 1,703 |
| | **124,089** | 104,423 |
| **Other** | | |
| Premises costs | **20,440** | 14,273 |
| Cleaning costs | **13,237** | 12,189 |
| Repairs & maintenance | **11,465** | 8,911 |
| | **45,142** | 35,373 |
| **Support costs** | | |
| **Management** | | |
| Staff training | **770** | 1,836 |
| **Finance** | | |
| Bank charges | **262** | 248 |
| **Other 2** | | |
| Insurance & security | **2,360** | 2,612 |
| Exhibition & advertising costs | **24,894** | 25,705 |
| Office costs inc IT | **4,561** | 5,979 |
| Telephone | **4,641** | 4,004 |
| Postage and stationery | **1,513** | 1,336 |
| Admin & co-ordinator | **5,252** | 11,374 |
| Freelance fees | **-** | 34,200 |
| Carried forward | **43,221** | 85,210 |

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| **Other 2** | | |
| Brought forward | **43,221** | 85,210 |
| Freelance support | **3,400** | 3,870 |
| Consultancy | **61** | 6,260 |
| Legal fees | **-** | 7,443 |
| Donation to makers | **4,500** | - |
| | **51,182** | 102,783 |
| **Governance costs** | | |
| Sundries | **323** | 672 |
| Accountancy fees | **3,870** | 4,242 |
| | **4,193** | 4,914 |
| Total resources expended | **225,638** | 249,577 |
| **Net income/(expenditure)** | **1,019** | (50,285) |

**MANCHESTER CRAFT & DESIGN**

England & Wales - Charity number 1173366

# Accounts

REGISTERED COMPANY NUMBER: 02572530 (England and Wales)
REGISTERED CHARITY NUMBER: 1173366

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2023

# FOR

# MANCHESTER CRAFT AND DESIGN

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

MANCHESTER CRAFT AND DESIGN

# CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023


| | Page |
|---|---|
| **Report of the Trustees** | 1 to 7 |
| **Independent Examiner's Report** | 8 |
| **Statement of Financial Activities** | 9 |
| **Balance Sheet** | 10 to 11 |
| **Notes to the Financial Statements** | 12 to 17 |
| **Detailed Statement of Financial Activities** | 18 to 19 |

# REPORT OF THE TRUSTEES
# FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The objects of Manchester Craft and Design (MCAD) as set out in its Memorandum and Articles of Association are to foster and promote the advancement of education of the public in contemporary visual art, craft and design by developing artistic understanding and participation in visual art, craft and design and by stimulating and promoting high standards of visual arts practice, craftsmanship and design and by providing greater access to the arts to the public.

## OBJECTIVES AND ACTIVITIES

### Objectives and Aims

### Strategic Aims & Objectives

1) Create space and activities for craft and community to flourish
2) Nurture and celebrate the talent of practitioners and makers
3) Be a powerful advocate in our sector and to funders for craft and making
4) Ensure financial, social and environmental sustainability for MCAD

34 learning events, 2 productions, 2 performances, 1 online activity, 3 exhibitions (across 288 days) and 4 commissions of UK artists.

The above included the year's highlight event, MCAD's 40th anniversary celebrations of Makers occupying the building, continued professional development opportunities and programmes, support for emerging makers inclusive of programmes and exhibitions, engagement with educational settings and students, and community activities.
Our total number of visitors to these (inclusive of U19 audiences) throughout the year was 95,466.

## OBJECTIVES AND ACTIVITIES

### Significant activities

In 2022 to 2023 MCAD activity reduced due to a time of change for the organisation as set out above. Focus was given to a community consultation (conducted over a 9-month period engaging a range of people from community groups, stakeholders and people who occupy the building) and 2 audits: Accessibility and Environmental to support our future business planning.

Although we reduced activity, MCAD delivered the following in 2022 to 2023:

34 learning events, 2 productions, 2 performances, 1 online activity, 3 exhibitions (across 288 days) and 4 commissions of UK artists.

The above included the year's highlight event, MCAD's 40th anniversary celebrations of Makers occupying the building, continued professional development opportunities and programmes, support for emerging makers inclusive of programmes and exhibitions, engagement with educational settings and students, and community activities.
Our total number of visitors to these (inclusive of U19 audiences) throughout the year was 95,466.

### Achievements and Performance

Further to the activities outlined above:

### Visitors

We reached our pre-covid footfall figures and welcomed 112,528 people to the Centre. Figures were 46% higher than the previous year of 2021-22. 55% of our visitors during this period were visiting for the very first time.
We continue to build on our offer and create opportunities for everyone to engage in craft, design and the centre.

Our demographics for 2022 to 2023 are:
Gender: 64% of our visitors are female, 32% are male, 4% in another way. Age: 23.6% are 25-34, 22.9% are 16-24, 16.7% are 35-44, 14.4% are 45-54, 14% are 55-64, 8.4% are over 65 Ethnicity: White 80% Global Majority: 20% (MCC Cultural Orgs Data: White 91% Global Majority 8%) Disability: 9.3% of visitors are either D/deaf or disabled person or have a long-term health condition.

In comparison to 2021 to 22 figures the figures have remained static with not much difference although we see a small rise within global majority visitors previously recorded at 12.9%. MCAD will continue as a priority to work towards increasing engagement with underrepresented groups within the craft and design sector.

### Public benefit

The Trustees review MCAD's outcomes through quarterly management reports, and the annual review process, in order to monitor the impact of its activities with regard to the audiences that the charity is established to serve.

It is the Trustees' intention to ensure that MCAD continues to play a unique role in providing accessible opportunities for the benefit of Manchester residents alongside wider audiences to engage with visual art, craft and design. Supporting new talent and working with the wider craft and design sector to help us deliver our charitable aims. It is also a priority for the Trustees to further the diversity, reach and impact of our work.

In considering the public benefit of the charity the trustees have had due regard to the Charity Commission's guidance on Public Benefit, and have referred to this when reviewing the charity's aims and objectives and planning future activities.

## OBJECTIVES AND ACTIVITIES

### Vision and Values

MCAD is Manchester's space for craft, community and making.

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices. MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

### Values

All our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making:

1) Welcoming
2) Transparent
3) Supportive
4) Empowering
5) Vibrant

### Volunteers

We have 12 regular volunteers for MCAD who give their time to support the charity to which we are grateful. The volunteers are supported by a (short-term funded) volunteer coordinator to ensure their experience is the best and their voices are heard. In 2022 to 2023 volunteers covered 409 hours volunteering in 2022 to 2023. Volunteers support a range of activity for the Charity inclusive of exhibitions, events and workshops alongside welcoming people to our building during the busier periods (weekends for instance). Over the next 3 years our ambition is to recruit more volunteers to 18 actively engaging and widen our volunteer offer to include creative and craft training opportunities.

### Online Presence

MCAD continues to widen its online presence in 2022/23 which is demonstrated through the figures below:
75,919 visitors (of which 59,361 were unique) engaged with our revised website. We experienced a 55% increase on followers via Instagram, reaching over 20,000 and stabilized our followers via other social networks. Our e-newsletter now has a 46% open rate which surpasses the National average of 37%. Our profile continues to widen by our active press presence in 2022/23 featuring in various publications.

## FINANCIAL REVIEW

### Financial Position

MCAD has robust financial policies and procedures that support our aims and objectives. Performance is monitored through quarterly financial reports reviewed at Finance Sub-Committee and Board meetings, with financial controls set out in our Schedule of Delegation.

During the period 2022 to 2023 MCAD has received support from Arts Council England via its National Portfolio, Manchester City Council via its Cultural Partnership, Radcliffe Trust to support our emerging makers programme, Evergreen to support our environmental and accessibility audits.

## FINANCIAL REVIEW

### Current policy

To ensure financial viability of Manchester Craft & Design and its ability to meet its ongoing commitments, the charity will endeavour to maintain sufficient reserves to cover a minimum of six months unrestricted expenditure.

Management action with approval by the full Board of Trustees will be required should this fund diminish below the above calculated reserve requirement.

The reserves fund will be managed and monitored at each Finance & General Purposes (F&GP) Sub Committee meeting and reported back to the full Board of Trustees within the finance reporting procedures.

The calculated reserves fund will be reviewed quarterly to ensure it takes account of changing circumstances.

The full reserves policy will be reviewed annually. This review will consider various scenarios, future needs and opportunities

### Reserves policy

The Trustees have set the following Reserves Policy:

Reserves are maintained at a level which ensures MCAD has the ability to meet its ongoing commitments, with sufficient reserves to cover a minimum of six months operating costs and other committed costs.

The calculation of the required reserves are integral part of the Organisation's planning, budget and forecast cycle and will consider:

1. Risks associated with each stream of income and expenditure being different from that budgeted.
2. Planned activity level.
3. Organisation's commitments.

Based on our policy, set out below, minimum reserves for 2022 to 2023 is six months operating costs. The trustee's intention is to use any significant level of reserves above the target level to facilitate capital and strategic developments that will have a significant impact on MCAD's long term sustainability and capacity to deliver on priorities

## FUTURE PLANS

### Future planning audits and consultations

Community Consultation was conducted over 9 months, engaging makers, communities and stakeholders resulted in recommendations regarding greater community engagement and supporting culture change within the creative sector. Taking into account the recommendations, in late 2022 to 2023, the Centre implemented a series of community workshops and engagement highlighted in the figures above. The consultation continues to support MCAD's future planning and activity.

Environmental survey - deep dive into our current impact and recommendations on how we can reduce in the short, medium and long term.

Accessibility audit - deep dive into our building's accessibility and recommendations on how we can improve this.

### Plans for future periods

As MCAD looks forward to the year ahead, our focus turns to enhancing our strategic aims and objectives set out above . We will continue to widen and enhance our offer of programmes, workshops, exhibitions and events that support connection, engagement, education, inspiration and leadership in craft and design.

MCAD continues to be in a transition period, and with the Creative Director in place will embark on the first stage of organisational development, inclusive of charity board recruitment.

As MCAD continues to be an Arts Council England, National Portfolio Organisation for the period 2023 to 2026. We have set out strong key deliverables to achieve in this period inclusive of reducing our environmental impact as an organisation, move forward with actioning culture change within the craft sector, widen and engage our audience networks, and continue to be a leader of excellence in Craft.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Directors and Trustees

MCAD is governed by a Board of directors who are also its trustees.

The directors who served during the year are listed on page one of the annual report. The directors are appointed by members at Annual General Meetings. The Board may co-opt directors at quarterly meetings, but new directors are appointed at the AGM.

The Board of directors meets at least 4 times per year to review strategy, policy, operational plans, budget and finance control, and risk management. In addition, the Finance and General Purposes sub-committees meet quarterly to review income and expenditure and all financial matters.
MCAD experienced a period of uncertainty and change in 2022, with the passing of its Director, Kate Day. To support the organisation through this time the Board of Directors increased their engagement and became actively involved. Andrea Nixon was employed as Interim Director between May 2022 and February 2023 while the Director role was reviewed. Stefanie Wyke was appointed Creative Director and commenced her position on the 27th of March 2023.

Previously the MCAD Director acted as Company Secretary, and due to the changes above this position was overseen by John Lucas (Finance Officer). Dates and Names are listed in the first section.

### Organisational structure

MCAD is a charitable company limited by guarantee (England and Wales) and became a registered charity on 12th June 2017. The company was first incorporated on 9th January 1991. The company was established under a memorandum of association which sets out the objects and powers of the charitable company and is governed under its articles of association, the most recent of which was approved by the Board on 9th March 2016.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Induction and training of new trustees

Board succession is managed through fixed terms of office, and regular skills audits to identify gaps in relation to the Business Plan. Board members are recruited through advertising via appropriate channels, and by existing Board directors suggesting potential candidates. Board applicants are invited to complete an application form, meet the Chair and MCAD Director, and attend a Board meeting as observers. In accordance with clause 44 of MCAD's Articles, Board members have fixed terms of office and must retire when they reach their term.

1 trustee was recruited during this period, Rachel Knight and appointed at MCAD AGM November 2022.
Julie Platt the Chair of the Board resigned on 15 March 2023, having been a trustee since 2015 and served as Chair since 2018. The Board had agreed that her term was extended to provide stability during the pandemic.
MCAD will embark on Chair and Trustee recruitment in the 2023 to 2024 financial year

### Key Partnerships and Networks

In 2022 to 2023 MCAD was funded via Cultural Partnership funds of Manchester City Council and National Portfolio Organisation of Arts Council England 2018 to 2023, for work that delivers their strategic priorities. The charity has a Memorandum of Understanding with Manchester School of Art (Manchester Metropolitan University) and with the University of Bolton to provide opportunities for students and graduates.

MCAD Co-Chairs the Northwest Craft Network, is a member of the National Craft UK network and participates in a range of cultural sector forums.

Please note the Manchester City Council Cultural Partnership Funding ceased on the 31st of March 2023 and will not continue into the next financial year 2023/24. The decision not to award MCAD was due to the increasing demand and was not related to the quality of work MCAD produces or its importance in the city.
MCAD continues to maintain a close dialogue with Manchester City Council as the building's owner and continues to be supportive of MCAD and its activity.

### Related parties

MCAD established MCAD Enterprises Limited on 24th April 2016 (company no.10143710) to carry out non-charitable trading activities. Under the Articles of the company any profits and gains arising from these activities will be paid to MCAD.

### Risk Managment

The Board is responsible for managing the risks of the organisation. Risks are reviewed at quarterly Board meetings with processes put in place to mitigate identified risks. The controls that the Board uses are:

- Formal agendas for all Board meetings
- Business Plan including risk register reviewed at quarterly Board meetings via management reports
- Quarterly financial reports monitored by the Finance & General Sub-Committee, reporting to quarterly Board meetings.
- Established organisational structure and lines of reporting
- Schedule of Delegation setting out financial controls

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02572530 (England and Wales)

### Registered Charity number

1173366

### Registered office

17 Oak Street
Manchester
M4 5JD

## REPORT OF THE TRUSTEES
## FOR THE YEAR ENDED 31 MARCH 2023

**Trustees**
S R Anwar Entrepreneur
Ms K J Ashton Museum Director
Ms I K Brown Consultant And Project Director
Professor M D Evans Professor
W D Hart Lettercarver And Sculptor
J D Kirby Head Of Collections Services
Mrs J Tegg Marketing Consultant
M J Woodward Culture & Heritage Consultant

**Company Secretary**

**Independent Examiner**
Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Approved by order of the board of trustees on 15 November 2023 and signed on its behalf by:

J D Kirby - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MANCHESTER CRAFT AND DESIGN

**Independent examiner's report to the trustees of Manchester Craft and Design ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

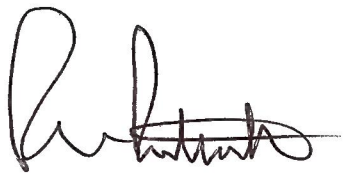
**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Richard Phillpott MAAT FCCA

Spurling Cannon
Chartered Certified Accountants
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Date: 24/11/2023

## MANCHESTER CRAFT AND DESIGN

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Unrestricted fund £ | Restricted funds £ | **2023 Total funds £** | 2022 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **83,639** | **114,221** | **197,860** | 236,927 |
| Investment income | 2 | **1,432** | **-** | **1,432** | 427 |
| **Total** | | **85,071** | **114,221** | **199,292** | 237,354 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| General | | **101,922** | **112,282** | **214,204** | 189,422 |
| Other | | **35,373** | **-** | **35,373** | 26,915 |
| **Total** | | **137,295** | **112,282** | **249,577** | 216,337 |
| **NET INCOME/(EXPENDITURE)** | | **(52,224)** | **1,939** | **(50,285)** | 21,017 |
| **Transfers between funds** | 9 | **(1,322)** | **1,322** | **-** | - |
| **Net movement in funds** | | **(53,546)** | **3,261** | **(50,285)** | 21,017 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **165,284** | **11,180** | **176,464** | 155,447 |
| **TOTAL FUNDS CARRIED FORWARD** | | **111,738** | **14,441** | **126,179** | 176,464 |

The notes form part of these financial statements

## BALANCE SHEET
## 31 MARCH 2023

| | Notes | Unrestricted fund £ | Restricted funds £ | 2023 Total funds £ | 2022 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 5 | **3** | **-** | **3** | 3 |
| Investments | 6 | **10** | **-** | **10** | 10 |
| | | **13** | **-** | **13** | 13 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 7 | **10,711** | **-** | **10,711** | 3,340 |
| Cash at bank and in hand | | **128,694** | **14,441** | **143,135** | 197,570 |
| | | **139,405** | **14,441** | **153,846** | 200,910 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 8 | **(27,680)** | **-** | **(27,680)** | (24,459) |
| **NET CURRENT ASSETS** | | **111,725** | **14,441** | **126,166** | 176,451 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **111,738** | **14,441** | **126,179** | 176,464 |
| **NET ASSETS** | | **111,738** | **14,441** | **126,179** | 176,464 |
| **FUNDS** | 9 | | | | |
| Unrestricted funds | | | | **111,738** | 165,284 |
| Restricted funds | | | | **14,441** | 11,180 |
| **TOTAL FUNDS** | | | | **126,179** | 176,464 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements



continued...

## BALANCE SHEET - continued
## 31 MARCH 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15 November 2023 ..... and were signed on its behalf by:

J D Kirby - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. INVESTMENT INCOME

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Interest earned | 1,432 | 427 |



continued...

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

## 4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 91,897 | 145,030 | 236,927 |
| Investment income | 427 | - | 427 |
| **Total** | 92,324 | 145,030 | 237,354 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| General | 31,218 | 158,204 | 189,422 |
| Other | 26,915 | - | 26,915 |
| **Total** | 58,133 | 158,204 | 216,337 |
| **NET INCOME/(EXPENDITURE)** | 34,191 | (13,174) | 21,017 |
| **Transfers between funds** | (669) | 669 | - |
| **Net movement in funds** | 33,522 | (12,505) | 21,017 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 131,762 | 23,685 | 155,447 |
| **TOTAL FUNDS CARRIED FORWARD** | 165,284 | 11,180 | 176,464 |

## 5. TANGIBLE FIXED ASSETS

| | Plant and machinery £ |
|---|---|
| **COST** | |
| At 1 April 2022 and 31 March 2023 | **24,402** |
| **DEPRECIATION** | |
| At 1 April 2022 and 31 March 2023 | **24,399** |
| **NET BOOK VALUE** | |
| At 31 March 2023 | **3** |
| At 31 March 2022 | 3 |



continued...

## 6. FIXED ASSET INVESTMENTS

| | Shares in group undertakings £ |
|---|---|
| **MARKET VALUE** | |
| At 1 April 2022 and 31 March 2023 | **10** |
| **NET BOOK VALUE** | |
| At 31 March 2023 | **10** |
| At 31 March 2022 | 10 |

There were no investment assets outside the UK.

## 7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2023 £ | 2022 £ |
|---|---|---|
| Trade debtors | **8,950** | 2,174 |
| Prepayments | **1,761** | 1,166 |
| | **10,711** | 3,340 |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2023 £ | 2022 £ |
|---|---|---|
| Trade creditors | **4,662** | 1,713 |
| Social security and other taxes | **1,654** | 2,960 |
| Other creditors | **18,364** | 18,661 |
| Accrued expenses | **3,000** | 1,125 |
| | **27,680** | 24,459 |

## 9. MOVEMENT IN FUNDS

| | At 1/4/22 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | **165,284** | **(52,224)** | **(1,322)** | **111,738** |
| **Restricted funds** | | | | |
| Arts Council NPO 2021/2022 | **2,619** | **-** | **(2,619)** | **-** |
| MCC Cultural Partnership | **-** | **4,373** | **-** | **4,373** |
| National Lottery Community Fund | **8,561** | **(8,578)** | **17** | **-** |
| Radcliff Trust | **-** | **5,000** | **-** | **5,000** |
| ACE NPO 2022/2023 | **-** | **(2,608)** | **2,619** | **11** |
| Evergreen Fund | **-** | **(1,305)** | **1,305** | **-** |
| Kate Day fund | **-** | **5,057** | **-** | **5,057** |
| | **11,180** | **1,939** | **1,322** | **14,441** |
| **TOTAL FUNDS** | **176,464** | **(50,285)** | **-** | **126,179** |



continued...

## 9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **85,071** | **(137,295)** | **(52,224)** |
| **Restricted funds** | | | |
| MCC Cultural Partnership | **15,792** | **(11,419)** | **4,373** |
| National Lottery Community Fund | **-** | **(8,578)** | **(8,578)** |
| Radcliff Trust | **5,000** | **-** | **5,000** |
| ACE NPO 2022/2023 | **81,472** | **(84,080)** | **(2,608)** |
| Evergreen Fund | **6,900** | **(8,205)** | **(1,305)** |
| Kate Day fund | **5,057** | **-** | **5,057** |
| | **114,221** | **(112,282)** | **1,939** |
| **TOTAL FUNDS** | **199,292** | **(249,577)** | **(50,285)** |

**Comparatives for movement in funds**

| | At 1/4/21 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 131,762 | 34,191 | (669) | 165,284 |
| **Restricted funds** | | | | |
| Arts Council NPO 2020/2021 | 9,339 | - | (9,339) | - |
| Arts Council NPO 2021/2022 | - | (6,720) | 9,339 | 2,619 |
| Arts Cultural Recovery | 6,809 | (6,809) | - | - |
| MCC Cultural Partnership | 418 | (370) | (48) | - |
| MCC Neighbourhood Inv. Fund | 3,896 | (3,980) | 84 | - |
| National Lottery Community Fund | - | 8,561 | - | 8,561 |
| Awards For All | 2,423 | (3,058) | 635 | - |
| Radcliff Trust | 800 | (798) | (2) | - |
| | 23,685 | (13,174) | 669 | 11,180 |
| **TOTAL FUNDS** | 155,447 | 21,017 | - | 176,464 |



continued...

## 9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 92,324 | (58,133) | 34,191 |
| **Restricted funds** | | | |
| Arts Council NPO 2021/2022 | 81,472 | (88,192) | (6,720) |
| Arts Cultural Recovery | 37,916 | (44,725) | (6,809) |
| MCC Cultural Partnership | 15,792 | (16,162) | (370) |
| MCC Neighbourhood Inv. Fund | - | (3,980) | (3,980) |
| National Lottery Community Fund | 9,850 | (1,289) | 8,561 |
| Awards For All | - | (3,058) | (3,058) |
| Radcliff Trust | - | (798) | (798) |
| | 145,030 | (158,204) | (13,174) |
| **TOTAL FUNDS** | 237,354 | (216,337) | 21,017 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1/4/21 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 131,762 | (18,033) | (1,991) | 111,738 |
| **Restricted funds** | | | | |
| Arts Council NPO 2020/2021 | 9,339 | - | (9,339) | - |
| Arts Council NPO 2021/2022 | - | (6,720) | 6,720 | - |
| Arts Cultural Recovery | 6,809 | (6,809) | - | - |
| MCC Cultural Partnership | 418 | 4,003 | (48) | 4,373 |
| MCC Neighbourhood Inv. Fund | 3,896 | (3,980) | 84 | - |
| National Lottery Community Fund | - | (17) | 17 | - |
| Awards For All | 2,423 | (3,058) | 635 | - |
| Radcliff Trust | 800 | 4,202 | (2) | 5,000 |
| ACE NPO 2022/2023 | - | (2,608) | 2,619 | 11 |
| Evergreen Fund | - | (1,305) | 1,305 | - |
| Kate Day fund | - | 5,057 | - | 5,057 |
| | 23,685 | (11,235) | 1,991 | 14,441 |
| **TOTAL FUNDS** | 155,447 | (29,268) | - | 126,179 |



continued...

## 9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 177,395 | (195,428) | (18,033) |
| **Restricted funds** | | | |
| Arts Council NPO 2021/2022 | 81,472 | (88,192) | (6,720) |
| Arts Cultural Recovery | 37,916 | (44,725) | (6,809) |
| MCC Cultural Partnership | 31,584 | (27,581) | 4,003 |
| MCC Neighbourhood Inv. Fund | - | (3,980) | (3,980) |
| National Lottery Community Fund | 9,850 | (9,867) | (17) |
| Awards For All | - | (3,058) | (3,058) |
| Radcliff Trust | 5,000 | (798) | 4,202 |
| ACE NPO 2022/2023 | 81,472 | (84,080) | (2,608) |
| Evergreen Fund | 6,900 | (8,205) | (1,305) |
| Kate Day fund | 5,057 | - | 5,057 |
| | 259,251 | (270,486) | (11,235) |
| **TOTAL FUNDS** | 436,646 | (465,914) | (29,268) |

## 10. RELATED PARTY DISCLOSURES

During the year Manchester Craft and Design provided employee services to MCAD Enterprises Ltd for the sum of £17,000.00

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

| | 2023 £ | 2022 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Rents received | **61,604** | 41,477 |
| Donations | **7,617** | 8,730 |
| Grants | **104,164** | 185,373 |
| Trusts & foundations | **7,000** | - |
| Sundry income | **475** | 1,347 |
| Wages costs recharged | **17,000** | - |
| | **197,860** | 236,927 |
| **Investment income** | | |
| Interest earned | **1,432** | 427 |
| **Total incoming resources** | **199,292** | 237,354 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | **100,387** | 105,410 |
| Social security | **2,333** | - |
| Pensions | **1,703** | - |
| | **104,423** | 105,410 |
| **Other** | | |
| Premises costs | **14,273** | 4,101 |
| Cleaning costs | **12,189** | 13,423 |
| Repairs & maintenance | **8,911** | 9,391 |
| | **35,373** | 26,915 |
| **Support costs** | | |
| **Management** | | |
| Staff training | **1,836** | 1,889 |
| **Finance** | | |
| Bank charges | **248** | 181 |
| **Other 2** | | |
| Insurance & security | **2,612** | 2,812 |
| Exhibition & advertising costs | **25,705** | 47,398 |
| Office costs inc IT | **5,979** | 4,930 |
| Telephone | **4,004** | 3,488 |
| Postage and stationery | **1,336** | - |
| Admin & co-ordinator | **11,374** | 9,324 |
| Freelance fees | **34,200** | - |
| Carried forward | **85,210** | 67,952 |

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2023

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| **Other 2** | | |
| Brought forward | **85,210** | 67,952 |
| Freelance support | **3,870** | 3,419 |
| Consultancy | **6,260** | 8,046 |
| Legal fees | **7,443** | - |
| | **102,783** | 79,417 |
| **Governance costs** | | |
| Sundries | **672** | 219 |
| Accountancy fees | **4,242** | 2,306 |
| | **4,914** | 2,525 |
| Total resources expended | **249,577** | 216,337 |
| **Net (expenditure)/income** | **(50,285)** | 21,017 |

**MANCHESTER CRAFT & DESIGN**

England & Wales - Charity number 1173366

# Accounts

SIGNED COPY

# Manchester Craft and Design

## Report and Accounts

## 31 March 2022

Manchester Craft and Design
Report and accounts
Contents


| | Page |
|---|---|
| Company information | 1 |
| Trustees (director's) report | 2 |
| Independent Examiners report | 17 |
| Statement of financial activities | 18 |
| Balance sheet | 19 |
| Notes to the accounts | 20 |

# Manchester Craft and Design

**Reference and administrative information**
**for the year ending 31st March 2022**

Company name:
Manchester Craft and Design (MCAD) also known as Manchester Craft & Design Centre (MCDC)

Company number: 2572530

Charity number: 1173366

Principal / registered office and operational address:
Manchester Craft & Design Centre, 17 Oak Street, Manchester M4 5JD

Trustees
Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

| | |
|---|---|
| Julie Platt | (Current Chair) |
| Tricia Morris | (Deputy Chair) retired |
| Wayne Hart | extended for a further two years as per the Articles of Association |
| Sara Hilton | retired early 5/7/21 |
| Alnoor Mitha | retired 17/11/21 |
| Katy Ashton | |
| Isla Brown | |
| Richard Corran | retired early 17/11/21 |
| Jack Kirby | |
| Martyn Evans | appointed 17/11/21 |
| Jennifer Tegg | appointed 17/11/21 |
| Shiraz Anwar | appointed 17/11/21 |
| Michael Woodward | appointed 17/11/21 |

Chief Executive Officer and Senior Staff Member during the year

| | |
|---|---|
| Kate Day | Company Secretary |

Bankers
Co-operative Bank
Delf House
Southway
Skelmersdale
WN8 6GH

Accountants and Independent Examiners
FG Accountancy Limited
Bro Dawel
Glanrafon
Llangoed
Anglesey
LL58 8PB

# Manchester Craft and Design

## Trustees Report for the year ending 31st March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. Included within the Trustees' Report is the Directors' Report as required by company law.

Reference and Administrative Information set out on page 1 forms part of this report. The trustees have adopted the provisions of Accounting and Reporting by Charities: SORP applicable to charities preparing accounts in accordance with FRS 102.

**Structure, Governance and Management**

MCAD is a charitable company limited by guarantee (England and Wales) and became a registered charity on 12th June 2017. The company was first incorporated on 9th January 1991. The company was established under a memorandum of association which sets out the objects and powers of the charitable company and is governed under its articles of association, the most recent of which was approved by the Board on 9th March 2016.

Directors and trustees

MCAD is governed by a Board of directors who are also its trustees.

The directors who served during the year are listed on page one of the annual report. The directors are appointed by members at Annual General Meetings. The Board may co-opt directors at quarterly meetings, but new directors are appointed at the AGM.

MCAD's trustees are closely engaged in providing direction for the small, mainly part-time staff team. Working groups are established for key projects or objectives, with membership of trustees & staff, including business planning, funding bids, capital development planning & our environmental agenda. We actively try to apply the seven principles of the Charity Governance Code to everything we do, to ensure the board continually improves its effectiveness. In this financial year we made changes to how we review board performance, and established more focused working groups for areas of activity.

The Board meet at least 4 times per year to review strategy, policy, operational plans, budget and finance control, and risk management. In addition, the Finance and General Purposes sub-committee also meet quarterly to review income and expenditure and all financial matters.

The MCAD Director is also Company Secretary and is named on page one of the annual report.

Trustee recruitment

Board succession is managed through fixed terms of office, and regular skills audits to identify gaps in relation to the Business Plan. Board members are recruited through advertising via appropriate channels, and by existing Board directors suggesting potential candidates. Applicants are invited to complete an expression of interest , meet the Chair and MCAD Director, and attend a Board meeting as observers. In accordance with clause 44 of MCAD's Articles, Board members have fixed terms of office and must retire when they reach their term.

During the year, 2 board members reached the end of their terms and 2 board members retired before the end of their term due to personal circumstances. They were replaced by 4 new members with experience in Finance, Heritage and Culture, digital and technological entrepreneurship, higher education arts leadership, marketing, and behaviour change.

In 2022-23, we will appoint a new Deputy Chair and recruit new members. Recruitment will focus on improving representation and being reflective of the diverse mix of identities and backgrounds we have at our audience level and in our neighbouring communities. We will also be looking for expertise in areas including People leadership and HR; Major project management and capital development; Legal; Retail or business development.

Related parties and relationships with other organisations
MCAD established MCAD Enterprises Limited on 24th April 2016 (company no.10143710) to carry out non-charitable trading activities. Under the Articles of the company any profits and gains arising from these activities will be paid over to MCAD.

Risk management
The Board is responsible for managing the risks of the organisation. Risks are reviewed at every board meeting with a focus on actions to mitigate underperformance & encourage exceeding targets, particularly those relating to finance and funding requirements. Any conflicts of interest are dealt with by trustees declaring the conflict & not taking part in relevant discussions & decisions.

The controls that the Board uses are:

- Formal agendas for all Board meetings
- Business Plan including risk register reviewed at quarterly Board meetings via management reports
- Quarterly financial reports monitored by the Finance & General Sub-Committee, reporting to quarterly Board meetings
- Established organisational structure and lines of reporting
- Schedule of Delegation setting out financial controls
- Declaration of interest forms

Due to the Covid pandemic of 2020-21, MCAD's Finance Sub-committee met more frequently (typically monthly) to closely monitor the financial and operational effects of the Covid-19 pandemic. In 2021-22, this reverted back to a quarterly meeting schedule, as the financial situation has remained more stable.

**Objectives**
The objects of Manchester Craft and Design (MCAD) as set out in its Memorandum and Articles of Association are to foster and promote the advancement of education of the public in contemporary visual art, craft and design by developing artistic understanding and participation in visual art, craft and design and by stimulating and promoting high standards of visual arts practice, craftsmanship and design and by providing greater access to the arts to the public.

# Manchester Craft and Design

**Revisioning the future of Manchester Craft & Design**
The effects of the COVID-19 pandemic on the cultural sector have been profound and unprecedented. How we devise and deliver our activities have changed, possibly forever, and the factors we need to consider for our long-term recovery are broad and many.

However, as is often the case, from adversity comes opportunity; a moment to reflect, explore and challenge ourselves. The pandemic highlighted the power of creativity to promote wellbeing and positive mental health during the most challenging of times.

In 2021-22 we were able to revisit our purpose, our activities, our relevance, and our future direction – not with the simple goal of surviving in a post-COVID-19 world, but to thrive as a diverse, re-energised, sustainable and authentic organisation, which will be agile to the needs of its stakeholders and audiences for decades to come.

To facilitate this, in early 2021, and enabled by Cultural Recovery Funding (CRF) from Arts Council England (ACE), MCAD commissioned Rule of Threes (a not-for-profit committed to supporting the development of co-created arts practice) to support us in creating a new vision and value-set, co-imagined by all our stakeholders. This underpins the route-map for both post-COVID-19 recovery and for all future development, ensuring a strong focus on core purpose, whilst enabling strategic approaches to new opportunities, as a truly values-led organisation.

The process included benchmarking, desk research, key internal and external consultation, a provocation session and a collaborative visioning exercise. As craft is potentially the most democratic artform, we recognised that MCAD must fundamentally orientate itself around an inclusive framework, or risk losing all relevance in a post-pandemic city and assert our role in the cultural ecology of our immediate locality and the wider city.

**Our Vision**
MCAD is Manchester's space for craft, community and making

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices. MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

**Our Values**
All of our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making.

1) **Welcoming**
   We welcome all who wish to visit, work and learn with us. We aim to create spaces that are vibrant, social and safe. We base our plans on listening to our key constituencies, creatives and diverse communities and pursue ways to make our work more useful and relevant to more people. We actively seek to remove barriers

to participation and leadership for those who might be excluded from our programmes, activities, staff team and governance.

2) **Transparent**
We behave with integrity and accountability around our decisions, programmes and strategies. We passionately believe in equality of opportunity and the value of craft and making in the world today. We look outwards for partners and projects with shared values.

3) **Supportive**
Our approach is compassionate and people-centred, in our dealings with our creative community, staff, audiences and collaborators. We work towards shared wellbeing with everyone we encounter. We embrace our civic role to take action on social injustice and climate change, and improve our local area.

4) **Empowering**
We seek to inspire and support creative and sustainable ways of living and working. We create opportunities for visitors to experience and participate in the positive power of making. We support creative careers and skills development, particularly for those with the least advantage and opportunity.

5) **Vibrant**
We support artistic, creative and entrepreneurial risk. We are confident and capable of making change. We are an innovative, listening and learning organisation, accumulating and embedding knowledge. We are energetic and well networked, generous in sharing our learning, and actively advocate for our sector.

**Strategic Aims & Objectives**
Our activities and deliverables have now been solidified into four Strategic Objectives directly linked to the new vision and values above. These inform MCAD's future work and strategic development:

1) Create space and activities for craft and community to flourish
- Shared values
- Creative contributors, staff, partners and stakeholders
- Local community – wellbeing, diversity and inclusion
- Both in and beyond our building

2) Nurture and celebrate the talent of practitioners and makers
- Developing diverse talent
- Bursaries
- Strategic partnerships including higher education
- Next generation makers

3) Be a powerful advocate in our sector and to funders for craft and making
- MCAD's regional and national profile
- Creative programming and outreach
- Everyday creativity, health and wellbeing

4) Ensure financial, social and environmental sustainability for MCAD
- Leadership and people
- Business planning & commercial activity
- Fundraising and income diversification
- Capital improvements
- Post-Covid-19 recovery and resilience
- Business planning & commercial activity

**Business planning**
MCAD's Business Plan 2021-22 was an interim update to our 2018-22 business plan, adapted to carefully consider the short, medium and longer-term impacts of the COVID-19 pandemic on our internal operations, public activities, audiences, visitors and our makers, and to allow accordingly for a nimble and agile operational approach. We continue to move forward with our push to make the Centre more diverse in light of the Black Lives Matter movement, and our experiences with the Hands On bursary. We aim to widen our reach into underserved communities, amplify voices from the global majority, facilitate opportunities for people to be creative & support Manchester's creative economy. We'll continue to advocate for craft careers to local authority stakeholders, education providers, our visitors & the wider creative industry whilst representing & promoting sustainability.

Our business plan sets out the organisational objectives under six business drivers, and includes a Development Plan with measurable targets and a Risk Analysis. The business drivers that guide activity are: Income Generation; Audience Development and Marketing; Building Improvements; Talent Development; Exhibitions and Events Programme; and Digital. The plan is also informed by the key priorities of our two main funders, Arts Council England's *Let's Create* Strategy, and Manchester City Council's *Cultural Partnership*.

The Business Plan sits alongside a suite of policies and plans which inform our work and operational procedures, including the annual budget, fundraising strategy, marketing and audience development strategy, equality action plan, environmental plan, artistic policy, safeguarding children and vulnerable adults policy, and health and safety policy.

**Key Partnerships and Networks**
MCAD is funded as a Cultural Partner of Manchester City Council and a National Portfolio Organisation of Arts Council England, for work that delivers against their strategic priorities. The charity has a Memorandum of Understanding with Manchester School of Art to provide opportunities for students and graduates. MCAD co-Chairs the North West Craft Network, is a member of the national Craft UK network, and participates in a range of cultural sector forums.

**Activities 2021-22**
MCAD's public activities this year reflected the shifting priorities of MCAD in a post-COVID world. We continued our focus on supporting the wellbeing and resilience of our resident and affiliate maker community, engaging once again with the wider Maker Network. Thanks to additional support from Arts Council England via the Cultural Recovery Fund, we initiated the *Hands On* bursary programme for early-career makers; and developed the new website as part of updating our digital practices and sharing online resources.

# Manchester Craft and Design

MCAD is a working studio space, a community space and a visitor attraction. We re-opened to the general public from 12th April 2021 in line with government guidelines. We adapted operational arrangements guided by Covid-secure risk assessments and procedures in order to provide access for the creative businesses we house and to welcome the general public back through our doors. We have remained open and safely operational since this date.

2021-22 was a year of recovery: reflecting on MCAD's place in society, reviewing and slowly re-introducing our public exhibitions programme, implementing building improvements (including restoration of our heritage fish market booths), investing in digital, refreshing interpretation and way-finding signage to improve visitor experience, and creating safe socialisation opportunities for our hyper-local community.

We have addressed the challenges proactively and positively, remaining resilient and solvent, and continuing to provide Manchester with a thriving programme of activity, and a safe space for people to come together in a creative and supportive environment.

Exhibitions Programme

MCAD's planned 2021-22 exhibition programme reflected the priorities and partnerships of the Centre's programme moving forward. We were thrilled to host *Unease* by Grace Sharp – an exhibition which could not take place the previous year due to the pandemic. Grace Sharp was the winner of MCAD's 2019 Graduate Solo Exhibition Award which is delivered through our partnership with Manchester Metropolitan University. The exhibition focused on an exploration of mental health, depression and anxiety, and was a fitting exploration of the human mind given the turbulent effects caused by COVID-19. Resources to help visitors affected by these issues were also created and made available at the exhibition location and online.

We concluded an ongoing collaboration programme with 42nd Street (a young people's mental health charity) entitled *The Gift Shop Project* by hosting an online exhibition celebrating the work of several young people featuring an interactive brochure with video and 3D images of the works.

The *Hands On* exhibition (September – November 2021) showcased the work of three makers who identify as having a protected characteristic that is currently under-represented at MCAD and in the national craft sector as a whole. It formed a crucial part of a wider project to help the three makers develop their creative businesses through a bursary and training project. The bursary participants received coaching sessions with renowned curator, activist-scholar and coach Wendy Gers, and planned each aspect of the public exhibition collaboratively.

We launched a co-produced exhibition with Pure Art Studios (a Stockport-based charity supporting people to create fulfilled lives with a sense of purpose and belonging) and 5 of their producing makers with disability or health related issues. The group worked with the international Ceramicist Laura Negus to develop thrown ceramic skills, culminating in a co-created exhibition *Creative Share* which celebrated their talent, as well as focusing on the creative process and its impact on wellbeing.

Our 15th Manchester School of Art Award exhibition took place at the end of the financial year. In recognition of the extremely challenging environment the makers graduated into, we opened the award up to more graduates, featuring 5 makers in a group show rather

than having a solo exhibition. This enabled peer to peer collaborative working as well as removing the pressure to create large amounts of work.

Public Workshops Programme

At the beginning of the year, we reviewed our programme and created a framework for safe, inclusive and accessible events for the remainder of the year, taking a responsible approach regarding the shifting pandemic environment.

After re-opening post third lockdown, and with the gradual easing of COVID-19 restrictions, we were able to re-start our public programme of creative community events. MCAD is committed to putting sustainability and the environment at the heart of our operations, and we also recognise our role to play in championing the green initiatives of our neighbourhood and city. We held a plant swap as part of MCC's Clean Air Day, where visitors were encouraged to bring cuttings and plants that they could then swap with each other. Those that didn't have a plant to swap were offered a free plant to take home. We used the swap to raise environmental awareness regarding urban green spaces, to promote wellbeing, and as an opportunity to greet people back to the centre. The event was popular across different age groups and encouraged social connection for our hyper-local communities. This is now a regular part of our annual programme.

Moving into the second quarter, we were able to reinstate our drop-in family workshops. using the Grace Sharp exhibition as inspiration, coupled with the history of glass making in the Ancoats area. We used the weekly drop-in sessions to trial a new use of our Community Hub space, making the workshops more visible and allowing for better social distancing controls. The sessions were well attended, and anecdotal feedback showed that visitors were happy to find activities closer to home as they were travelling less in the school holidays due to on-going restrictions.

In 2021-22 we focused heavily on providing free, high quality, family-friendly workshops that introduced craft (and every-day craft) techniques to participants. In October we developed and delivered our first *Autumn Fun Day*, enabled by Neighbourhood Investment Funding, in partnership with Boilerhouse (a community workshop and makerspace in Moss Side), Manchester City Council and Manchester Cares (a network that tackles loneliness and isolation across the city) partnering to deliver activities in and around the craft centre location.

Throughout December we offered Christmas Craft Activities with Manchester-based printmaker Nell Smith and a Christmas campaign event with ceramicist Nicky Darnborough. Throughout these activities we gathered audience feedback to inform and shape future programming. Feedback was to increase beginner activity and broaden our activity to include more religious holidays including Diwali.

In the final quarter of the financial year, we continued our family workshops throughout school holidays and weekends, with new workshops from jeweller Gemma Scully and ceramicist Katherine Lees.

2021-22 also saw us examine our role within the arts sector outside of craft. We established a partnership with the classical chamber music collective Bothy to offer free rehearsal space in return for public pop-up performances.

Talent Development Programme

Developing the resilience skills of creative businesses was a priority of 2021-22, helping the sector to adjust to changing audience trends and interests. We consulted MCAD's resident makers to understand the types of activities that would be of most need to recovering creatives and feedback was that one-to-one coaching would be the most effective tool to assist makers in building back stronger. We used Culture Recovery Fund 2 (CRF2) to provide two hours of coaching sessions which was accessed by 19 participants. Evaluation showed that 100% agreed that the coaching was well suited to their needs, and 91% would be interested in similar future opportunities. One maker said:

*"Absolutely brilliant programme and offering from the centre for the makers. I'm so chuffed and appreciative that you heard what we needed/wanted and found a coaching solution to cover such a broad range of specialties to offer the most support to everyone in the centre and their individual circumstances."*

Over the course of the year, we delivered our CRF2 funded *Hands On* bursary project involving an in-depth programme of support to three Greater Manchester makers who identify as underrepresented in the craft community. The participants each received between 25-28 hours of support including one-to-one coaching in-house and by an external coach, and four workshops on creative confidence, sales, digital strategy and action planning. Five additional places for our workshops were offered to the Makers Network members at a reduced cost.

In addition to the professional development and exhibition opportunities for the *Hands On* bursary participants, we developed a partnership with the Great Northern Contemporary Craft Fair, including a place at their in-person show and an online workshop about exhibiting at craft fairs. This resulted in one of the participants taking on a studio space for four months with a view to possibly taking on a permanent place at the Centre into the new financial year.

A commissioned external evaluation of the project gave invaluable information for developing the programme in the future, including further EDI training requirements and creative network accessibility

We worked with QEST (The Queen Elizabeth Scholarship Trust, an art and craft educational trust created to sustain traditional British craftsmanship), providing 38 attendees with the opportunity to learn more about their funding programmes, and mentoring to improve the likelihood of successful applications.

Based on the findings from our coaching sessions with established makers, couple with outcomes from the other activities above, we launched a programme of workshops for established-career makers, including topics such as social media and email marketing, and engaging appropriately with different audiences. It was noted that an integral part of this was the pricing workshop, identified to us on numerous occasions as an area of least confidence for even well-established makers. Following this we commissioned a 'how to' pricing guide, which is available as a free download on our website.

Community Events

This year we were able to begin and continue some of the delayed partnerships that were due to take place over the 2020-21 COVID period.

We launched a long-planned partnership project *The Repair Shop* with Portraits of Recovery (a Manchester-based visual arts charity supporting people and communities in recovery from substance use), working specifically with participants recovering from addiction. The project focused on the Japanese technique of 'Kintsugi' to develop creative skills in repairing and reusing objects and exploring analogies with the process of recovery. This project will continue into 2022-23.

As mentioned previously, we worked with 42nd Street to conclude *The Gift Shop* project. The aim of the project was to work with a variety of groups from across Greater Manchester to teach young people creative skills and develop their confidence. MCAD hosted the work these groups made in a pop-up shop in December 2021, and celebrated the work of the young people involved through an online exhibition.

We successfully applied to the National Lottery Community fund to continue the volunteer programme, securing a grant of £9,850 for 2021-22. Due to unforeseen circumstance, there were delays to the delivery of this programme, however six volunteers received refresher training, alongside supporting school holiday workshops and an exhibition launchA buddy system has been developed to enable existing volunteers to support new volunteers.

The Volunteer Coordinator also contributed towards strategic planning to integrate volunteering into our community programming consultation planned for 2022-23. Whilst we haven't quite reached the pre-Covid targets for volunteering, we have managed activity safely with a strong emphasis on wellbeing, alongside developing new recruits and plans for the next financial year.

Educational Visits

At the beginning of the financial year, we worked to bring back short, self-led school visits with light touch introductions from members of staff. This approach allowed us to maintain social distancing and lower group numbers during COVID-19 restrictions.

During the latter half of the year, we had a much welcome return of both formal and informal education visits from schools, colleges and universities. We welcomed St Annes Academy to the centre to talk about creative careers, presented to Manchester Metropolitan University's (MMU) Curatorial Masters programme about the history of the centre and continued our long-standing partnership to deliver our 15th MMU graduate exhibition and mentoring scheme.

We reviewed our partnership opportunities with both Manchester School of Art (MMU) and The University of Bolton. Through consultation with partner leads at both universities we aimed to establish the most impactful way to return our programme of opportunities. In response to feedback, we increased the number of opportunities for graduates by expanding our annual solo exhibition prize with MMU into a group show, and inviting an

increased number of graduates from the University of Bolton to participate in our annual pop-up exhibition.

Additional conversations took place with The Manchester College who organised group visits for students with special educational needs, leading to MCAD taking a place in their industry board to engage with their T level delivery (further detail below), including developing a placement programme. We also continued exploring partnership opportunities with the Manchester Fashion Institute..

We engaged with the development of a new NCFE Creative and Design T Level Project (new 2-year courses which are taken after GCSEs and are broadly equivalent in size to 3 A Levels). We will be involved in the validation of this new qualification, ensuring that it creates opportunities for young people to have a career in craft. The governing body were awarded the creation of the T level at the end of August 2021 and our work on the qualification took place in the latter part of the 2021 financial year and will continue into 2022-23.

We worked with The University of Bolton to deliver a pop-up exhibition award with two recent graduates of the Textiles and Surface Design degree, providing a space to exhibit their work to the public as well as a chance to speak to visitors, staff and makers about their career pathways.

**Trustees' Statement on Public Benefit**

The Trustees review MCAD's outcomes through quarterly management reports, and the annual review process, in order to monitor the impact of its activities with regard to the audiences that the charity is established to serve.

It is the Trustees' intention to ensure that MCAD continues to play a unique role in providing accessible opportunities for the benefit of Manchester residents, alongside wider audiences, to engage with visual art, craft and design. Supporting new talent, and working with the wider craft and design, education and not-for-profit sectors, help us deliver our charitable aims. It is also a priority for the Trustees to further the diversity, reach and impact of our work.

In considering the public benefit of the charity the trustees have had due regard to the Charity Commission's guidance on Public Benefit, and have referred to this when reviewing the charity's aims and objectives and planning future activities.

**Achievements and Performance**

MCAD's charitable activities are aimed at providing greater access to visual art, craft and design for the public benefit. We measure the success of our activities through a combination of quantitative and qualitative measures, so that consideration is paid to the impact of our work and range of beneficiaries, alongside statistical assessment.

Audience Development

MCAD received 76,611 visitors to the Centre compared to 15,758 in 2020-21. This is a brilliant recovery figure compared to the previous year, and especially in comparison to the pre-COVID-19 year figure of 79,142 in 2019-20, particularly given the weekly city centre footfall figure is consistently down by 30%. This indicates that we may be on track to full recovery of visitor figures for 2022-23 providing there are no further interruptions.

Of our audience data, 70.2% identified as female, and our majority age group fell between 25-54. Postcode analysis shows we're serving communities across many boroughs of Greater Manchester, as well as visitors to the city centre. The majority of our visitors fell into the 'experience seekers' audience category, meaning the interactive nature of engagement with makers and hands-on craft remains crucial.

Exhibitions and Events

Of the total visitors in 2021-22 we estimate that 65,639 visited our exhibitions and pop-ups. 11 makers exhibited in our main programme, 2 artists were commissioned and an additional 12 were employed to deliver creative work.

Talent Development

We were able to support 31 makers in 20 studios. Only 3 makers left in 2021-22, two due to retirement and one due to the impact of COVID-19 and a change in their circumstances. We were able to offer space to a brand new maker/café concept which, despite being an exciting and unique proposition, was unfortunately unable to weather the storm of the previous year, with the space becoming vacant once more in 2022. Throughout the year we received 72 studio applications, but due to fluctuating levels of confidence it was challenging to convert applications into studio occupants.

One of our major achievements, beginning in COVID and then delivered throughout the year, was using emergency funding to pilot a bursary scheme with the aim of opening up opportunities for makers from diverse backgrounds. At the beginning of 2020 we implemented a long-term priority as part of our Business Plan to convert a studio into an incubator space for new and diverse creative practitioners. In Autumn 2020 we secured Culture Recovery Funding which enabled the creation of a new *Hands On* bursary project. The bursaries supported 3 Greater Manchester practitioners through a one-off bursary, studio space and business development programme to launch their careers in the arts and culture sector.

We established our place as an industry lead, taking on roles in the development of a new T level in Crafts and Design, and on the industry board for Manchester College's Craft and Design team, alongside completing a case study based on the *Hands On* project to be used in the Crafts Council's Toolkit for Change.

Digital engagement

All of MCAD's social media platforms have seen an increase in followers over the year, likely due to the shift towards digital from both audiences and ourselves. Instagram has increased to 18,321 with a reach of 65,280, Facebook followers have increased to 7,031 with a reach of 91,560 and Twitter followers have increased to 22,870 with a reach of 513,400. Our email mailing list has also increased to 1213, which is an increase of 14.43% over the year with an average open rate of 47.23%.

We launched our new website in October 2021 which is now accessible, easy to navigate, responsive and optimised for mobile devices. Our website attracted 58,593 views from 45,576 browsers, which is an increase from the previous year of 29.55%. Our new website facilitated the development and dissemination of online resources, available for emerging and established makers, as well as every-day craft hobbyists. Moving forward, we will be commissioning free downloadable resources to go alongside our Creative Business Development Programme.

We commissioned 8 new Maker videos and a Christmas video which received 24,722 views across all platforms.

Volunteers, Partnerships and the Wider Sector

We worked with 4 regular volunteers who donated 170 hours. The greatest success of our volunteer programme was the continuation of engagement with our volunteers over COVID, and through the continued absence of our Volunteer Co-ordinator,in part due to the great relationships made with the existing cohort of volunteers. .

Over the year, we were able to maintain and develop our existing partnerships, delivering a series of projects with 42nd Street, Bolton University, and Manchester Metropolitan University. MCAD's staff team accessed training, networking and support initiatives including What Next Manchester, Manchester Museums and Galleries Reopening Group, Greater Manchester Combined Authority's Compassionate Values training, and individual coaching. We accessed Zero Carbon Manchester environmental training delivered by Julie's Bicycle, and our Operations Manager has now joined Greater Manchester Arts Sustainability Team (GMAST).

MCAD continued to play a leading role in sector networks including co-chairing the North West Craft Network, and participating in Craft UK's Anti-Racism, Education, and Strengthening the Sector working groups. We worked with local partners on environmental improvements and events as part of the Northern Quarter Action Group. Building on the success of the mural project, we secured additional funding through MCC's Neighbourhood Improvements Fund to support our *Autumn Fun Day*.

Environmental Impact

In the wake of COVID, we worked regularly on risk assessments, ensuring 'opening up' to more members of the general public in a safe and measured manner.

We undertook work and training throughout this year to gain further understanding of our environmental impact, with our Operations Manager developing a more extensive and ambitious environmental policy to be completed in 2022-23.

Our carbon footprint (measured by energy, water and waste consumption) continues to be reduced. From 23 tonnes CO2e (2019-20) to 7 tonnes CO2e (2020-21) to 5 tonnes CO2e

(2021-22). The extent of the reduction was correlated to the pandemic and therefore temporary. A rise is likely in the next financial year, however an Environmental Responsibility Working Group has been established and the Board agreed in February 2022 to adopt targets for reducing emissions and ultimately net zero carbon.

The impacts of the climate emergency and MCAD's outdated building infrastructure continue to be a major concern and driver for capital investment. We are continuing to work with our landlord Manchester City Council to address these issues and work with them on the city's Zero Carbon strategy and goals; and identify funding to secure a sustainable and green future for the building.

**Plans for future periods**

Having completed our revisioning process in 2021-22, we now have a new framework for shaping the future of the Centre, with equality and environmental sustainability as priority drivers for future projects.

Though we have delivered a huge amount in this financial year, it has made us more aware than ever the lack of capacity within the existing team structure. Alongside this is a need to focus our understanding of audience -who our audience is, what our public programme should hope to achieve and the methods we use to do this.

In 2022-23, we plan to undertake a pause in the exhibition programme, hiring arts specialist to help us better understand our audiences, our place in the community and what will make us relevant to both. . This will then be developed into an activity plan for the Centre moving forward.

We will use this time to rethink what we do: to take a values-led approach; be adaptive to change; reflect on progress; and provide a working culture where everyone feels supported. We will consider how our resources are best deployed to support our stakeholders and wider community, learn from our audiences to establish how we can best serve their needs, and prioritise collaboration with partners whose values we share.

At the time of writing this annual review (July 2022), we are dealing with the devastating news that Kate Day, who had led Manchester Craft Design Centre successfully for almost 15 years, had passed away in June 2022 after an incredibly short and aggressive illness.

She was a passionate advocate for crafts and audiences, a dedicated and determined director and a dear friend to so many. Creating a space where craft, creativity and communities could thrive was Kate's ambition. We promise to honour Kate's memory and her creative vision for the future.

Our hearts go out to all of Kate's family and friends. We will miss her terribly. Always.

**Financial Review**

MCAD has robust financial policies and procedures that support our aims and objectives. Performance is monitored through quarterly financial reports reviewed at Finance Sub-Committee and Board meetings, with financial controls set out in our Schedule of Delegation.

As stated previously MCAD's Finance Sub-committee met more frequently during 2021-22 to closely monitor the financial and operational effects of the COVID-19 pandemic, plan emergency funding applications, and ensure control measures were implemented to manage risks and uncertainties. We also used Culture Recovery Funding to invest in expert advice, reviewing financial reporting and budgeting systems, and refreshing studio licence agreements.

During the pandemic our principal tactic was to protect the sustainability of our earned income by supporting our studio holders' businesses to survive through a combination of rent subsidies and funding/enterprise support. We heavily discounted rents, using a combination of business rates grants and Culture Recovery Funding.

MCAD applied for a range of emergency funding during the year, alongside supporting resident businesses to do so. We received £37,916 from the Culture Recovery Fund 2, and £37.616 as a Manchester City Council discretionary grant. Both of these sources of emergency funding were vital in helping us in the immediate and also for strategically planning our future recovery. Regular funding through public grants consisted of £81,472 of Arts Council England NPO funding, and £15.792 of Manchester City Council Cultural Partnership funding. We were also awarded £9.850 from the National Lottery Communities Fund/.

Total income was £237.354, of which £75.592 was Covid-related emergency support. Total expenditure was £216.337, with savings made across operational costs, and exhibitions and marketing activity. The charity's trading arm MCAD Enterprises was unable to carry out income generation activity, and staff resources were focused on MCAD's survival and supporting our creative community. Total funds as of 31st March 2022 were £176.464 with £11.180 restricted funds carried forward to be spent in 2021-22. Thanks to prudent financial management, emergency funding, and the support and flexibility of our regular funders ACE and MCC, unrestricted reserves sufficiently met our reserves target.

**Fundraising**

As part of our resilience and financial sustainability ambition, MCAD now undertakes more proactive fundraising through initiatives and activities carried out by its inhouse development officer. This is predominantly through private fundraising, including trusts, foundations and grants, but also through publicly solicited donations online and on MCAD's premises.

We are fully committed to the principles defined in the Code of Fundraising Practice, and to the Fundraising Promise, demonstrating this commitment by being enrolled as a small charity with the Fundraising Regulator.

Our fundraising activities are monitored on an ongoing basis by MCAD's director and are included on the quarterly director's report to the main charity board. In 2021-22 we received no complaints in relation to our fundraising activities.

**Reserves Policy**

**Definition**

Manchester Craft & Design's working definition for reserves is based upon that adopted by the Charity Commission:

# Manchester Craft and Design

*"We define reserves as income which becomes available to the Organisation and is to be expended at the Management Board's discretion in furtherance of any of the charity's objects but which is not yet spent, committed, designated or earmarked"*

**Current Policy**

- To ensure financial viability of Manchester Craft & Design and its ability to meet its ongoing commitments, the charity will endeavour to maintain sufficient reserves to cover a minimum of six months unrestricted expenditure, potential redundancy costs and core committed costs.

- Management action with approval by the full Board of Trustees will be required should this fund diminish below the above calculated reserve requirement.

- The reserves fund will be managed and monitored at each Finance & General Purposes (F&GP) Sub Committee meeting and reported back to the full Board of Trustees within the finance reporting procedures.

- The calculated reserves fund will be reviewed quarterly to ensure it takes account of changing circumstances.

- The full reserves policy will be reviewed annually. This review will consider various scenarios, future needs and opportunities.

- The calculation of the required reserves is an integral part of the Organisation's planning, budget and forecast cycle and will take into account:

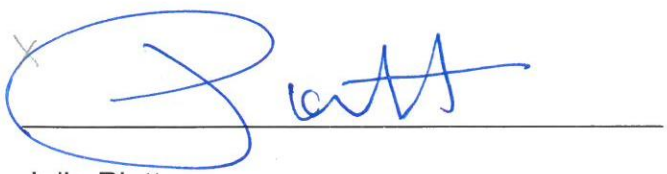
    a. Risks associated with each stream of income and expenditure being different from that budgeted.
    b. Planned activity level.
    c. Organisation's commitments.

At the year end the available reserves were sufficient to meet the reserves requirement of the policy.

In preparing this report advantage has been taken of the exemptions in the small companies' regime.

Approved by the Board of Trustees on 14th September 2022

Signed on behalf of the Board of Trustees by



Julie Platt
Chair of the Board of Trustees

# Manchester Craft and Design
# Independent examiners report to the trustees of Manchester Craft and Design (the Company)

I report to the charity trustees on my examination of the accounts of Manchester Craft and Design for the year ended 31st March 2022.

**Responsibilities and basis of report**

As the charity trustees of Manchester Craft and Design (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed all the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that:

1. accounting records were not kept in respect of Manchester Craft and Design as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

F.R. Godfrey

Frank Richard Godfrey FCCA
FG Accountancy Limited
Bro Dawel
Glanrafon
Llangoed
Anglesey
LL58 8PB
14th September 2022

## Manchester Craft and Design
## Statement of Financial Activities (incorporating income and expenditure account) for the year ended 31 March 2022

| | Notes | General funds | Restricted funds | 2022 | 2021 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **Incoming Resources** | | | | | |
| Rental income | | 41,477 | - | 41,477 | 20,019 |
| Grants receivable - Arts Council NPO | 8 | - | 81,472 | 81,472 | 81,472 |
| Grants receivable - Arts Council CRF | 8 | - | 37,916 | 37,916 | 80,030 |
| Grants receivable - MCC | 8 | - | 15,792 | 15,792 | 19,948 |
| Grants receivable - MCC discretionary | | 37,676 | - | 37,676 | - |
| Grants receivable - Business rates | 8 | 2,667 | - | 2,667 | 29,669 |
| Grants receivable - NLCF | 8 | - | 9,850 | 9,850 | - |
| Grants receivable - Job retention scheme | 8 | - | - | - | 9,591 |
| Sundry income | | 1,347 | - | 1,347 | 2,452 |
| Donations - general | | 167 | - | 167 | 149 |
| Donations - trading subsidiary | | 8,563 | - | 8,563 | - |
| Bank interest | | 427 | - | 427 | 648 |
| **Total incoming resources** | 8 | 92,324 | 145,030 | 237,354 | 243,978 |
| **Resources expended** | | | | | |
| Employee costs | 2 | 32,089 | 75,490 | 107,579 | 116,628 |
| Premises costs | | 77 | 20,259 | 20,336 | 26,097 |
| Exhibition & promotion costs | | 1,762 | 45,356 | 47,118 | 32,254 |
| General operating & administrative expenses | | 22,468 | 16,529 | 38,997 | 30,490 |
| Legal & professional costs | 2 | 1,737 | 570 | 2,307 | 4,317 |
| | 8 | 58,133 | 158,204 | 216,337 | 209,786 |
| **Net incoming (outgoing) resources** | | 34,191 | (13,174) | 21,017 | 34,192 |
| **Total funds at 1st April 2021** | | 131,762 | 23,685 | 155,447 | 121,255 |
| **Transfers between funds** | 8 | (669) | 669 | - | - |
| **Total funds at 31st March 2022** | 8 | 165,284 | 11,180 | 176,464 | 155,447 |

# Manchester Craft and Design
# Balance Sheet
# as at 31 March 2022

Company number 2572530
Charity number 1173366

| | Notes | | 2022 £ | | 2021 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 3 | | 3 | | 3 |
| Investments | 4 | | 10 | | 10 |
| | | | 13 | | 13 |
| **Current assets** | | | | | |
| Debtors | 5 | 3,340 | | 15,269 | |
| Cash at bank and in hand | | 197,570 | | 163,368 | |
| | | 200,910 | | 178,637 | |
| **Creditors: amounts falling due within one year** | 6 | (24,459) | | (23,203) | |
| **Net current assets** | | | 176,451 | | 155,434 |
| **Net assets** | | | 176,464 | | 155,447 |
| **Capital and reserves** | | | | | |
| General funds | | | 165,284 | | 131,762 |
| Restricted funds | | | 11,180 | | 23,685 |
| **Funds** | | | 176,464 | | 155,447 |

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

Julie Platt
Director
Approved by the board on 14 September 2022

# Manchester Craft and Design
# Notes to the Accounts
# for the year ended 31 March 2022

## 1 Accounting policies

***Basis of preparation***
The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard 102 (FRS102) Section 1A applicable to small entities and the Charities Statement of Recommended Practice (SORP) FRS102.

***Fund accounting.*** Unrestricted funds are corporate funds available for use at the discretion of the directors in accordance with the charity's objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the grantor. Designated funds comprise unrestricted funds which have been set aside by the directors for specific purposes.

***Incoming resources***. All income is accounted for on a receivable basis. Any grants whose use is restricted by the grantor to a future accounting period are accounted for as deferred income until the restriction has been satisfied.

***Debtors.*** Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts

***Creditors.*** Short term creditors are measured at transaction price.

***Depreciation***
Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

| | |
|---|---|
| Improvements, equipment & computers | 20% reducing balance/33.3% on cost. |

***Taxation***
As a registered charity the company is generally exempt from income and capital gains taxes (but not from VAT). Irrecoverable VAT is included in the cost of those items to which it relates.

***Pensions***
The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

| 2 **Resources expended include:** | **2022** | **2021** |
|---|---|---|
| | **£** | **£** |
| Pension costs | **2,078** | 1,490 |
| Independent examination fees | **1,125** | 1,125 |

## 3 Tangible fixed assets

| | Plant and machinery etc £ |
|---|---|
| **Cost** | |
| At 1 April 2021 | 24,402 |
| At 31 March 2022 | 24,402 |
| **Depreciation** | |
| At 1 April 2021 | 24,399 |
| At 31 March 2022 | 24,399 |
| **Net book value** | |
| At 31 March 2022 | 3 |
| At 31 March 2021 | 3 |

## 4 Investments

| | Investments in subsidiary undertakings £ |
|---|---|
| **Cost** | |
| At 1 April 2021 | 10 |
| At 31 March 2022 | 10 |

The investment comprises:

| Company | Shares held Class | % |
|---|---|---|
| MCAD Enterprises Limited | Ordinary | 100 |

| 5 Debtors | 2022 £ | 2021 £ |
|---|---|---|
| Trade debtors | 3,340 | 15,269 |

| 6 Creditors: amounts falling due within one year | 2022 £ | 2021 £ |
|---|---|---|
| Trade creditors | 2,838 | 4,994 |
| Other taxes and social security costs | 2,960 | 2,709 |
| Other creditors - deposits & rents in advance | 18,661 | 15,500 |
| | 24,459 | 23,203 |

| 7 Employees, trustees, volunteers & related parties | 2022 £ | 2021 £ |
|---|---|---|
| Average number of employees | 7 | 7 |

No employee received remuneration of more than £60,000 in the year.

The trustees did not receive any remuneration or re-imbursement of expenses during the year.

The use of volunteers is described in the trustees report.

There were no related party transactions requiring disclosure in the year.

# Manchester Craft and Design
# Notes to the Accounts
# for the year ended 31 March 2022

| 8 Funds | Brought forward | Incoming resources | Resources expended | Transfers between funds | Carried forward |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| **2021/22** | | | | | |
| Restricted funds: | | | | | |
| Arts Council NPO 2020/21 | 9,339 | - | - | (9,339) | - |
| Arts Council NPO 2021/22 | - | 81,472 | 88,192 | 9,339 | 2,619 |
| Arts Council Cultural Recovery | 6,809 | 37,916 | 44,725 | - | - |
| MCC Cultural Partnership | 418 | 15,792 | 16,162 | (48) | - |
| MCC Neighbourhood Inv. Fund | 3,896 | - | 3,980 | 84 | - |
| National Lottery Community Fund | - | 9,850 | 1,289 | - | 8,561 |
| Awards for All | 2,423 | - | 3,058 | 635 | - |
| Radcliffe Trust | 800 | - | 798 | (2) | - |
| Total restricted funds | 23,685 | 145,030 | 158,204 | 669 | 11,180 |
| General funds | 131,762 | 92,324 | 58,133 | (669) | 165,284 |
| Total funds | 155,447 | 237,354 | 216,337 | - | 176,464 |
| Represented by: | | | | | |
| Fixed assets | | | | | 13 |
| Net current assets | | | | | 176,451 |
| | | | | | 176,464 |

Restricted fund balances carried forward are being spent in the current financial year, in accordance with the terms of the grants.

| Prior year - 2020/21 | Brought forward | Incoming resources | Resources expended | Transfers between funds | Carried forward |
|---|---|---|---|---|---|
| Restricted funds: | £ | £ | £ | £ | £ |
| Arts Council NPO 2020/21 | 6,795 | 81,472 | 78,928 | - | 9,339 |
| Arts Council Cultural Recovery | - | 80,030 | 39,821 | (33,400) | 6,809 |
| MCC Cultural Partnership | 143 | 16,052 | 15,777 | - | 418 |
| MCC Neighbourhood Inv. Fund | - | 3,896 | - | - | 3,896 |
| Awards for All | 5,540 | - | 3,117 | - | 2,423 |
| Radcliffe Trust | 1,650 | - | 850 | - | 800 |
| Total restricted funds | 14,128 | 181,450 | 138,493 | (33,400) | 23,685 |
| General funds | 107,127 | 62,528 | 71,293 | 33,400 | 131,762 |
| Total funds | 121,255 | 243,978 | 209,786 | - | 155,447 |

## 9 Going concern

The trustees are not aware of any material uncertainties relating to events or conditions that would cast significant doubt on the charity's ability to continue as a going concern.

## 10 Members

Manchester Craft and Design is a company limited by guarantee. Members agree to contribute a sum not exceeding £1 in the event of a winding up. There were 9 members at the year end.

## 11 Other information

Manchester Craft and Design is a public benefit entity, it is company limited by guarantee, incorporated in England and it is a charity registered in England. Its registered office is 17 Oak Street, Manchester M4 5JD.

**MANCHESTER CRAFT & DESIGN**

England & Wales - Charity number 1173366

# Accounts

# Manchester Craft and Design

## Report and Accounts

## 31 March 2021

# Manchester Craft and Design
# Report and accounts
# Contents


| | Page |
|---|---|
| Company information | 1 |
| Trustees (director's) report | 2 |
| Independent Examiners report | 13 |
| Statement of financial activities | 14 |
| Balance sheet | 15 |
| Notes to the accounts | 16 |

# Manchester Craft and Design

## Reference and administrative information for the year ending 31st March 2021

Company name: Manchester Craft and Design (MCAD)
also known as Manchester Craft & Design Centre (MCDC)

Company number: 2572530

Charity number: 1173366

Principal / registered office and operational address:
Manchester Craft & Design Centre, 17 Oak Street, Manchester M4 5JD

Trustees

Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

| | |
|---|---|
| Julie Platt | (Current Chair) |
| Tricia Morris | (Deputy Chair) |
| Wayne Hart | |
| Sara Hilton | |
| Alnoor Mitha | |
| Katy Ashton | |
| Isla Brown | |
| Richard Corran | |
| Jack Kirby | |
| Joe McCullagh | (retired 11/11/20) |

Chief Executive Officer and Senior Staff Member

| | |
|---|---|
| Kate Day | Company Secretary |

Bankers
Co-operative Bank
Delf House
Southway
Skelmersdale
WN8 6GH

Accountants and Independent Examiners
FG Accountancy Limited
Bro Dawel
Glanrafon
Llangoed
Anglesey
LL58 8PB

# Manchester Craft and Design

## Trustees Report for the year ending 31st March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. Included within the Trustees' Report is the Directors' Report as required by company law.

Reference and Administrative Information set out on page 1 forms part of this report. The trustees have adopted the provisions of Accounting and Reporting by Charities: SORP applicable to charities preparing accounts in accordance with FRS 102.

### Structure, Governance and Management

MCAD is a charitable company limited by guarantee (England and Wales) and became a registered charity on 12th June 2017. The company was first incorporated on 9th January 1991. The company was established under a memorandum of association which sets out the objects and powers of the charitable company and is governed under its articles of association, the most recent of which was approved by the Board on 9th March 2016.

Directors and trustees

MCAD is governed by a Board of directors who are also its trustees.

The directors who served during the year are listed on page one of the annual report. The directors are appointed by members at Annual General Meetings. The Board may co-opt directors at quarterly meetings, but new directors are appointed at the AGM.

The Board directors meet at least 4 times per year to review strategy, policy, operational plans, budget and finance control, and risk management. In addition the Finance and General Purposes sub-committee meet quarterly to review income and expenditure and all financial matters. During 2020-21 all Board meetings were held on Zoom.

The MCAD Director is also Company Secretary and is named on page one of the annual report.

Trustee recruitment

Board succession is managed through fixed terms of office, and regular skills audits to identify gaps in relation to the Business Plan. Board members are recruited through advertising via appropriate channels, and by existing Board directors suggesting potential candidates. Board applicants are invited to complete an application form, meet the Chair and MCAD Director, and attend a Board meeting as observers. In accordance with clause 44 of MCAD's Articles, Board members have fixed terms of office and must retire when they reach their term.

During the year one Board member (who is also the Deputy Chair, and Chair of the Finance and General Purposes Sub-committee) was due to stand down due to reaching her maximum term as a Trustee. However, due to the Covid pandemic the Board felt that continuity was critical, and examined the option to extend her term for an interim period of 12 months in line with Charity Commission guidelines. This was discussed at the Board meeting on 16/9/20, and agreed and minuted at the AGM on 11/11/20 as follows:

"The Board of Trustees agrees that Tricia Morris will have her office extended for an interim period of 12 months to ensure continuity of the charity's work during a time when the charity has been affected by circumstances beyond the control of the Trustees or Executives.Trustees will review the position at the next meeting with a view to recruit for positions in 2021."

Related parties and relationships with other organisations
MCAD established MCAD Enterprises Limited on 24th April 2016 (company no.10143710) to carry out non-charitable trading activities. Under the Articles of the company any profits and gains arising from these activities will be paid over to MCAD.

Risk management
The Board is responsible for managing the risks of the organisation. Risks are reviewed at quarterly Board meetings with processes put in place to mitigate identified risks. The controls that the Board uses are:

- Formal agendas for all Board meetings
- Business Plan including risk register reviewed at quarterly Board meetings via management reports
- Quarterly financial reports monitored by the Finance & General Sub-Committee, reporting to quarterly Board meetings
- Established organisational structure and lines of reporting
- Schedule of Delegation setting out financial controls

Due to the Covid pandemic MCAD's Finance Sub-committee met more frequently (typically monthly) to closely monitor the financial and operational effects of the Covid-19 pandemic, and ensure control measures were implemented to manage risks and uncertainties.

**Objectives**
The objects of Manchester Craft and Design (MCAD) as set out in its Memorandum and Articles of Association are to foster and promote the advancement of education of the public in contemporary visual art, craft and design by developing artistic understanding and participation in visual art, craft and design and by stimulating and promoting high standards of visual arts practice, craftsmanship and design and by providing greater access to the arts to the public.

**Mission and Values**
MCAD's mission is to be an unforgettable place to make, see and buy contemporary craft and design. It is home to an independent creative community dedicated to supporting craft and design talent in Manchester, the North West and beyond. Our community of artists share their skills and ideas with the public, working in a range of media including jewellery, ceramics, glassware, furniture and textiles. MCAD is the one of a handful of urban studio in the UK that is open to the public all year round. Visitors can be inspired by established designer-makers and stars of the future, explore exhibitions by leading national and international artists, and learn new skills at our hands-on workshops. We champion talent by supporting new and established craftspeople and designers to develop their creative practice.

MCAD's work is guided by our shared values to be:

- Passionate: about sharing our knowledge and space

# Manchester Craft and Design

- Collaborative: we work together and with partners to reach our goals
- Supportive: we support each other, and nurture new talent and idea
- Professional: we aim for excellence and high standards in all we do
- Brave: we believe in testing out new ideas and approaches.

MCAD supports the achievement of its mission and vision by:

- Making craft and design accessible to the public
- Identifying and nurturing new and existing talent
- Developing a healthy ecology for new and existing makers, designers and audiences
- Contributing to Manchester's cultural map
- Bridging traditional artisan skills and contemporary techniques and ideas
- Demonstrating excellence and confidence in everything we do

Towards the end of 2020-21 and with the support of the Culture Recovery Fund, MCAD commissioned consultants Rule of Threes to lead a 'revisioning' process in consultation with key stakeholders. This resulted in a new mission, vision, values and strategic objectives which will be implemented in 2021-22.

**Business Plan Objectives**

MCAD's Business Plan 2018-22 sets out the organisational objectives under six business drivers, and includes a Development Plan with measurable targets and a Risk Analysis. The business drivers that guide activity are: Income Generation; Audience Development and Marketing; Building Improvements; Talent Development; Exhibitions and Events Programme; and Digital. The plan is also informed by the key priorities of our two main funders, Arts Council England's 'Great Art for Everyone' and Manchester City Council's 'Cultural Partnership'.

The Business Plan sits alongside a suite of policies and strategies which inform our work and operational procedures, including the annual budget, fundraising strategy, marketing and audience development strategy, equality action plan, environmental plan, artistic policy, safeguarding children and vulnerable adults policy, and health and safety policy.

Due to the Covid pandemic MCAD closed on 18th March 2020, reopening for periods between lockdowns in line with government guidelines. During 2020-21 MCAD faced significant operational challenges which restricted our ability to deliver against the Business Plan objectives, and seriously stretched the charity's finances and personnel (see Activities 2020-21).

We also reviewed our Business Plan in the light of the severe impact of the pandemic on communities and the economy, and other seismic developments such as inequalities highlighted by the Black Lives Matter movement and climate emergency. We developed an interim Business Plan for 2021-22 with revised priorities that will also encompass MCAD's new mission, vision and values.

**Key Partnerships and Networks**

MCAD is funded as a Cultural Partner of Manchester City Council and a National Portfolio Organisation of Arts Council England, for work that delivers to their strategic priorities. The charity has a Memorandum of Understanding with Manchester School of Art to provide opportunities for students and graduates. MCAD co-Chairs the North West Craft Network

and is a member of the national CraftUK network, and participates in a range of cultural sector forums.

**Activities 2020-21**

MCAD's public activities during the year were severely limited by the impact of the Covid pandemic. During lockdowns our staff team shifted their focus to securing emergency funding, supporting the wellbeing of our creative community of resident makers, and developing digital working practices. Emergency budget savings were made to all aspects of our public programme, savings were made to core costs wherever possible, and three out of six members of our small staff team were furloughed April-August 2020 to save salary costs.

As MCAD is a working studio space we adapted operational arrangements with Covid-secure risk assessments and procedures in order to provide access for the creative businesses we house. Following the first lockdown MCAD reopened to the public in August with reduced opening times, social distancing measures and enhanced cleaning. Ongoing risk assessment reviews in line with the latest guidelines were undertaken, and public opening hours were extended accordingly. MCAD was open to the public until Christmas Eve 2020, and then remained closed (except for studio access and skeleton staffing) during the third lockdown until 12th April 2021.

Due to the pandemic 2020-21 was extremely challenging for MCAD and the creative practitioners we support. We have addressed these challenges proactively and positively, remaining resilient and solvent and continuing to provide a public programme alongside a home and ongoing support for our community of makers.

Exhibitions Programme

MCAD's planned 2020-21 exhibition programme had an emphasis on mental health and creativity, launching with an exhibition exploring neurodiversity, mind wandering and weaving. The aim of '#MagicCarpet', which featured a large-scale digitally woven tapestry by Dr Kai Syng Tan, was to create a space where our diverse community could meet and discuss their lived experiences. Sadly the exhibition was cut short by the lockdown in March 2020, with a number of associated events cancelled, although we were able to continue to exhibit the tapestry on reopening in August 2020 and honoured all payment commitments to the exhibitor.

Our Exhibitions and Events Officer adapted the programme in response to the pandemic, curating an exhibition of resident makers' work ('Give Handmade') that launched in December 2020. Each of the 20 exhibitors provided a piece of work, a biography and information on their inspiration and techniques.

Our partnership with Manchester School of Art continued through our 14th MMU award exhibition 'Unease' by 3D Design graduate Grace Sharp. Originally planned to launch in April 2020, we provided mentoring and support for Grace until we were able to launch the exhibition when MCAD reopened to the public in April 2021. The exhibition was accompanied by a film showing Grace's glass blowing in practice, a blogpost and a digital catalogue. We held our first online panel discussion linked to the exhibition, featuring four emerging and established makers discussing their experiences of making art and running a business during lockdown. The event was well attended and we also published the recording online.

Public Workshops Programme

Due to Covid restrictions no in-person public workshops were possible. During the first lockdown, we focused on digital inclusion, working with children, families and young people and supporting people's mental health and wellbeing. To engage with our audience online we launched a temporary micro-site in June 2020 featuring a digital pack of craft activities called 'MCDC Maker Bees'. This comprised of 6 'make at home' downloadable activities suitable for all ages, centred around the theme of bees as a reminder of the strength of Manchester's community. The activities used minimal materials that could be easily sourced to provide craft-based learning during lockdown.

We also contributed to the Greater Manchester Combined Authority's 'Creative Care Kit' project, which were distributed to thousands of young people with little or no access to online support or activity. We submitted two craft activity tutorials to the kits with the aim of supporting young people to be "creative, look after their mental and physical health: and empower those taking part to "promote change for the better in their communities and discover and develop their passions".

Talent Development Programme

Our primary focus was to support MCAD's resident makers during 2020-21, responding to the impact of the pandemic on their wellbeing and incomes. MCAD's team signposted to government support such as Business Rates grants and Arts Council England 'Developing Your Creative Practice' funding, and offered individual support where required. In Quarter 3 we introduced weekly online meetings in order to provide networking opportunities and emotional resilience. Through this programme of meetings and one-to-one contact two main areas of support developed: 'Resilience and Mindset'; and 'Engaging your Audiences'. During a year of unprecedented change we felt it was important to address the emotional toll of the pandemic and also new and growing digital opportunities, and the subsequent training sessions were held online and made available to MCAD's wider Maker Network.

We were able to resume our ongoing partnership with young peoples' mental health charity 42nd Street in Quarter 3, as part of their creative enterprise 'Gift Shop' project. This included a pop-up shop and support for participants to create a digital catalogue and online presence. We also began a British Council funded international exchange project with Craft Manila in the Philippines to promote artistic exchange and critical thinking. The 'Mano Mano' project paired MCAD resident makers with counter parts at Craft Manila around a series of themes and online discussions. The resulting new work will be distributed as an online publication in 2021.

Community Events

MCAD has remained an active member of the Northern Quarter Action Group (NQAG) through which we, along with neighbouring organisations, engage with local residents and businesses to support community development. We have continued to work with NQAG partners on initiatives that promote civic pride and enhance the public realm. Despite not being able to hold any indoor events due to the pandemic, we co-delivered an outdoor event to promote Clean Air Day in October 2020.

During the winter lockdown we worked with 10 local residents, staff and council staff to create a community selection panel for a new mural on our building. The co-designed brief was to reflect the heritage of the area and welcome visitors back to the city centre post-lockdown. The local artist selected by the panel created a giant cartoon cat eating a fish, referencing the history of MCAD's building as a fish market and created a digital animation of the cat which we shared to increase public participation.

Educational Visits

Due to the nature of 2020-21 and the pressure on the education sector, it wasn't possible to engage with schools and colleges or for them to visit MCAD. In order to ensure the importance of crafts is highlighted in school systems we redirected our efforts into the Strengthening the Sector working group run by Crafts Council, and began to re-evaluate how we engage with 16-25 year olds. We reviewed our offer with higher education partners Manchester Metropolitan University and the University of Bolton, to ensure we develop relevant opportunities for young people with an emphasis on widening diversity.

Our Exhibitions & Events Officer delivered online reviews for MMU's School of Art degree show, and continued to serve on Bolton University's Industry Panel. We promoted our 2019 annual Bolton University award winner with a blogpost and pop-up shop, and widened our support for Bolton University graduates with another pop-up shop featuring 5 makers.

**Trustees' Statement on Public Benefit**

The Trustees review MCAD's outcomes through quarterly management reports, and the annual review process, in order to monitor the impact of its activities with regard to the audiences that the charity is established to serve. It is the Trustees' intention to ensure that MCAD continues to play a unique role in providing accessible opportunities for the benefit of Manchester residents alongside wider audiences to engage with contemporary visual art, craft and design. Supporting new talent and working with the wider craft and design sector help us to deliver our charitable aims. It is also a priority for the Trustees to further the diversity, reach and impact of our work.

In considering the public benefit of the charity the trustees have had due regard to the Charity Commission's guidance on Public Benefit, and have referred to this when reviewing the charity's aims and objectives and planning future activities.

# Manchester Craft and Design

## Achievements and Performance

MCAD's charitable activities are aimed at providing greater access to visual art, craft and design for the public benefit. We measure the success of our activities through a combination of quantitative and qualitative measures, so that consideration is paid to the impact of our work and range of beneficiaries, alongside statistical assessment.

As a result of the Covid pandemic MCAD's usual performance measures were compromised, which means that achievements for the year 2020-21 don't fit within our usual metrics and targets.

Audience Development

MCAD received 15,758 visitors to the Centre compared to 79,142 in 2019-20. We were however proud to provide public access, and additional activity (see below), whenever possible despite the logistic challenges. We were not able to collect any Audience Finder data which normally gives us insights into audience demographics.

MCAD's Marketing Officer left in September 2020, and we recruited for the post with our new Marketing Officer starting in January 2021 at the start of the winter lockdown. In autumn 2020 we used Culture Recovery Funding to introduce a new temporary Site Supervisor post, which was essential to reopening safely to the public.

Exhibitions and Events

Of the total visitors in 2020-21 we estimate that 11,760 visited our exhibitions and pop-ups. 21 makers exhibited in our main programme, 6 artists were commissioned and an additional 12 were employed to deliver work.

Talent Development

We supported 34 resident makers in 20 studios. Due to the pandemic 5 makers left, and our café also became vacant. We received 57 studio applications, but due to fluctuating levels of confidence it was challenging to convert applications into studio occupants.

One of our major achievements during Covid was using emergency funding to pilot and test a bursary scheme with the aim of opening up opportunities for makers from diverse backgrounds. At the beginning of 2020 we implemented a long-term priority as part of our Business Plan to convert a studio into an incubator space for new and diverse creative practitioners. In autumn 2020 we secured Culture Recovery Funding which enabled the creation of a new 'Hands On' bursary project. The bursaries supported 3 Greater Manchester practitioners through a one off bursary, studio space and business development programme to launch their careers in the arts and culture sector.

In developing the scheme we sought advice from Creative and Cultural Skills and Arts Council England's NW Diversity lead to ensure that the structure, language and promotion of the opportunity was as inclusive as possible and reached diverse makers who would benefit from the project. We received 20 applications which demonstrated need for the project, of which: 83.3% did not identify as White British; 41.7% did not identify as heterosexual; and 50% had received free school meals. This data is evidence that the applicants were drawn from much more diverse backgrounds than our usual studio applicants. Having worked with the first cohort of 3 makers we will invest in external evaluation in 2021, to learn from the project and to provide evidence for future funding applications.

Digital engagement

Despite the challenges of the pandemic MCAD's social media reach grew well during the year, and we explored new platforms for digital engagement. We reached 146,784 people through Facebook, 110,825 on Instagram and 776,500 impressions via Twitter. We commissioned 2 videos that received 18,793 views across all platforms. In total MCAD's website attracted 45,228 views from 36,280 unique browsers.

At the start of the first lockdown our Creative Enterprise Officer transitioned our server system online to support the team to work remotely. We created the 'MCAD Maker Bee' microsite, transitioned to Zoom meetings, and invested in digital tools to share content such as exhibition catalogues and panel discussions online. This enforced shift to digital working and delivery has provided a foundation from which we can build our online offer to reach more and wider audiences.

We also utilised Culture Recovery Funding to improve MCAD's digital presence by investing in a new website, which will be more accessible, responsive and improve the user experience. The new website will launch in Quarter 3 2021.

Volunteers, Partnerships and the wider sector

We worked with 9 volunteers who donated 190 hours. We were unable to host volunteers at the Centre due to lockdowns and social distancing measures so paused recruitment, and concentrated on maintaining contact to support volunteers' wellbeing. Our regular volunteer Nigel Bodman continued to support MCAD by minuting Board, Finance Sub-committee and MCAD Enterprises meetings held on Zoom.

Our Volunteer Coordinator contacted volunteers weekly, and worked with MACC (Manchester's volunteers and advisory centre) and the Mayor's office to acknowledge the positive work of our volunteers by presenting them with a Volunteer certificate during Volunteer's week. Our volunteers were encouraged to take part in the 'MCDC Maker Bees' project, and we sent out packs for them to make Christmas decorations at home that were then displayed at the Centre. Our Volunteer Coordinator continued to network with Manchester organisations including Age Friendly Manchester, the Cultural Champions/Elders programme at the Royal Exchange Theatre and Centre for Chinese Contemporary Art, and the Northern Quarter Action Group.

Despite the difficulties in delivering the public programme during Covid, we managed to complete or sustain existing partnership activity with 42nd Street, Bolton University, Manchester Metropolitan University, Craft Manila, and a visitor research project with the University of Liverpool. MCAD's staff team accessed training, networking and support initiatives including What Next Manchester, Manchester Museums and Galleries Reopening Group, Greater Manchester Combined Authority's Compassionate Values training, and individual coaching. We accessed Zero Carbon Manchester environmental training delivered by Julie's Bicycle, and our Operations Manager has now joined Manchester Arts Sustainability Team.

MCAD continued to play a leading role in sector networks including co-chairing the North West Craft Network, and participating in Craft UK's Anti-Racism, Education, and Strengthening the Sector working groups. We worked with local partners on environmental improvements and events as part of the Northern Quarter Action Group, and building on the success of the mural project we secured additional funding through MCC's

# Manchester Craft and Design

Neighbourhood Improvements Fund to support locally-focused initiatives for the year ahead.

Environmental Impact

Operational plans were inevitably impacted by Covid, with the priority being on community safety, and then providing access for makers / public reopening in the safest manner possible. This required extensive risk assesments, and enhanced cleaning, hygiene and PPE equipment to keep our community safe. The majority of our activity to reduce environmental impact was focused on working with the Northern Quarter Action Group on initiatives to raise public awareness such as Clean Air Day.

One positive outcome of MCAD's closure during Covid lockdowns was that our carbon footprint (measured by energy, water and waste consumption) was reduced from 23 tonnes CO2e (2019-20) to 7 tonnes CO2e (2020-21). The impacts of the climate emergency and MCAD's outdated building infrastructure continue to be a major concern and driver for capital investment. We are continuing to work with our landlord Manchester City Council to address these issues and identify funding to secure a sustainable and green future for the building.

**Plans for future periods**

Having undertaken a revisioning process towards the end of 2020-21, our new vision and values will inform MCAD's activities and MCAD's business planning during 2021-22. This will enable us to adapt our work to the new economic and social environment. We will also embed the principles from the Arts Council England's Let's Create strategy and 'Manchester's Covid Recovery and Investment Plans' in our plans. All decisions and subsequent actions will be developed through the two lenses of diversity and environmental sustainability. which are MCAD's intrinsic values for the future.

Fundamentally this means making space to rethink what we do: to take a values-led approach; be adaptive to change; reflect on progress; and provide a working culture where everyone feels supported. We will consider how our resources are best deployed to support our stakeholders and wider community, learn from our audiences to establish how we can best serve their needs, and prioritise collaboration with partners whose values we share.

**Financial Review**

MCAD has robust financial policies and procedures that support our aims and objectives. Performance is monitored through quarterly financial reports reviewed at Finance Sub-Committee and Board meetings, with financial controls set out in our Schedule of Delegation. As stated previously MCAD's Finance Sub-committee met more frequently during 2020-21 to closely monitor the financial and operational effects of the Covid-19 pandemic, plan emergency funding applications, and ensure control measures were implemented to manage risks and uncertainties. We also used Culture Recovery Funding to invest in expert advice, reviewing financial reporting and budgeting systems, and studio licence agreements.

During the pandemic our principal tactic was to protect the sustainability of our earned income by supporting our studio holders' businesses to survive through a combination of rent subsidies and funding/enterprise support. We heavily discounted rents from April 2020

until year-end, using a combination of business rates grants and Culture Recovery Funding. During 2020-21 we had 5 vacant studios (25% of total studios) and our café ceased trading in August 2020. We successfully filled 2 studios, but the remaining 3 studios and café voids are equivalent to 15% of rental income. Despite actively recruiting to fill these spaces, the process was inevitably delayed by the uncertainties caused by ongoing restrictions and lockdowns.

MCAD applied for a range of emergency funding during the year, alongside supporting resident businesses to do so. We received £80,030 Culture Recovery Fund #1, £29,669 Business Rates Grants, and £9,591 Job Retention Scheme income. Regular funding through public grants consisted of £81,472 Arts Council England NPO funding, and £16,052 Manchester City Council Cultural Partnership funding. We were also awarded two Neighbourhood Improvement Fund grants totaling £3,896.

During 2020-21 we successfully applied for Culture Recovery Fund #2 support for the next financial year.

Actual income and expenditure differed from our original 2020-21 budget due to fluctuations in income, measures taken to reduce rents and overheads, and the repurposing of restricted funds with the permission of funding bodies. Total income was £243,978, of which £119,290 (49%) was Covid-related emergency support. Total expenditure was £209,786, with savings made across operational costs, and exhibitions and marketing activity. The charity's trading arm MCAD Enterprises was unable to carry out income generation activity, and staff resources were focused on MCAD's survival and supporting our creative community. Total funds as of 31st March 2021 were £155,447 with £23,685 restricted funds carried forward to be spent in 2021-22. Thanks to prudent financial management, emergency funding, and the support and flexibility of our regular funders ACE and MCC, unrestricted reserves sufficiently met our reserves target (see Reserves Policy below).

**Reserves Policy**

The Trustees have set the following Reserves Policy:

- Reserves are maintained at a level which ensures Manchester Craft & Design has the ability to meet its ongoing commitments, with sufficient reserves to cover a minimum of six months expenditure, any potential redundancy costs and core committed costs.

- The calculation of the required reserves is an integral part of the Organisation's planning, budget and forecast cycle and will take into account:
  a. Risks associated with each stream of income and expenditure being different from that budgeted.
  b. Planned activity level.
  c. Organisation's commitments.

Based on our policy, set out below, minimum reserves for 2020-21 has been set at £84,460.00. The trustees intention is to use any significant level of reserves above the target level to facilitate capital and strategic developments that will have a significant

impact on MCAD's long term sustainability and capacity to deliver on the priorities outlined in the business plan.

**Definition**

Manchester Craft & Design's working definition for reserves is based upon that adopted by the Charity Commission:

*"We define reserves as income which becomes available to the Organisation and is to be expended at the Management Board's discretion in furtherance of any of the charity's objects but which is not yet spent, committed, designated or earmarked"*

**Current Policy**

- To ensure financial viability of Manchester Craft & Design and its ability to meet its ongoing commitments, the charity will endeavour to maintain sufficient reserves to cover a minimum of six months unrestricted expenditure, potential redundancy costs and core committed costs.

- Management action with approval by the full Board of Trustees will be required should this fund diminish below the above calculated reserve requirement.

- The reserves fund will be managed and monitored at each Finance & General Purposes (F&GP) Sub Committee meeting and reported back to the full Board of Trustees within the finance reporting procedures.

- The calculated reserves fund will be reviewed quarterly to ensure it takes account of changing circumstances.

- The full reserves policy will be reviewed annually. This review will consider various scenarios, future needs and opportunities.

In preparing this report advantage has been taken of the exemptions in the small companies' regime.

Approved by the Board of Trustees on 17th November 2021

Signed on behalf of the Board of Trustees by

X

Julie Platt

Chair of the Board of Trustees

# Manchester Craft and Design
# Independent examiners report to the trustees of Manchester Craft and Design (the Company)

I report to the charity trustees on my examination of the accounts of Manchester Craft and Design for the year ended 31st March 2021

**Responsibilities and basis of report**

As the charity trustees of Manchester Craft and Design (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed all the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that:

1. accounting records were not kept in respect of Manchester Craft and Design as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

F. R. Godfrey

Frank Richard Godfrey FCCA
FG Accountancy Limited
Bro Dawel
Glanrafon
Llangoed
Anglesey
LL58 8PB
17 November 2021

# Manchester Craft and Design
## Statement of Financial Activities (incorporating income and expenditure account)
## for the year ended 31 March 2021

| | Notes | General funds | Restricted funds | 2021 | 2020 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **Incoming Resources** | | | | | |
| Rental income | | 20,019 | - | 20,019 | 48,275 |
| Grants receivable - Arts Council NPO | 8 | - | 81,472 | 81,472 | 80,000 |
| Grants receivable - Arts Council CRF | 8 | - | 80,030 | 80,030 | - |
| Grants receivable - MCC | 8 | - | 19,948 | 19,948 | 19,864 |
| Grants receivable - Awards for All | 8 | - | - | - | 9,920 |
| Grants receivable -RadcliffeTrust | 8 | - | - | - | 3,000 |
| Grants receivable - Business rates | 8 | 29,669 | - | 29,669 | - |
| Grants receivable - Job retention scheme | 8 | 9,591 | - | 9,591 | - |
| Sundry income | | 2,452 | - | 2,452 | 2,526 |
| Donations - general | | 149 | - | 149 | 305 |
| Donations - trading subsidiary | | - | | - | 13,500 |
| Bank interest | | 648 | - | 648 | 826 |
| **Total incoming resources** | 8 | 62,528 | 181,450 | 243,978 | 178,216 |
| **Resources expended** | | | | | |
| Employee costs | 2 | 39,077 | 77,551 | 116,628 | 76,526 |
| Premises costs | | 24,027 | 2,070 | 26,097 | 25,026 |
| Exhibition & promotion costs | | 1,832 | 30,422 | 32,254 | 36,409 |
| General operating & administrative expenses | | 4,020 | 26,470 | 30,490 | 37,651 |
| Legal & professional costs | 2 | 2,337 | 1,980 | 4,317 | 3,432 |
| | 8 | 71,293 | 138,493 | 209,786 | 179,044 |
| **Net incoming (outgoing) resources** | | (8,765) | 42,957 | 34,192 | (828) |
| **Total funds at 1st April 2020** | | 107,127 | 14,128 | 121,255 | 122,083 |
| **Transfers between funds** | 8 | 33,400 | (33,400) | - | - |
| **Total funds at 31st March 2021** | 8 | 131,762 | 23,685 | 155,447 | 121,255 |

# Manchester Craft and Design
# Balance Sheet
# as at 31 March 2021

Company number 2572530

Charity number 1173366

| | Notes | 2021 £ | | 2020 £ | |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 3 | 3 | | 3 | |
| Investments | 4 | 10 | | 10 | |
| | | 13 | | 13 | |
| **Current assets** | | | | | |
| Debtors | 5 | 15,269 | | 13,850 | |
| Cash at bank and in hand | | 163,368 | | 127,995 | |
| | | 178,637 | | 141,845 | |
| **Creditors: amounts falling due within one year** | 6 | (23,203) | | (20,603) | |
| **Net current assets** | | | 155,434 | | 121,242 |
| **Net assets** | | | 155,447 | | 121,255 |
| **Capital and reserves** | | | | | |
| General funds | | | 131,762 | | 107,127 |
| Restricted funds | | | 23,685 | | 14,128 |
| **Funds** | | | 155,447 | | 121,255 |

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

Julie Platt
Director
Approved by the board on 17 November 2021

# Manchester Craft and Design
# Notes to the Accounts
# for the year ended 31 March 2021

## 1 Accounting policies

***Basis of preparation***
The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard 102 (FRS102) Section 1A applicable to small entities and the Charities Statement of Recommended Practice (SORP) FRS102.

***Fund accounting.*** Unrestricted funds are corporate funds available for use at the discretion of the directors in accordance with the charity's objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the grantor. Designated funds comprise unrestricted funds which have been set aside by the directors for specific purposes.

***Incoming resources***. All income is accounted for on a receivable basis. Any grants whose use is restricted by the grantor to a future accounting period are accounted for as deferred income until the restriction has been satisfied.

***Debtors***. Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts

***Creditors.*** Short term creditors are measured at transaction price.

***Depreciation***
Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

| | |
|---|---|
| Improvements, equipment & computers | 20% reducing balance/33.3% on cost. |

***Taxation***
As a registered charity the company is generally exempt from income and capital gains taxes (but not from VAT). Irrecoverable VAT is included in the cost of those items to which it relates.

***Pensions***
The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

## 2 Resources expended include:

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Pension costs | 1,490 | 1,212 |
| Independent examination fees | 1,125 | 1,100 |

## 3 Tangible fixed assets

| | Plant and machinery etc £ |
|---|---|
| **Cost** | |
| At 1 April 2020 | 24,402 |
| At 31 March 2021 | 24,402 |
| **Depreciation** | |
| At 1 April 2020 | 24,399 |
| At 31 March 2021 | 24,399 |
| **Net book value** | |
| At 31 March 2021 | 3 |
| At 31 March 2020 | 3 |

## 4 Investments

| | Investments in subsidiary undertakings £ |
|---|---|
| **Cost** | |
| At 1 April 2020 | 10 |
| At 31 March 2021 | 10 |

The investment comprises:

| Company | Shares held Class | % |
|---|---|---|
| MCAD Enterprises Limited | Ordinary | 100 |

| 5 Debtors | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Trade debtors | 15,269 | 13,850 |

| 6 Creditors: amounts falling due within one year | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Trade creditors | 4,994 | 4,105 |
| Other taxes and social security costs | 2,709 | 1,750 |
| Other creditors - deposits & rents in advance | 15,500 | 14,748 |
| | 23,203 | 20,603 |

| 7 Employees, trustees, volunteers & related parties | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Average number of employees | 7 | 7 |

No employee received remuneration of more than £60,000 in the year.

The trustees did not receive any remuneration or re-imbursement of expenses during the year.

The use of volunteers is described in the trustees report.

There were no related party transactions requiring disclosure in the year.

# Manchester Craft and Design
# Notes to the Accounts
# for the year ended 31 March 2021

**8 Funds**

| | Brought forward | Incoming resources | Resources expended | Transfers between funds | Carried forward |
|---|---|---|---|---|---|
| **2020/21** | £ | £ | £ | £ | £ |
| Restricted funds: | | | | | |
| Arts Council NPO 2020/21 | 6,795 | 81,472 | 78,928 | - | 9,339 |
| Arts Council Cultural Recovery | - | 80,030 | 39,821 | (33,400) | 6,809 |
| MCC Cultural Partnership | 143 | 16,052 | 15,777 | - | 418 |
| MCC Neighbourhood Inv. Fund | - | 3,896 | - | - | 3,896 |
| Awards for All | 5,540 | - | 3,117 | - | 2,423 |
| Radcliffe Trust | 1,650 | - | 850 | - | 800 |
| Total restricted funds | 14,128 | 181,450 | 138,493 | (33,400) | 23,685 |
| General funds | 107,127 | 62,528 | 71,293 | 33,400 | 131,762 |
| Total funds | 121,255 | 243,978 | 209,786 | - | 155,447 |

| | |
|---|---|
| Represented by: | |
| Fixed assets | 13 |
| Net current assets | 155,434 |
| | 155,447 |

Part of the Arts Council Cultural Recovery Fund enabled MCAD to discount rents to resident makers during the Pandemic. This is reflected in the accounts by the transfer between funds of £33,400 shown above.

Restricted fund balances carried forward are being spent in the current financial year, in accordance with the terms of the grants.

| **Prior year - 2019/20** | Brought forward | Incoming resources | Resources expended | Transfers between funds | Carried forward |
|---|---|---|---|---|---|
| Restricted funds: | £ | £ | £ | £ | £ |
| Arts Council NPO 2019/20 | - | 80,000 | 73,205 | - | 6,795 |
| Arts Council NPO 2018/19 | 6,850 | - | 6,850 | - | - |
| MCC Cultural Partnership | - | 15,764 | 15,621 | - | 143 |
| MCC Discretionary grant | - | 4,100 | 4,100 | - | - |
| MCC Neighbourhood Inv. Fund | 2,043 | - | 2,137 | 94 | - |
| Awards for All | - | 9,920 | 4,380 | - | 5,540 |
| Radcliffe Trust | - | 3,000 | 1,350 | - | 1,650 |
| Total restricted funds | 8,893 | 112,784 | 107,643 | 94 | 14,128 |
| General funds | 113,190 | 65,432 | 71,401 | (94) | 107,127 |
| Total funds | 122,083 | 178,216 | 179,044 | - | 121,255 |

## 9 Going concern

The trustees are not aware of any material uncertainties relating to events or conditions that would cast significant doubt on the charity's ability to continue as a going concern.

## 10 Members

Manchester Craft and Design is a company limited by guarantee. Members agree to contribute a sum not exceeding £1 in the event of a winding up. There were 9 members at the year end.

## 11 Other information

Manchester Craft and Design is a public benefit entity, it is company limited by guarantee, incorporated in England and it is a charity registered in England. Its registered office is 17 Oak Street, Manchester M4 5JD.