

MANCHESTER CITY OF LITERATURE

England & Wales · Charity number 1189456

Details

Other names MCOL

Status Registered

Legal form Charitable company

Company number [12002661](#)

Registered 2020-05-13

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: THE CHARITY HAS BEEN ESTABLISHED FOR THE PUBLIC BENEFIT FOR THE FOLLOWING PURPOSES:(1) THE ADVANCEMENT OF EDUCATION AND THE ARTS, BY PROVIDING OR ASSISTING IN THE PROVISION OF OPPORTUNITIES TO DISCOVER, ACCESS, ENGAGE IN, LEARN ABOUT, UNDERSTAND AND ENJOY LITERATURE, WRITING, CREATIVITY, CULTURE AND HERITAGE; AND(2) SUCH OTHER CHARITABLE PURPOSES THAT BENEFIT THE PUBLIC CONSISTENT WITH THE OBJECT ABOVE AS THE TRUSTEES SHALL DETERMINE.

Activities: Our vision is to create an innovative, distinctive, equitable, globally connected city of reading and writing. We want Manchester to be a city where diverse voices are celebrated, creative talent is nurtured and where literary activity changes lives. We do this by uniting the collective strength and voice of writers and all those involved in literary activities across Manchester.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£264,822	£283,902	-	-
2024-03-31	£285,053	£309,787	-	-
2023-03-31	£280,365	£270,776	-	-
2022-03-31	£250,319	£269,420	-	-
2021-03-31	£160,469	£140,553	-	-

Trustees

Name	Role	Appointed
Katie Popperwell	Chair	2021-03-09
Garry Bridges		2024-06-03
Jess Edwards		2023-09-04
John McAuliffe		2021-09-29
Michelle Collier		2024-07-01
Mike Murphy		2021-03-09
Reshma Ruia		2024-07-01
Rochelle Saunders		2024-07-01

MANCHESTER CITY OF LITERATURE

England & Wales - Charity number 1189456

Accounts

Manchester City of Literature

Company registration number: 12002661

Charity registration number: 1189456



Manchester City of Literature

(A company limited by guarantee) Annual

Report and Financial Statements for the

Period Ended 31 March 2025

Manchester City of Literature

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Manchester City of Literature

Reference and Administrative Details

Trustees

Katie Popperwell- Interim Chair initially from June 2024
Zahid Hussain, Chair - resigned June 2024
Professor Jess Edwards
Professor John McAuliffe
Mike Murphy
Chandan Shergill
Cllr Luthfur Rahman - resigned May 2024
Hafsah Aneela Bashir - resigned June 2024
Cllr Garry Bridges - appointed July 2024
Reshma Ruia - appointed June 2024
Rochelle Saunders - appointed June 2024
Michelle Collier - appointed June 2024

Senior Management Team Principal Officer

Ivan Wadeson, Executive Director

Address

SPACES, 125 Deansgate, Manchester M3 2BY

Company Registration Number

12002661

Charity Registration Number

1189456

Independent Examiner

Catherine Hall FCCA DchA
Slade & Cooper
Beehive Mill
Jersey Street
Ancoats
Manchester
M4 6JG

Manchester City of Literature

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the period ended 31 March 2025.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 17th May 2019. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and Appointment of Trustees

The Directors who served during the period are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Manchester has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than eleven individuals comprised as follows: up to one Local Authority Director; one Director appointed by the University of Manchester; one Director appointed by Manchester Metropolitan University and up to eight Community Directors. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

Induction and training of Trustees

New Directors meet the Chair before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

Organisational structure

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 9 Directors. There are usually quarterly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day-to-day management to the Executive Director. During the period there have been no material changes in the policies pursued by the Board.

Objectives and activities

Public benefit

1.1 The charity has been established for the public benefit for the following purposes:

- (1) The advancement of education and the arts, by providing or assisting in the provision of opportunities to discover, access, engage in, learn about, understand and enjoy literature, writing, creativity, culture and heritage; and
- (2) Such other charitable purposes that benefit the public consistent with the object above as the trustees shall determine.

1.2 In support of the objects, it is envisaged that the charity will work with partners to:

- (1) celebrate literature and writing in their broadest sense;
- (2) celebrate the rich diversity of voices and languages in Manchester;
- (3) encourage reading, boost literacy and promote cultural expression;
- (4) widen access to – and engagement in – literary activity;
- (5) strengthen international connectivity through active engagement in the UNESCO Creative Cities Network, particularly with regards to the value of creativity and culture in sustainable development.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Manchester City of Literature

Trustees' Report

Financial review

Reserves Policy

The Trustees have set a reserves policy so that they can comply with their legal duties to protect and safeguard the assets of the charity. The charity will hold unrestricted reserves, for the following purposes:

- To allow the Trustees to prepare for an unexpected drop in income or other change of circumstances in a volatile environment. This will be a sum not less than three months' operating costs and will allow the charity to respond to sudden change and manage the impact in an orderly manner.
- To set aside funds for the charity's employment commitments. This will be the sum relating to the Executive Team's fixed term contracts which extend beyond the end of the current confirmed grant agreements
- To invest in specific activity to advance the charitable objectives that would not otherwise happen.

To meet these commitments, the revised target for unrestricted core fund reserves is £30,270 (this is based on three months' operating costs - salaries, rent and operations - plus 30% contingency). At 31 March 2025, the figure for general fund reserves was £57,946 and for designated fund reserves was £13,355. Designated and general fund reserves can be spent only with approval by the Trustees at an ordinary or extraordinary Board meeting. The Trustees will review and approve the reserves policy in May each year as part of the preparation of the annual report and audited accounts. The general funds reserve will be used to supplement specific community engagement and programme activity as approved by Trustees over the next 12 months.

Executive Director's Report

Our Vision and Values

Our Vision is for an innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, creative talent and industries are nurtured and where literary activity changes lives.

Manchester City of Literature's core values are:

- **Distinctive** – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- **Inclusive** – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.
- **Transformative** – developing skills, nurturing creative talent and transforming lives.
- **Connected** – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- **World-leading** – a beacon for high quality, culturally democratic, truly diverse literary activity.

Our Aims:

- To unlock potential in communities and under-served places in Manchester
- To connect and communicate the literary city
- To collaborate globally with international creative networks

An overview of our achievements and performance

2024-25 was the fifth full year of operation for Manchester City of Literature which was constituted in May 2019. The charity has continued to build on the achievements in the previous year to support the literary sector and grow resources for literary activity in the city and city-region. In this period, Manchester City of Literature secured funds and delivered partnership initiatives across both local neighbourhoods and with international partners to further the charitable aims and to deliver on the vision for Manchester City of Literature.

Programme of Activity and Key Achievements

To unlock potential in communities and under-served places in Manchester

International Mother Language Day February 2025

IMLD in Manchester is a celebration of the nearly 200 languages spoken in the city and of the cultural diversity that is one of the city's strengths. In 2025 there were over 20 events running in February and March from organisations including Manchester Libraries, Comma Press, Instituto Cervantes, Z-Arts, Creative Manchester, Manchester City of Languages, Manchester Museum, Manchester Poetry Library and MACFest. Manchester City of Literature use IMLD 2025 to announce the two newly appointed Multilingual City Poets, Charlotte Shevchenko Knight and Nóra Blascsó, following an open call. The two poets will be in post for a year, working on commissions from the Manchester City of Literature local and international networks.

For the Embassy of Utopia at Festival of Libraries in 2024 we worked with community groups such as Let's Talk Rochdale to build confidence and content for this open forum event.

In June we launched in partnership with Reform Radio a podcast series called Talk about Talawa. This worked with members of the local Caribbean community to capture stories from the Windrush generation and the impact they have made to the city-region.

To connect and communicate the literary city

We continued to support the Partnership Network of over 30 literary organisations in the city-region. In this period, Manchester City of Literature issued 12 monthly newsletters sharing news and events from across our Partnership Network and hosted over 10 Network meetings bringing literary partners together. The Executive Director represented the partners and the literary sectors in cultural networks in the city including Cultural Leaders Group and Manchester Independents, and took part in consultation on a new cultural strategy for Manchester.

In the period Manchester City of Literature brought in £108K of additional funding from Arts Council England, National Lottery Heritage Fund, British Council and other partners to support literary activity in the city-region and to benefit residents.

Social media and web growth for 23/24:

Manchester City of Literature used its website and social media channels to profile events and activity from over thirty partner organisations as well as collaborative calendar celebrations such as International Mother Language Day and World Poetry Day, all of which support this aim.

Twitter – 5400 followers (236+ new) with (estimated) 8% growth, 412 posts (estimated)

Facebook – 1200 followers (200 new) with negligible growth, 66 posts with reach of 110,000 (estimated)

Instagram – 2500 followers (700 new) with a 25% increase of followers (estimated), 264 posts and a reach of 173,000 (estimated)

YouTube – 668 subscribers with an increase of 195, 21 videos listed and the channel received combined views of 4663

Website - 42,235 users and 140,800 pages read.

Newsletter - Subscribers 1014 (85 new subscriber growth), with 48% open rate and 7% click through rate.

Our social media platforms become increasingly more difficult to track consistently as they change their analytics and reporting systems available to users (X/Twitter and Instagram) and frequently change how they interpret data including 'engagement' and 'impressions' (Facebook). This makes a definitive and longitudinal report difficult.

Festival of Libraries June 2024

The fourth festival for Greater Manchester took place between 12 and 16 June 2024. The Festival is an annual event produced by Manchester City of Literature and hosted in local authority-funded and independent partner libraries, of which 43 participated directly this year.

This year was the Festival's fourth edition and the largest to date: a record attendance of 44,497 for events and exhibitions across 43 libraries in 5 days. The Festival aims to change and expand public perceptions of what libraries are for through a diverse programme encompassing live music, dance, and theatre, poetry commissions, writing trails, hands-on workshops, speaker events, a book hunt, and family activities. 2024 included

- Appearances by high-profile artists such as Maxine Peake, Christopher Eccleston, Joseph Coelho, and Antony Szmierek.
- The Embassy of Utopia – a two-day open forum of speeches, spoken word, ideas and performance from local and international participants.
- Art and photography exhibitions – including Barcelona Air Raid Shelters, From Ink to Action, and Collectives for Change. Look for a Book – a clue-based children's trail around Greater Manchester's libraries and green spaces to find 500 free hidden copies of Konnie Huq's Fearless Fairy Tales (+ in-person event with Konnie at Oldham Library).
- Interactive family shows – including Hidden Shadows shadow puppetry, musical theatre Queenie and the Pooka, and Playscape: How To Build A Galaxy, an immersive dance performance.

The Festival opened with a sold-out performance from the band Lyr (Simon Armitage, Patrick Pearson and Richard Walters) with Manchester singer-songwriter Josephine Oniyama including the live premiere of a new Lyr song about libraries called [The Enlightenment](#).

The independent evaluation by Eric Hildrew evidenced the positive impact on those attending. From the survey respondents there was 96% positive rating of events for enjoyment. In addition:

- 76% of Festival attenders said that their event had made their library seem more connected to their community.
- 41% of respondents reported their event offering an opportunity to meet other people
- 48% felt they had gained new knowledge from their attendance
- 59% said they would encourage other people to visit and use libraries
- 44% said they would visit their libraries more often

"Great event tonight – fantastic and energizing to celebrate the international in these strange, inward-looking times." Audience member

"This event brought me back to the library. I'll definitely be coming again!" Audience member

"We've had a great festival. There was so much support and effort put in from the team – we've really appreciated that." Library partner

The Festival of Libraries is funded by National Lottery players through project grants from Arts Council England and National Lottery Heritage Fund. Manchester City of Literature also commits funds from its core budget which is supported by Manchester City Council, Manchester Metropolitan University and the University of Manchester. Individual libraries also attract additional project funds and commit cash, support-in-kind and staff resource to the Festival.

Inaugural Writer Residency at Elizabeth Gaskell's House

This project, a collaboration with The Writing Squad, Elizabeth Gaskell House and Manchester City of Literature, celebrated 10 years since the restoration of Elizabeth Gaskell's House, which once lay abandoned, but now proudly takes its place as Manchester's only literary house. Three young writers in residence, Georgia Affonso, Princess Arinola Adegbite and Guruleen Kahlo, immersed themselves in Elizabeth's world and

responded to her legacy in their words. An exhibition of their creative work was shared at the Festival of Libraries in June and at Elizabeth Gaskell House in August and September.

World Poetry Day 21 March 2025

Friday 21 March 2025 was World Poetry Day and UNESCO Creative Cities of Literature across the world celebrated the achievements of their city. The theme for this year's World Poetry Day was Poetry as a Bridge for Peace and Inclusion. In Manchester events included Poetry in the Park at Boggart Hole Clough where Manchester Libraries gave out packets of bee friendly seeds and seed bookmarks in celebration of the launch of Manchester's new Clean and Green Strategy, a free poetry workshop in Manchester garden in the sky Castlefield Viaduct run by the Manchester Cathedral Writer in Residence Tom Branfoot, and poetry readings at SEESAW in an event called 'A Tenuous Line' featuring artists Martin Kratz, Lu Rose Cunningham, Hilary White, Hamish Rush, Tom Branfoot and Jordan Hayward. These events formed part of the global celebrations for World Poetry Day 2025 from 17 other Cities of Literature.

To collaborate globally with international creative networks

Writer Residencies

Manchester City of Literature promoted to writers in Greater Manchester, writing residencies in the following Cities of Literature: Krakow, Gothenburg, Wonju, Granada, Reykjavik, Prague, Melbourne, Bremen, Nanjing, Bucheon, Ljubljana, Vilnius, Tartu and Dunedin.

The following writers secured residencies in 2024/25: Gaynor Jones was paired with The Society of Women Writers Victoria in Melbourne for a virtual residency to help explore different short forms of writing and to expand the Society's members' expertise and interest. Quigley Cryan Brockbank (Quigley CB) secured a month-long residency in Tartu, Estonia, including taking part in the Crazy Tartu festival and meeting many involved in the city's literary scene. David Hartley was in residence at Stationen i Svenshögen just outside of Gothenburg City of Literature, where he worked on his timeslip novella, *The City of Good Thoughts*, met other writers on the Västra Götaland residency programme and ran a live writing workshop for local residents.

Gothenburg Libraries

We hosted a two-day visit from a team of librarians from Gothenburg who wanted to explore how Manchester works on multilingualism and International Mother Language Day. The delegation visited Manchester Poetry Library, Central Library, the Ahmed Iqbal Ullah Race Relations Archives, John Rylands Research Institute and Library and met representatives from the city's library and literary sectors.

Barcelona

In September 2024, it was announced that Manchester would be the Guest City at La Mercè 2025, a major program of music and street arts. To strengthen these ties, and as Barcelona and Manchester collaborate within the UNESCO Creative Cities of Literature Network, during 2025 there was also be a joint literary programme with writers from Manchester visiting the four literary festivals in Barcelona. Within this financial year the first featured writer was Ian McGuire who attended BCNegra, the Crime Fiction Writing Festival in February 2025.

Festival of Libraries

International artists were particularly prominent at this year's festivals with Denmark, Barcelona, Tunisia, Lebanon, Estonia, and Morocco all represented in the programme.

Real Contentment: Artistic Exchange between Manchester and Nanjing

Manchester City of Literature secured over £74K of funding from the British Council's International Collaborations Grant fund. This was for a 9-month project called Real Contentment that will forge a lasting partnership between Manchester and Nanjing, both UNESCO Cities of Literature and UNESCO Cities of Lifelong Learning. The project included an artist exchange, uniting poets, illustrators, and playwrights from both cities to create new work. The six selected artists include Forward Prize shortlisted poets, two award-winning TV and script writers, one of China's most avant-garde poets and founding member of the Nanjing Calligraphy Academy: from Nanjing Han Dong (poet), Zhou Meisen (playwright and novelist), Yao Yuan (visual artist) and from Manchester Amy Lever (playwright), Eleanor Mulhearn (visual artist) and Charlotte Shevchenko Knight (poet). As part of the exchange, artists from Manchester visited Nanjing in March 2025. The return visit and the publication of an anthology of work created by the exchange will happen in 2025/26. Also part of the programme, was a school engagement programme involving Year 3-6 pupils in both cities creating artwork and writing in response to the themes of the artist exchange. Real Contentment was initiated by a partnership including the two City of Literature offices plus Nanjing University of the Arts, University of Manchester, Manchester Metropolitan University and Confucius Institute Manchester.

Slamovision 2024

Manchester hosted this year's Slamovision in December 2024 having won the global slam poetry competition in 2023. 14 UNESCO Cities of Literature put forward their finest slam poet to represent them in the Slamovision Grand Finale. Manchester was represented by Griot Gabriel. The event was won by Dublin's Cormac Mac Gearailt with his poem 'Lament of the Trees', winning the competition for Ireland for the first time. This was the largest Slamovision to date, and arguably the most competitive yet.

UNESCO Conferences

The Manchester City of Literature team attended two UNESCO conferences this year.

The Cities of Literature Annual Conference was held in Edinburgh in October to mark the achievements of the city as the first City of Literature over past two decades and as a cluster plan for the next two. The conference hosted 57 delegates from 37 cities. Manchester City of Literature shared copies of [The Book of Manchester](#) edited by David Sue and published earlier this year by Manchester publisher Comma Press. During the Cities of Literature Annual Conference, an Academic Symposium was also held. Manchester took part in presentations at the academic conference with board member and Head of English at MMU Jess Edwards presenting our [Untold Stories](#) project.

To celebrate the 20th anniversary of the UNESCO Creative Cities of Literature Network poems from around the world were commissioned on the theme of The Roads That Lead To Edinburgh. Manchester City of Literature commissioned the Multilingual City Poets to write pieces inspired by the Scottish city and the Literature cluster.

Earlier in the year, the XVI UNESCO Annual Conference was held in Braga, Portugal in July. 35 Cities of Literature including Manchester attended to share ideas, best practices and celebrate the importance of creativity in sustainable urban development across the network. During the conference Cities of Literature Mayors co-signed the Braga Manifesto: A Culture Goal for Sustainable Development. This pivotal text outlines local-level commitment from Creative Cities implementing the MONDIACULT 2022 Declaration and solidifies a shared vision of integrating culture as a standalone goal in the post-2030 Sustainable Development agenda.

During the Annual Conference, a sound installation created by Portuguese sound artist Pedro Augusto featured a collection of readings by international authors in their original languages, including contributions from The Manchester Multilingual City Poets. Manchester City of Literature donated a copy of [The Library Book](#) by Gabby Dawney and Ian Morris to the mobile library.

Governance

In June 2024, three new Trustees were appointed to the Board: Rochelle Saunders, Reshma Ruia and Michelle Collier. In July 2024, the Manchester City Council appointed Board member was confirmed as the Deputy Leader, Cllr Garry Bridges.

Partners

Manchester City Council, Manchester Metropolitan University, the University of Manchester, the Ahmed Iqbal Ullah RACE Centre, the International Anthony Burgess Foundation, Bent Key, Carcanet, Central Library, Centre for New Writing, Chetham's Library, Commonword, Comma Press, Creative Manchester, Elizabeth Gaskell's House, Flapjack Press, Fly On The Wall Press, Honford Star, House of Books and Friends, John Rylands Library, MACFest, Manchester Children's Book Festival, Manchester Libraries, Manchester Literature Festival, Manchester Poetry Library, Manchester University Press, Manchester Writing School, Muslim Writers North, Pariah Press, Poets & Players, Read Manchester, Saraband Press, The Portico Library, Working Class Movement Library and Young Identity.

Financial Review

The Trustees are grateful to the three funders, Manchester City Council, the University of Manchester and Manchester Metropolitan University, for their commitment to the vision of Manchester City of Literature and their funding to establish and maintain the charity.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Manchester City of Literature for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed

and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 8th December 2025.

Signed on its behalf by:



Katie Popperwell
Chair of the Board

Independent examiner's report
to the trustees of
Manchester City of Literature

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2025 which are set out on pages 12 to 23.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 in any material respect:

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.

Catherine Hall

Catherine Hall FCCA DChA

Slade & Cooper Limited
Beehive Mill, Jersey Street,
Manchester, M4 6JG

Date.....09/12/2025

Manchester City of Literature
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
Income					
Donations and legacies	3	152,000	-	152,000	152,000
Grants and charitable contracts	4	670	109,391	110,061	130,092
Fees and other income	5	2,761	-	2,761	2,961
Investments	-	-	-	-	-
Total income		155,431	109,391	264,822	285,053
Expenditure					
Raising funds		-	-	-	-
Charitable activities	7	171,284	112,618	283,902	309,787
Total expenditure		171,284	112,618	283,902	309,787
Net income/(expenditure) for the year	9	(15,853)	(3,227)	(19,080)	(24,734)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(15,853)	(3,227)	(19,080)	(24,734)
Reconciliation of funds					
Total funds brought forward		87,154	13,359	100,513	125,247
Total funds carried forward		71,301	10,132	81,433	100,513

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Manchester City of Literature
Company number 12002661
Balance sheet as at 31 March 2025

	Note	2025		2024	
		£	£	£	£
Current assets					
Debtors	13	7,947		57,792	
Cash at bank and in hand		110,093		95,295	
Total current assets		118,040		153,087	
Liabilities					
Creditors: amounts falling due in less than one year	14	(36,607)		(52,574)	
Net current assets			81,433		100,513
Total assets less current liabilities			81,433		100,513
Net assets			81,433		100,513
Funds of the charity					
Restricted income funds	15		10,132		13,359
Unrestricted income funds	16		71,301		87,154
Total charity funds			81,433		100,513

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 14 to 23 form part of these accounts.

Approved by the trustees on 8th December 2025, and signed on their behalf by:

Katie Popperwell

Name

Signed 

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 section 1A.

Manchester City of Literature meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, there are currently no fixed assets.

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

o Pensions

The charity pays into a pension scheme (NEST) on behalf of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2025 £	Unrestricted £	Restricted £	Total 2024 £
Core Grants						
Granada						
Foundation	-	-	-	-	-	-
Manchester City						
Council	50,000	-	50,000	50,000	-	50,000
Manchester						
Metropolitan						
University	50,000	-	50,000	50,000	-	50,000
University of						
Manchester	50,000	-	50,000	50,000	-	50,000
Donated services -						
MCC accountancy	2,000	-	2,000	2,000	-	2,000
Total	152,000	-	152,000	152,000	-	152,000

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2025 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2024</i> £
The Arts Council	-	57,277	57,277	-	81,015	81,015
British Council	-	37,040	37,040	-	-	-
Foyle Foundation	-	-	-	-	12,500	12,500
U of M School's Writing Trail	-	-	-	3,900	-	3,900
U of M - multilingual city poets	-	8,776	8,776	-	-	-
U of M the Roundview	-	-	-	-	11,485	11,485
U of M Festival of Libraries	-	1,000	1,000	-	-	-
Manchester Metropolitan University	670	-	670	-	-	-
National Lottery Heritage Fund	-	5,298	5,298	-	21,192	21,192
Total	670	109,391	110,061	3,900	126,192	130,092

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

5 Fees and other income

	2025 £	2024 £
Corporate sponsorship		-
Ticket Sales	2,148	943
Other income	613	2,018
	2,761	2,961
	2,761	2,961

All income from fees and trading is unrestricted.

6 Analysis of expenditure on raising funds

	Total 2025 £	Total 2024 £
Fundraising costs	-	-
	-	-

7 Analysis of expenditure on charitable activities

	Total 2025 £	Total 2024 £
Community Engagement	7,068	14,696
Staff costs (programme development)	95,124	79,158
Premises costs	10,237	8,906
Project/artistic spend	123,221	130,057
General running/operational costs	4,986	13,139
Professional fees	5,421	17,555
Marketing & PR	23,982	33,468
Monitoring and Evaluation	3,500	4,400
Website and social media	3,531	1,548
Governance costs		
Accountancy	4,042	4,100
Independent examination	1,854	1,554
Other governance costs	936	1,206
	283,902	309,787
	283,902	309,787
	2025 £	2024 £
Restricted expenditure	112,618	130,515
Unrestricted expenditure	171,284	179,272
	283,902	309,787
	283,902	309,787

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2025	2024
	£	£
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	-	-
- independent examination	1,854	1,554
	1,854	1,554

10 Staff costs

Staff costs during the year were as follows:

	2025	2024
	£	£
Wages and salaries	90,663	74,873
Social security costs	2,490	1,327
Employers pension contributions	1,971	2,958
SMP recovered	-	-
	95,124	79,158

No employee has employee benefits in excess of £60,000 (2024: Nil).

The average number of staff employed during the period was 4 (2024: 4).

The average full time equivalent number of staff employed during the period was 2.6 (2024: 2.6).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £42,269 (2024: £40,616).

11 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2024: Nil).

Aggregate donations from related parties were £nil (2024: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2024: nil).

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

12 Government grants

The government grants recognised in the accounts were as follows:

	2025 £	2024 £
Manchester City Council	50,000	50,000
	<hr/>	<hr/>
	50,000	50,000
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grants.

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Debtors

	2025 £	2024 £
Trade and grant debtors	7,947	57,792
Prepayments and accrued income	-	-
	<hr/>	<hr/>
	7,947	57,792
	<hr/> <hr/>	<hr/> <hr/>

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors and accruals	36,607	52,574
	36,607	52,574
	36,607	52,574

15 Analysis of movements in restricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
The Arts Council - Festival of Libraries	5,203	57,277	(62,480)	-	-
British Council	-	37,040	(27,898)	-	9,142
The National Lottery Heritage Fund	6,656	5,298	(11,954)	-	-
University of Manchester - festival of libraries	-	1,000	(1,000)	-	-
University of Manchester - multilingual city poets	-	8,776	(8,776)	-	-
University of Manchester - the Roundview	1,500	-	(510)	-	990
	13,359	109,391	(112,618)	-	10,132

Previous reporting period	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
<i>The Arts Council 23-24 - Festival</i>	-	81,015	(75,812)	-	5,203
<i>The National Lottery Heritage Fund</i>	10,882	21,192	(25,418)	-	6,656
<i>Foyle Foundation - Talk about</i>	-	12,500	(12,500)	-	-
<i>University of Manchester - the</i>	-	11,485	(9,985)	-	1,500
<i>NHS WindRush Stories</i>	6,800	-	(6,800)	-	-
	17,682	126,192	(130,515)	-	13,359

The balances on restricted funds are all unexpended grants for the charity's projects. Transfers from restricted funds occur when capital items are purchased and this satisfies the restriction on the funding.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2025 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	As at 31 March 2025 £
General fund	53,799	155,431	(151,284)	-	57,946
Designated fund	33,355	-	(20,000)	-	13,355
	87,154	155,431	(171,284)	-	71,301

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	31 March 2024 £
General fund	53,799	154,961	(167,943)	12,982	53,799
Designated fund	53,766	3,900	(11,329)	(12,982)	33,355
	107,565	158,861	(179,272)	-	87,154

General fund The free reserves of the charity including funds to supplement specific charitable activity that would not otherwise happen
Designated fund The reserves put aside for staff commitments and unexpected changes

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	57,946	13,355	10,132	81,433
Total	57,946	13,355	10,132	81,433

Previous reporting period	<i>General fund</i> £	<i>Designated funds</i> £	<i>Restricted funds</i> £	<i>Total</i> £
<i>Tangible fixed assets</i>	-	-	-	-
<i>Net current assets/(liabilities)</i>	53,799	33,355	13,359	100,513
Total	53,799	33,355	13,359	100,513

MANCHESTER CITY OF LITERATURE

England & Wales - Charity number 1189456

Accounts

Company registration number: 12002661

Charity registration number: 1189456

Manchester City of Literature

(A company limited by guarantee) Annual

Report and Financial Statements for the

Period Ended 31 March 2024

Manchester City of Literature

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Manchester City of Literature

Reference and Administrative Details

Trustees

Zahid Hussain (Chair) - resigned March 2024
Professor Jess Edwards
Professor John McAuliffe
Hafsah Aneela Bashir - resigned March 2024
Jo Yee Cheung - resigned November 2023
Mike Murphy
Katie Popperwell (Interim Chair from April 2024)
Chandan Shergill
Karline Smith - resigned March 2024
Cllr Luthfur Rahman - resigned May 2024
Cllr Garry Bridges - appointed July 2024
Reshma Ruia - appointed June 2024
Rochelle Saunders - appointed June 2024
Michelle Collier - appointed June 2024

Senior Management Team Principal Officer

Ivan Wadeson, Executive Director

Address

SPACES, 125 Deansgate, Manchester M3 2BY

Company Registration Number

12002661

Charity Registration Number

1189456

Independent Examiner

Catherine Hall FCCA DchA
Slade & Cooper
Beehive Mill
Jersey Street
Ancoats
Manchester
M4 6JG

Manchester City of Literature

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the period ended 31 March 2024.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 17th May 2019. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and Appointment of Trustees

The Directors who served during the period are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Manchester has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than eleven individuals comprised as follows: up to one Local Authority Director; one Director appointed by the University of Manchester; one Director appointed by Manchester Metropolitan University and up to eight Community Directors. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

Induction and training of Trustees

New Directors meet the Chair before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

Organisational structure

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 9 Directors. There are usually quarterly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day-to-day management to the Executive Director. During the period there have been no material changes in the policies pursued by the Board.

Objectives and activities

Public benefit

1.1 The charity has been established for the public benefit for the following purposes:

- (1) The advancement of education and the arts, by providing or assisting in the provision of opportunities to discover, access, engage in, learn about, understand and enjoy literature, writing, creativity, culture and heritage; and
- (2) Such other charitable purposes that benefit the public consistent with the object above as the trustees shall determine.

1.2 In support of the objects, it is envisaged that the charity will work with partners to:

- (1) celebrate literature and writing in their broadest sense;
- (2) celebrate the rich diversity of voices and languages in Manchester;
- (3) encourage reading, boost literacy and promote cultural expression;
- (4) widen access to – and engagement in – literary activity;
- (5) strengthen international connectivity through active engagement in the UNESCO Creative Cities Network, particularly with regards to the value of creativity and culture in sustainable development.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Manchester City of Literature

Trustees' Report

Financial review

Reserves Policy

The Trustees have set a reserves policy so that they can comply with their legal duties to protect and safeguard the assets of the charity. The charity will hold designated funds, or unrestricted reserves, for the following purposes:

- To allow the Trustees to prepare for an unexpected drop in income or other change of circumstances in a volatile environment. This will be a sum not less than three months' operating costs and will allow the charity to respond to sudden change and manage the impact in an orderly manner.
- To set aside funds for the charity's employment commitments. This will be the sum relating to the Executive Team's fixed term contracts which extend beyond the end of the current confirmed grant agreements
- To invest in specific activity to advance the charitable objectives that would not otherwise happen.

To meet these commitments, the revised target for designated fund reserves is £30,270 (this is based on three months' operating costs - salaries, rent and operations - plus 30% contingency). At 31 March 2024, the figure for designated fund reserves was £33,355 and for general fund reserves was £53,799. Designated and general fund reserves can be spent only with approval by the Trustees at an ordinary or extraordinary Board meeting. The Trustees will review and approve the reserves policy in May each year as part of the preparation of the annual report and audited accounts. The general funds reserve will be used to supplement specific community engagement and programme activity as approved by Trustees over the next 12 months.

Manchester City of Literature

Executive Director's Report

Our Vision and Values

Our Vision is for an innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, creative talent and industries are nurtured and where literary activity changes lives.

Manchester City of Literature's core values are:

- **Distinctive** – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- **Inclusive** – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.
- **Transformative** – developing skills, nurturing creative talent and transforming lives.
- **Connected** – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- **World-leading** – a beacon for high quality, culturally democratic, truly diverse literary activity.

Our Aims:

- To place words, language and stories at the centre of Manchester's diverse cultural life.
- To support learning, well-being and employability by cultivating the joys of reading and writing.
- Stimulating creative writing for all
- To connect and collaborate with international partner cities and global programmes.

An overview of our achievements and performance

2023-24 was the fourth full year of operation for Manchester City of Literature which was constituted in May 2019. The charity has continued to build on the achievements in the previous year to support the literary sector and grow resources for literary activity in the city and city-region. In this period, Manchester City of Literature secured funds and delivered partnership initiatives across both local neighbourhoods and with international partners to further the charitable aims and to deliver on the vision for Manchester City of Literature.

Programme of Activity and Key Achievements

To place words, language and stories at the centre of Manchester's diverse cultural life.

Manchester City of Literature used its website and social media channels to profile events and activity from over thirty partner organisations as well as collaborative calendar celebrations such as International Mother Language Day and World Poetry Day, all of which support this aim.

Social media and web growth for 23/24:

Twitter – 5400 followers (236+ new) with (estimated) 8% growth, 412 posts (estimated)

Facebook – 1200 followers (200 new) with negligible growth, 66 posts with reach of 110,000 (estimated)

Instagram – 2500 followers (700 new) with a 25% increase of followers (estimated), 264 posts and a reach of 173,000 (estimated)

YouTube – 668 subscribers with an increase of 195, 21 videos listed and the channel received combined views of 4663

Website - 42,235 users and 140,800 pages read.

Newsletter - Subscribers 1014 (85 new subscriber growth), with 48% open rate and 7% click through rate.

Our social media platforms become increasingly more difficult to track consistently as they change their analytics and reporting systems available to users (X/Twitter and Instagram) and frequently change how they interpret data including 'engagement' and 'impressions' (Facebook). This makes a definitive and longitudinal report difficult.

Festival of Libraries June 2023

The third festival for Greater Manchester took place between 7 and 11 June 2023. The Festival is an annual event produced by Manchester City

Manchester City of Literature

of Literature and hosted in local authority-funded and independent partner libraries, of which 50 participated this year. A number of events also took place online. 2023 was the Festival's third edition and the largest to date in terms of programme, featuring 112 events and exhibitions over 5 days. The Festival aims to change and expand public perceptions of what libraries are for through a diverse programme encompassing live music, dance, and theatre, poetry commissions, writing trails, hands-on workshops, speaker events, a book hunt, and family activities. High profile appearances at this year's festival included Poet Laureate Simon Armitage in Eccles, author and presenter Nadiya Hussain in Rochdale, and drag royalty Cheddar Gorgeous at Chetham's Library.

5,309 people attended events at the 2023 Festival of Libraries¹, an increase of 42% on 2022. The number of events delivered rose to 112 (from 98 in 2022). 58,000 visits to libraries were made during the Festival this year, compared with 44,000 in 2022. 19,000 visits to Festival partner websites were logged during the Festival.

As part of the Festival of Libraries across Greater Manchester, the Schools Writing Trail also took place in Manchester city centre. This showcased the 'best of the best' of student writing across Greater Manchester in six different locations. The trail featured over 100 young writers, writing in 12 languages, from 40+ participating schools. The trail featured poetry, fiction, and imagination from young people engaged in 8 Manchester-based initiatives: First Story's Connect Event, Z-Arts Story Stars, The Portico Library's annual Sadie Massey and Art of the Book awards, the Centre for New Writing at the University of Manchester's annual Schools Writing Competition, Manchester Metropolitan University's annual Mother Tongue, Other Tongue competition, Saturday Club and, in conjunction with the Comino Foundation, Comino Poet in Residence program. A video about the trail can be found here: <https://www.youtube.com/watch?v=ROEyXQq1NkE>

The independent evaluation by Eric Hildrew evidenced the positive impact on those attending. From the survey respondents there was 95.5% positive rating of events for enjoyment. In addition:

- 74% felt the Festival had shown them their library had more to offer than they had previously thought.
- 98% said they thought that libraries were an essential community service
- 50% said they would now encourage other people to visit and use libraries.
- 74% of Festival attenders agreed that their event had improved their library's connection to their community.

"The staff were really welcoming and it was nice to spend time with my son in the library."

"Such friendly staff, lovely and informal. Thank you so much for doing this event, we enjoyed it!"

"Truly amazing, well-organised and presented event. Beautiful building and very welcoming"

"The subject matter was thought provoking and the dancers were very skilled and engaging. A very well thought out and well executed event."

"It was a lovely evening in a beautiful setting with a wonderful poet."

Festival of Libraries is funded by National Lottery players through project grants from Arts Council England and National Lottery Heritage Fund. Manchester City of Literature also commits funds from its core budget which is supported by Manchester City Council, Manchester Metropolitan University and the University of Manchester. Individual libraries also attract additional project funds and commit cash, support-in-kind and staff resource to the Festival.

Re:Sound

Manchester City of Literature secured a National Lottery Heritage Fund grant to deliver this project to allow young people and community groups in Greater Manchester to connect with heritage through audio creativity. In 2023, Manchester City of Literature and Unlocking Our Sound Heritage brought together three new Manchester based sound artists with three Manchester community groups. Each sound artist and community group pairing worked together to bring audio heritage and local history to life through dynamic soundscaping, collaging and music. The artists and community groups in 2023 were HMD and the Sebene Project/Young Identity, Abnormal Sleepz and Pendleton Sixth Form College, and Layfullstop and 42nd Street. A video was created with Manchester poet and indie hip hop artist Anthony Szmierok to showcase the project and show the potential of creative engagement with the sound archives.

International Mother Language Day February 2024

IMLD in Manchester is a celebration of the nearly 200 languages spoken in the city and of the cultural diversity that is one of the city's strengths. In 2024 there were 20 events running in February and March. This year we welcomed new local partners Alliance Française de Manchester and The Whitworth Museum and Art Gallery in addition to events from Manchester Libraries, Comma Press, Instituto Cervantes, Z-Arts, Creative Manchester, Manchester City of Languages, Manchester Museum, Manchester Poetry Library and MACFest. Manchester took the lead on behalf of the Cities of Literature cluster for IMLD and other Cities of Literature programmed events. In addition a new exhibition 'Threads' was put on for six weeks featuring multilingual writing and material from 9 UNESCO Cities of Literature to celebrate. Textiles, including camouflage nets from Odesa, Ukraine will be on display alongside traditional dress from Granada, Spain and artwork from the likes of Wrocław, Melbourne and Reykjavík, too. Local Manchester writers Keisha Thompson and Hafsa Aneela Bashir contributed new original writing to the exhibition which was displayed in the Histories Hub at Manchester Central Library.

World Poetry Day 21 March 2024

For this UNESCO calendar day, a new poem on the theme of belonging was commissioned from Jova Bagioli Reyes one of the Multilingual City Poets <https://www.manchestercityofliterature.com/news/unbelonging-despertenencia-a-new-poem-from-multilingual-city-poet-jova-bagioli-reyes/>

Manchester City of Literature

This poem formed part of the global celebrations for World Poetry Day 2024 from 18 other Cities of Literature: Dunedin, Edinburgh, Granada, Heidelberg, Iasi, Iowa, Krakow, Kuhmo, Melbourne, Milan, Nanjing, Norwich, Nottingham, Quebec City, Seattle, Tartu, Tukums and Wrocław.

World Arabic Language Day

For this United Nations day, a new poem from Multilingual City Poet Ali Al-Jamri was published, marking both the day and the humanitarian crisis in Gaza. Its title comes from a quotation by Antonio Guterres, UN Secretary General: “*The nightmare in Gaza is more than a humanitarian crisis. It is a crisis of humanity.*”

<https://www.manchestercityofliterature.com/news/crisis-of-humanity-a-new-poem-from-multilingual-city-poet-ali-al-jamri/>

Talk About Talawa

Working alongside Manchester City of Literature Community Champion, Jackie Bailey, Manchester City of Literature devised an exciting programme of workshops for African Caribbean NHS workers (past and present) and their families and communities to explore their experiences of contributing to the NHS Story. This was in partnership with Manchester Metropolitan University and the parallel NHS Untold Stories programme. NHS staff took part in a series of workshops led by industry-leading writers including Shirley May, Micah Yongo and Keisha Thompson to develop writing to be exhibited at the Manchester Poetry Library. Following the initial workshop phase, seven NHS Windrush Stories writers received follow up mentoring to develop their work. They worked alongside the writers who delivered the initial workshops to prepare their writing for publication and exhibition. The creative work spanned genres including poetry, creative journaling, fantasy and music <https://www.youtube.com/watch?v=rVc3Q3zr9so>

Our Stories

Manchester was one of three UNESCO Cities of Literature in the UK and Ireland running a one-day conference on consecutive weekends in November in partnership with national literacy charity Pop Up CIC. Our Stories championed the bold steps publishers are making to advance equality, amplify the stories of LGBTQ+ writers and illustrators, explore routes into publishing for aspiring authors, and considered the future possibilities for representation in books for all ages. The event was hosted by Manchester Poetry Library and many of the talks and keynote addresses are available to watch online: <https://www.youtube.com/playlist?list=PL--zPSysLi8gS2QLXs46p54IRKg9d-U1i>

To support learning, well-being and employability by cultivating the joys of reading and writing.

In 2023/24 we ran **campaigns to promote reading or writing** including:

- **17 Books for 17 Sustainable Development Goals.** With this digital campaign delivered in December 2023, we highlighted a book associated with Manchester each day on our social media platforms which ties in with a UNESCO Sustainable Development Goal.
- Promoting the Poets of Colour Incubator programme run by the Museum of Colour and Manchester Poetry Library
- Promoting the **Read Poland** initiative to Polish-speaking communities in Manchester in November 2023
- Running the Community Champions strand of the NHS Windrush Untold Stories programme with Jackie Bailey and Manchester Metropolitan University

To offer leadership in strengthening the agility and resilience of our network of writers, readers and organisations.

We continued to grow the Partnership Network with Bridge House Publishing, Children’s Books North, spoken word night Verbose and Written Off publishing all joining the Network. In this period, Manchester City of Literature issued 12 monthly newsletters sharing news and events from across our Partnership Network and hosted over 10 Network meetings bringing literary partners together: 41 organisations attended in this period. Events included sessions on writing residencies and on joint programming and fundraising opportunities.

Three MA students from the University of Manchester undertook placements on the Festival of Libraries creating digital content.

The Executive Director represented the partners and the literary sectors in cultural networks in the city including Cultural Leaders Group and Manchester Independents, and took part in consultation on a new cultural strategy for Manchester.

In the period Manchester City of Literature brought in £126,792 of additional funding from Arts Council England, National Lottery Heritage Fund, Foyle Foundation and other partners to support literary activity in the city-region and to benefit residents.

To connect and collaborate with international partner cities and global programmes.

In 2023/24 we have produced and participated in a number of international projects:

Manchester City of Literature

- As part of **International Mother Language Day** in February 2024, the Threads exhibition included writing, artwork and textiles from either other Cities of Literature: Exeter, Granada, Leeuwarden, Melbourne, Nottingham, Odesa, Tartu, Reykjavik, Wrocław
- 2023 was the first full year of Manchester writer **David Hartley's residency with Tartu City of Literature** taking part in Prima Vista Literary Festival 2023 and developing a collaborative project for the city's European Capital of Culture programme in 2024.
- Manchester City of Literature was represented at the **Slamovision** global poetry slam in December 2023 by **Esther Koch**. Esther went head-to-head with entries from eleven other Cities of Literature; Dublin, Exeter, Iowa City, Kuhmo, Ljubljana, Melbourne, Nottingham, Quebec City, Reykjavik, Tartu and Vilnius. The event was hosted in person with live streaming by Nottingham City of Literature.
- Manchester-based writer and historian **Bria Cotton** was selected by **Melbourne City of Literature** for a virtual residency with the Royal Historical Society of Victoria.
- For the Festival of Libraries 2023, the award-winning Icelandic novelist **Auður Ava Ólafsdóttir** was in residency with the John Rylands Research Institute and Library. Following the residency in June, Auður returned to Manchester in October for Manchester Literature Festival to talk about her residency and her career.
- On 24 February, the second anniversary of the full-scale invasion of Ukraine, UNESCO Cities of Literature took part in a global and simultaneous show of solidarity. Inspired by and in cooperation with the Odesa Literature Museum, cities organised public readings of Ukrainian literature. In Manchester there were readings in English and Ukrainian from historic and contemporary authors read by Pete Kalu, Maria Romanenko, Charlotte Shevchenko-Knight, Anna Sulihan and Yusra Warsama. A film of the event was commissioned from displaced Ukrainian film-maker Alyona Kaporina https://www.youtube.com/watch?v=AQnPNk_90lc Readings also took place in other UNESCO Cities of Literature: Edinburgh, Exeter, Iași City, Krakow, Kuhmo, Lillehammer, Ljubljana, Melbourne, Nottingham, Quebec City, Reykjavik, Tukums, Wrocław.
- The Manchester City of Literature team attended the annual **UNESCO Cities of Literature Conference**, hosted by Quebec City of Literature over five days in October 2023. Manchester shared a best practice case study on the Schools Writing Trail and represented Manchester in networking events and civic receptions.
- Manchester was due to be represented at the **XV UNESCO Creative Cities Network Annual Conference in Istanbul** by the Executive Director and by the Deputy Leader of Manchester City Council, Cllr Luthfur Rahman. However the Annual Conference was cancelled and replaced with a one-day online conference in November..

Governance

In June 2024, three new Trustees were appointed to the Board: Rochelle Saunders, Reshma Ruia and Michelle Collier. In July 2024, the Manchester City Council appointed Board member was confirmed as the Deputy Leader, Cllr Garry Bridges.

Partners

Manchester City Council, Manchester Metropolitan University, the University of Manchester, the Ahmed Iqbal Ullah RACE Centre, the International Anthony Burgess Foundation, Bent Key, Carcanet, Central Library, Centre for New Writing, Chetham's Library, Commonword, Comma Press, Creative Manchester, Elizabeth Gaskell's House, Flapjack Press, Fly On The Wall Press, Honford Star, House of Books and Friends, John Rylands Library, MACFest, Manchester Children's Book Festival, Manchester Libraries, Manchester Literature Festival, Manchester Poetry Library, Manchester University Press, Manchester Writing School, Muslim Writers North, Pariah Press, Poets & Players, Read Manchester, Saraband Press, The Portico Library, Working Class Movement Library and Young Identity.

Financial Review

The Trustees are grateful to the three funders, Manchester City Council, the University of Manchester and Manchester Metropolitan University, for their commitment to the vision of Manchester City of Literature and their funding to establish and maintain the charity.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Manchester City of Literature for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and

Manchester City of Literature

expenditure, for that period. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 19th Dec 24.

Signed on its behalf by:



Katie Popperwell
Interim Chair of the Board

Independent examiner's report
to the trustees of
Manchester City of Literature

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2024 which are set out on pages 11 to 22.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 in any material respect:

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.

Catherine Hall

Catherine Hall FCCA DChA

Slade & Cooper Limited
Beehive Mill, Jersey Street,
Manchester, M4 6JG

Date..... 20/12/2024

Manchester City of Literature
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income					
Donations and legacies	3	152,000	-	152,000	154,000
Grants and charitable contracts	4	3,900	126,192	130,092	121,283
Fees and other income	5	2,961	-	2,961	5,082
Investments	-	-	-	-	-
Total income		158,861	126,192	285,053	280,365
Expenditure					
Raising funds		-	-	-	-
Charitable activities	7	179,272	130,515	309,787	270,776
Total expenditure		179,272	130,515	309,787	270,776
Net income/(expenditure) for the year	9	(20,411)	(4,323)	(24,734)	9,589
Transfer between funds		-	-	-	-
Net movement in funds for the year		(20,411)	(4,323)	(24,734)	9,589
Reconciliation of funds					
Total funds brought forward		107,565	17,682	125,247	115,658
Total funds carried forward		87,154	13,359	100,513	125,247

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Manchester City of Literature
Company number 12002661
Balance sheet as at 31 March 2024

	Note	2024		2023	
		£	£	£	£
Current assets					
Debtors	14	57,792		10,100	
Cash at bank and in hand		95,295		142,378	
Total current assets		153,087		152,478	
Liabilities					
Creditors: amounts falling due in less than one year	15	(52,574)		(27,231)	
Net current assets			100,513		125,247
Total assets less current liabilities			100,513		125,247
Net assets			100,513		125,247
Funds of the charity					
Restricted income funds	16		13,359		17,682
Unrestricted income funds	17		87,154		107,565
Total charity funds			100,513		125,247

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on19th December 2024 and signed on their behalf by:

Katie Popperwell _____

Name



Signed

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 section 1A.

Manchester City of Literature meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, there are currently no fixed assets.

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

o Pensions

The charity pays into a pension scheme (NEST) on behalf of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2024 £	Unrestricted £	Restricted £	Total 2023 £
Core Grants						
Granada						
Foundation	-	-	-	-	2,000	2,000
Manchester City						
Council	50,000	-	50,000	50,000	-	50,000
Manchester						
Metropolitan						
University	50,000	-	50,000	50,000	-	50,000
University of						
Manchester	50,000	-	50,000	50,000	-	50,000
Donated services -						
MCC accountancy	2,000	-	2,000	2,000	-	2,000
Total	152,000	-	152,000	152,000	2,000	154,000

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2024 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2023</i> £
The Arts Council	-	81,015	81,015	-	85,428	85,428
Foyle Foundation	-	12,500	12,500	-	-	-
U of M School's Writing Trail	3,900	-	3,900	-	-	-
U of M the Roundview Manchester Metropolitain University	-	11,485	11,485	-	-	-
National Lottery	-	-	-	-	8,300	8,300
Heritage Fund	-	21,192	21,192	-	26,490	26,490
Ticket sales	-	-	-	1,065	-	1,065
Total	3,900	126,192	130,092	1,065	120,218	121,283

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

5 Fees and other income

	2024 £	2023 £
Corporate sponsorship	-	3,800
Ticket Sales	943	-
Other income	2,018	1,282
	<hr/>	<hr/>
	2,961	5,082
	<hr/> <hr/>	<hr/> <hr/>

All income from fees and trading is unrestricted.

6 Analysis of expenditure on raising funds

	Total 2024 £	Total 2023 £
Fundraising costs	-	-
	<hr/> <hr/>	<hr/> <hr/>

7 Analysis of expenditure on charitable activities

	Total 2024 £	Total 2023 £
Community Engagement	14,696	3,495
Staff costs (programme development)	79,158	73,696
Premises costs	8,906	8,050
Project/artistic spend	130,057	122,181
General running/operational costs	13,139	5,674
Professional fees	17,555	12,236
Marketing & PR	33,468	34,029
Monitoring and Evaluation	4,400	4,950
Website and social media	1,548	1,488
Governance costs		
Accountancy	4,100	2,800
Independent examination	1,554	1,200
Other governance costs	1,206	977
	<hr/>	<hr/>
	309,787	270,776
	<hr/> <hr/>	<hr/> <hr/>
	2024 £	2023 £
Restricted expenditure	130,515	102,536
Unrestricted expenditure	179,272	168,240
	<hr/>	<hr/>
	309,787	270,776
	<hr/> <hr/>	<hr/> <hr/>

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2024	2023
	£	£
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	-	-
- independent examination	1,554	1,200
	1,554	1,200

10 Staff costs

Staff costs during the year were as follows:

	2024	2023
	£	£
Wages and salaries	74,873	75,921
Social security costs	1,327	1,225
Employers pension contributions	2,958	1,591
SMP recovered	-	(5,041)
	79,158	73,696

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 4 (2023: 4).

The average full time equivalent number of staff employed during the period was 2.6 (2023: 2).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £40,616 (2023: £38,771).

11 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2023: Nil).

Aggregate donations from related parties were £nil (2023: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: nil).

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

12 Government grants

The government grants recognised in the accounts were as follows:

	2024 £	2023 £
Manchester City Council	50,000	50,000
	<hr/>	<hr/>
	50,000	50,000
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grants.

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

14 Debtors

	2024 £	2023 £
Trade and grant debtors	57,792	10,100
	57,792	10,100
	57,792	10,100

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors and accruals	52,574	27,231
	52,574	27,231
	52,574	27,231

16 Analysis of movements in restricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
The Arts Council 23-24 - Festival of Libraries	-	81,015	(75,812)	-	5,203
The National Lottery Heritage Fund	10,882	21,192	(25,418)	-	6,656
Foyle Foundation - Talk about Talawa	-	12,500	(12,500)	-	-
University of Manchester - the Roundview	-	11,485	(9,985)	-	1,500
NHS WindRush Stories	6,800		(6,800)	-	-
	17,682	126,192	(130,515)	-	13,359

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
The Arts Council 22-23	(2,000)	85,428	(83,428)	-	-
The National Lottery Heritage Fund	-	26,490	(15,608)	-	10,882
Granada Foundation	-	2,000	(2,000)	-	-
NHS WindRush Stories	-	8,300	(1,500)	-	6,800
	(2,000)	122,218	(102,536)	-	17,682

The balances on restricted funds are all unexpended grants for the charity's projects. Transfers from restricted funds occur when capital items are purchased and this satisfies the restriction on the funding.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2024 (continued)

17 Analysis of movement in unrestricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	53,799	154,961	(167,943)	12,982	53,799
Designated fund	53,766	3,900	(11,329)	(12,982)	33,355
	107,565	158,861	(179,272)	-	87,154
Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
General fund	63,892	158,147	(168,240)	-	53,799
Designated fund	53,766	-	-	-	53,766
	117,658	158,147	(168,240)	-	107,565

General fund The free reserves of the charity including funds to supplement specific charitable activity that would not otherwise happen
 Designated fund The reserves put aside for staff commitments and unexpected changes

18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	53,799	33,355	13,359	100,513
Total	53,799	33,355	13,359	100,513
Previous reporting period	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total £</i>
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	53,799	53,766	17,682	125,247
Total	53,799	53,766	17,682	125,247

MANCHESTER CITY OF LITERATURE

England & Wales - Charity number 1189456

Accounts

Company registration number: 12002661

Charity registration number: 1189456

Manchester City of Literature

(A company limited by guarantee)

Annual Report and Financial Statements

for the Period Ended 31 March 2023

Manchester City of Literature

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Manchester City of Literature

Reference and Administrative Details

Trustees	Zahid Hussain (Chair) Professor Sharon Handley Professor John McAuliffe Hafsah Aneela Bashir Jo Yee Cheung Mike Murphy Katie Popperwell Chandan Shergill Karline Smith Cllr Luthfur Rahman (appointed June 2022)
Senior Management Team	Ivan Wadeson, Executive Director
Principal Office	First Floor, Town Hall Extension, PO Box 532, Manchester, M60 2LA
Company Registration Number	12002661
Charity Registration Number	1189456
Independent Examiner	Catherine Hall FCCA DchA Slade & Cooper Beehive Mill Jersey Street Ancoats Manchester M4 6JG

Manchester City of Literature

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the period ended 31 March 2023.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 17th May 2019. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and Appointment of Trustees

The Directors who served during the period are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Manchester has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than eleven individuals comprised as follows: up to one Local Authority Director; one Director appointed by the University of Manchester; one Director appointed by Manchester Metropolitan University and up to eight Community Directors. Two of the eight Community Directors may have an association with the City of Manchester or the two universities provided that at all times Community Directors with no such associations shall at all times be in the majority of the Directors. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

Induction and training of Trustees

New Directors meet the Chairman before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

Organisational structure

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 10 Directors. There are usually quarterly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day-to-day management to the Executive Director. During the period there have been no material changes in the policies pursued by the Board.

Objectives and activities

Public benefit

- 1.1 The charity has been established for the public benefit for the following purposes:
 - (1) The advancement of education and the arts, by providing or assisting in the provision of opportunities to discover, access, engage in, learn about, understand and enjoy literature, writing, creativity, culture and heritage; and
 - (2) Such other charitable purposes that benefit the public consistent with the object above as the trustees shall determine.
- 1.2 In support of the objects, it is envisaged that the charity will work with partners to:
 - (1) celebrate literature and writing in their broadest sense;
 - (2) celebrate the rich diversity of voices and languages in Manchester;
 - (3) encourage reading, boost literacy and promote cultural expression;
 - (4) widen access to – and engagement in – literary activity;
 - (5) strengthen international connectivity through active engagement in the UNESCO Creative Cities Network, particularly with regards to the value of creativity and culture in sustainable development.

Manchester City of Literature

Trustees' Report

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Reserves Policy

The Trustees have set a reserves policy so that they can comply with their legal duties to protect and safeguard the assets of the charity. The charity will hold designated funds, or unrestricted reserves, for the following purposes:

- To allow the Trustees to prepare for an unexpected drop in income or other change of circumstances in a volatile environment. This will be a sum not less than three months' operating costs and will allow the charity to respond to sudden change and manage the impact in an orderly manner.
- To set aside funds for the charity's employment commitments. This will be the sum relating to the Executive Team's fixed term contracts which extend beyond the end of the current confirmed grant agreements
- To invest in specific activity to advance the charitable objectives that would not otherwise happen.

To meet these commitments, the target for designated fund reserves is £61,245 (this is calculated by adding three months' operating costs excluding salary payments together with the total salary commitment beyond the confirmed funding period). At 31 March 2023, the figure for designated fund reserves is £53,766 and for general fund reserves is £53,799. Designated and general fund reserves can be spent only with approval by the Trustees at an ordinary or extraordinary Board meeting. The Trustees will review and approve the reserves policy in May each year as part of the preparation of the annual report and independently examined accounts. The general funds reserve will be used to supplement specific community engagement and programme activity as approved by Trustees over the next 12 months.

Manchester City of Literature

Executive Director's Report

Our Vision and Values

Our Vision is for an innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, creative talent and industries are nurtured and where literary activity changes lives.

Manchester City of Literature's core values are:

- **Distinctive** – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- **Inclusive** – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.
- **Transformative** – developing skills, nurturing creative talent and transforming lives.
- **Connected** – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- **World-leading** – a beacon for high quality, culturally democratic, truly diverse literary activity.

Our Aims:

- To place words, language and stories at the centre of Manchester's diverse cultural life.
- To support learning, well-being and employability by cultivating the joys of reading and writing.
- Stimulating creative writing for all
- To connect and collaborate with international partner cities and global programmes.

An overview of our achievements and performance

2022-23 was the third full year of operation for Manchester City of Literature which was constituted in May 2019. The charity has continued to build on the achievements in the previous year to support the literary sector and grow resources for literary activity in the city and city-region. In this period, Manchester City of Literature secured funds and delivered partnership initiatives across both local neighbourhoods and with international partners to further the charitable aims and to deliver on the vision for Manchester City of Literature.

Programme of Activity and Key Achievements

To place words, language and stories at the centre of Manchester's diverse cultural life.

Manchester City of Literature used its website and social media channels to profile events and activity from over thirty partner organisations as well as collaborative calendar celebrations such as International Mother Language Day and World Poetry Day, all of which support this aim.

Social media and web growth for 22/23:

Twitter – 5004 followers (716 new) with a 16% growth, 759 posts with impressions of 781,600 impressions

Facebook – 1061 followers (272 new) with a 30% growth, 155 posts with reach of 32,819.

Instagram – 1828 followers (416 new) with a 38% increase of followers, 110 feed posts and 796 stories, a reach of 16,422

YouTube – 473 subscribers with an increase of 259, 28 videos listed and the channel received combined views of 25,038 and 355,009 impressions

Website - 35,613 users, of those, 33,158 were new. 78,462 pages read.

Newsletter - Subscribers 872 (113 new subscriber growth), with 49% open rate and 13% click through rate.

Festival of Libraries June 2022

The second festival for Greater Manchester took place between 15 and 24 June with earlier engagement with communities in April and May to shape and create some of the Festival programme. 98 separate events were delivered in this period across all ten boroughs of Greater Manchester with public, independent and specialist libraries. 3,518 people attended individual, bookable in-person events and footfall in libraries during the Festival was 27,764. In June, 2,167 people signed up for library memberships in 3 boroughs (Manchester, Oldham, Salford)

The independent evaluation by Emma Parsons evidenced the positive impact on those attending. From the survey respondents there was 95.5% positive rating of events for enjoyment. In addition:

- 63.4% gained new knowledge
- 59.7% reported improved wellbeing
- 43% said it changed their view of libraries

Manchester City of Literature

- 37% will visit their libraries more often
- 47% will encourage other people to visit and use libraries

"Was lovely to go to an event with my little boy (age 7) and see him listening and wanting to ask questions and making links – very inspirational, I will certainly look for other events we can attend together."

"I intend to join a library that I am not yet a member of and investigate possibility for visiting with students."

"I did not realise how diverse and accessible information was – particularly archives."

"It's more than a building it is a place to come together."

"I understand more about poetry and I will read more poetry."

As part of the Festival of Libraries creative workshops were run for young people with support from the Granada Foundation. 71 young people took part in manga workshops with Japanese artist Chie and Inko Ai Takita, in TikTok Poetry workshops with Oliver Sykes and in beatmaking workshops with Yussuf Maleem

For Festival of Libraries, Ali Al-Jamri, one of the Multilingual City Poets, was commissioned to write 'In Prisms of Knowledge' a poem that linked the ancient world with Manchester via the cuneiform tablets held at John Rylands Research Institute and Library. The poem was published in Arabic and English with translation into Urdu and Spanish by Anjum Malik and Jova Bagioli Reyes

<https://www.youtube.com/watch?v=FQjqeIJCKCU>

Re:Sound

Manchester City of Literature secured a National Lottery Heritage Fund grant to deliver this project to allow young people in Greater Manchester to connect with heritage through audio creativity. Manchester City of Literature and Unlocking Our Sound Heritage brought together three Manchester based sound artists with three Manchester community groups. Each sound artist and community group pairing were hosted by a Greater Manchester archive, where they worked together to bring audio heritage and local history to life through dynamic soundscaping, collaging and music. The artists and community groups in 2022 were Yussuf Maleem and Afrocats, Jade Parker and KYSO Talent Group, and Jaydev Mistry and Pendleton Sixth Form College.

International Mother Language Day February 2023

IMLD in Manchester is a celebration of the nearly 200 languages spoken in the city and of the cultural diversity that is one of the city's strengths. In 2023 there were 25 events running from February 1st to March 31st in libraries, museums, language centres, theatres and other community spaces. Partners included Manchester Libraries, Comma Press, Instituto Cervantes, Z-Arts, Lakes International Comics Art Festival, Creative Manchester, Manchester City of Languages, Manchester Museum, Manchester Poetry Library and MACFest. Manchester took the lead on behalf of the Cities of Literature cluster for IMLD and four other Cities of Literature programmed events.

World Poetry Day 21 March 2023

For this UNESCO calendar day, a new video of the poem 'The Streets Remember' by Jova Bagioli Reyes was launched. The poem was commissioned by Manchester Literature Festival and the film created by Sagitta Media. The poem was in Spanish and English with translations into Urdu and Arabic by the other two Multilingual City Poets, Anjum Malik and Ali Al-Jamri

<https://www.youtube.com/watch?v=YsGI3eMyQ5g>

NHS Windrush Untold Stories

Working alongside Manchester City of Literature Community Champion, Jackie Bailey, Manchester City of Literature devised an exciting programme of workshops for African Caribbean NHS workers (past and present) and their families and communities to explore their experiences of contributing to the NHS Story. This was in partnership with Manchester Metropolitan University and the parallel NHS Untold Stories programme. NHS staff took part in a series of workshops led by industry-leading writers including Shirley May, Micah Yongo and Keisha Thompson to develop writing to be exhibited at the Manchester Poetry Library. Following the initial workshop phase, seven NHS Windrush Stories writers received follow up mentoring to develop their work. They worked alongside the writers who delivered the initial workshops to prepare their writing for publication and exhibition. The creative work spanned genres including poetry, creative journaling, fantasy and music. <https://www.youtube.com/watch?v=rVc3Q3zr9so>

Stories of Gorton

In summer 2022, local residents were recruited to explore Gorton by walking its streets and sharing stories about the neighbourhood. Five residents accompanied writer Sarah Butler each month between September 2022 and March 2023. Each month a different person led the walk around the parks, houses, work places, neglected corners and vanished buildings of the neighbourhood. Writing created during the project was collected together into a pamphlet (published in June 2023) <https://www.manchestercityofliterature.com/project/stories-of-gorton/>

To support learning, well-being and employability by cultivating the joys of reading and writing.

In 2022/23 we ran **campaigns to promote reading or writing** including:

Manchester City of Literature

- **17 Books for 17 Sustainable Development Goals.** With this digital campaign delivered in December 2022, we highlighted a book associated with Manchester each day on our social media platforms which ties in with a UNESCO Sustainable Development Goal.
- A feature was published in June 2022, on ‘**10 Books to read by authors at Festival of Libraries 2022**’ including Danielle Jawando, Lemn Sissay, Lara Williams, Greg Jenner, Joanna Williams and Jackie Kay.
- For the first **UNESCO World Novel Week** in October 2022, we published essays by **Dr Kaye Mitchell** (University of Manchester) and **Dr Adam O’Riordan** (Manchester Metropolitan University) alongside reviews and features on Manchester writers Anthony Burgess, Elizabeth Gaskell and Danielle Jawando
- We promoted the **Read Poland** initiative to Polish-speaking communities in Manchester in November 2022

To offer leadership in strengthening the agility and resilience of our network of writers, readers and organisations.

We continued to grow the Partnership Network with publishers **Bent Key** and **Honford Star** and bookshop **The House of Books and Friends** joining the Network. In this period, Manchester City of Literature issued 12 monthly newsletters sharing news and events from across our Partnership Network and hosted over 14 Network meetings bring literary partners together: 38 organisations attended in this period. Events including working with schools with a presentation from First Story, collaborative work with publishers and on literature centres including a presentation from the Wheeler Centre in Melbourne.

For Indie Bookshop week in October 2022 we created five films about Manchester bookshops including Chorlton Bookshop, Queer Lit, Greenhouse Books, Bopcap Books and Blackwells Manchester.

Two MA students from the University of Manchester undertook placements on the Festival of Libraries creating digital content including bespoke tours and trails for families.

The Executive Director represented the partners and the literary sectors in cultural networks in the city including Cultural Leaders Group and Manchester Independents. Manchester City of Literature joined the Manchester Marketing Consortium and Greater Manchester Arts Sustainability Team in this period.

In the period Manchester City of Literature brought in £113,983 of additional funding from Arts Council England, National Lottery Heritage Fund, Culture on the Corridor and Granada Foundation to support literary activity in the city-region and to benefit residents.

To connect and collaborate with international partner cities and global programmes.

In 2022/23 we have produced and participated in a number of international projects:

- We invited five more UNESCO Cites of Literature to join the **Poetry Cities** digital exhibition in partnership with the **Manchester Poetry Library**. Barcelona, Exeter, Nottingham, Slemani and Quebec City all shared poetry and photography from their city: <https://poetrycities.co.uk/>
- As part of **International Mother Language Day** in February 2023, activity included:
 - A collaborative multilingual chain poem called ‘**Words from the Childhood Home**’. **Anjum Malik**, a Manchester-based poet who writes in Urdu and English, began the poem with a four-line stanza on the theme of ‘the childhood home’. Each following poet was then asked to respond to the previous stanza in their mother tongue, with a translation into English. Eight other UNESCO Cities of Literature took part: Dunedin, Edinburgh, Heidelberg, Lviv, Melbourne, Montevideo, Nottingham and Tartu
 - ‘Post-COVID Cities’, a **comic art exhibition from Angoulême City of Literature**, shown during IMLD in Central Library featuring artwork from Nanjing, Quebec City, Reykjavik, Bucheon, Slemani and Angoulême. Accompanying the exhibition, films were screened from Tartu, Nottingham and Reykjavik Cities of Literature
 - Four other UNESCO Cities of Literature programming events in their city for IMLD: **Bucheon, Norwich, Edinburgh and Gothenburg**
- In September 2022, **David Hartley** was selected to represent Manchester as **Writer in Residence with Tartu City of Literature** for a collaborative project for the city’s European Capital of Culture programme in 2024. The residency saw David Hartley paired with Estonian artist Henri Hütt. They worked together during David’s residency in Tartu to create a collaborative work to be shown in Tartu as part the 2024 Prima Vista International Literary Festival for the European Capital of Culture programme
- Three Manchester publishers contributed short stories to the **Bucheon Goedam [Scary Tales] Archive**. 14 stories from 10 cities in 7 countries were compiled to create the 2022 collection with versions in both Korean and English. The writers and their publishers were: Tom Fletcher (Nightjar Press), Deborah Ennis (Commonword) and Christine Poulson (Comma Press).

Manchester City of Literature

- **Lviv City of Literature** created a special film about 'the city of unbreakable poetry' for Manchester City of Literature to accompany an event Manchester Writers for Ukraine <https://www.youtube.com/watch?v=bUequ2UA3GE>
- Manchester City of Literature was represented at the **Slamovision** global poetry slam in November 2022 by **Carson Wolfe**. Carson went head-to-head with entries from seven other Cities of Literature; Exeter, Iowa City, Kuhmo, Ljubljana, Nottingham, Quebec City and Vilnius. The event was hosted in person with livestreaming by Nottingham City of Literature.
- Manchester-based writer and performer **Louis Glazzard** was selected by **Melbourne City of Literature** for a virtual residency with Geelong Regional Libraries in November 2022. As well as creating original writing, Louis also delivered virtual workshops, a social media takeover and met the other international writers taking part in the virtual programme.
- Writer **Rob Bullock** was selected in November 2022 for one of six Virtual Residences with **Nanjing City of Literature**. The residency included virtual tours of cultural landmarks in Nanjing, a selection of literary activities, and online interactions with Nanjing writers, poets, translators and literary organisations.
- For the Festival of Libraries 2022, **two Virtual Writer Residences** were hosted: Melbourne poet Peter Bartowski was paired with the archive at the International Anthony Burgess Foundation and Jake Goldwasser was paired with Chetham's Library. During their three-week residency, both writers enjoyed virtual tours of the host venues, met staff to find out more about Manchester's literary heritage and explored their online collections and archives. In partnership with Manchester Literature Festival, both writers shared the work created during their residency as part of the Festival's digital programme.
- The Executive Director was invited to speak at a public event in **Aarhus, Denmark** in August 2022 as part of the city's work on applying to be a UNESCO Creative City
- The Manchester City of Literature team attended the annual **UNESCO Cities of Literature Conference**, hosted by Melbourne City of Literature over five days in September 2022. Manchester shared a best practice case study on Community Champions and took part in a public event as part of Melbourne Writers Festival presenting on Manchester as a literary city.
- Manchester was represented at the **XIV UNESCO Creative Cities Network Conference in Santos, Brazil** by the Executive Director and by the Deputy Leader of Manchester City Council, Cllr Luthfur Rahman, who spoke on the main conference platform about Manchester's commitment to languages, libraries and inclusion.

Governance

In June 2022 the Manchester City Council appointed Board member was confirmed as the Deputy Leader, Cllr Luthfur Rahman.

Partners

Manchester City Council, Manchester Metropolitan University, the University of Manchester, the Ahmed Iqbal Ullah RACE Centre, the International Anthony Burgess Foundation, Bent Key, Carcanet, Central Library, Centre for New Writing, Chetham's Library, Commonword, Comma Press, Creative Manchester, Elizabeth Gaskell's House, Flapjack Press, Fly On The Wall Press, Honford Star, House of Books and Friends, John Rylands Library, MACFest, Manchester Children's Book Festival, Manchester Libraries, Manchester Literature Festival, Manchester Poetry Library, Manchester University Press, Manchester Writing School, Muslim Writers North, Pariah Press, Poets & Players, Read Manchester, Saraband Press, The Portico Library, Working Class Movement Library and Young Identity.

Financial Review

The Trustees are grateful to the three funders, Manchester City Council, the University of Manchester and Manchester Metropolitan University, for their commitment to the vision of Manchester City of Literature and their funding to establish and maintain the charity.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Manchester City of Literature for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing financial statements, the trustees are required to:

Manchester City of Literature

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 7/12/23

Signed on its behalf by:



Zahid Hussain
Chair of the Board

Independent examiner's report
to the trustees of
Manchester City of Literature

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2023 which are set out on pages 11 to 22.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 in any material respect:

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.

Catherine Hall

Catherine Hall FCCA DChA

Slade & Cooper Limited
Beehive Mill, Jersey Street,
Manchester, M4 6JG

Date...18/12/2023.....

Manchester City of Literature
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income					
Donations and legacies	3	152,000	2,000	154,000	152,000
Grants and charitable contracts	4	1,065	120,218	121,283	98,300
Fees and other income	5	5,082	-	5,082	19
Investments	-	-	-	-	-
Total income		158,147	122,218	280,365	250,319
Expenditure					
Charitable activities	6	168,240	102,536	270,776	269,420
Total expenditure		168,240	102,536	270,776	269,420
Net income/(expenditure) for the year	8	(10,093)	19,682	9,589	(19,101)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(10,093)	19,682	9,589	(19,101)
Reconciliation of funds					
Total funds brought forward		117,658	(2,000)	115,658	134,759
Total funds carried forward		107,565	17,682	125,247	115,658

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Manchester City of Literature
Company number 12002661
Balance sheet as at 31 March 2023

	Note	2023		2022	
		£	£	£	£
Current assets					
Debtors	13	10,100		-	
Cash at bank and in hand		142,378		143,491	
Total current assets		152,478		143,491	
Liabilities					
Creditors: amounts falling due in less than one year	14	(27,231)		(27,833)	
Net current assets			125,247		115,658
Total assets less current liabilities			125,247		115,658
Net assets			125,247		115,658
Funds of the charity					
Restricted income funds	15		17,682		(2,000)
Unrestricted income funds	16		107,565		117,658
Total charity funds			125,247		115,658

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on07/12/23..... and signed on their behalf by:

Zahid Hussain

Name



Signed

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 section 1A.

Manchester City of Literature meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, there are currently no fixed assets.

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity pays into a pension scheme (NEST) on behalf of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
Core Grants						
Granada						
Foundation	-	2,000	2,000	-	-	-
Manchester City						
Council	50,000	-	50,000	50,000	-	50,000
Manchester						
Metropolitan	50,000	-	50,000	50,000	-	50,000
University						
University of	50,000	-	50,000	50,000	-	50,000
Manchester						
Donated services -						
MCC accountancy	2,000	-	2,000	2,000	-	2,000
Total	152,000	2,000	154,000	152,000	-	152,000

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2023 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2022</i> £
The Arts Council	-	85,428	85,428	-	82,750	82,750
Corridor of light, earned income	-	-	-	6,000	-	6,000
Manchester Metropolitan University	-	8,300	8,300	-	-	-
National Lottery Heritage Fund	-	26,490	26,490	-	9,550	9,550
Ticket sales	1,065	-	1,065	-	-	-
Total	1,065	120,218	121,283	6,000	92,300	98,300

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

5 Fees and other income

	2023 £	2022 £
Corporate sponsorship	3,800	-
Other income	1,282	19
	5,082	19
	5,082	19

All income from fees and trading is unrestricted.

6 Analysis of expenditure on charitable activities

	Total 2023 £	Total 2022 £
Community Engagement	3,495	12,655
Staff costs (programme development)	73,696	71,405
Premises costs	8,050	8,050
Project/artistic spend	122,181	133,552
General running/operational costs	5,674	4,039
Professional fees	12,236	7,597
Marketing & PR	34,029	8,724
Monitoring and Evaluation	4,950	12,785
Website and social media	1,488	3,990
Governance costs		
Accountancy	2,800	2,800
Independent examination	1,200	1,200
Other governance costs	977	2,623
	270,776	269,420
	270,776	269,420
	2023 £	2022 £
Restricted expenditure	102,536	108,374
Unrestricted expenditure	168,240	161,046
	270,776	269,420
	270,776	269,420

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2023	2022
	£	£
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	-	-
- independent examination	1,000	1,000
	-	-

9 Staff costs

Staff costs during the year were as follows:

	2023	2022
	£	£
Wages and salaries	75,921	67,320
Social security costs	1,225	1,629
Employers pension contributions	1,591	1,458
SMP recovered	(5,041)	-
Payroll and pension support	-	648
Staff expenses, training and recruitment	-	350
	73,696	71,405

No employee has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 4 (2022: 3).

The average full time equivalent number of staff employed during the period was 2 (2022: 2).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £38,771 (2022: £37,781).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: Nil).

Aggregate donations from related parties were £nil (2022: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Manchester City Council	50,000	50,000
	<hr/>	<hr/>
	50,000	50,000
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

13 Debtors

	2023 £	2022 £
Trade and grant debtors	10,100	-
Prepayments and accrued income	-	-
	<hr/> 10,100	<hr/> -
	<hr/> <hr/>	<hr/> <hr/>

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors and accruals	27,231	27,833
	<hr/> 27,231	<hr/> 27,833
	<hr/> <hr/>	<hr/> <hr/>

15 Analysis of movements in restricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
The Arts Council 22-23	(2,000)	85,428	(83,428)	-	-
The National Lottery Heritage Fund	-	26,490	(15,608)	-	10,882
Granada Foundation	-	2,000	(2,000)	-	-
NHS WindRush Stories	-	8,300	(1,500)	-	6,800
	<hr/> (2,000)	<hr/> 122,218	<hr/> (102,536)	<hr/> -	<hr/> 17,682
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Previous reporting period

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
The Arts Council	-	82,750	(88,984)	6,234	-
The Arts Council 22-23	-	-	(2,000)	-	(2,000)
British Council	7,840	-	(7,840)	-	-
The National Lottery Heritage Fund	-	9,550	(9,550)	-	-
	<hr/> 7,840	<hr/> 92,300	<hr/> (108,374)	<hr/> 6,234	<hr/> (2,000)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The balances on restricted funds are all unexpended grants for the charity's projects. Transfers from restricted funds occur when capital items are purchased and this satisfies the restriction on the funding.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2023 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	63,892	158,147	(168,240)	-	53,799
Designated fund	53,766	-	-	-	53,766
	117,658	158,147	(168,240)	-	107,565
Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	31 March 2022 £
General fund	66,919	158,019	(161,046)	-	63,892
Designated fund	60,000	-	-	(6,234)	53,766
	126,919	158,019	(161,046)	(6,234)	117,658

General fund The free reserves of the charity including funds to supplement specific charitable activity that would not otherwise happen
 Designated fund The reserves put aside for staff commitments and unexpected changes

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	53,799	53,766	17,682	125,247
Total	53,799	53,766	17,682	125,247
Previous reporting period	<i>General fund</i> £	<i>Designated funds</i> £	<i>Restricted funds</i> £	<i>Total</i> £
<i>Tangible fixed assets</i>	-	-	-	-
<i>Net current assets/(liabilities)</i>	63,892	53,766	(2,000)	115,658
Total	63,892	53,766	(2,000)	115,658

MANCHESTER CITY OF LITERATURE

England & Wales - Charity number 1189456

Accounts

Manchester City of Literature

Company registration number: 12002661

Charity registration number: 1189456

Manchester City of Literature

(A company limited by guarantee)

Annual Report and Financial Statements

for the Period Ended 31 March 2022

Manchester City of Literature

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Manchester City of Literature

Reference and Administrative Details

Trustees	Zahid Hussain (Chair) Professor Sharon Handley Professor Alessandro Schiesaro (resigned June 2021) Professor John McAuliffe (appointed September 2021) Cllr Emma Taylor (resigned June 2021) Hafsah Aneela Bashir (appointed March 2021) Jo Yee Cheung (appointed March 2021) Mike Murphy (appointed March 2021) Katie Popperwell (appointed March 2021) Chandan Shergill (appointed March 2021) Karline Smith (appointed March 2021) Cllr Luthfur Rahman (appointed June 2022)
Senior Management Team	Ivan Wadeson, Executive Director
Principal Office	First Floor, Town Hall Extension, PO Box 532, Manchester, M60 2LA
Company Registration Number	12002661
Charity Registration Number	1189456
Independent Examiner	Catherine Hall FCCA DchA Slade & Cooper Beehive Mill Jersey Street Ancoats Manchester M4 6JG

Manchester City of Literature

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the period ended 31 March 2022.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 17th May 2019. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and Appointment of Trustees

The Directors who served during the period are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Manchester has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than eleven individuals comprised as follows: up to one Local Authority Director; one Director appointed by the University of Manchester; one Director appointed by Manchester Metropolitan University and up to eight Community Directors. Two of the eight Community Directors may have an association with the City of Manchester or the two universities provided that at all times Community Directors with no such associations shall at all times be in the majority of the Directors. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

Induction and training of Trustees

New Directors meet the Chairman before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

Organisational structure

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 10 Directors. There are usually quarterly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day-to-day management to the Executive Director. During the period there have been no material changes in the policies pursued by the Board.

Objectives and activities

Public benefit

- 1.1 The charity has been established for the public benefit for the following purposes:
 - (1) The advancement of education and the arts, by providing or assisting in the provision of opportunities to discover, access, engage in, learn about, understand and enjoy literature, writing, creativity, culture and heritage; and
 - (2) Such other charitable purposes that benefit the public consistent with the object above as the trustees shall determine.
- 1.2 In support of the objects, it is envisaged that the charity will work with partners to:
 - (1) celebrate literature and writing in their broadest sense;
 - (2) celebrate the rich diversity of voices and languages in Manchester;
 - (3) encourage reading, boost literacy and promote cultural expression;
 - (4) widen access to – and engagement in – literary activity;
 - (5) strengthen international connectivity through active engagement in the UNESCO Creative Cities Network, particularly with regards to the value of creativity and culture in sustainable development.

Manchester City of Literature

Trustees' Report

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Reserves Policy

The Trustees have set a reserves policy so that they can comply with their legal duties to protect and safeguard the assets of the charity. The charity will hold designated funds, or unrestricted reserves, for the following purposes:

- To allow the Trustees to prepare for an unexpected drop in income or other change of circumstances in a volatile environment. This will be a sum not less than three months' operating costs and will allow the charity to respond to sudden change and manage the impact in an orderly manner.
- To set aside funds for the charity's employment commitments. This will be the sum relating to the Executive Team's fixed term contracts which extend beyond the end of the current confirmed grant agreements
- To invest in specific activity to advance the charitable objectives that would not otherwise happen.

At 31 March 2022, the figure for designated fund reserves is £53,766 and for general fund reserves is £63,892. Designated and general fund reserves can be spent only with approval by the Trustees at an ordinary or extraordinary Board meeting. The Trustees will review and approve the reserves policy in May each year as part of the preparation of the annual report and audited accounts. The general funds reserve will be used to supplement specific community engagement and programme activity as approved by Trustees over the next 12 months.

Manchester City of Literature

Executive Director's Report

Our Vision and Values

Our Vision is for an innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, creative talent and industries are nurtured and where literary activity changes lives.

Manchester City of Literature's core values are:

- **Distinctive** – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- **Inclusive** – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.
- **Transformative** – developing skills, nurturing creative talent and transforming lives.
- **Connected** – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- **World-leading** – a beacon for high quality, culturally democratic, truly diverse literary activity.

Our Aims:

- To place words, language and stories at the centre of Manchester's diverse cultural life.
- To support learning, well-being and employability by cultivating the joys of reading and writing.
- Stimulating creative writing for all
- To connect and collaborate with international partner cities and global programmes.

An overview of our achievements and performance

2021-22 was the second full year of operation for Manchester City of Literature which was constituted in May 2019. The charity has continued to build on the achievements in the previous year to support the literary sector and grow resources for literary activity in the city and city-region. In this period, Manchester City of Literature secured funds from Arts Council England's National Lottery Project Grants to deliver the first Festival of Libraries in June 2021 whilst Greater Manchester was still living under restrictions due to COVID-19. Despite restrictions, the Festival was popular and successful: 78% of survey respondents in the independent evaluation said they gained new knowledge/skills, 44% reported improved wellbeing and 39% said they will visit their library more often. The charity delivered many initiatives across both local neighbourhoods and with international partners to further the charitable aims and to deliver on the vision for Manchester City of Literature. In November 2021, Manchester City of Literature submitted to UNESCO its Four-Year Membership Monitoring Report which demonstrated the collective impact of the designation on the city.

Programme of Activity and Key Achievements

To place words, language and stories at the centre of Manchester's diverse cultural life.

Manchester City of Literature used its website and social media channels to profile events and activity from over thirty partner organisations as well as collaborative calendar celebrations such as International Mother Language Day and World Poetry Day, all of which support this aim.

Social media and web growth for 21/22:

Twitter – 4268 followers (849 new) with a 22% increase of followers, 498 posts with impressions of 951,900 impressions

Facebook – 701 followers (86 new) with a 20% increase of followers, 123 posts with reach of 39,055 and 37,057 impressions

Instagram – 1407 followers (440 new) with a 38% increase of followers, 39 feed posts and 456 stories, a reach of 5,278 in the final 6 months of the period.

YouTube – 169 subscribers with an increase of 114, 26 videos listed and the whole channel received combined views of 11,050

Website - 25,839 users, of those, 23,767 were new.

Newsletter - Audience 759 (134 subscriber growth), with 836 opens and 209 clicks

Festival of Libraries June 2021

This new festival for Greater Manchester took place over five days in June 2021 celebrating public, independent, heritage and specialist libraries. The Festival happened during Step Three of the UK Government's Roadmap so social distancing restrictions were still in place. Over 80 events took place in the Festival, a mixture of online, outdoors and in-person. This debut Festival, delivered during the most serious and long-lasting public health emergency in generations, engaged over 6,000 people across in-person and online events within a week. The Festival of Libraries generated 40 pieces of media coverage generated across regional and consumer, broadcast, livestream and parenting outlets with a

Manchester City of Literature

potential reach of over 5.2million people. The independent evaluation of the Festival showed that 78% of respondents gained new knowledge/skills, 44% reported improved wellbeing, 31% said it changed their view of libraries, 39% will visit their library more often and 36% will encourage more people to visit libraries

“I really enjoyed it. It was very refreshing and I feel very calm. Waiting for more sessions like this. Thanks”
“Taking part in the Festival of Libraries has really sparked my reconnection with the physical space of libraries, and I’m looking forward to now going back more often.”

Heritage Stories

Manchester City of Literature secured a National Lottery Heritage Fund grant to deliver this project between June and December 2021. The project paired three community groups - Chai Ladies, Droylsden Lively Minds, 84 Youth – with Tameside, Oldham and Manchester Archives to create Heritage Stories resources based on the groups’ interaction with each archive. The project was managed by Harriet Morgan-Shami on behalf of Manchester City of Literature.

International Mother Language Day February 2022

2022 was the seventh consecutive year that Manchester has celebrated this UNESCO calendar event. IMLD is a celebration of the nearly 200 languages spoken in Manchester and of the cultural diversity that is one of the city’s strengths. The events involve libraries, cultural venues, community groups, universities, schools, poets and writers. This was the return of in-person events after 2021’s celebrations being entirely online with a good range of activity from the core partners with some new partners on board such as Deutsch Centre. The launch of the programme coincided with the launch of a new initiative: the appointment of three Multilingual City Poets who will create poetry in Urdu, Arabic, Spanish and English for civic occasions and calendar events in 2022-2023. Manchester took the lead on behalf of the Cities of Literature cluster for IMLD and three other Cities of Literature programmed events.

The marketing campaign for IMLD drew 2374 users to the Manchester City of Literature website between 9th February and 9th March 2022 and 84% of these were new to the site. The media campaign led to 17 pieces of coverage across a range of key regional and national consumer, broadcast and parenting outlets with a targeted potential reach of over 8 million.

World Poetry Day 21 March 2022

For this UNESCO calendar day, Anjum Malik was commissioned to create a poem celebrating Manchester and its languages. Anjum produced ‘This Here’ in Urdu and English, which was translated into Spanish and Arabic by the other two Multilingual City Poets, Jova Bagioli Reyes and Ali Al-Jamri. A film was produced to accompany the poem with versions in all four languages: <https://youtu.be/7JONG61L8pg>

To support learning, well-being and employability by cultivating the joys of reading and writing.

In 2020/21 we ran **campaigns to promote reading or writing**.

- **17 Books for 17 Sustainable Development Goals.** With this digital campaign delivered in December 2022, we highlighted a book each day on our social media platforms which ties in with a UNESCO Sustainable Development Goal.
- **Community Champions** we ran this new programme working with literature champions and networkers in three neighbourhoods of Manchester: Jacqui Bailey in Moss Side and Hulme, Louise Fazackerley in Moston and Harpurhey, and Nasima Begum in Longsight. Each Community Champion worked with specific communities to support them to explore the whole world of literature on their terms in order to build local ownership and interest, and deliver improved wellbeing
- We worked with Pop-Up Projects CIC to recruit 13 young people to work with writer Jay Hulme and illustrator David Roberts on an LGBT+ publishing project **The Rainbow Library**. The young people aged 18-23 took part in workshops to create original work and illustrations and to share experiences that would inform a new book from Jay and David.
- We promoted the **Read Poland** initiative to Polish-speaking communities in Manchester in November 2021
- We promoted the launch of the **Wythenshawe Story Trail** by Read Manchester and the National Literacy Trust
- We worked with Virtual Writer in Residence Anna Polonyi from Iowa City to create the **Find Me In The Fiction Section** trail in Central Library which focused on writing from LGBT authors from Manchester and Iowa.
- For the Festival of Libraries, our Writers in Residence Anjum Malik and Ella Otowemo worked with groups in Bolton and Oldham to create original writing which was published in two separate **pamphlets written by community groups**
- We promoted the **Comic Art Europe literacy project** that commenced in Abraham Moss School in this period

To offer leadership in strengthening the agility and resilience of our network of writers, readers and organisations.

We continued to grow the Partnership Network and worked with First Story to recruit and appoint their first Partnership Manager for Manchester and the North West.

In this period, Manchester City of Literature issued 11 monthly newsletters sharing news and events from across our Partnership Network and hosted over 18 meetings bring literary partners together: 73% of our Partnership Network attended at least one meeting.

Manchester City of Literature

We supported the **Manchester Independent Book Fair** in July 2021 organised by Fly On The Wall Press to support book sales direct from publishers.

Manchester City of Literature worked with researchers at both University of Manchester and Manchester Metropolitan University to map creative writing provision for secondary schools. The charity then commissioned a research study from freelance consultant Melissa Brakel into how both primary and secondary school teachers use creative writing and their interest in future support and resources.

We engaged several undergraduate and post-graduate students in placements and internships. In addition to the two PhD candidate researchers above, two MA students from the University of Manchester undertook placements on the Festival of Libraries creating digital content including bespoke tours and trails for families. We engaged RISE students from MMU in the IMLD 2022 programme. We engaged four PhD researchers from North West universities via the Collaborative Labs programme to produce a report into the impact of literary activity across the Manchester City of Literature partnership.

The Executive Director represented the partners and the literary sectors in cultural networks in the city including Cultural Leaders Group and Manchester Independents.

In the period Manchester City of Literature brought in £98K of additional funding from Arts Council England, British Council and National Lottery Heritage Fund to support literary activity in the city-region and to benefit residents.

To connect and collaborate with international partner cities and global programmes.

In 2021/22 we have produced and participated in a number of international projects:

- We collaborated with Manchester Poetry Library to launch the **Poetry Cities** digital exhibition to celebrate the opening of the Poetry Library. 13 UNESCO Cities of Literature shared poetry and photography from their city: <https://poetrycities.co.uk/>
- As part of International Mother Language Day in February 2022, the programme included events in three other UNESCO Creative Cities: Exeter, Dunedin and Kuhmo.
- In September 2021, Rory Aaron was selected to represent Manchester in the **Utrecht Chain Poem** project. The full audio poem from poets from 12 UNESCO Cities of Literature was published on World Poetry Day in March 2022
- We secured £6K from Oxford Road Corridor to deliver **The New Arrival**, an illuminated comic art installation as part of the inaugural Corridor of Light and Language Festival between 21 and 24 October. For the installation we commissioned artists from UNESCO Cities of Literature - Ian Bobb (Manchester), Sayra Begum (Nottingham) and Francis Desharnais (Quebec City) - to produce an illuminated three-part comic strip based on an outline by Manchester writer Peter Kalu.
- In September 2021, we published **My Body Is Not Yours** a unique publication of poetry in translation in partnership with Slemani City of Literature. This British Council-funded anthology features poems by historical and contemporary Manchester writers translated into Kurdish (Sorani) and poems from historical and contemporary Kurdish writers translated into English. The historical works from Manchester include extracts from Shelley's Peterloo poem The Masque of Anarchy, Lancashire cotton famine poetry and works by suffragette Eva Gore-Booth. The contemporary poets are Michael Symmons Roberts, Adam O'Riordan, Keisha Thompson, Hafsa Aneela Bashir, Dike Omeje, Gerry Potter, Rosie Garland and John Ash.
- The Manchester City of Literature team attended the annual UNESCO Cities of Literature Conference, hosted by Reykjavik City of Literature, and delivered over five days in September 2020. Manchester shared The Festival of Libraries as a best practice case study and presented on International Mother Language Day.
- The Community Engagement Manager and Communications manager spoke in-person at the Book City conference about our approach to community engagement and inclusion in November 2021.
- Manchester City of Literature submitted its Four-Year Membership Monitoring Report to UNESCO in November 2020 showcasing the work delivered by the Partnership Network in this period.
- Manchester City of Literature led on coordination of assessment of applications from prospective Cities of Literature hoping to join the Network in 2021
- Manchester City of Literature hosted the **Slamovision** global poetry slam in November in partnership with Quebec City of Literature at Manchester Poetry Library. Nine Cities of Literature participated in the digital slam: Nottingham, Edinburgh, Tartu, Kuhmo, Melbourne, Quebec City, Iowa, Heidelberg, Ulyanovsk and Manchester. Manchester was represented by PA Bitez who was selected by the judging panel at Young Identity's One Mic Stand slam the previous month.

Governance

Just before the start of this period, in March 2021 the company appointed six new Trustees to the Board.

Manchester City of Literature

Partners

Manchester City Council, Manchester Metropolitan University, the University of Manchester, the Ahmed Iqbal Ullah RACE Centre, the International Anthony Burgess Foundation, Carcanet, Central Library, Centre for New Writing, Chetham's Library, Commonword, Comma Press, Creative Manchester, Elizabeth Gaskell's House, Flapjack Press, Fly On The Wall Press, John Rylands Library, MACFest, Manchester Children's Book Festival, Manchester Libraries, Manchester Literature Festival, Manchester Poetry Library, Manchester University Press, Manchester Writing School, Manchester Muslim Writers, Pariah Press, Poets & Players, Read Manchester, Ripples of Hope, Rochdale Literature & Ideas, Saraband Press, The Portico Library, Working Class Movement Library and Young Identity.

Financial Review

The Trustees are pleased with the progress on organisational set-up, operational delivery and the financial health of Manchester City of Literature in its second full year of operation. The Trustees are grateful to the three funders, Manchester City Council, the University of Manchester and Manchester Metropolitan University, for their commitment to the vision of Manchester City of Literature and their funding to establish the charity.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Manchester City of Literature for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 19 December 2022.

Signed on its behalf by:



Zahid Hussain
Chair of the Board

Independent examiner's report
to the trustees of
Manchester City of Literature

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022 which are set out on pages 11 to 22.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 in any material respect:

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.

Catherine Hall

Catherine Hall FCCA DChA

Slade & Cooper Limited
Beehive Mill, Jersey Street,
Manchester, M4 6JG

12 / 20 / 2022

Date.....

Manchester City of Literature
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income					
Donations and legacies	3	152,000	-	152,000	152,000
Grants and charitable contracts	4	6,000	92,300	98,300	7,840
Fees and other income	5	19	-	19	629
Investments	-	-	-	-	-
Total income		158,019	92,300	250,319	160,469
Expenditure					
Charitable activities	6	161,046	108,374	269,420	140,553
Total expenditure		161,046	108,374	269,420	140,553
Net income/(expenditure) for the year	8	(3,027)	(16,074)	(19,101)	19,916
Transfer between funds		(6,234)	6,234	-	-
Net movement in funds for the year		(9,261)	(9,840)	(19,101)	19,916
Reconciliation of funds					
Total funds brought forward		126,919	7,840	134,759	134,759
Total funds carried forward		117,658	(2,000)	115,658	154,675

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Manchester City of Literature
Company number 12002661
Balance sheet as at 31 March 2022

	Note	2022	2021
		£	£
Current assets			
Debtors	13	-	150
Cash at bank and in hand		143,491	145,299
Total current assets		143,491	145,449
Liabilities			
Creditors: amounts falling due in less than one year	14	(27,833)	(10,690)
Net current assets		115,658	134,759
Total assets less current liabilities		115,658	134,759
Net assets		115,658	134,759
Funds of the charity			
Restricted income funds	15	(2,000)	7,840
Unrestricted income funds	16	117,658	126,919
Total charity funds		115,658	134,759

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on 19th December 2022 and signed on their behalf by:

Zahid Hussain

Name

Signed



1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 section 1A.

Manchester City of Literature meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2022 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, there are currently no fixed assets.

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity pays into a pension scheme (NEST) on behalf of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Core Grants						
Manchester City Council	50,000	-	50,000	50,000	-	50,000
Manchester Metropolitan University	50,000	-	50,000	50,000	-	50,000
University of Manchester	50,000	-	50,000	50,000	-	50,000
Donated services - MCC accountancy	2,000	-	2,000	2,000	-	2,000
Total	152,000	-	152,000	152,000	-	152,000

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2022 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2021</i> £
The Arts Council	-	82,750	82,750	-	-	-
British Council	-	-	-	-	7,840	7,840
Coridor of light, earned income	6,000	-	6,000	-	-	-
National Lottery Heritage Fund	-	9,550	9,550	-	-	-
Total	6,000	92,300	98,300	-	7,840	7,840

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

5 Fees and other income

	2022 £	2021 £
Speaking fee	-	150
Other income	19	479
	<hr/>	<hr/>
	19	629
	<hr/> <hr/>	<hr/> <hr/>

All income from fees and trading is unrestricted.

6 Analysis of expenditure on charitable activities

	Total 2022 £	Total 2021 £
Community Engagement	12,655	11,450
Depreciation		
Staff costs (programme development)	71,405	69,538
Premises costs	8,050	8,050
Project spend	133,552	13,424
General running/operational costs	4,039	2,075
Professional fees	7,597	13,581
Marketing & PR	8,724	2,235
Monitoring and Evaluation	12,785	2,700
Website and social media	3,990	12,000
Governance costs		
Accountancy	2,800	2,800
Independent examination	1,200	1,200
Other governance costs	2,623	1,500
	<hr/>	<hr/>
	269,420	140,553
	<hr/> <hr/>	<hr/> <hr/>
	2022 £	2021 £
Restricted expenditure	108,374	-
Unrestricted expenditure	161,046	140,553
	<hr/>	<hr/>
	269,420	140,553
	<hr/> <hr/>	<hr/> <hr/>

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2022	2021
	£	£
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	-	-
- independent examination	1,000	1,000
	1,000	1,000

9 Staff costs

Staff costs during the year were as follows:

	2022	2021
	£	£
Wages and salaries	67,320	66,000
Social security costs	1,629	1,471
Employers pension contributions	1,458	1,419
Payroll and pension support	648	648
Staff expenses, training and recruitment	350	-
	71,405	69,538

No employee has employee benefits in excess of £60,000 (2021: Nil).

The average number of staff employed during the period was 3 (2021: 3).

The average full time equivalent number of staff employed during the period was 2 (2021: 2).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £37,781 (2021: £34,421).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2021: Nil).

Aggregate donations from related parties were £nil (2021: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2021: nil).

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2022 £	2021 £
Manchester City Council	50,000	50,000
	<hr/>	<hr/>
	50,000	50,000
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

13 Debtors

	2022 £	2021 £
Trade and grant debtors		150
Prepayments and accrued income	-	-
	-	150
	-	150

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors and accruals	27,833	10,690
	27,833	10,690
	27,833	10,690

15 Analysis of movements in restricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
The Arts Council	-	82,750	(88,984)	6,234	-
The Arts Council 22-23	-	-	(2,000)	-	(2,000)
British Council	7,840	-	(7,840)	-	-
The National Lottery Heritage Fund	-	9,550	(9,550)	-	-
	7,840	92,300	(108,374)	6,234	(2,000)
	7,840	92,300	(108,374)	6,234	(2,000)
Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
British Council	-	7,840	-	-	7,840
	-	7,840	-	-	7,840
	-	7,840	-	-	7,840

There were no restricted income or restricted funds in the previous year.

The balances on restricted funds are all unexpended grants for the charity's projects. Transfers from restricted funds occur when capital items are purchased and this satisfies the restriction on the funding.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2022 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	As at 31 March 2022 £
General fund	66,919	158,019	(161,046)	-	63,892
Designated fund	60,000	-	-	(6,234)	53,766
	126,919	158,019	(161,046)	(6,234)	117,658
Previous reporting period					
	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	31 March 2021 £
General fund	54,843	152,629	(140,553)	-	66,919
Designated fund	60,000	-	-	-	60,000
	114,843	152,629	(140,553)	-	126,919

General fund The free reserves of the charity including funds to supplement specific charitable activity that would not otherwise happen
 Designated fund The reserves put aside for staff commitments and unexpected changes

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	63,892	53,766	(2,000)	115,658
Total	63,892	53,766	(2,000)	115,658
Previous reporting period				
	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	66,919	60,000	7,840	134,759
Total	66,919	-	-	134,759

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MANCHESTER CITY OF LITERATURE

England & Wales - Charity number 1189456

Accounts

Company registration number: 12002661

Charity registration number: 1189456

Manchester City of Literature

(A company limited by
guarantee) Annual Report and
Financial Statements for the
Period Ended 31 March 2021



**A UNESCO City
of Literature**

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Reference and Administrative Details

Trustees

Zahid Hussain (Chair)
Professor Sharon Handley
Professor Alessandro Schiesaro (resigned June 2021)
Professor John McAuliffe (appointed September 2021)
Cllr Emma Taylor (resigned June 2021)
Hafsah Aneela Bashir (appointed March 2021)
Jo Yee Cheung (appointed March 2021)
Mike Murphy (appointed March 2021)
Katie Popperwell (appointed March 2021)
Chandan Shergill (appointed March 2021)
Karline Smith (appointed March 2021)

Senior Management Team

Ivan Wadeson, Executive Director

Principal Office

First Floor, Town Hall
Extension,
PO Box 532,
Manchester, M60 2LA

Company Registration Number

12002661

Charity Registration Number

1189456

Independent Examiner

Catherine Hall FCCA DchA
Slade & Cooper
Beehive Mill
Jersey Street
Ancoats
Manchester
M4 6JG

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the period ended 31 March 2021.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 17th May 2019. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and Appointment of Trustees

The Directors who served during the period are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Manchester has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than eleven individuals comprised as follows: up to one Local Authority Director; one Director appointed by the University of Manchester; one Director appointed by Manchester Metropolitan University and up to eight Community Directors. Two of the eight Community Directors may have an association with the City of Manchester or the two universities provided that at all times Community Directors with no such associations shall at all times be in the majority of the Directors. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

Induction and training of Trustees

New Directors meet the Chairman before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

Organisational structure

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 9 Directors. There are usually quarterly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day-to-day management to the Executive Director. During the period there have been no material changes in the policies pursued by the Board.

Objectives and activities

Public benefit

1.1 The charity has been established for the public benefit for the following purposes:

- (1) The advancement of education and the arts, by providing or assisting in the provision of opportunities to discover, access, engage in, learn about, understand and enjoy literature, writing, creativity, culture and heritage; and
- (2) Such other charitable purposes that benefit the public consistent with the object above as the trustees shall determine.

1.2 In support of the objects, it is envisaged that the charity will work with partners to:

- (1) celebrate literature and writing in their broadest sense;
- (2) celebrate the rich diversity of voices and languages in Manchester;
- (3) encourage reading, boost literacy and promote cultural expression;
- (4) widen access to – and engagement in – literary activity;
- (5) strengthen international connectivity through active engagement in the UNESCO Creative Cities Network, particularly with regards to the value of creativity and culture in sustainable development.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Reserves Policy

The Trustees have set a reserves policy so that they can comply with their legal duties to protect and safeguard the assets of the charity. The charity will hold designated funds, or unrestricted reserves, for the following purposes:

- To allow the Trustees to prepare for an unexpected drop in income or other change of circumstances in a volatile environment. This will be a sum not less than three months' operating costs and will allow the charity to respond to sudden change and manage the impact in an orderly manner.
- To set aside funds for the charity's employment commitments. This will be the sum relating to the Executive Team's fixed term contracts which extend beyond the end of the current confirmed grant agreements
- To invest in specific activity to advance the charitable objectives that would not otherwise happen.

To meet these commitments, the target for reserves is a minimum of £61,245 (this is calculated by

adding three months' operating costs excluding salary payments together with the total salary commitment beyond the confirmed funding period). At 31 March 2021, the figure for free reserves was £66,919, designated funds were £60,000 and restricted reserves were £7,840. The Trustees will review and approve the reserves policy in May each year as part of the preparation of the annual report and independently examined accounts.

Executive Director's Report

Our Vision and Values

Our Vision is for an innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, creative talent and industries are nurtured and where literary activity changes lives.

Manchester City of Literature's core values are:

- **Distinctive** – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- **Inclusive** – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.
- **Transformative** – developing skills, nurturing creative talent and transforming lives.
- **Connected** – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- **World-leading** – a beacon for high quality, culturally democratic, truly diverse literary activity.

Our Aims:

- To place words, language and stories at the centre of Manchester's diverse cultural life.
- To support learning, well-being and employability by cultivating the joys of reading and writing.
- Stimulating creative writing for all
- To connect and collaborate with international partner cities and global programmes.

An overview of our achievements and performance

Manchester City of Literature was constituted in May 2019 and recruitment undertaken for a Chair and an Executive Director during that financial year. 2020-21 was therefore the first full year of operation for this new organisation. In March 2020, the team of three were in place for just a few short weeks before the COVID-19 pandemic led to national lockdown. Despite the disruptive impact of the pandemic, Manchester City of Literature was able to deliver a new programme of activity to support the literary sector in lockdown and to engage with residents experiencing isolation; whilst also working on planning and fundraising for collaborative events such as International Mother Language Day and the inaugural Festival of Libraries. Also in this period Manchester City of Literature became a registered charity, created a three year business plan and expanded the Board from four to ten. In 2020-21, Manchester City of Literature secured over £100K of additional funding for literature in the city from Arts Council England and British Council.

Responding to the Global Pandemic

In March 2020, Manchester went into the first national lockdown, and would remain in a state of restrictions or lockdown until the following year. At that time, the Manchester City of Literature Executive team of three had only been working together for a matter of weeks. In response to the state of crisis that our city, along with its communities, their libraries, bookshops, schools, and favourite places to read and write found themselves in, we created a large-scale project to support Manchester's Literature scene as best we could: A City Connects.

In response to the need identified by our partners to amplify their digital offer, in April 2020, in just over a week, we created the A City Connects website to support any and all activity from the partnership network as it moved online.

From its launch to the retirement of the site in December 2020, there were over 150 events listed from our publishers, spoken word nights, book launches, readings and more. In that time, more than 4000 visitors used the site as a way to find out how to stay connected with the world of literature in Manchester from home.

We can find community in stories, in conversation and in learning that we are not as isolated as we thought. Literature can be the heart of this connectedness- it's what brings us together. In a world that is changing at break-neck speed, where we carry out social distancing for the good of public health, how do we stay connected? Manchester City of Literature is inspired by the possibilities that still exist for our city to bring people together. You'll find everything that's going on at the A City Connects site, whether you're a reader, a writer, you want to support independent publishers or are looking for something to entertain you or young children. [From The introduction to the original A City Connects website]

The A City Connects site connected with local residents and the wider City of Literature network, attracting people from Russia, Australia, Canada, South America, all across Europe, South Africa, New Zealand and beyond. We hosted key events on there too, including:

- Slam-o-vision global spoken word competition, when poet Jardel Rodrigues brought the joint crown home to Manchester along with Quebec City of Literature.
- For South Asian Heritage Month July-August we interviewed seven writers of South Asian heritage on their writing practice and created a reading list of their favourites to accompany the celebrations
- We launched the first Manchester Book Fair in November 2020 to support book sales direct from independent publishers, featuring twelve Manchester publishers to guide us through their insider knowledge and insight into the best reads and recommendations. The videos are available to view on our YouTube channel.
- The Hook project where we paired up contemporary writing groups with a text local to Manchester to create new work, which you can still watch exclusive discussions with partners like Commonword and the International Anthony Burgess Foundation on the Manchester City of Literature website.

A City Connects was always much more than just a website. As well as featuring events on the site, there were projects born out of our desire to join up the literature offering in the city during such a difficult time, many of which were developed around the idea of writing for wellbeing. These included:

- Creative writing workshops for vulnerable adults in partnership with The Men's Room by writer and therapist Jane Bradley
- Workshops on resilience with writer and coach Shamshad Khan for female writers of South Asian Heritage
- Commissions for three creative writing activity packs by writers Nicole May, James Varney and Cheryl Martin
- Literature activities were distributed across the city as part of the GMCA Creative Care Kits
- Spoken word night Our City Speaks in partnership with Contact Theatre, Young Identity and United We Stream, fundraising to support Manchester's nightlife as it closed during the pandemic and reaching a global audience.
- Connectedness Through Comics: we commissioned local comic artist Ian Bobb to create a comic strip that was used in workshops with 42nd Street as part of a project to discuss the effects of the pandemic on young people in partnership with MMU. The same comic was workshopped with young people in Nanjing City of Literature to show how we are all connected in our feelings of isolation during this time.

Programme of Activity and Key Achievements

To place words, language and stories at the centre of Manchester's diverse cultural life.

Following the work on A City Connects between April and October 2020, Manchester City of Literature launched its new website in November 2020. This is as a **platform to bring together and profile all the diverse literary activity in the city**. This website launch was accompanied by an eight-minute video showcasing the literary assets of Manchester that had supported the UNESCO designation and a refreshed brand identity.

Manchester City of Literature used social media to profile events and activity from over thirty partner organisations as well as collaborative calendar celebrations such as International Mother Language Day and World Poetry Day.

Social media growth for 20/21:

- Twitter – 3408 followers with a 103% increase of 1651 followers, 901 posts with impressions of 2,081,200
- Facebook – 570 followers with a 68% increase of 253 followers, 250 posts with impressions of 47,733 and engagement from 3374 followers
- Instagram – 955 followers with an increase of 955, 46 feed posts and 312 stories shared
- YouTube – 55 subscribers with an increase of 55, 50 videos listed with combined views of 2630

In January 2021, we successfully applied to work with four PHD researchers from the NW universities programme **Collaborative Labs**. The researchers will gather evidence from across the Manchester City of Literature partnership in order to illustrate the collective impact of the those working within the network since the UNESCO designation in 2017. The results of this work will be available in the first half of 2021-22.

International Mother Language Day February 2021

2021 was the fifth consecutive year that Manchester has celebrated this UNESCO calendar event. IMLD is a celebration of the nearly 200 languages spoken in Manchester and of the cultural diversity that is one of the city's strengths. The events involve libraries, cultural venues, community groups, universities, schools, poets and writers.

Between 16 and 28 February, over 18 films and online events took place celebrating language diversity. Community groups took part with The Sebene Project (who celebrate Congolese culture), the Polish Saturday School and Language and Culture of Bangladesh all making films. New cultural partners were involved in this year's celebrations including Community Arts North West, Institute Cervantes and the Centre for Chinese Contemporary Art alongside regular partners such as Manchester Libraries, Comma Press, the Confucius Institute, Multilingual Manchester and Manchester Poetry Library. This year also saw two UNESCO cities of Literature take part.

Over the period of 1st February and 1st March 2020 there were a total of 5,156 users on Manchester City of Literature's website. Within the 5,156 users, 85% of the users were new visitors. The press campaign to promote IMLD 2021 led to 51 pieces of coverage across radio, print and online media with a potential reach of over 8 million people.

We also worked with Multilingual Manchester and Manchester Libraries to create a public archive of all the projects to celebrate language diversity in Manchester between 2015 and 2019.

World Poetry Day 21 March 2021

This year we worked in partnership with Manchester Poetry Library to commission poets to create new work on the theme of 'doors as portals' and create a poetry film, featuring iconic doors from around the city, which was broadcast at 11am on Sunday 21st March 2021.

Carnegie and Greenaway nominated writer Dom Conlon explored the unassuming and forgotten doorways; poet and theatre-maker Roma Havers who has previously been commissioned by MIF, MLF, Manchester Histories and HOME wrote about survival and joy; poet, producer and translator Ali Al-Jamri cast a light on the gates at Albert Park and

belonging; and Jerwood-Arvon nominee, writer and journalist Andrew Oldham created a piece 'I have become the Green Man', all about the greening of urban spaces.

The film also includes new work from poet, artist and video film-maker Imtiaz Dharker. Dharker was awarded the Queen's Gold Medal for Poetry in 2014 and has been commissioned by Manchester Poetry Library, only the fourth such library in the UK, to create a series of poems to celebrate its opening this year, with the first of these shared in the film. Also featured are other UNESCO Creative Cities, Granada City of Literature in Spain and Slemani City of Literature in Iraq.

To support learning, well-being and employability by cultivating the joys of reading and writing.

In 2020/21 we ran five **campaigns to promote reading or writing**.

- **'17 Books for 17 Sustainable Development Goals'**. With this digital campaign delivered in December 2020, we highlighted a book each day on our social media platforms which ties in with a UNESCO SDG.
- During **South Asian Heritage Month** in July 2020, we highlighted the work of South Asian writers Anjum Malik, Haamid Sharif, Nasima Begum, Reshma Ruia and Qaisra Shahraz. We conducted interviews with these writers and highlighted literature they'd recommend for others to read. The interviews were shared on our website and via our social media platforms.
- We partnered with Contact to deliver the **iReadMe** project. A free event for families. Co-curated with Maia, 9 years old, the event was inspired by her letter to her Headteacher asking for her school to include more 'Black books by Black authors' in their reading lists and on the curriculum. Maia invited her favourite authors Nathan Bryon, Hannah Lee and Peter Kalu to read their books and have a conversation with Manchester school children, in front of a live digital audience of children and their families.
- In partnership with 42nd Street and MMU, we delivered the **Connectedness Through Comics** project. We commissioned Ian Bobb to create an interactive comic, to inspire the young people of Manchester and Nanjing to explore their experiences of social isolation brought on by the Covid pandemic.
- As part of A City Connects, Manchester City of Literature delivered two digital events to encourage reading under the umbrella title of **The Hook**. We hosted an in-conversation with Shirley May, Pete Kalu, Cheryl Martin, Mike Garry and Segun Lee-French to commemorate the life and work of the late Manchester poet Dike Omeje. We also hosted an in-conversation between Michael Schmidt, Rachel Mann and Andrew Biswell to celebrate the 40th anniversary of the publication of Anthony Burgess ground-breaking novel *Earthly Powers*.

To offer leadership in strengthening the agility and resilience of our network of writers, readers and organisations.

We launched the first **Online Manchester Book Fair** in November 2020 to support book sales direct from independent publishers, featuring twelve Manchester publishers to guide us through their insider knowledge and insight into the best reads and recommendations.

During this period we hosted 23 **Fortnightly Partnership Calls** and 5 project working groups were set up: Pathways and Progression, Evaluation, Fundraising, Festival of Libraries and IMLD.

To learn from the twenty creative writing projects that were delivered during the first phase of the pandemic, we commissioned Emma Parsons to interview project leads for these programmes to understand better the impact of **creative writing on wellbeing**. This led to a workshop for partners on the benefits and practicalities of shared evaluation including documenting methodologies and approaches.

In June 2020 we submitted a report on behalf of the partnership to the DCMS call for evidence on the impact of COVID-19 on Manchester's literary sector.

The Executive Director represented the partners and the literary sectors in cultural networks in the city including Cultural Leaders Group and sitting on the COVID-19 Board for Cultural Recovery. The Executive Director also contributed to the Creative Manchester Deep Dive Creative Industries Aspect research project and to the UKRI COVID-19 research study on behalf of partners.

The Partnerships and Communications Manager gave advice to three partners on website development including on writing tender documents.

We engaged several undergraduate and post-graduate students in placements and internships. Four RISE students from MMU reviewed the Our City of Languages event and another RISE student undertook data analysis on the social media reach of IMLD. Two MA students from the University of Manchester undertook placements on the Festival of Libraries creating digital content including bespoke tours and trails for families.

In this period we submitted five funding bids and supported two artist-led bids for International Mother Language Day events. Three bids were successful bringing an additional £105K into Manchester's literary sector. Many of our partners were also able to use the UNESCO designation to support and strengthen their individual fundraising efforts. The Executive Director also advised three writers on applying for hardship funding; one decided not to apply, the other two were successful in securing emergency grants.

To connect and collaborate with international partner cities and global programmes.

In 2020/21 we have run produced and participated in a number of international projects:

- As part of International Mother Language Day in February 2021, the livestream event Our City of Languages included specially commissioned films from other UNESCO Creative Cities: Tartu City of Literature and Nottingham City of Literature.
- Our World Poetry Day 2021 film in partnership with Manchester Poetry Library included poems from Azucena G. Blanco from Granada City of Literature (Spain) and a reading of Mahwi (a classical Kurdish poet) courtesy of Slemani City of Literature alongside Greater Manchester Poets.
- English-Kurdish Poetry Translation: A new programme sharing expertise in poetry translation between Manchester and Slemani in the Kurdistan Region of Iraq has received funding from the British Council Working Internationally fund. Both cities are UNESCO Cities of Literature, designated in 2017 and 2019 respectively, and this one-year project will be the start of wider cooperation between the two cities.
- The Manchester City of Literature team attended the annual UNESCO Cities of Literature Conference, hosted by Prague City of Literature, and delivered on for five days in September 2020. The conference brought together the 39 Cities of Literature to discuss individual and collective progress against the sustainable development goals and to explore partnership working and best practice. Manchester City of Literature shared presentations on our collaborative approach to setting up the charity and on the twenty creative writing for wellbeing projects delivered during the first phase of the pandemic.
- The Community Engagement Manager spoke at an online conference for literary professionals in Lviv talking about our approach to community engagement and inclusion.
- Manchester City of Literature created a virtual study tour for Dutch Arts Academy students with online presentations from a range of partners including Read Manchester and Manchester Libraries. This study tour will support the students to create a series of recommendations to Utrecht Library and Utrecht City of Literature on reader development strategies in Utrecht based on their research.

- Manchester City of Literature took part in the Literary Ice Rink project co-ordinated by Ulyanovsk City of Literature. This project took audio recordings of international poets and played them on the speakers as members of the public used the ice skating rink in Ulyanovsk in November 2020. Manchester-based poet Shamshad Khan's poetry was presented and read as part of the project.
- Manchester City of Literature took part in a similar project with Tartu City of Literature. Elizabeth Gibson, a Manchester-based poet was one of 13 international poets each representing a City of Literature, who had their work displayed on the buses in Tartu.
- Manchester City of Literature was successfully selected as one of 6 Cities of Literature to take part in the Mega Poetry Happening, a 24 hour stream of international poetry, co-ordinated by Quebec City of Literature in September 2020. 10 poets: Shirley May, Chris Jam, John McAuliffe, Malika Booker, Afshan d'souza Lohdi, Esther Koch, Reece Williams, Nicole May and Jonathan Kinsman each recorded a video which were broadcast as part of the event.
- Manchester City of Literature participated in the Slam O Vision project in November 2020, hosted by Tartu City of Literature. 7 other Cities of Literature participated in the digital slam, where each city put forward a poet. The poets were judged in a Eurovision-style slam, with Manchester's Jardel Rodrigues coming in at joint first place alongside the representative of Quebec.
- We secured the participation of 13 Cities of Literature to mark the opening year of the Manchester Poetry Library by contributing poems and images from their city for the Poetry Cities digital exhibition. In addition 16 Cities donated physical books to the permanent collection.

Governance

In this period, the company became a charity in May 2020. In autumn 2020 an open recruitment campaign was launched to recruit new Trustees to expand the Board. Six Trustees were appointed to the Board in March 2021.

Partners

Manchester City Council, Manchester Metropolitan University, the University of Manchester, the Ahmed Iqbal Ullah RACE Centre, the International Anthony Burgess Foundation, Carcanet, Central Library, Centre for New Writing, Chetham's Library, Commonword, Comma Press, Creative Manchester, Dead Ink Books, Dostoyevsky Wannabe, Elizabeth Gaskell's House, Flapjack Press, Fly On The Wall Press, John Rylands Library, Manchester Children's Book Festival, Manchester Libraries, Manchester Literature Festival, Manchester Poetry Library, Manchester University Press, Manchester Writing School, Manchester Muslim Writers, Pariah Press, Poets & Players, Read Manchester, Ripples of Hope, Rochdale Literature & Ideas, Saraband Press, The Portico Library, Working Class Movement Library and Young Identity.

Financial Review

The Trustees are pleased with the progress on organisational set-up, operational delivery and the financial health of Manchester City of Literature in its first year of operation. The Trustees are grateful to the three funders, Manchester City Council, the University of Manchester and Manchester Metropolitan University, for their commitment to the vision of Manchester City of Literature and their funding to establish the charity. Despite the global health crisis and the pressures this will bring, the Trustees can face the next financial period with confirmed annual funding from these three stakeholders and plans in development to grow this resource from additional sources.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Manchester City of Literature for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 17 December 2021.

Signed on its behalf by:



Zahid Hussain

Chair of the Board

Independent examiner's report
to the trustees of
Manchester City of Literature

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2021 which are set out on pages 15 to 26.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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.

Catherine Hall

Catherine Hall FCCA DChA

Slade & Cooper Limited
Beehive Mill, Jersey Street,
Manchester, M4 6JG

12 / 21 / 2021

Date.....

Manchester City of Literature
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income					
Donations and legacies	3	152,000	-	152,000	152,250
Grants and charitable contracts	4	-	7,840	7,840	51
Fees and other income	5	629	-	629	-
Investments	-	-	-	-	-
Total income		152,629	7,840	160,469	152,301
Expenditure					
Charitable activities	6	140,553	-	140,553	37,458
Total expenditure		140,553	-	140,553	37,458
Net income/(expenditure) for the year	8	12,076	7,840	19,916	114,843
Transfer between funds		-	-	-	-
Net movement in funds for the year		12,076	7,840	19,916	114,843
Reconciliation of funds					
Total funds brought forward		114,843	-	114,843	-
Total funds carried forward		126,919	7,840	134,759	114,843

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Manchester City of Literature
Company number 12002661
Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Current assets			
Debtors	13	150	-
Cash at bank and in hand		145,299	118,144
Total current assets		145,449	118,144
Liabilities			
Creditors: amounts falling due in less than one year	14	(10,690)	(3,301)
Net current assets		134,759	114,843
Total assets less current liabilities		134,759	114,843
Net assets		134,759	114,843
Funds of the charity			
Restricted income funds	15	7,840	-
Unrestricted income funds	16	126,919	114,843
Total charity funds		134,759	114,843

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 24 form part of these accounts.

Approved by the trustees on 17th December 2021 and signed on their behalf by:

Zahid Hussain

Name

Signed



1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 section 1A.

Manchester City of Literature meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2021 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2021 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, there are currently no fixed assets.

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity pays into a pension scheme (NEST) on behalf of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Core Grants						
Manchester City Council	50,000	-	50,000	50,250	-	50,250
Manchester Metropolitan University	50,000	-	50,000	50,000	-	50,000
University of Manchester	50,000	-	50,000	50,000	-	50,000
Donated services - MCC accountancy	2,000	-	2,000	2,000	-	2,000
Total	152,000	-	152,000	152,250	-	152,250

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2021 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2020</i> £
British Council	-	7,840	7,840			-
Other	-	-	-	51		51
Total	-	7,840	7,840	51	-	51

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

5 Fees and other income

	2021 £	2020 £
Speaking fee	150	-
Other income	479	-
	629	-
	629	-

All income from fees and trading is unrestricted.

6 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Community Engagement	11,450	-
Depreciation		
Staff costs (programme development)	69,538	21,764
Premises costs	8,050	-
Project spend	13,424	-
General running/operational costs	2,075	4,735
Professional fees	13,581	-
Marketing & PR	2,235	7,509
Monitoring and Evaluation	2,700	-
Website and social media	12,000	-
Governance costs		
Accountancy	2,800	2,000
Independent examination	1,200	1,200
Other governance costs	1,500	250
	140,553	37,458
	140,553	37,458
	2021 £	2020 £
Restricted expenditure	-	-
Unrestricted expenditure	140,553	37,458
	140,553	37,458
	140,553	37,458

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	-	-
- independent examination	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

9 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	66,000	18,100
Social security costs	1,471	-
Employers pension contributions	1,419	741
Payroll and pension support	648	-
	<u>69,538</u>	<u>18,841</u>

No employee has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 3 (2020: 1).

The average full time equivalent number of staff employed during the period was 2 (2020: 1).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £34,421 (2020: £15,770).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: Nil).

Aggregate donations from related parties were £nil (2020: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Manchester City Council	50,000	50,250
	<hr/>	<hr/>
	50,000	50,250
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

13 Debtors

	2021 £	2020 £
Trade and grant debtors	150	-
Prepayments and accrued income	-	-
	150	-
	150	-

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors and accruals	10,690	3,301
	10,690	3,301
	10,690	3,301

15 Analysis of movements in restricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
British Council	-	7,840	-	-	7,840
	-	7,840	-	-	7,840
	-	7,840	-	-	7,840

There were no restricted income or restricted funds in the previous year.

The balances on restricted funds are all unexpended grants for the charity's projects. Transfers from restricted funds occur when capital items are purchased and this satisfies the restriction on the funding.

Manchester City of Literature

Notes to the accounts for the year ended 31 March 2021 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	54,843	152,629	(140,553)	-	66,919
Designated fund	60,000	-	-	-	60,000
	114,843	152,629	(140,553)	-	126,919
Previous reporting period					
	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	31 March 2020 £
General fund	-	152,301	(37,458)	(60,000)	54,843
Designated fund	-	-	-	60,000	60,000
	-	152,301	(37,458)	-	114,843

General fund The free reserves of the charity

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	66,919	60,000	7,840	134,759
Total	66,919	60,000	7,840	134,759
Previous reporting period				
	<i>General fund</i> £	<i>Designated funds</i> £	<i>Restricted funds</i> £	<i>Total</i> £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	54,843	60,000	-	114,843
Total	54,843	-	-	114,843