

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.

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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.

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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

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- 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=FQjgeIJCKCU>

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:

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- **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 Cities 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).

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- **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:

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- 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.

Notes to the accounts for the year ended 31 March 2023 (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 2023 (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 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						
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	2,000	154,000	152,000	-	152,000

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

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
The Arts Council	-	85,428	85,428	-	82,750	82,750
Coridor of light, earned income	-	-	-	6,000	-	6,000
Manchester Metropoloitan 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
	<hr/>	<hr/>
	5,082	19
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	270,776	269,420
	<hr/>	<hr/>
	2023 £	2022 £
Restricted expenditure	102,536	108,374
Unrestricted expenditure	168,240	161,046
	<hr/>	<hr/>
	270,776	269,420
	<hr/>	<hr/>

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
	<u>1,000</u>	<u>1,000</u>

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
	<u>73,696</u>	<u>71,405</u>

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/>

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 £
<i>The Arts Council</i>	-	82,750	(88,984)	6,234	-
<i>The Arts Council 22-23</i>	-	-	(2,000)	-	(2,000)
<i>British Council</i>	7,840	-	(7,840)	-	-
<i>The National Lottery Heritage Fund</i>	-	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	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