

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.

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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.

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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

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 attendees 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 Szmerek 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/>

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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:

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- 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

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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 on 19th 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.

Notes to the accounts for the year ended 31 March 2024 (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 2024 (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 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 Metropolioitan 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/>

All income from fees and trading is unrestricted.

6 Analysis of expenditure on raising funds

	Total 2024 £	Total 2023 £
Fundraising costs	-	-
	<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/>
	2024 £	2023 £
Restricted expenditure	130,515	102,536
Unrestricted expenditure	179,272	168,240
	<hr/>	<hr/>
	309,787	270,776
	<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
	<hr/> <hr/>	<hr/> <hr/>

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)
	<hr/>	<hr/>
	79,158	73,696
	<hr/> <hr/>	<hr/> <hr/>

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
	<u>57,792</u>	<u>10,100</u>

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors and accruals	52,574	27,231
	<u>52,574</u>	<u>27,231</u>

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)	-	-
	<u>17,682</u>	<u>126,192</u>	<u>(130,515)</u>	<u>-</u>	<u>13,359</u>

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
	<u>(2,000)</u>	<u>122,218</u>	<u>(102,536)</u>	<u>-</u>	<u>17,682</u>

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	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