

**Step up Mcr**

**Financial Statements**

**for the period ended 31st March 2021**

**Step up Mcr**  
**Report of the Board of Directors for the period ended 31st March 2021**

**Reference and Administrative Information**

Charity name	Step up Mcr
Charity Registration Number	1191495
Company Registration Number	12467282
Registered Office	C/O ONE MANCHESTER Lovell House 6 Archway Hulme Greater Manchester M15 5RN

**Trustees**

Nicole Hope	Secretary, appointed 24 Feb 21
Paul Kelly	
Gary Loftus	
Angela Martin	Appointed 20 Jan 21
Anton Schultz	Treasurer
Dr Paula Louise Turner	Appointed 11 Jan 21
James Scott Vandeventer	
Peter Heywood	Resigned 6 May 21

**Independent Examiner**

Paul Cowham FCA  
Green Fish Resource Centre  
46-50 Oldham Street  
Manchester  
M1 4LE

**Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Step up Mcr**  
**Report of the Trustees**  
**For the period ended 31 March 2021**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the period ended 31<sup>st</sup> March 2021.

**Charitable Objects**

1. The Charity's Objects are to promote for the benefit of the public and of the community of, and in particular but not limited to, the Area of Benefit, including:
  1. the promotion for the benefit of the public of urban regeneration in areas of social and economic deprivation (and in particular in the Area of Benefit and surrounding areas) by all or any of the following means;
    - i. the relief of financial hardship;
    - ii. the relief of unemployment;
    - iii. the advancement of education, training or retraining, particularly of unemployed people, and providing unemployed people with work experience;
    - iv. the provision of financial assistance, technical assistance or business advice or consultancy or other charitable help in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help:- (i) to enable people to set up their own business or (ii) to existing businesses;
    - v. the creation of training and employment opportunities by the provision of workplace, building and / or land for use on favourable terms;
    - vi. the maintenance, improvement or provision of public amenities;
    - vii. the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
    - viii. the provision of office and meeting space for non-profit making organisations and individuals; and
    - ix. such other means as may from time to time be determined subject to the prior written consent of the Charity Commission for England and Wales.
  2. the development of capacity and skills of members of socially and economically disadvantaged communities within the Area of Benefit and surrounding areas in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; and
  3. the promotion of social inclusion by preventing people from becoming socially excluded, relieving the needs of those who are social excluded and assisting them to integrate into society (and for the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community)

**Step up Mcr**  
**Report of the Board of Directors**  
**for the period ended 31 March 2021**

**Activities**

Step Up MCR is the place based giving charity for Manchester, focussing on Ancoats & Beswick and Clayton & Openshaw in our pilot phase. We bring people together from within the community to make the most of our combined resources, energy, and skills for the benefit of local people.

Our aim is to create more resilient communities and address local inequalities by boosting community activity, raising aspirations and increasing health and wellbeing. We do this by brokering support between community projects and those wanting to give back and creating spaces for people to discuss and gain support for community-led projects.

In promoting local giving, we recognise that anybody can give back to the community- whether its time, money, resources, skills, knowledge or space. This might be a resident with a great idea to boost health and wellbeing in their neighbourhood, or a local business looking to make an impact on their own doorstep. All our activity aims to build community potential and pride.

Step Up MCR has invested in the unlimited potential of people in our neighbourhoods by supporting the growth of community-led initiatives in the last financial year. We have catalysed projects through consultancy support, and match-funding community fundraising drives. The Beacon Centre Crowdfunder campaign we hosted supported a new community health and wellbeing hub in Clayton with a Centre Manager role.

Promoting local activities through our marketing and communications has included printing and distributing a community newspaper to households across Ancoats & Beswick and Clayton & Openshaw. Each newspaper is posted to 11,000 households, providing a reach of over 30,000 people to grow the community. The newspaper enables Step Up MCR to galvanise residents and businesses to give back to the community so that new and existing local projects and organisations can flourish. We intend to grow this as a community resource going forwards.

Step Up MCR has developed mechanisms to support local decision-making and volunteering pathways. We have grown an independent Advisory Panel of 18 members who live and work in our project areas and supported 8 Project Champions from local partners and businesses to volunteer their time mentoring community projects and connecting them into Step Up's wider offer of support.

This year we have also maintained a focus on arts-led community engagement which has connected communities. We developed a cycle-powered vehicle for community connecting and held an engagement event with commissioned artists at a local community centre. We have received funding to develop further arts-based approaches in the next financial year.

The Trustees have had due regard to the Charity Commission's guidance on Public Benefit at all relevant times.

# **Step up MCR**

## **Report of the Board of Directors for the period ended 31 March 2021**

### **Grant making**

Step Up MCR's policy on grant making allows the charity to support charitable and non-charitable organisations as well as individuals to grow community-led projects.

- Grants must meet any specific funding priorities set by the Trustees.
- Proof of public benefit, assessed in grant applications, reviewed by the Advisory Panel and Board.
- Personal or private benefits must be declared in applications for grants, and justified as secondary to any public benefit.
- Proposals must be considered by Advisory Panel, and any views regarding community support and public benefit must be taken into account by the Trustees when making decisions.
- Provision of Identification to enable appropriate anti-fraud checks to take place.
- Agreement must be signed by duly authorised recipient, and terms must specify funds used for charitable purposes relevant to Step Up stated objectives.
- Status of organisations, and details provided must match those on public registers. E.g. information on details for companies will be checked against Companies House records.
- Applicant must be able to demonstrate links to the local community, e.g. as local resident, employee, or active volunteer.
- Applicant must be able to provide evidence of community support and consultation.
- Applicant must be able to provide evidence of need relevant to the proposed activity.
- Proof of asset lock provisions in governing document for any applications relating to assets.

### **Staff and volunteers**

As an organisation operating with a small delivery model, Step Up MCR recognises the role of volunteers as key to delivering our charitable objectives. Volunteers contribute to core decision-making functions, offer project support and brokerage, and support at community events. In turn, Step Up MCR is able to support volunteers with training, connections, and regular guidance.

### **Achievements and Performance**

2020-2021 was primarily focussed on development of the charity, as well as initial support for a range of local projects.

During the year Step Up MCR transitioned from being a hosted project with a local social housing association, to an independent organisation.

During the year Step Up MCR:

- Developed the Board of Trustees, growing the knowledge and expertise of the organisation.
- Developed key policies and procedures.
- Established a diverse Advisory Panel of 18 people living and working in our project areas.
- Secured our first service level agreement with One Manchester.
- Received ongoing financial support from Manchester Local Care Organisation and MCR Active.
- Distributed a community newspapers to 11,000 households, with a reach of over 30,000 people to provide promotion to local projects.
- Hosted an online corporate engagement launch event watched by over 200 people in the first day.
- Launched our first Crowdfunder appeal securing £4,956 from public donations.
- Committed potential match funding of £40,000 to community-led projects.
- Supported around 40 local projects with promotion and 20 with connections, development, and access to opportunities.
- Worked with over 10 local businesses on ways to give back to the local community.

# **Step up Mcr**

## **Report of the Board of Directors for the period ended 31 March 2021**

### **Financial Review**

Step Up MCR established our own bank account part way through the financial year.

We are grateful to our partners for the support to help Step Up MCR establish. We ended the year with a healthy bank balance, primarily consisting of restricted funds to support delivery and community projects as well as funding to support us with core costs into the coming year.

We would like to thank the following organisations for their financial and in-kind support without which Step Up MCR would not have been able to be established.

- One Manchester
- Manchester Active
- Manchester Local Care Organisation
- Everyone who donated to our Crowdfunder appeals

### **Reserves Policy**

Our reserves policy is to maintain three months of operating costs in order to provide a cash-flow buffer so we can remain solvent when faced with unknown costs.

We recognise that we are a growing organisation and that our necessary reserves are likely to increase each year. Our levels of reserves will be reviewed quarterly by the board, and regularly assessed based on an up-to-date risk register.

### **Governance and structure**

#### **Governance**

The organisation is a registered charity (no. 1191495) and a company limited by guarantee (no. 12467282). Its governing document is the Memorandum and articles of association

#### **Board of Trustees**

An overall majority decision must be made by the sitting Board of Trustees in the appointment of new Board members.

#### **Risk management**

The Trustees have reviewed the major risks to which the charity is exposed, and put in place procedures to manage those risks.

**Step up Mcr**  
**Report of the Board of Directors**  
**for the period ended 31 March 2021**

**Statement of Board of Directors responsibilities**

The Board of Directors is responsible for preparing the Report of the Board of Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the Board of Directors to prepare financial statements for each financial year. Under that law the Board of Directors has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Board of Directors 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 the income and expenditure of the charitable company for that period. In preparing these financial statements the Board of Directors is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board of Directors is responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Directors, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the period and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

11 / 17 / 2021

Approved by the Board of Directors on ..... and signed on its behalf by:



Anton Schultz (trustee and treasurer)

## **Independent Examiner's Report to the Trustees of Step up Mcr**

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 March 2021.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

I have completed my examination.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Paul Cowham*

Paul Cowham FCA DChA  
Green Fish Resource Centre  
46 – 50 Oldham Street  
Manchester  
M4 1LE

11 / 17 / 2021



Step Up Mcr  
Statement of Financial Activities  
(including Income and Expenditure account)  
for the period ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £
<b>Income</b>				
Donations and legacies	3	964	3,992	4,956
Grants and charitable contracts	4	11,000	67,000	78,000
Fees and other income	-	-	-	-
Investments	5	-	-	-
<b>Total income</b>		<b>11,964</b>	<b>70,992</b>	<b>82,956</b>
<b>Expenditure</b>				
Charitable activities	6	-	697	697
<b>Total expenditure</b>		<b>-</b>	<b>697</b>	<b>697</b>
<b>Net income/(expenditure) for the year</b>	8	<b>11,964</b>	<b>70,295</b>	<b>82,259</b>
Transfer between funds		-	-	-
<b>Net movement in funds for the year</b>		<b>11,964</b>	<b>70,295</b>	<b>82,259</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		-	-	-
<b>Total funds carried forward</b>		<b>11,964</b>	<b>70,295</b>	<b>82,259</b>

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

Step Up Mcr  
Company number 12467282  
Balance sheet as at 31 March 2021

	Note	2021	
		£	£
<b>Fixed assets</b>			
Tangible assets	-		-
<b>Total fixed assets</b>			-
<b>Current assets</b>			
Debtors	-	-	
Cash at bank and in hand		82,759	
<b>Total current assets</b>		<b>82,759</b>	
<b>Liabilities</b>			
Creditors: amounts falling due in less than one year	13	(500)	
<b>Net current assets</b>			<b>82,259</b>
<b>Total assets less current liabilities</b>			82,259
Creditors: amounts falling due after more than one year	14		-
<b>Net assets</b>			<b>82,259</b>
<b>Funds of the charity</b>			
Restricted income funds	14		70,295
Unrestricted income funds	15		11,964
<b>Total charity funds</b>			<b>82,259</b>

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 10 to 16 form part of these accounts.

Approved by the trustees on ..... and signed on their behalf by:

Name

Anton Schultz

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.

Step Up Mcr 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 period ended 31 March 2021 (continued)

**d Income**

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

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

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

**e Donated services and facilities**

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

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

**f Interest receivable**

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

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

**g Fund accounting**

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

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

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

**h Expenditure and irrecoverable VAT**

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

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

**i Operating leases**

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

**j Tangible fixed assets**

The charity does not currently own any fixed assets.

**m 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.

**n 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.

**o 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.

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

**O 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.

**P Pensions**

The charity does not currently operate a pension scheme.

**2 Legal status of the charity**

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

**3 Income from donations and legacies**

	Unrestricted £	Restricted £	Total 2021 £
Donations	964	-	964
Donations, Beacon Centres Appeal	-	3,992	3,992
<b>Total</b>	<b>964</b>	<b>3,992</b>	<b>4,956</b>

**4 Income from charitable activities**

	Unrestricted £	Restricted £	Total 2021 £
One Manchester LCO	-	20,000	20,000
One Manchester Community	-	27,000	27,000
One Manchester SLA	11,000	-	11,000
One Manchester, Manchester Active	-	20,000	20,000
<b>Total</b>	<b>11,000</b>	<b>67,000</b>	<b>78,000</b>

## Step Up Mcr

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

#### 5 Investment income

	Unrestricted £	Restricted £	2021 £
Income from bank deposits		-	-
	-	-	-

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

#### 6 Analysis of expenditure on charitable activities

	Total 2021 £
General running/operational costs	197
Other governance costs	
Independent examination	500
	697
	2021 £
Restricted expenditure	697
Unrestricted expenditure	-
	697

#### 8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £
Depreciation	-
Independent examiner's remuneration	
- accountancy	250
- independent examination	250

#### 9 Staff costs

The charity does not currently have any staff.

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

**10 Trustee remuneration and expenses, and related party transactions**

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

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

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

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

**11 Government grants**

No government grants are recognised in the accounts.

**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.

**13 Creditors: amounts falling due within one year**

	2021 £
Trade creditors and accruals	500
	<hr/>
	500
	<hr/> <hr/>



## Step Up Mcr

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

#### 14 Analysis of movements in restricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Beacon Centre Appeal	-	3,992			3,992
Manchester Local Care Organisation – c/o One Manchester	-	20,000	-	-	20,000
One Manchester Community Grant Manchester Active – c/o One Manchester	-	27,000	-	-	27,000
	-	20,000	(697)	-	19,303
	-	70,992	(697)	-	70,295

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 Active and Manchester Local Care Organisations provided grant funding to One Manchester while they were hosting the Step Up Project. Following the establishment of Step Up as an independent charity these funds were subsequently transferred to Step Up Manchester with consent, and restricted in accordance with the original funding terms and conditions.

#### 15 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	-	11,964	-	-	11,964
	-	11,964	-	-	11,964

General fund      The free reserves of the charity

#### 16 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	11,964	-	70,295	82,259
Total	11,964	-	70,295	82,259