

Company registration number: 00009330

Charity registration number: 235313



# Manchester Literary and Philosophical Society

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2025

KM  
Chartered Accountants  
1st Floor, Block C  
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Manchester Road  
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# **Manchester Literary and Philosophical Society**

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## **Manchester Literary and Philosophical Society**

### **Reference and Administrative Details**

<b>Trustees</b>	Celia Baker Cigdem Balim Manju Bhavnani Susan Cameron Alison Carey Peter Carstensen Dhun Daji Eda Gliga-Baubec Susan Hilton Jacqueline Hughes-Lundy Martin Hunt Rowan Moony Michael Tso Alan Wareham Thomas Whitehead Peter Wright
<b>Charity Registration Number</b>	235313
<b>Company Registration Number</b>	00009330
<b>Registered Office</b>	The charity is incorporated in England. Manchester Lit & Phil C/O Portico Library 57 Mosley Street Manchester M2 3HY
<b>Independent Examiner</b>	KM Chartered Accountants 1st Floor, Block C The Wharf Manchester Road Burnley Lancashire BB11 1JG
<b>Investment Managers:</b>	Brewin Dolphin 1 The Avenue Spinningfields Square Manchester M3 3AP
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

# Manchester Literary and Philosophical Society

## President's Report

### Overview

The Council has used five strategic focus areas as the foundation for our decision-making. We are still only partway through the journey, and the past 12 months have been challenging; nevertheless, the results are all heading in the right direction.

### Review of 2024/2025

#### Awareness

The Lit & Phil was once described as a "hidden gem". This was a problem statement, as very few people knew about the society, its history, and the events that were taking place.

These are some of the actions that have been taken and refined.

- All visitors to the website are asked to join the mailing list.
- We increased our social media activity to recommended levels.
- We engage with those who post and react.
- We provide targeted marketing support.
- We publish articles focused on notable past members.

This has boosted the mailing list from 1,640 to 4,110. Followers and interactions on social media have more than doubled. Website traffic and the time spent on the site are also experiencing exponential growth.

#### Attendance

As expected, greater awareness drove higher attendance, with year-on-year ticket bookings rising from 2,153 to 3,578 - an increase of over 65%.

This has resulted in more sell-out events and the use of larger venues. It has also driven a significant increase in revenue.

The area we want to see grow next is membership. We expect this to be the last metric to change, as it is driven by awareness and attendance, but there is usually a lag.

#### Attendees

We use this metric to look at the number of different people engaging with the society. We want to see it increasing every year. If we are attracting new people, the diversity of our membership will grow organically.

Over the summer, we will analyse this data extensively to establish a baseline and produce more detailed monthly reports.

At the highest level, the figures appear positive, with large increases in General Admission and Student tickets booked. Members' ticket numbers are also rising, but we require more details before reaching any conclusions.

<i><b>Ticket Type</b></i>	<i><b>2023/24</b></i>	<i><b>2024/25</b></i>	<i><b>% Increase</b></i>
Member	1,443	1,949	35
General	641	1,504	135
Student	69	125	81

## Manchester Literary and Philosophical Society

### President's Report

#### **Financial Stability**

As a council, we had expected it would take several more years to reach operational stability. Based on this year's accounts, we expect to break even in 2025/26.

After the year end we were delighted to be notified of a very generous legacy of £50,000 from David Higginson who was President of the Society from 2009 to 2011. David sadly died in March 2024. Although we have not yet received the legacy nor have the trustees determined how best to use it, we are required to recognise it in this year's accounts. The figures below exclude the impact of this income to better reflect our ongoing financial performance.

We have focused on increasing revenue, balancing operating costs with income, and analysing our main areas of expenditure. Our operating income (excluding investment income) has risen by 37% or £16.5k. Conversely, operating costs have decreased by 27% or £33.3k. The operating deficit (before amortisation of the website) for the year has been reduced to £29.5k, a decrease of 63%. We have reviewed our internal and external costs and renegotiated several supplier agreements. With the departure of our last full-time staff member, we are repeating the exercise we did with the other two staff members who resigned, using this as an opportunity to understand, review, and document processes. Previous outcomes included increased transparency, system understanding, and efficiency improvements, as well as exploring different resourcing options.

#### **Compliance**

Over the year, several Trustees have reached the end of their term or stepped down. Consequently, we conducted a recruitment campaign, implemented a structured interview process, and considered both internal and external candidates. Five Trustees were co-opted to Council and will be proposed for election at the AGM.

Since 2023, we have struggled to maintain continuity in the role of Honorary Secretary. So, I am pleased to announce that our co-opted trustees include two who are jointly fulfilling that role, both of whom are well qualified for the role and bring experience and professional knowledge.


#### **The Year Ahead**

We need to complete several projects we started, as things have taken longer than expected and unplanned activities arose. These include the memoirs, the resourcing model, and reviewing the articles. We also need to maintain momentum by raising awareness, which affects all the other focus areas.

Although the events have been well attended, we require a more robust process to ensure the attendees' experience meets their expectations. We need new venues, preferably with social spaces. The programme can continue to be developed, and ideas such as initiating a debate and inviting a paid speaker are likely to be tested.

During this stage of a transformation project, there is a risk of losing focus, growing too rapidly, and reverting to old habits. With the team currently in place, I believe the risk is minimal, but it can still happen.

At the AGM, my term as President will end, but our President-elect is the perfect person to develop the society and prepare it for its 250th Anniversary.



Peter Wright  
Trustee

# **Manchester Literary and Philosophical Society**

## **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 year ended 30 June 2025 and confirm that they comply with the requirements of the Charities Act 2011 and the Charities SORP.

### **Trustees**

Peter Wright: Chairman and President

Alan Wareham: President Elect

Ian Cameron: Immediate Past President and Vice-President (resigned 17 September 2024)

Susan Cameron: Honorary Secretary (appointed 24 March 2025)

Rowan Moony: Second Honorary Secretary (appointed 1 April 2025)

Alison Carey: Honorary Treasurer

Peter Carstensen: Second Honorary Treasurer

James Thomas: Chair - Science and Technology Section Committee (resigned 30 June 2025)

Martin Hunt: Chair - Science and Technology Section Committee (appointed 7 July 2025)

Celia Baker: Chair - Arts Section Committee

Susan Hilton: Chair - Social Philosophy Section Committee

Cigdem Balim: Ordinary member

Manju Bhavnani: Ordinary member

Dhun Daji: Ordinary member

Eda Gliga-Baubec: Ordinary member (appointed 7 July 2025)

Jacqueline Hughes-Lundy: Ordinary member (appointed 7 July 2025)

Michael Tso: Ordinary member

Thomas Whitehead: Ordinary member (appointed 7 July 2025)

Charlotte Lanigan: Ordinary member (resigned 24 March 2025)

Christine Mbarga: Ordinary member (resigned 17 September 2024)

Trevor Rees: Ordinary member (resigned 1 April 2025)

### **Objectives and activities**

As determined by the Society's memorandum and articles of association the Society is established for the object of promoting the advancement of education and the widening of public interest in and appreciation of any form of literature, science, the arts and public affairs through a series of public lectures presented throughout the year.

In 2024-25, the Society delivered forty events. This included:

- Twenty four lectures including five large scale events with a higher proportion of non member attendance. We hope to build on these to drive future attendance and membership. Our theme was "the built environment" and the lectures which were Manchester themed were very well attended.
- Eight philosophy fora
- Our customary Christmas concert
- Three tours
- Our annual Percival Lecture

## **Manchester Literary and Philosophical Society**

### **Trustees' Report**

- A panel discussion on immigration in collaboration with MACFEST
- Two online events on climate change

Highlights included a large-scale event with Sathnam Sanghera on "How British Imperialism Has Shaped the Modern World" and our annual Percival Lecture, held in collaboration with Manchester Metropolitan University on "The Roads to Rome".

#### **Public benefit**

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales. In particular, the delivery of our annual lecture programme educates members of the public, and we now offer discounted tickets to students to complement the discounted student membership.

We have increased our reach outside our membership base with over 1,500 tickets sold to non-members for events in this financial year - more than double the c. 700 sold in 2023-24.

#### **Achievements and performance**

The Manchester Literary and Philosophical Society, founded on 28 February 1781, is the second oldest learned society in Britain. Many of the founding members were medical men, resident in the King St, Piccadilly area of the city; the earliest meetings took place in a room in the original Cross St Chapel, but in 1799 the Society moved to 36 George Street, which remained its home until the Blitz of 1940. From 1960-1980, the Society enjoyed the facilities of its rebuilt home, but since 1981 has not had its own premises. To facilitate this, our archives have been stored at a facility specialising in heritage storage in Oxfordshire and as we no longer have any permanent staff our Registered Office is now at the Portico Library.

By the 1860s, membership had expanded to over 200 and included prominent merchants, engineers, and manufacturers. Women were not admitted to membership until the beginning of the 20th century. Many famous scientists, engineers, physicists, and mathematicians have been members of the Society, the most famous being John Dalton, the 'father of modern chemistry', a member from 1794 until his death in 1844. Much of his original research was done in a laboratory at the Society's George Street House.

Other notable past members include Dalton's gifted pupil James Prescott Joule; Peter Mark Roget, the originator of the Thesaurus; William Fairbairn, the engineer; Henry Roscoe, the chemist; Ernest Rutherford, the nuclear physicist; Joseph Whitworth, the precision engineer; as well as Professor Tom Kilburn and Alan Turing, computing pioneers; and Professor Sir Bernard Lovell.

Our achievement is our ability to produce lectures and events of the highest calibre on a wide and varied number of topics. To appreciate this, you need to visit our website to be able to review for yourself the work the society has done and proposes to do in the future.

# Manchester Literary and Philosophical Society

## Trustees' Report

### Financial review

The year 2024-25 has seen the Society continue to transform the way it operates.

The table below reconciles the net income per the Statement of Financial Activities to the operating deficit from ongoing activities which is the basis on which the Society monitors its financial performance.

	2025 £	2024 £	Change £
Net income per statement of financial activities	58,066	58,832	
Less legacy	(50,000)	-	
Less investment returns			
Income	(26,319)	(28,662)	
Cost of raising funds- Investment management	9,437	8,583	
Gains / losses on investments	(33,027)	(139,048)	
Less net investment returns	(49,909)	(159,127)	
Add amortisation of website	12,326	20,955	
<b>Operating deficit</b>	<b>(29,517)</b>	<b>(79,340)</b>	<b>49,823</b>
Being			
Operating income	61,591	45,102	16,489
Operating costs	(91,108)	(124,442)	33,334
<b>Operating deficit</b>	<b>(29,517)</b>	<b>(79,340)</b>	<b>49,823</b>

This year we have continued to reduce the cost base but have also grown income from non-member attendance at events, although membership income has remained broadly flat. The operating deficit (excluding investment returns and before amortisation of the website) has reduced from £79.3k to £29.5k. This compares to a budgeted deficit of £72.2k.

Our investment strategy (see below) means that we need to reduce our operating deficit to c. £30k per annum through a combination of cost reduction and income generation. We have achieved this in the year ended 30 June 2025 with an operating deficit before amortisation of £29.5k and we budget to break even at operating level in for 2025-26 before investment returns.

During 2024-25, the key elements of our change in operating model and their impact on our financial performance were as follows:

- Increase in operating income of £16.5k to £61.6k (2024 - £45.1k)
- Significant increase in ticket income from non-members. In 2024-25 we generated £21k of ticket income (2023-24 - £7.0k). This increase was largely attributable to five very successful events with large audiences, although audiences increased across other events also.
- Membership income fell slightly despite increased subscriptions, as membership numbers fell. Next year we need to focus on growing membership and converting those attending our events to membership.
- Greater use of social media to promote the events - our advertising spend was similar, but in 2024-25 was focussed on social media to grow awareness and event attendance from non-members.
- Reduction in operating costs of £33.3k to £91.1k (2024 - £124.4k).
- Further reduction in resource costs (staff costs and the cost of outsourced services) have reduced from £74.4k to £53.5k. Our final member of permanent staff left in May 2025. This means we now have no permanent staff and rely on outsourced service provision. We are reviewing how best to deliver the society's objectives in a cost-effective manner, but we have an active and engaged group of volunteers to manage the transition.
- The change to an outsourced model also means we no longer incur office costs.



# **Manchester Literary and Philosophical Society**

## **Trustees' Report**

In conclusion, 2024-25 saw MLP make significant further progress in managing its finances to secure the financial viability of the Society.

### **Investment policy and returns**

The Society has adopted a total return approach for its investment portfolio. As permitted by the Society's memorandum and articles of association, the Trustees have given Brewin Dolphin discretion to manage the portfolio within an agreed risk profile working towards a target return.

Our investment managers recommended that we invest a proportion of the portfolio in relatively risk-free gilts which can be drawn down to cover operating deficits while we stabilise the society's finances. This leaves a balance of c. £1million. We are working on the basis that we can expect an average return of c 3% pa over inflation which can contribute to our charitable activities, while protecting the value of our portfolio.

In 2024-25 our net return on our portfolio was £49.9k compared to £159.1k in 2022-23. The income was £26.3k (2024 - £28.7k). We withdrew £72.6k from the portfolio to cover our operating deficit, a similar level to 2024 when we withdrew £70k. However, we retained £42.7k of this in cash balances. The value of our portfolio, including cash held with investors at 30 June 2025 was £1,341.8k (2024 - £1,364.1k).

### **Risk management**

Systems and controls have been and are being established to mitigate risks and will be periodically reviewed to ensure that they meet the needs of the Society.

### **Safeguarding**

As an educational charity which engages with young people for some events, Council is fully aware of its responsibilities towards younger people and to this end has a Safeguarding and Child Protection policy which is reviewed annually. In January 2023, the Society became a member of SafeCiC, a charity specialising in providing support to organisations on safeguarding matters. The policy document has been revised to reflect their recommendations.

### **GDPR**

The Society is compliant with the General Data Protection Regulation applicable from May 2018.

### **Reserves policy**

Reserves consist of a designated expendable endowment fund; that is a fund whose primary purpose is to generate income to fund the Society's activities but may also be used directly for charitable purposes in case of necessity or good reason.

The Society has used the capital of the fund to support the Society's growth ambitions over the past three years, although the extent to which this has been necessary has stabilised in this period. The Society aims now at reducing its use of the capital and has segregated its portfolio into an element (the Gilts portfolio) where the capital can be used in the next three years to support the Society while it works to a sustainable operating model with the balance (the Main portfolio) to be maintained in the long term and whose returns can be used to support the Society's activities in the longer term.

The Trustees will continue to manage reserves by careful stewardship of the Society's resources and controls over expenditure.

All of the Society's reserves (£1,384,138 at 30 June 2025 and £1,376,072 at 30 June 2024) are unrestricted for use by the Society as it sees fit. All reserves are considered free and liquid as they are represented by listed investments that can be realised quickly through their sale.

# **Manchester Literary and Philosophical Society**

## **Trustees' Report**

### **Memorandum and Articles of Association**

These were updated, revised and approved at the AGM of the Society on 7 November 2017.

### **Structure, governance and management**

The Society is a registered charity and is incorporated under the Companies Act as a company limited by guarantee. The guarantee of each member is limited to £10 and is payable in the event of the Society being wound up and being unable to meet its debts and liabilities. The organisation is overseen by a Council, whose members are elected at the Society's Annual General Meeting in accordance with the articles. The President and Vice Presidents serve for a period of two years.

The Chairman of each Section is a full member of Council by the right of that office.

The governance of the society has been disrupted by the lack of an honorary secretary, but this post is now filled.

The staffing of the society has changed further over the last 12 months with the resignation of our remaining member of staff. We now rely on outsourced accounting and administrative support. We are reviewing the operating model to formalise the outsourced model, balancing this with the needs of the society.

### **Trustees**

The Trustees who served in the year are set out on page 4. Trustees are all familiar with the operations of the Society and are guided by the officers in matters relating to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, budgets and the financial performance of the Society. Trustees are encouraged to attend external training events, where these may be appropriate to their role.

Trustees are principally recruited from our membership base. The Memorandum and Articles of Association determine the length of office for Trustees. As periods of office come towards their expiry date, succession is planned via discussion with members to identify candidates and then, if required, a vote by members at the AGM to appoint them to the Board.

We have held a successful recruitment campaign and recruited six new Trustees, although three others resigned - a net increase of three. We need all our Trustees to take ownership of the process and results. The Trustees are legally responsible for the performance of the Society so active engagement and ownership is important. The council owns all of our decisions, our support team are there to advise, contribute and execute.

In 2026 we plan to review the articles and guidelines to bring them update and make them reflect the new realities. Proposals will be made regarding the structure following benchmarking with other charities and internal consultation.

### **Independent Examiners**

As authorised at the 2024 Annual General Meeting, a tender process was run to appoint of a new Independent Examiner. The Trustees have appointed KM Accountants. They would like to thank Buzzacott and Co for their support over many years.

## **Manchester Literary and Philosophical Society**

### **Trustees' Report**

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 8 September 2025 and signed on its behalf by:



.....  
Peter Wright  
Trustee

## **Manchester Literary and Philosophical Society**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Manchester Literary and Philosophical Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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 the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these 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 accounting standards, comprising FRS 102 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 proper accounting records that can 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 8 September 2025 and signed on its behalf by:

.....  
Peter Wright  
Trustee

## **Manchester Literary and Philosophical Society**

### **Independent Examiner's Report to the trustees of Manchester Literary and Philosophical Society ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2025.

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

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

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

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

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

1. accounting records were not kept in respect of Manchester Literary and Philosophical Society 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.



.....  
Mark R Heaton FCCA FCIE  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

8 September 2025

## Manchester Literary and Philosophical Society

### Statement of Financial Activities for the Year Ended 30 June 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2025 £	Unrestricted funds £	Total 2024 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	50,106	50,106	516	516
Charitable activities	4	60,422	60,422	44,526	44,526
Investment income	5	26,319	26,319	28,662	28,662
Other income	6	1,063	1,063	60	60
Total income		<u>137,910</u>	<u>137,910</u>	<u>73,764</u>	<u>73,764</u>
<b>Expenditure on:</b>					
Raising funds	7	(9,437)	(9,437)	(8,583)	(8,583)
Charitable activities	8	<u>(103,434)</u>	<u>(103,434)</u>	<u>(145,397)</u>	<u>(145,397)</u>
Total expenditure		(112,871)	(112,871)	(153,980)	(153,980)
Gains/losses on investment assets		<u>33,027</u>	<u>33,027</u>	<u>139,048</u>	<u>139,048</u>
Net income		<u>58,066</u>	<u>58,066</u>	<u>58,832</u>	<u>58,832</u>
Net movement in funds		58,066	58,066	58,832	58,832
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>1,376,072</u>	<u>1,376,072</u>	<u>1,317,240</u>	<u>1,317,240</u>
Total funds carried forward	19	<u>1,434,138</u>	<u>1,434,138</u>	<u>1,376,072</u>	<u>1,376,072</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 19.

The notes on pages 14 to 24 form an integral part of these financial statements.

# Manchester Literary and Philosophical Society

(Registration number: 00009330)

## Balance Sheet as at 30 June 2025

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Intangible assets	14	-	12,326
Investments	16	<u>1,341,915</u>	<u>1,364,206</u>
		<u>1,341,915</u>	<u>1,376,532</u>
<b>Current assets</b>			
Debtors	17	52,350	3,771
Cash at bank and in hand		<u>47,931</u>	<u>4,902</u>
		100,281	8,673
<b>Creditors: Amounts falling due within one year</b>	18	<u>(8,058)</u>	<u>(9,133)</u>
<b>Net current assets/(liabilities)</b>		<u>92,223</u>	<u>(460)</u>
<b>Net assets</b>		<u>1,434,138</u>	<u>1,376,072</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>1,434,138</u>	<u>1,376,072</u>
<b>Total funds</b>	19	<u>1,434,138</u>	<u>1,376,072</u>

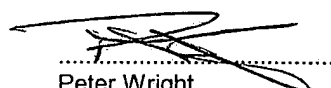
For the financial year ending 30 June 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 12 to 24 were approved by the trustees, and authorised for issue on 8 September 2025 and signed on their behalf by:

  
Peter Wright  
Trustee

The notes on pages 14 to 24 form an integral part of these financial statements.

## **Manchester Literary and Philosophical Society**

### **Notes to the Financial Statements for the Year Ended 30 June 2025**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:  
Manchester Lit & Phil C/O Portico Library  
57 Mosley Street  
Manchester  
M2 3HY

These financial statements were authorised for issue by the trustees on 8 September 2025.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Manchester Literary and Philosophical Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.



## **Manchester Literary and Philosophical Society**

### **Notes to the Financial Statements for the Year Ended 30 June 2025**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Receipt of a legacy is recognised when it is probable that it will be received. Receipt is normally probable when:

- there has been grant of probate;
- the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy; and
- any conditions attached to the legacy are either within the control of the charity or have been met.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### ***Raising funds***

These are costs incurred in the management of investments.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

#### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **Manchester Literary and Philosophical Society**

### **Notes to the Financial Statements for the Year Ended 30 June 2025**

#### **Intangible assets**

Intangible assets are stated in the Balance Sheet at cost less accumulated amortisation and impairment. They are amortised on a straight line basis over their estimated useful lives.

#### **Amortisation**

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

##### **Asset class**

Website

##### **Amortisation method and rate**

Over 3 years straight line basis

#### **Tangible fixed assets**

The charity capitalises individual assets with a cost in excess of £5,000. All assets acquired below this figure are written off to the Income & Expenditure account in the year of acquisition.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

##### **Asset class**

Furniture and equipment

##### **Depreciation method and rate**

Over 3 years straight line basis

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Manchester Literary and Philosophical Society

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### 3 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations	106	106	516
Legacies	50,000	50,000	-
	<u>50,106</u>	<u>50,106</u>	<u>516</u>

### 4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Membership subscription	39,415	39,415	37,378
Tickets to events	21,007	21,007	7,070
Sale of memoirs	-	-	78
	<u>60,422</u>	<u>60,422</u>	<u>44,526</u>

### 5 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Listed investments	26,319	26,319	28,662

# **Manchester Literary and Philosophical Society**

## **Notes to the Financial Statements for the Year Ended 30 June 2025**

### **6 Other income**

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Other income	-	-	30
Interest receivable and similar income	1,063	1,063	30
	<u>1,063</u>	<u>1,063</u>	<u>60</u>

### **7 Expenditure on raising funds**

#### **a) Investment management costs**

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Investment management fees	9,437	9,437	8,583
	<u>9,437</u>	<u>9,437</u>	<u>8,583</u>

### **8 Expenditure on charitable activities**

	Note	Unrestricted funds General £	Total 2025 £	Total 2024 £
Charitable activities		41,173	41,173	39,406
Depreciation, amortisation and other similar costs		12,326	12,326	20,955
Staff costs	11	46,713	46,713	73,504
Governance costs	9	3,222	3,222	11,532
		<u>103,434</u>	<u>103,434</u>	<u>145,397</u>

## Manchester Literary and Philosophical Society

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Examination of the financial statements	1,800	1,800	2,302
Trustees' remuneration and expenses	50	50	-
Legal fees	453	453	6,502
Other governance costs	919	919	2,728
	<u>3,222</u>	<u>3,222</u>	<u>11,532</u>

#### 10 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

One trustee was reimbursed travel expenses of £50 (2024: £61)

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
<b>Staff costs during the year were:</b>		
Wages and salaries	45,883	69,183
Social security costs	-	2,654
Pension costs	830	1,667
	<u>46,713</u>	<u>73,504</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2025 No	2024 No
Administration	<u>1</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year.

## Manchester Literary and Philosophical Society

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 12 Independent examiner's remuneration

	2025 £	2024 £
Examination of the financial statements	<u>1,800</u>	<u>2,302</u>

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 14 Intangible fixed assets

	Website £	Total £
<b>Cost</b>		
At 1 July 2024	<u>36,979</u>	<u>36,979</u>
At 30 June 2025	<u>36,979</u>	<u>36,979</u>
<b>Amortisation</b>		
At 1 July 2024	24,653	24,653
Charge for the year	<u>12,326</u>	<u>12,326</u>
At 30 June 2025	<u>36,979</u>	<u>36,979</u>
<b>Net book value</b>		
At 30 June 2025	<u>-</u>	<u>-</u>
At 30 June 2024	<u>12,326</u>	<u>12,326</u>

#### 15 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 July 2024	<u>31,270</u>	<u>31,270</u>
At 30 June 2025	<u>31,270</u>	<u>31,270</u>
<b>Depreciation</b>		
At 1 July 2024	<u>31,270</u>	<u>31,270</u>
At 30 June 2025	<u>31,270</u>	<u>31,270</u>
<b>Net book value</b>		
At 30 June 2025	<u>-</u>	<u>-</u>
At 30 June 2024	<u>-</u>	<u>-</u>

## Manchester Literary and Philosophical Society

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 16 Fixed asset investments

	2025 £	2024 £
Shares in group undertakings and participating interests	100	100
Other investments	<u>1,341,815</u>	<u>1,364,106</u>
	<u><u>1,341,915</u></u>	<u><u>1,364,206</u></u>

#### Shares in group undertakings and participating interests

	Subsidiary undertakings £	Total £
<b>Cost</b>		
At 1 July 2024	<u>100</u>	<u>100</u>
At 30 June 2025	<u>100</u>	<u>100</u>
<b>Net book value</b>		
At 30 June 2025	<u><u>100</u></u>	<u><u>100</u></u>
At 30 June 2024	<u><u>100</u></u>	<u><u>100</u></u>

This investment represents 100% of the Ordinary Share Capital of 100 shares of £1 each in Manchester Literary and Philosophical Publications Limited. The Company is currently dormant. The Company number is 01667171. The net assets of the Company at 30 June 2025 were £100 (2024: £100).

## Manchester Literary and Philosophical Society

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### Other investments

	Listed investments £	Cash £	Total £
<b>Cost or Valuation</b>			
At 1 July 2024	1,345,675	18,431	1,364,106
Additions	554,717	(554,717)	-
Disposals	(624,685)	624,685	-
Revaluation	32,290	738	33,028
Income from investments	-	26,318	26,318
Investment management fees	-	(9,437)	(9,437)
Accrual for investment management fees	-	400	400
Transfers out	-	(72,600)	(72,600)
<b>Market value at 30 June 2025</b>	<u>1,307,997</u>	<u>33,818</u>	<u>1,341,815</u>
<b>Historical cost at 30 June 2025</b>	<u>1,174,967</u>	<u>33,818</u>	<u>1,208,785</u>

Transfers out of the investment portfolio were made to cover the net operating deficit and to provide working capital.

Investments were revalued at the middle market value at the year-end as determined by Brewin Dolphin.

The listed investment portfolio is structured as follows:

	2025 £	2024 £
Direct investment	539,799	711,147
Indirect investment	768,198	634,528
	<u>1,307,997</u>	<u>1,345,675</u>

The listed investments held as fixed assets are subdivided as follows:

	2025 £	2024 £
Investment assets in the UK	510,244	558,377
Investment assets outside the UK	797,753	787,298
	<u>1,307,997</u>	<u>1,345,675</u>

#### 17 Debtors

	2025 £	2024 £
Trade debtors	1,908	-
Prepayments	401	3,771
Accrued income	50,000	-
Other debtors	41	-
	<u>52,350</u>	<u>3,771</u>



# **Manchester Literary and Philosophical Society**

## **Notes to the Financial Statements for the Year Ended 30 June 2025**

### **18 Creditors: amounts falling due within one year**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,385	1,489
Other creditors	-	888
Accruals	5,152	5,489
Deferred income	<u>1,521</u>	<u>1,267</u>
	<u><b>8,058</b></u>	<u><b>9,133</b></u>

### **19 Funds**

	<b>Balance at 1 July 2024</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Other recognised gains/(losses)</b>	<b>Balance at 30 June 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
General	<u>1,376,072</u>	<u>137,910</u>	<u>(112,871)</u>	<u>33,027</u>	<u>1,434,138</u>

	<b>Balance at 1 July 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Other recognised gains/(losses)</b>	<b>Balance at 30 June 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
General	<u>1,317,240</u>	<u>73,764</u>	<u>(153,980)</u>	<u>139,048</u>	<u>1,376,072</u>

# **Manchester Literary and Philosophical Society**

## **Notes to the Financial Statements for the Year Ended 30 June 2025**

### **20 Analysis of net assets between funds**

	<b>Unrestricted funds General £</b>	<b>Total funds at 30 June 2025 £</b>
Fixed asset investments	1,341,915	1,341,915
Current assets	100,281	100,281
Current liabilities	<u>(8,058)</u>	<u>(8,058)</u>
Total net assets	<u>1,434,138</u>	<u>1,434,138</u>
	<b>Unrestricted funds General £</b>	<b>Total funds at 30 June 2024 £</b>
Intangible fixed assets	12,326	12,326
Fixed asset investments	1,364,206	1,364,206
Current assets	8,673	8,673
Current liabilities	<u>(9,133)</u>	<u>(9,133)</u>
Total net assets	<u>1,376,072</u>	<u>1,376,072</u>

## NOTES FOR ACCOUNTANTS



**Please ensure you initial the bottom of every page. If completing by hand, please use block capitals throughout. If completing digitally, we advise using Adobe Reader which can be downloaded free from the Adobe website. Unfortunately editable PDF documents do not work on a Mac and there is no solution other than to use a PC.**

This accountant's report must be completed:

- by a Chartered or Certified Accountant who is a member of one of the following supervisory bodies- ACCA, CAI, ICAEW or ICAS; and,
- on behalf of Members of divisions of Propertymark which are responsible for firms that:
  1. Hold or handle client money, and/or
  2. Act as Client Account Service Providers (CASPs), handling or holding client money for third party agents. If completing a CASP member report, the accountant must report on all client money held.

Accountants are required to form an opinion as to whether, during the period being reported, the records and controls have been suitably maintained by the Member Firm or (if using one) its CASP. This must be done in accordance with Propertymark's Accounting Rule 1 available at: [propertymark.co.uk/rules](http://propertymark.co.uk/rules).

Where you are not satisfied with any aspects of these tests or enquiries you should seek further information you consider necessary from the Member Firm or CASP.

After making your examination, you should promptly complete the Accountant's Report and deliver the original to the Member Firm who is responsible for sending it to Propertymark.

**Please exclude any funds relating to block management/holiday lets as these services are not covered by Propertymark's Client Money Protection (CMP) scheme.**



### COMPANY LEGAL NAME

Please ensure accurate legal entity name is used.

For example:

- Limited Company: John Smith & co Limited or John Smith & Co PLC
- LLP: Parkers & Smith LLP
- Partnership: Mr J Smith and Mrs S Jones or Mr J Smith and Partners (5), where Mr J Smith is our member
- Sole Trader: Mr John Smith

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### How to return this form

By post:            Membership Documents  
                        Propertymark  
                        Arbon House  
                        6 Tournament Court  
                        Edgehill Drive  
                        Warwick  
                        CV34 6LG

By email: [accountantsreport@propertymark.co.uk](mailto:accountantsreport@propertymark.co.uk)

# ACCOUNTANT'S REPORT

## MEMBER FIRM DETAILS

Company legal name	
Trading name	

See 'Notes for Accountants' page for clarification of company legal name.

## Head office

Address 1			
Address 2			
Town			
County		Postcode	

Does the client report cover client money held by a CASP* member for another agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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\*The term CASP, Client Money Service Provider, relates to companies who hold Client Monies on behalf of another company.

With which banking supplier is the member organisations client money held?	
--	--

## TESTS FOR PROPERTYMARK ACCOUNTING REQUIREMENTS

		Relevant Rule Clause(s)	Does the Member Firm comply?		
1	The accountant should check that he/she is eligible to complete and submit an Accountant's Report. Go to: <a href="https://www.frc.org.uk/auditors/professional-bodies-supervision/oversight-of-audit/recognition-of-recognised-supervisory-bodies-and-r">https://www.frc.org.uk/auditors/professional-bodies-supervision/oversight-of-audit/recognition-of-recognised-supervisory-bodies-and-r</a>	1.24 , 1.25	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Having ascertained from the Member Firm and/or Client Accounting Service Provider details of all relevant bank or building society accounts operating in connection with activities relevant to its Propertymark division(s), establish that the banks/building societies used fall within the relevant definition. Go to: <a href="http://propertymark.co.uk/working-in-the-industry/member-requirements/client-account-reporting">propertymark.co.uk/working-in-the-industry/member-requirements/client-account-reporting</a>	1.2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Establish that the client (bank) accounts fulfil the requirements to be correctly designated and acknowledged, that client funds are available on demand and that any penalty for withdrawal is paid by the Member Firm or Client Accounting Service Provider.	1.7 , 1.9	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Where interest is accruing on client money, confirm that this is being dealt with appropriately.	1.12	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	Take such random samples as to be satisfied that only appropriate payments have been made into client (bank) accounts and this is undertaken in a timely manner.	1.13 , 1.15.1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

6	Take such random samples as to be satisfied that only appropriate payments have been made out of client (bank) accounts and that this is undertaken in a timely manner; including test-checks of the system for calculating and recording fees and disbursement by sampling transactions against supporting documentation.	1.14 , 1.15.2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7	Take such random samples Member Firm and/or Client Accounting Service Provider company bank accounts as to be satisfied that client money has only been paid into client accounts which are correctly designated and acknowledged.	1.6.1 (b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8	Make such test examinations on a sample of client ledger accounts as thought necessary to ascertain whether any such account has gone into debit.	1.14.10	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9	Obtain a copy of the schedule of signatories and through sampling and/or enquiry be satisfied that only appropriate people have made or authorised payments.	1.17 , 1.3.1(e) 1.3.2(f)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10	Compare a random selection of lodgements into and payments out of client bank accounts (as evidenced by reference to bank and/or building society statements) with entries in the cash book records of receipts and payments.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11	Make test-checks of postings to clients' ledger accounts from cash book records of receipts and payments of clients' money and make test-checks on the casts (additions) of such accounts and records. Review the clients' ledger account to ensure there are no inappropriate entries therein.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12	Examine the bookkeeping system to be satisfied that appropriate ledger accounts are kept and are sufficiently detailed.	1.18 , 1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13	Enquire into, test-check the reasons for, and examine documents in support of any transfers found to have been made from one client ledger account to another – ascertaining that entries and transactions are adequately described or explained.	1.19	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14	Confirm a reconciliation has been carried out within the relevant time frames and suitable documentation has been both produced and retained by the Member Firm.	1.23	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15	<p>Select two reconciliation dates from the accounting period, the first date to be within one month of the end of accounting period covered by the report. The second date to be 3 to 9 months earlier than the first date:</p> <ol style="list-style-type: none"> <li>1. Comparing the sum total of the individual balances due to clients, as shown by the ledger accounts, with the cash book balance on the client (bank) account.</li> <li>2. Reconciling the sum total of client balances with the balance of funds held according to the client account cash book.</li> <li>3. Checking the additions of the lists of individual client balances, on both (or more) of the dates selected.</li> </ol> <p>Obtain direct confirmation from the bank or building society of the balance on the client (bank) accounts by requesting bank certificates or appropriate confirmation letters in respect of at least one of the dates selected.</p>	1.23	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

16	Ascertain by enquiry or investigation whether any unidentified or dormant client funds are held and if so, being dealt with appropriately.	1.42, 1.43, 1.44 1.45	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17	Ascertain by enquiry or investigation whether the requirements of Accounting Rule 1 are both readily available to and, understood by, the relevant persons within the Member Firm and (if appropriate) Client Accounting Service Provider (CASP).	1.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If you have ticked No, N/A or left any test blank please state why in the Details of Non-Compliance section on page 6.

## SOFTWARE AND SERVICES

Please select the form of lettings and/or management software used by the member firm.

Internal (bespoke) software <input type="checkbox"/>	Spreadsheets (e.g Excel/Access) <input type="checkbox"/>	External (off-the-shelf) software <input type="checkbox"/>
--	--	--

If an external off-the-shelf software package, please state the name of the software provider.

Name of software provider	
---------------------------	--

Does the member firm provide Rent to Rent or Guaranteed Rent services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------



### Rent to Rent

The member firm enters into a tenancy agreement with the landlord, and then in turn becomes a landlord in another agreement on the same property.

### Guaranteed Rent

The member firm provides payment to the landlord of a property irrespective of whether or not the tenant pays in any given month.

## COMPLETING THE RECONCILIATION FIGURES



**Block Management funds/holiday let are not to be included in the reconciliations.**

**Insured/Protected Deposits** are those registered with a deposit scheme, listed in your bank ledger and held in your client account. **Custodial Deposits** are passed directly to a deposit scheme and held by them in their own bank accounts.

**Box A:** is for the insured/protected deposits listed in the client ledger (and held in the client bank account).

**Box B:** is for any other client money listed in the client ledger (i.e rent payments). Transitional Deposits should be listed here, Transitional Deposits are those in the process of being or which have not yet been registered with a deposit scheme.

**Box C:** is boxes A and B added together, showing the total listed in the client ledger.

**Box D:** is the actual amount held in the client account.

## ACCOUNTING DETAILS

Member Firm's accounting year end date (dd/mm):		
Has this Member Firm had a year end since starting to handle client money?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If this firm has not had a year end since starting to handle client money, the report should cover the period from when the Member Firm started to do so until now (Interim Report). In this case, you should complete one recent reconciliation for an Interim Report. Otherwise, it should be the Member Firm's normal accounting period (Full Report).

### Accounting Period covered by this Accountant's Report (maximum 12 months)

Beginning		Ending	
-----------	--	--------	--

Please provide details of the two comparisons undertaken in accordance with Propertymark Accounting Requirement 15 (on page 2). First reconciliation date to be the end date of accounting period covered by the report, the second reconciliation date to be 3–9 months prior to the first reconciliation date.

First reconciliation date (accounting period end date)			/	/20
<b>A</b>	Total value of protected deposits as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts.*	£		
<b>B</b>	Total value of all other client money as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> <sup>^</sup>	£		
<b>C</b>	Total liability to Member Firm's clients as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> *	£		(A + B)
<b>D</b>	Client money held for this Member Firm in its own, or the CASP's client <b>bank</b> account(s) after allowance for outstanding cheques and lodgements cleared after date, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> *	£		
<b>Difference</b>		£		(C – D)

Second reconciliation date (between 3–9 months prior to first reconciliation date)			/	/20
<b>A</b>	Total value of protected deposits as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts.*	£		
<b>B</b>	Total value of all other client money as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> <sup>^</sup>	£		
<b>C</b>	Total liability to Member Firm's clients as shown by the Member Firm's or CASP's clients' <b>ledger</b> accounts, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> *	£		(A + B)
<b>D</b>	Client money held for this Member Firm in its own, or the CASP's client <b>bank</b> account(s) after allowance for outstanding cheques and lodgements cleared after date, <b>including any Transitional Deposits but excluding block management and holiday lets.</b> *	£		
<b>Difference</b>		£		(C – D)

\* Protected deposit: Deposits held in the Member Firm's or Client Accounting Service Provider's client account that are properly protected by a Government-authorised, insurance-backed Tenancy Deposit Protection scheme. **Do not include deposits held in a custodial deposit protection scheme.**

<sup>^</sup> If £0 balance, please provide an explanation on page 6 of this report.

## INSURED TENANCY DEPOSITS

Registered funds held in Firm's client account.

Please confirm the name(s) of the Insured Tenancy Protection Scheme(s) used. If more than one scheme, please confirm the split of funds held in each.

All deposits held by the Member Firm or for the Member Firm by its Client Accounting Service Provider (CASP) must be included in the reconciliation figures. **The reason for any difference must be stated in the 'Details of Non-Compliance' section on page 6. NOTE: Transitional Deposit payments should be included in box B in the reconciliation figures on page 4.**

## CUSTODIAL TENANCY DEPOSITS

Registered funds held by the deposit scheme.

Please confirm the name(s) of the Custodial Tenancy Protection Scheme(s) used. If more than one scheme, please confirm the split of funds held in each.

Value of deposits properly protected in a Government-authorised Custodial Tenancy Deposit Protection scheme, as shown by the Member Firm's or CASP's clients' ledger at the first reconciliation date. If not available, please provide current figures.

£

If the deposit value for the first reconciliation date is not available then the value at a more recent date would be acceptable.

## RESULTS

I, the accountant, have examined the books, accounts and all other necessary documentation relating to the above-named Member Firm/Client Accounting Service Provider to the extent required under PropertyMark's Accounting Rule 1 and:

I am **satisfied** that during the Accounting Period covered by this Accountant's Report, the Member Firm/Client Accounting Service Provider complied with the provisions of PropertyMark's Accounting Rule 1 other than in respect of certain trivial breaches due to clerical errors or mistakes in bookkeeping, all of which were rectified on discovery and none of which, I am are satisfied, resulted in any loss to any client.



In the case of trivial breaches due to clerical errors or mistakes in bookkeeping, if a difference is noted in the "Accounting Details" on page 4, an explanation is required in the "Details of Non-Compliance" section on page 6.

I am **not satisfied** that during the Accounting Period covered by this Accountant's Report the Member Firm/Client Accounting Service Provider complied with the provisions of PropertyMark's Accounting Rule 1 for the reasons set out in the "Details of Non-Compliance" section on page 6.





## DETAILS OF NON-COMPLIANCE / ADDITIONAL COMMENTS

Please detail below where the Member Firm and/or the Client Accounting Service Provider have not complied with all or some of PropertyMark's Accounting Requirements; or where you are not satisfied that they have complied; and the reasons why. You can also add any other information you think relevant.

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## SERVICE ON MEMBER FIRM

The original version of this Accountant's Report has been sent to

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as a Principal, Partner or Director of the Member Firm.

## DECLARATION

I confirm that I am eligible and qualified to complete this Accountant's Report in accordance with PropertyMark's Accounting Rule 1 clauses 1.24 and 1.25, believe that the information contained within this Accountant's Report is true, and understand that PropertyMark will rely on this report.

In addition, I can confirm I have advised the Member Firm that a copy of the PropertyMark Conduct and Membership rules should be available via a link on the Member Firm's website.

## ACCOUNTANT DETAILS

Full name			
Qualifications			
Accounting supervisory body	ACCA / CAI / ICAEW / ICAS (circle as appropriate)		
Accountants Signature		Date	

Acting on behalf of:

Name of firm			
Address 1			
Address 2			
Town			
County		Postcode	

**!** Please make sure you have initialed every page.