

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

Company Limited by Guarantee
Registration Number
06203804 (England and Wales)

Charity Registration Number
1127604

MANOR HOUSE DEVELOPMENT TRUST

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MANOR HOUSE DEVELOPMENT TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Anthony Arrigan Jonathan Burke Michael Jones Sarah Marsh Peter Naughton John Ryan Neil Sams William Sheehy Jennifer Wilkins
Secretary	Simon Donovan
Company registration number	06203804
Charity registration number	1127604
Principal address	Redmond Community Centre Kayani Avenue London N4 2HF
Registered office	Redmond Community Centre Kayani Avenue London N4 2HF
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT
Solicitors	Anthony Collins Solicitors 134 Edmund Street Birmingham B3 2ES

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The trustees present their report and accounts for the year ended 31 March 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's Memorandum & Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", (SORP 2005).

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have paid due regard to guidance issued by the Charity Commission in relation to the activities being for the public benefit.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management

Manor House Development Trust (MHDT) is a registered charity (charity number 1127604); governed by its Memorandum and Articles of Association dated 1 April 2007 is constituted as a company (company number 06203804) limited by guarantee. MHDT's legal and administrative details are set out on page 2.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Anthony Arrigan (appointed 1 April 2012)	Peter Naughton
Jonathan Burke (appointed 1 April 2012)	John Ryan
Sheila Coxon (Resigned 1 May 2012)	Neil Sams (appointed 1 April 2012)
Michael Jones (appointed 1 April 2012)	William Sheehy (appointed 1 April 2012)
Sarah Marsh	Jennifer Wilkins (appointed 1 April 2012)
Veronica Mensah (Resigned 1 May 2012)	

The trustees, who are also directors for the purposes of company law, are elected at the annual general meeting in line with MHDT policy. MHDT believes it is important that trustees reflect the diversity of the local community. Therefore, trustees come from a range of backgrounds and interests including local community representatives and local stakeholders. New trustees are invited to stand for election or by introduction through services or by direct recruitment. A selection process for potential new trustees has been agreed. This process includes an analysis of skills required by the board, interviews with the Director and Chair of the board and attendance at a board meeting followed by a review meeting.

None of the trustees has any financial or other beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

New trustees receive an induction pack outlining their responsibilities and duties and meet individually with the Director and Chair as part of their induction.

None of our trustees receive remuneration or other benefit from their work with the charity.

The trustees appoint a Director who is the most senior paid member of staff and the Director in turn, recruits and directs a dedicated staff team. Simon Donovan has been the Director of Manor House Development Trust since his appointment in July 2008. The Director is in a managerial position within the organisation and is not a company director for the purposes of company law.

The trustees have assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to such risks.

Trustees reviewed the risk register, which identifies the major risks to which the organisation is exposed, on a regular basis, documenting the potential impact of each risk, recording actions planned to reduce the potential impact of risks and monitoring progress of these actions.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Structure, governance and management (continued)

In the past year the trustees have continued to focus attention on the financial position of the charity, and a review of risks and opportunities, with a view to securing the long term sustainability of the charity. Training and development sessions have been held during the year.

Objectives and activities

Founded in 2007, Manor House Development Trust has now grown into the key organisation for the delivery of social economic regeneration in its area of operation.

The organisation is located in the North West of the London Borough of Hackney, which is one of the most deprived areas in London and Great Britain. Hackney is also one of the most diverse London boroughs in terms of ethnicity, which is reflected within the Manor House Development Trust area of operation.

MHDT is a company limited by guarantee (Company No. 06203804) that has charitable status and carries out a variety of social economic and promotional activities, focusing on the Manor House area crossing the administrative borders of the London Borough's of Hackney, Haringey and Islington. These are for the benefit of the public and urban regeneration, in areas of social and economic deprivation.

While there has been no formal change in the charity's objects, Manor House Development Trust interpreted its purposes through a more contemporary mission statement (in 2013):

"Manor House Development Trust is a community-led, charitable Trust that works in partnership with local residents, community groups, voluntary sector, private sector, and public agencies to bring about lasting social, economic and environmental improvements for the benefit of all in the Manor House area."

The charitable objects are set out in full in the current governing document are:

- the relief of unemployment
- the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience
- the creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms
- the maintenance, improvement or provision of public amenities
- the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, have need of such facilities
- the protection or conservation of the environment
- the provision of public health facilities and childcare
- the promotion of public safety and prevention of crime

Manor House Development Trust has relied on the income from contracts, grant and trading through its Community Interest Companies. The Trust provides much-needed services for the local communities of North East Hackney.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Trust should undertake.

The Trust has made programme-related investments in organisations that are committed to aid the local community.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Achievements and performance

- Continued to build services and footfall in the Redmond Community Centre. The Trust now provides community activities across a broad spectrum of need including health; art; training and tackling unemployment; leisure and behaviour change in regard to protection of the environment.
- 2012/13 was a very successful year for Manor House Development Trust. Over the summer of 2012 MHDT led a multi-agency, cross borough consortium, successfully bidding to Big Lottery's Communities Living Sustainably Fund. The Trust was awarded £1million to be spent over the next three years to encourage behaviour change on environmental issues and explore how an inner city community might prepare for extreme weather changes. MHDT awarded contracts to several sub-contractors and was able to increase its staff team by two to manage the project.
- Manor House Development Trust became an organisation supported by Business In the Community (BITC), allowing access to a range of products and services provided by BITC. These include access to Social Return on Investment planning services.
- In October the Trust launched its People Wood Artwork, a crowd sourced 3D printed 'info-sculpture'. Over 300 local people took part in the creation of the sculpture getting an introduction into this exciting new technology while creating a beautiful sculpture which now hangs in the reception of the Redmond Community Centre.
- The Trust continued on its mission to create new social enterprises Brighter Environment, and as part of a joint initiative with Young Hackney the facilities management giant ISS ran the first training cohort of 'Get High'. 8 people were given specialist training around working at height and were awarded 31 accreditations between them.
- The summer saw the culmination of MHDT's collaboration with Building Lives. MHDT brokered a deal between 3 major decent homes contractors; secured use of a disused community centre and recruited for Building Lives 150 young people from which 50 were awarded apprenticeships and have secured jobs on the Hackney decent homes programme.
- During the Olympics 8 people were recruited to a variety of roles on the Olympic Park and went into work.
- In April, Well London phase 2 started. A Greater London Authority funded scheme the project looks at soft health indices and behaviour change to improve health and well being. The Trust was responsible for a participatory small grant scheme which allowed a number of projects to thrive. The programme also funded 3 youth and community apprentices.

Financial review

The trustees meet on a bi-monthly basis to review financial and project reports. Manor House Development Trust generated income for the year to 31 March 2013 of £375,522 (2012: £225,726) Expenditure increased from £140,214 in 2012 to £393,406 in the year ended 31 March 2013.

Net closing reserves at 31 March 2013 amounted to £135,755 (2012: £153,639) of which £53,763 (2012: £91,365) was held in restricted reserves. In addition to the funds mentioned here, Manor House Development Trust has funds managed on its behalf by Hackney Homes Ltd. These funds amounted to £70,430 and were used to pay for salary costs for the Director and a caretaker while they await a TUPE legal process to be completed by Hackney Homes. A further £100,000 is managed by the Trust through London Borough of Hackney to enable training through the Woodberry Works programme.

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level at least the equivalent to six month's unrestricted and uncommitted expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Trust's current activities while consideration is given to ways in which additional funds may be raised. The trustees ensure that the reserves are maintained to achieve a liquid reserve to provide cover for further capital commitments. This level of reserves has been maintained throughout the year.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Financial review (continued)

The work summarised in this report would not have been possible without the ongoing contribution and dedicated work of our trustees, staff and volunteers. Thanks are also due to our funders and contributors without whom much of the work could not have been sustained and developed within the year.

Plans for the Future

The strategic objectives of the Trust for 2013/14 are:

- Running a robust and organisation which upholds the core values
- Connecting organisations
- Empowering individuals and the local community to build a local voluntary sector
- Ensuring accessible space for services needed by the community
- Influencing policy and policy makers

Manor House Development Trust is now entering a new period in its development. The Trust will move out of being incubated by Hackney Homes/London Borough of Hackney (LBH) at the end of 2013. The Trust has now re-organised its staffing structures ensuring more efficiency both in terms of service delivery and revenue spend on services. Members of staff have been given contracts and terms and conditions.

The Trust will make investments within the Redmond Community Centre including a new snack bar area for clients using the centre and to create revenues. A member of staff is now dedicated to increasing use at the Redmond Community Centre to maximize revenues. The Trust is also embarking on a £1 million Big Lottery funded project to increase community resilience to climate change. This project will run over the next 3 years.

The Trust continues to look for other sources of earned income. Over the next years it has planned to develop social enterprises around management of the public realm and cleaning at heights. MHDT is also working with LBH and local technological companies to develop a social enterprise providing 3D printing services.

Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Statement of trustees' responsibilities (continued)

The trustees are responsible for keeping proper accounting records that 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.

Each of the trustees confirms that:

- so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

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

Signed on behalf of the board of trustees



John Ryan
Chair
Board of Trustees

Dated: 18/12/2013

MANOR HOUSE DEVELOPMENT TRUST

INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Independent auditor's report to the members of Manor House Development Trust

We have audited the financial statements of Manor House Development Trust for the year ended 31 March 2013 which comprise the statement of financial activities, the balance sheet, principal accounting policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MANOR HOUSE DEVELOPMENT TRUST

INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2013

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Edward Finch, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

20/12/13

MANOR HOUSE DEVELOPMENT TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 (restated) £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	71,962	-	71,962	-
Rental and investment income	3	<u>87,057</u>	-	<u>87,057</u>	47,945
		159,019	-	159,019	47,945
Incoming resources from charitable activities	4	-	216,503	216,503	177,781
Total incoming resources		<u>159,019</u>	<u>216,503</u>	375,522	<u>225,726</u>
Resources expended					
Charitable activities					
Child development		47,015	93,007	140,022	63,376
Health		9,838	19,461	29,299	27,189
Training		73,779	143,976	216,755	35,333
Poverty Relief		-	-	-	3,747
Total charitable expenditure		<u>129,632</u>	<u>256,444</u>	386,076	<u>129,645</u>
Governance costs		<u>7,330</u>	-	<u>7,330</u>	10,569
Total resources expended		<u>136,962</u>	<u>256,444</u>	393,406	<u>140,214</u>
Net incoming (outgoing) resources before transfers		22,057	(39,941)	(17,884)	85,512
Gross transfers between funds	16	<u>(2,339)</u>	<u>2,339</u>	-	-
Net movement in funds		19,718	(37,602)	(17,884)	85,512
Fund balances at 1 April 2012		<u>62,274</u>	<u>91,365</u>	153,639	<u>68,127</u>
Fund balances at 31 March 2013		<u>81,992</u>	<u>53,763</u>	135,755	<u>153,639</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All of the charity's activities in the above two financial periods were derived from continuing operations.

There were no recognized gains and losses other than those set out in the statement of financial activities above.

MANOR HOUSE DEVELOPMENT TRUST

BALANCE SHEET

AS AT 31 MARCH 2013

	Notes	2013 £	2013 £	2012 (restated) £	2012 (restated) £
Fixed assets					
Tangible assets	12		24,115		27,696
Programme related assets	13		<u>1,440</u>		<u>1,440</u>
			25,555		29,136
Current assets					
Debtors	14	22,207		11,720	
Cash at bank and in hand		<u>127,538</u>		<u>117,451</u>	
		149,745		129,171	
Creditors: amounts falling due within one year					
	15	<u>(39,545)</u>		<u>(4,668)</u>	
Net current assets			110,200		124,503
Total assets less current liabilities			135,755		153,639
Income funds					
Restricted funds:					
Positive Activities for Young People	16	-		25,634	
Other restricted funds		<u>53,763</u>		<u>65,731</u>	
			53,763		91,365
Unrestricted funds:					
Designated funds	17		-		2,339
General funds			<u>81,992</u>		<u>59,935</u>
			135,755		153,639

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts were approved by the Board on 18/12/ 2013



John Ryan
Chair
Board of Trustees

Company Registration No. 06203804

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies

1.1. Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", (SORP 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The financial statements include the results of the company's operations which are described in the Trustees' Report and are all continuing.

1.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Where part of an unrestricted fund is earmarked for a particular project but there is no legal restriction to the trustees' discretion to apply to the fund, the affected assets will transfer to form a designated fund. Where the trustees have the power to declare specific trusts over unrestricted funds and such power is exercised, the assets affected will transfer to form a restricted fund. Where there is a surplus on a restricted fund after any obligations relating to the fund have been discharged, the surplus will then transfer to unrestricted funds.

1.3. Incoming resources

Incoming resources in the form of a gift or donation in kind are recognised in the accounting period in which the gift or donation was receivable. The value of these resources is the estimated value to the charity of the goods or services received. The value will be the price that the trust estimates it would pay in the open market for goods or services of equivalent utility to the trust.

Grants received are accounted for as receivable as and when conditions for receipt have been met. Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to performance conditions is recognised (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

1.4. Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities include both the direct and support costs relating to these activities.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies (continued)

1.4. Resources expended (continued)

Governance costs include the cost of any legal advice to trustees on governance or constitutional matters, external accountancy and audit costs, a proportion of secondment costs which related to strategic management of the charity as well as other various expenses.

Support costs include central functions and have been allocated in proportion to the charitable activities expenditure of the trust before charging support costs..

The trust is not registered for VAT so all expenses shown in the SOFA and notes to the accounts are shown gross (i.e. inclusive of VAT).

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment 15% reducing balance

Assets are capitalised if they are deemed to have a beneficial use of greater than one year from purchase and have a cost greater than £50.

1.6. Investments

Programme related investments are held at cost less provision for diminution in value.

2 Voluntary income

	Total 2013 £	Total 2012 £
Donations and gifts	<u>71,962</u>	<u>-</u>

Included in the donations above is a gift in kind of £70,430 representing the salary and pension costs for the Director and caretaker which have been paid by Hackney Homes while they await a TUPE legal process to be completed.

3 Rental and investment income

	Total 2013 £	Total 2012 (restated) £
Rental income	86,848	47,871
Interest receivable	209	74
	<u>87,057</u>	<u>47,945</u>

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 (restated) £
Child development	-	70,373	70,373	71,542
Health	-	15,877	15,877	33,331
Training	-	130,253	130,253	72,908
	<u>-</u>	<u>216,503</u>	<u>216,503</u>	<u>177,781</u>

Included within income relating to child development are the following grants:

PAYP			61,373	69,542
African Drumming			9,000	-
			<u>70,373</u>	<u>69,542</u>

Included within income relating to health are the following grants:

Well London			6,840	13,395
Big Dance			3,500	-
Community Garden			425	-
Cook & Eat			2,382	9,894
Tai Chi			2,730	1,400
HACT - Age2Age			-	8,000
			<u>15,877</u>	<u>32,689</u>

Included within income relating to training are the following grants:

Woodberry Works			2,250	11,992
Built 2 Work			-	5,991
Get High			20,000	4,425
PACT			108,003	-
Artwork			-	50,000
			<u>130,253</u>	<u>72,408</u>

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

5 Total resources expended

	Total 2013 £	Total 2012 £
Charitable activities		
<u>Child Development</u>		
Direct costs	93,007	43,364
Support costs	47,015	20,012
Total	140,022	63,376
<u>Health</u>		
Direct costs	19,461	18,604
Support costs	9,838	8,585
Total	29,299	27,189
<u>Training</u>		
Direct costs	143,976	24,176
Support costs	72,779	11,157
Total	216,755	35,333
<u>Poverty Relief</u>		
Direct costs	-	2,564
Support costs	-	1,183
Total	-	3,747
	<u>386,076</u>	<u>129,645</u>
Governance costs	7,330	10,569
	<u>393,406</u>	<u>140,214</u>

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

6 Activities undertaken directly

	Total 2013 £	Total 2012 £
Costs relating to child development comprise: PAYP	<u>93,007</u>	<u>43,364</u>
Costs relating to health comprise:		
Well London	4,025	29
Snack & Chat / Luncheon Club	5,507	7,982
Tai Chi	3,313	885
Community Choir	-	2,300
Community Garden	60	-
Big Dance	4,896	-
HACT	1,660	7,408
	<u>19,461</u>	<u>18,604</u>
Costs relating to training comprise:		
Locality	-	318
B2W - Team Hackney	3,137	10,713
Artwork	26,070	9,500
Woodberry Works Training	13,457	3,645
PACT	79,009	-
Get High	22,303	-
	<u>143,976</u>	<u>24,176</u>
Costs relating to poverty relief comprise: Coach Hire	<u>-</u>	<u>2,564</u>

7 Support costs

	Child Development £	Health £	Training £	Total 2013 £	Total 2012 £
Allocated support costs	<u>47,015</u>	<u>9,838</u>	<u>72,779</u>	<u>129,632</u>	<u>40,937</u>

Support costs are apportioned across charitable activities based on the percentage that expenditure for each charitable activity represents in relation to total charitable expenditure (excluding support costs).

Support costs comprise office and general supplies, website development costs as well as other miscellaneous expenses.

Support costs include audit fees of £4,500 in respect of the year ended 31 March 2013 (2012 – none).

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

8 Governance costs

Other governance costs comprise:

	2013 £	2012 £
Legal and professional fees	4,835	8,138
Other governance costs	<u>2,495</u>	<u>2,431</u>
	<u>7,330</u>	<u>10,569</u>

9 Staff costs

	Total 2013 £	Total 2012 £
Wages and salaries	32,798	-
Social security costs	<u>2,891</u>	-
	35,689	-
Agency staff costs	<u>19,498</u>	<u>25,602</u>
	<u>55,187</u>	<u>-</u>

10 Employees

Number of employees

During the year new staff members were employed directly by Manor House Development Trust. In addition, there were persons undertaking work for the Trust doing so on a secondment from their existing employer. There were no amounts paid by the trust during the year in relation to these secondments and no employee (or full time equivalent) received remuneration above £60,000.

As an equivalent full-time figure, the following is the average monthly number of employees during the period:

	2013 Number	2012 Number
Management	4	3
Administration	<u>3</u>	<u>4</u>
	<u>7</u>	<u>7</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year nor were they reimbursed any expenses (2012: no trustees were reimbursed any expenses).

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

12 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2012	37,902
Additions	675
At 31 March 2013	<u>38,577</u>
Depreciation	
At 1 April 2012	10,206
Charge for the year	4,256
At 31 March 2013	<u>14,462</u>
Net book value	
At 31 March 2013	<u>24,115</u>
At 31 March 2012	<u>27,696</u>

13 Programme related assets

	Education £
At 1 April 2012 and at 31 March 2013	<u>1,440</u>

Programme related investments include an investment in Local Labour Hire C.I.C., a Community Investment Company registered in England & Wales. The company is a joint venture between Manor House Development Trust and Vane Recruitment Ltd. The company was set up as a social enterprise, committed to help communities gain access to local employment opportunities. The companies work closely with strategic partners and the local community to supply a source of qualified and suitable local labour.

Other programme related investments include an investment in Woodberry Training Partnership C.I.C., a Community Investment Company registered in England & Wales. The company is a joint venture between Manor House Development Trust and Citrus Training Ltd. The company was set up as a social enterprise, committed to help communities gain access to local training opportunities. The companies work closely with strategic partners and the local community to supply a source of qualified and suitable local labour.

14 Debtors

	2013 £	2012 (restated) £
Trade debtors	<u>22,207</u>	<u>11,720</u>

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

15 Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	1,213	-
Other creditors	5,937	2,328
Accruals and deferred income	32,395	2,340
	<u>39,545</u>	<u>4,668</u>

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2012 (restated) £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2013 £
PAYP	25,634	61,373	(87,007)	-	-
Well London	2,000	6,840	(4,025)	-	4,815
Woodberry Works					
Training	10,947	2,250	(13,457)	-	(260)
Artwork	40,500	-	(26,070)	-	14,430
Genesis WD					
Community Choir	1,400	-	-	-	1,400
Built 2 Work	3,137	-	(3,137)	-	-
Tai Chi	818	2,730	(3,313)	-	235
Luncheon Club	-	483	(483)	-	-
Snack n Chat	-	494	(494)	-	-
Other Cook and Eat	1,912	65	(4,316)	2,339	(2,339)
HACT – Age 2 Age	592	-	(1,660)	-	(1,068)
African Drumming and Dance	-	9,000	(6,000)	-	3,000
Big Lottery preliminary costs	-	10,000	(10,000)	-	-
PACT	-	98,003	(69,009)	-	28,994
Big Dance	-	3,500	(4,896)	-	(1,396)
Community Garden	-	425	(60)	-	365
New Lunch Club	-	1,340	(214)	-	1,126
Get High	4,425	20,000	(22,303)	-	2,122
	<u>91,365</u>	<u>216,503</u>	<u>(256,444)</u>	<u>2,339</u>	<u>53,763</u>

PAYP - Positive Activities for Young People - Young Hackney (LBH Youth Services) to provide accredited activities for young people (8-19yrs old) across the North East Neighbourhood of London Borough of Hackney.

Well London - Lottery funded project to provide health related activities across the Woodberry Down Estate.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

16 Restricted funds (continued)

Woodberry Works Training - London Borough of Hackney funded activities to increase work prospects for unemployed individuals in Hackney.

Art Work - London Borough of Hackney funded project to create a piece of public artwork.

Genesis WD Community Choir - Funding was received with the aim of engaging the local community.

Built to Work - Hackney CVS project to train young people with elementary building skills.

Tai Chi - Health related activity funded through Well London.

Cook & Eat - to provide healthy food to disadvantaged individuals on the Woodberry Down estate.

HACT - Age 2 Age - Intergenerational activities funded by the Housing Association Charitable Trust.

African Drumming and Dance – Youth Project.

Big Lottery preliminary costs – Start up costs in preparation for the PACT Project.

PACT - Environmental project building resilience in the community to prepare for climate change.

Get High – Industrial climbing training for the relief of unemployment.

The trustees are satisfied that sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with any restrictions in place.

17 Designated fund

The income funds of the charity at the beginning of the year included a designated fund of £2,339 for a Cook & Eat project. This was set aside out of unrestricted funds by the trustees and was expended during the year.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

18 Balances brought forward at 1 April 2012 (as restated)

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2013 £	Total funds 2012 £
Fund balances brought forward at 1 April 2012 as previously stated	54,640	2,339	84,940	141,919	68,127
Adjustment to prior year debtors	5,295	-	6,425	11,720	-
Fund balances brought forward at 1 September 2012 as restated	<u>59,935</u>	<u>2,339</u>	<u>91,365</u>	<u>153,639</u>	<u>68,127</u>

Manor House Development Trust has undertaken a detailed analysis of its debtors at 31 March 2013, and as a result of this exercise, the Trust has identified income relating to the year ended 31 March 2012 but was received in the year to 31 March 2013. A prior year adjustment has therefore been made which has increased the value of debtors at 31 March 2012 and income for the period then ended by £11,720.

19 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2013 £
Fund balances at 31 March 2013 are represented by:				
Tangible fixed assets	24,115	-	-	24,115
Programme related assets	1,440	-	-	1,440
Current assets	95,982	-	53,763	149,745
Creditors: amounts falling due within one year	(39,545)	-	-	(39,545)
	<u>81,992</u>	<u>-</u>	<u>53,763</u>	<u>135,755</u>

20 Related party transactions

William Sheehy, a trustee of Manor House Development Trust, is also a director of Local Labour Hire CIC and Woodbury Training Partnership CIC, in which Manor House Development Trust also has an interest. Local Labour Hire CIC and Woodbury Training Partnership CIC were dormant during the year ended 31 March 2013.