

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

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 Emma Barker Geoffrey Bell Jonathan Burke Annette Doyle Rachel Doyle Shirley Gayle Paula Hines Michael Jones Peter Naughton Darren Parker 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 plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT |
| Solicitors | Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES |

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

The trustees present their report and accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Manor House Development Trust's (MHDT) Memorandum and 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 | Michael Jones |
| Emma Barker (appointed 15 April 2014) | Sarah Marsh (resigned 15 April 2014) |
| Geoffrey Bell (appointed 15 April 2014) | Peter Naughton |
| Jonathan Burke | Darren Parker (appointed 15 April 2014) |
| Annette Doyle (appointed 15 April 2014) | John Ryan (Chair until resignation on 15 April 2014) |
| Rachel Doyle (appointed 15 April 2014) | Neil Sams (resigned 15 April 2014) |
| Shirley Gayle (appointed 15 April 2014) | William Sheehy |
| Paula Hines (appointed 15 April 2014) | Jennifer Wilkins |

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 MHDT is exposed, and are satisfied that systems are in place to mitigate exposure to such risks.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

Structure, governance and management (continued)

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.

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. In addition the trustees have launched a recruitment drive so that a full complement of trustees is available to take MHDT on to its next stage.

Objectives and activities

Founded in 2007, Manor House Development Trust has now grown into the key partner 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 lets of the Redmond Community Centre, contracts, grants and trading through its Community Interest Companies.

MHDT provides much-needed services for the local communities of North-west Hackney.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

Objectives and activities (continued)

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

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

Achievements and performance

- The Redmond Community Centre continued to build services and clients seeing an impressive rise in income. As part of Corporate Social responsibility Morgan Stanley Bank re-painted the centre. MHDT ran a myriad of successful community events and seaside trips including an Easter Egg Hunt, Halloween and a Valentines event and community activities such as an art exhibition, t-shirt making and model making to mark Climate Week.
- We were ranked 35th fastest growing social enterprise in London; and 23rd fastest growing Community Development Organisation out of 800 other organisations.
- Residents gained over 130 training employment-related accreditations through the Woodberry Works training programme.
- In addition, 111 people received training courses from PACT, ranging from green construction skills training, horticulture and customer service. Six people found employment through support from the PACT project and over 40 people have been employed to work on the project itself on a permanent, contract and sessional basis.
- Other PACT highlights included: During 2013/14 we delivered 625 plates of free, healthy food to the community through our PACT meals project.
- Manor House PACT sponsored the Hidden River Festival 2013. Over 2,000 people attended this volunteer-run festival in Finsbury park.
- Our volunteering service helped 56 people find a volunteer placement including over 20 on the PACT programme itself.
- 242 residents were helped during 2013/14 to make their homes warmer and more energy efficient through our PACT home visits project. The project won the Community Action Award for combating fuel poverty.
- 218 people took part in 9 guided Foraging and Wildlife walks last year, promoting exercise and healthy living.
- A new Edible Garden was created at the Redmond Community Centre and a gardening group meet to tend to the garden each month.
- Manor House Development Trust started a community composting scheme, reducing the food waste of the Redmond Community Centre by nearly 100%.
- Over 250 residents were involved in recycling and reuse at Give and take days and an Electrical Restart party held at the Redmond Community Centre.
- The Annual New River Clean up saw over 30 local residents join forces to clean litter from the New river path, enhancing a key local green space.
- Big Energy Saving Week was marked with a special breakfast event at the Redmond Community Centre, attended by the Secretary of State for Energy and Climate Change and the Minister of State for Climate Change.
- A new Kids Café with Parkwood Primary school and St John's Church has been set up.
- Manor House Development Trust was successful in delivering the Big Energy Saving Network in 2013/14, helping to deliver energy saving advice to over 142 local people.
- Manor House Development Trust continued to be supported by Business in the Community (BITC), allowing access to a range of products and services. These include access to Impact Reporting services.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

Achievements and performance (continued)

- MHDT continued on its mission to create new social enterprises Brighter Environment. As part of a joint initiative with Young Hackney the facilities management giant ISS, ran working at height training course, 'Get High'. 16 people were given specialist training around working at height and were awarded over 60 accreditations between them.
- Well London Phase 2 continued. A Greater London Authority-funded scheme the project looks at soft health indices and behaviour change to improve health and well being. MHDT was responsible for a participatory small grant scheme which allowed a number of community-led projects to thrive.

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 2014 of £678,472 (2013: £375,522). Expenditure increased from £393,406 in 2013 to £637,809 in the year ended 31 March 2014.

Net closing reserves at 31 March 2014 amounted to £176,418 (2013: £135,755) of which £107,555 (2013: £53,763) 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 amount to £70,430 and are used to pay for salary costs for the Director and a caretaker while they awaited a TUPE legal process to be completed by Hackney Homes. This was successfully completed on 31 March 2014. 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 MHDT that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six month's 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 MHDT's current activities while consideration is given to ways in which additional funds may be raised.

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.

Reserves

Trustees monitor free reserves and review their reserves policy each year. The existing policy is that free reserves should represent 6 months of running costs. Currently free reserves stand at £68,863 which represents 3 months. The trustees will continue to build the reserves held until the desired level of reserves is met.

Plans for the Future

The strategic objectives of Manor House Development Trust for 2014/15 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

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

Plans for the Future (continued)

Manor House Development Trust has now entered a new period in its development. It has moved away from being incubated by Hackney Homes/London Borough of Hackney. MHDT 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.

Manor House Development 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 maximise revenues.

MHDT continues to look for other sources of earned income. Over the next years it plans to develop social enterprises around management of the public realm and cleaning at heights.

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.

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.

MANOR HOUSE DEVELOPMENT TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

Statement of trustees' responsibilities (continued)

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



Trustee **DARREN PARKER - CHAIR**

Dated: **20/11/2014**

MANOR HOUSE DEVELOPMENT TRUST

INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2014

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 2014 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 2014 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

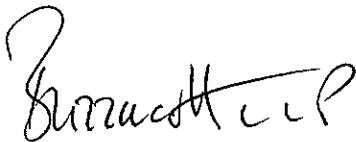
INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2014

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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report.



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

9/12/14

MANOR HOUSE DEVELOPMENT TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2014

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2014 £ | Total 2013 £ |
|---|-------|----------------------------|--------------------------|-----------------------|--------------------|
| <u>Incoming resources</u> | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | 2 | 72,860 | - | 72,860 | 71,962 |
| Rental and investment income | 3 | 181,676 | - | 181,676 | 87,057 |
| Incoming resources from charitable activities | 4 | 7,463 | 416,473 | 423,936 | 216,503 |
| Total incoming resources | | <u>261,999</u> | <u>416,473</u> | <u>678,472</u> | <u>375,522</u> |
| <u>Resources expended</u> | | | | | |
| Charitable activities | | | | | |
| Child development | | 2,053 | 3,000 | 5,053 | 140,022 |
| Health | | 25,253 | 36,904 | 62,157 | 29,299 |
| Training | | <u>220,874</u> | <u>322,777</u> | <u>543,651</u> | <u>216,755</u> |
| Total charitable expenditure | 5 | <u>248,180</u> | <u>362,681</u> | <u>610,861</u> | <u>386,076</u> |
| Governance costs | | 26,948 | - | 26,948 | 7,330 |
| Total resources expended | | <u>275,128</u> | <u>362,681</u> | <u>637,809</u> | <u>393,406</u> |
| Net movement in funds | | <u>(13,129)</u> | <u>53,792</u> | <u>40,663</u> | <u>(17,884)</u> |
| Fund balances at 1 April 2013 | | <u>81,992</u> | <u>53,763</u> | <u>135,755</u> | <u>153,639</u> |
| Fund balances at 31 March 2014 | | <u>68,863</u> | <u>107,555</u> | <u>176,418</u> | <u>135,755</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 2014

| | Notes | 2014 £ | 2014 £ | 2013 £ | 2013 £ |
|---|-------|-----------------|----------------|-----------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 12 | | 21,793 | | 24,115 |
| Programme related investments | 13 | | <u>1,440</u> | | <u>1,440</u> |
| | | | <u>23,233</u> | | <u>25,555</u> |
| Current assets | | | | | |
| Debtors | 14 | 41,657 | | 22,207 | |
| Cash at bank and in hand | | <u>155,550</u> | | <u>127,538</u> | |
| | | <u>197,207</u> | | <u>149,745</u> | |
| Creditors: amounts falling due within one year | 15 | <u>(44,022)</u> | | <u>(39,545)</u> | |
| Net current assets | | | <u>153,185</u> | | <u>110,200</u> |
| Total assets less current liabilities | | | <u>176,418</u> | | <u>135,755</u> |
| Income funds | | | | | |
| Restricted funds: | 16 | | 107,555 | | 53,763 |
| Unrestricted funds: | | | | | |
| General funds | | | <u>68,863</u> | | <u>81,992</u> |
| | | | <u>176,418</u> | | <u>135,755</u> |

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 18th Nov 2014



Chair
Board of Trustees

Company Registration No. 06203804

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

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 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 are transferred 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.

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. Grants are accounted for 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 and is recognised as the related goods or services are provided.

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 results 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 2014

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 staff secondment costs which relate 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 direct costs of the charitable activities.

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 expected to have a beneficial use of greater than one year from purchase and have a cost greater than £1,000.

1.6. Investments

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

2 Voluntary income

| | Total 2014 £ | Total 2013 £ |
|---------------------|-----------------------------|-----------------------------|
| Donations and gifts | <u>72,860</u> | <u>71,962</u> |

Included in the donations above is a gift in kind of £70,430 (2013 - £70,430) representing the salary and pension costs for the Director and caretaker which have been paid by Hackney Homes while the charity awaits a TUPE legal process to be completed.

3 Rental and investment income

| | Total 2014 £ | Total 2013 £ |
|---------------------|-----------------------------|-----------------------------|
| Rental income | 181,274 | 86,848 |
| Interest receivable | 402 | 209 |
| | <u>181,676</u> | <u>87,057</u> |

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

4 Incoming resources from charitable activities

| | Unrestricted funds £ | Restricted funds £ | Total 2014 £ | Total 2013 £ |
|-------------------|----------------------------|--------------------------|-----------------------|--------------------|
| Child development | - | - | - | 70,373 |
| Health | 7,463 | 39,774 | 47,237 | 15,877 |
| Training | - | 376,699 | 376,699 | 130,253 |
| | <u>7,463</u> | <u>416,473</u> | <u>423,936</u> | <u>216,503</u> |

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

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

Included within income relating to health are the following grants:

| | | |
|------------------|----------------------|---------------|
| Well London | 33,250 | 6,840 |
| Big Dance | 1,396 | 3,500 |
| Community Garden | - | 425 |
| Cook & Eat | - | 2,382 |
| Tai Chi | 4,060 | 2,730 |
| HACT - Age2Age | 1,068 | - |
| | <u>39,774</u> | <u>15,877</u> |

Included within income relating to training are the following grants:

| | | |
|--|-----------------------|----------------|
| Woodberry Works | 260 | 2,250 |
| Energy Saving Network | 4,288 | - |
| Get High | 19,500 | 20,000 |
| PACT (Prepare, Adapt, Connect, Thrive) | 347,096 | 108,003 |
| Community Development | 5,555 | - |
| | <u>376,699</u> | <u>130,253</u> |

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

5 Total resources expended

| | Total 2014 £ | Total 2013 £ |
|------------------------------|-----------------------------|-----------------------------|
| Charitable activities | | |
| <u>Child Development</u> | | |
| Direct costs | 3,000 | 93,007 |
| Support costs | 2,053 | 47,015 |
| Total | 5,053 | 140,022 |
| <u>Health</u> | | |
| Direct costs | 36,904 | 19,461 |
| Support costs | 25,253 | 9,838 |
| Total | 62,157 | 29,299 |
| <u>Training</u> | | |
| Direct costs | 322,777 | 143,976 |
| Support costs | 220,874 | 72,779 |
| Total | 543,651 | 216,755 |
| | 610,861 | 386,076 |
| Governance costs | 26,948 | 7,330 |
| | 637,809 | 393,406 |

The above costs were incurred in providing a Community Centre for the benefit of the public.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

6 Activities undertaken directly

| | Total 2014 £ | Total 2013 £ |
|---|-----------------------------|--------------------|
| Costs relating to child development comprise: PAYP/ African Drumming | <u>3,000</u> | <u>93,007</u> |
| Costs relating to health comprise: | | |
| Well London | 31,643 | 4,025 |
| Snack & Chat / Luncheon Club | 1,126 | 5,507 |
| Tai Chi | 2,370 | 3,313 |
| Community Choir | 1,400 | - |
| Community Garden | 365 | 60 |
| Big Dance | - | 4,896 |
| HACT | - | 1,660 |
| | <u>36,904</u> | <u>19,461</u> |
| Costs relating to training comprise: | | |
| Energy Saving Network | 1,961 | - |
| B2W - Team Hackney | - | 3,137 |
| Artwork | 1,720 | 26,070 |
| Woodberry Works Training | - | 13,457 |
| PACT | 294,655 | 79,009 |
| Get High | 24,441 | 22,303 |
| | <u>322,777</u> | <u>143,976</u> |

7 Support costs

| | Child Development £ | Health £ | Training £ | Total 2014 £ | Total 2013 £ |
|----------------------------|---------------------------|---------------|----------------|-----------------------------|--------------------|
| Allocated support costs | <u>2,053</u> | <u>25,253</u> | <u>220,874</u> | <u>248,180</u> | <u>129,632</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.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

8 Governance costs

Other governance costs comprise:

| | 2014 £ | 2013 £ |
|-----------------------------|---------------|--------------|
| Legal and professional fees | 21,380 | 4,835 |
| Other governance costs | 5,568 | 2,495 |
| | <u>26,948</u> | <u>7,330</u> |

9 Staff costs

| | Total 2014 £ | Total 2013 £ |
|-----------------------|--------------------|--------------------|
| Wages and salaries | 140,249 | 32,798 |
| Social security costs | 12,053 | 2,891 |
| | <u>152,302</u> | <u>35,689</u> |
| Agency staff costs | 80 | 19,498 |
| | <u>152,382</u> | <u>55,187</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:

| | 2014 Number | 2013 Number |
|----------------|----------------|----------------|
| Management | 3 | 4 |
| Administration | 5 | 3 |
| | <u>8</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 (2013: no trustees were reimbursed any expenses).

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

12 Tangible fixed assets

| | Fixtures, fittings & equipment £ |
|-------------------------|---|
| Cost | |
| At 1 April 2013 | 38,577 |
| Additions | 1,524 |
| At 31 March 2014 | 40,101 |
| Depreciation | |
| At 1 April 2013 | 14,462 |
| Charge for the year | 3,846 |
| At 31 March 2014 | 18,308 |
| Net book value | |
| At 31 March 2014 | 21,793 |
| At 31 March 2013 | 24,115 |

13 Programme related investments

| | Education £ |
|--------------------------------------|----------------|
| At 1 April 2013 and at 31 March 2014 | <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.

Both companies were dormant during the current and prior years.

14 Debtors

| | 2014 £ | 2013 £ |
|---------------|---------------|---------------|
| Trade debtors | <u>41,657</u> | <u>22,207</u> |

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

15 Creditors: amounts falling due within one year

| | 2014 £ | 2013 £ |
|------------------------------|---------------|---------------|
| Trade creditors | 18,149 | 1,213 |
| Other creditors | 9,705 | 5,937 |
| Accruals and deferred income | 16,168 | 32,395 |
| | <u>44,022</u> | <u>39,545</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 2013 £ | Incoming resources £ | Resources expended £ | Balance at 31 March 2014 £ |
|----------------------------|---------------------------------------|----------------------------|----------------------------|--|
| Well London | 4,815 | 33,250 | (31,643) | 6,422 |
| Woodberry Works Training | (260) | 260 | - | - |
| Artwork | 14,430 | - | (1,720) | 12,710 |
| Genesis WD Community Choir | 1,400 | - | (1,400) | - |
| Tai Chi | 235 | 4,060 | (2,370) | 1,925 |
| Energy Saving Network | - | 4,288 | (1,961) | 2,327 |
| Community Development | - | 5,555 | - | 5,555 |
| HACT – Age 2 Age | (1,068) | 1,068 | - | - |
| African Drumming and Dance | 3,000 | - | (3,000) | - |
| PACT | 28,994 | 347,096 | (294,655) | 81,435 |
| Big Dance | (1,396) | 1,396 | - | - |
| Community Garden | 365 | - | (365) | - |
| New Lunch Club | 1,126 | - | (1,126) | - |
| Get High | 2,122 | 19,500 | (24,441) | (2,819) |
| | <u>53,763</u> | <u>416,473</u> | <u>(362,681)</u> | <u>107,555</u> |

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

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.

Tai Chi - Health related activity funded through Well London.

MANOR HOUSE DEVELOPMENT TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

Energy Saving Network – Funded by the Department of Energy and Climate Change for a programme of energy saving advice.

16 Restricted funds (continued)

Community Development – Funded by Genesis as a contribution towards the salary of a volunteer coordinator.

Genesis – Community development

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

African Drumming and Dance – Youth 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 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total 2014 |
|--|-------------------------------|-----------------------------|-----------------------|
| | £ | £ | £ |
| Fund balances at 31 March 2014 are represented by: | | | |
| Tangible fixed assets | 21,793 | - | 21,793 |
| Programme related investments | 1,440 | - | 1,440 |
| Current assets | 89,652 | 107,555 | 197,207 |
| Creditors: amounts falling due within one year | (44,022) | - | (44,022) |
| | <u>68,863</u> | <u>107,555</u> | <u>176,418</u> |

18 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 2014.