

PhotoVoice

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2018



COMPANY NO: 3938488

CHARITY NO:
England and Wales 1096598, Scotland SC041918

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Reference and Administrative Information

Status

PhotoVoice is a charitable company limited by guarantee, incorporated on March 2nd 2000 and registered as a charity on March 19th 2003.

Governing document

The Company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

Company number

3938488

Charity numbers

England and Wales - 1096598
Scotland - SC041918

Company Secretary

Reed Smith Corporate Services Ltd.

Registered and Principal Office

PhotoVoice, 17A Electric Lane, London, SW9 8LA

Bankers

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

Independent Examiner

Counterculture Partnership LLP, LONDON AND REGISTERED OFFICE Unit NH.204, E1 Studios 7 Whitechapel Road London E1 1DU

PhotoVoice Staff and Trustees

PhotoVoice Staff

Chief Executive	Tom Elkins
Institutional Support	Nic Pursey
Senior Projects Manager	Kate Watson
Communications Officer	Zoe Wright

PhotoVoice Trustees

Russell Watkins (Chair)
Fiona Hammond
Steve Marshall
Tom Wipperman
Sarah Washington (from 12th June 2018)
Natalie Waugh (from 12th June 2018)

Former Trustees:
Howard Sharman (resigned 11th September 2017)

Report of the Board of Trustees for the year ended 31st March 2018

Organisational Information

PhotoVoice is an award winning international charity which works to bring about positive social change through participatory photography projects. We build skills in underrepresented and at-risk communities to use photography as a tool for communication, self expression and advocacy.

PhotoVoice's pioneering projects have amplified the voices of refugees, people who are blind and partially sighted, street children, landless indigenous tribes, people living with HIV/AIDS, young people who have been the subject of sexual exploitation, former prisoners and those with differing requirements for inclusion.

PhotoVoice always works in partnership with local community organisations and other international or UK based organisations.

Charitable Objects

The Charity's objects are to advance education and community development in the UK and internationally, using participatory photography methods and training in photography, communication and advocacy skills. This enables the participating individuals and communities to express themselves, raise public awareness of the issues and experiences they encounter, and help them to improve their quality of life. The Charity runs training courses and advises other charities, groups and institutions carrying out development projects in the use of photography to advance their own programmes and activities.

Vision

PhotoVoice's vision is for a world in which no one is denied the opportunity to speak out and be heard.

Mission

PhotoVoice's mission is to build skills within disadvantaged and marginalised communities. To achieve this, we utilise innovative participatory photography and digital storytelling methods. These skills enable individuals to represent themselves and create tools for advocacy and communication. Through this, and through developing partnerships, we deliver positive social change.

Key Aims

- Work with underrepresented groups using participatory photographic methods which enable self-expression and development, raise awareness, and provide tools for advocacy
- Promote appropriate use of participatory photography by international development and local grassroots organisations by promoting knowledge sharing, setting standards, providing best practices, training and related consultancy services
- Promote the images and words produced in participatory photography projects through targeted newsletters, publications, events, exhibitions as well as traditional mass media and new media to raise awareness and on occasion enable income generation for the participants

Performance against plan

Our performance against plans for 2017-18 included:

- Developing new projects utilizing participatory photography for social change, aiming for programmes which have a demonstrable community and individual benefit
 - o In 2017-18, PhotoVoice finalised a resource based on engagement with young people through Having Our Say 3, which was widely disseminated and used by support professionals working with young people at risk of, or affected by sexual exploitation in the UK
 - o During this period, we embarked on a multi-country programme with the International HIV/AIDS Alliance, working in Myanmar, Uganda, and Nigeria to strengthen advocacy tools for key population groups affected by HIV.
 - o In December, we worked alongside the Overseas Development Institute on a project to help understand the impact of an initiative to support young people entering into the construction sector
- Promoting and championing the use of ethical photography across the charity sector
 - o In December 2017, PhotoVoice contributed to the Rusty Radiator Awards 2017, raising awareness of the ethical use of images for fundraising.
- Strengthening our programme of training and support, sharing our skills and expertise with others
 - o PhotoVoice provided a series of training courses throughout the year, to a diverse audience.

Key achievements during the year

1. Multiple new projects with different partners addressing a variety of new issue areas.
2. New communications efforts highlighting the power and importance of ethical photography for social change
3. Successful delivery of extremely well-regarded training to a variety of attendees.
4. Management of the VAT liability in a context of diminished resources available across the sector

Future plans

PhotoVoice will focus on three key goals in 2018-19:

- New operational focus on PhotoVoice projects as our primary activity
- Strategic consideration to the future sustainability of PhotoVoice as an organisation
- Relaunching our website and communications activities

Projects During the Year

UK Projects in 2017-18

- Having Our Say3
 - o The completion of a new resource pack as part of Having Our Say 3, which looked at the experiences of young people affected by sexual exploitation. This pack was widely disseminated to a variety of support staff across the country to help them work with other young people not directly involved with the project. Delivered in partnership with the National Working Group.

International Projects in 2017-18

- Youth Forward, Ghana
 - o PhotoVoice worked in partnership with the Overseas Development Institute as part of an ongoing programme to help young people find and develop careers in the construction sector
- PITCH, Myanmar, Uganda, Nigeria
 - o Key population groups affected by HIV share their experiences in order to create new tools of advocacy. Delivered in partnership with the International HIV/AIDS Alliance

Other Activities

- PhotoVoice continued its 'Ten Questions' series, interviewing prominent photographers about the ethical use of photography.
- PhotoVoice delivered training courses around the world and in the UK, teaching people how to run their own participatory photography projects
- 'Is This Image Ethical?' was launched with the Big Give, providing support for activities promoting the ethical use of photography across the NGO sector

Funding Overview

Funders

PhotoVoice extends its thanks to all our funders as well as partner organisations, project volunteers and support staff, donors and PhotoVoice members, including:

Garfield Weston
The Jocarno Fund
Vovos Better World
Souter Charitable Trust
The Open Gate Foundation

Fotoweb
Comic Relief
The International HIV/AIDS Alliance
The Overseas Development Institute
The Big Give

Financial Review

In 2017-18, PhotoVoice's income decreased from £216,681 to £202,859 – a decrease of 6.5%. However, in the context of the historical VAT repayments – identified in 2016-17, we were pleased to report that substantial progress has been made to pay off this liability, resulting in an operating loss of only a little over £1,000. This liability will be cleared in 2018-19.

This is significant, given the challenges PhotoVoice faced, and PhotoVoice's staff and supporters should be proud of the fact that they managed to maintain a relatively stable financial position.

Important now is for PhotoVoice to build up its reserves back to operating levels which can ensure its sustainability, while developing and delivering innovative new projects and programmes.

The Trustees expect the financial climate for PhotoVoice to continue to be challenging throughout 2018/19,

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on March 2nd 2000 with Companies House and registered as a charity in England and Wales on March 19th 2003, and in Scotland on November 24, 2010. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Trustees

A skills audit of the Trustee board, reviewed on an annual basis has highlighted key areas of expertise that PhotoVoice wishes to have represented on its board in order to maximise its impact as a charity. These areas of expertise include the following:

- Photography/Digital media
- Finance/Charity Accounting
- Law
- Fundraising
- Media/PR
- Business skills
- International development and programme management

New Trustees are recruited through the existing Trustees, supporters of PhotoVoice, professional resources and targeted advertising.

One third of the Trustees, in rotation, put themselves up for reappointment each year at the AGM. Directors of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at March 31st 2018 was 4 (2017 - 5).

Trustee Induction and Training

When a Trustee first joins the PhotoVoice board an induction programme is designed according to their specific needs. Induction will include child protection training and individual sessions with staff, as required, to familiarise themselves with the charity and the context in which it operates. These are organised jointly by the Chair of the Trustees and the Chief Executive. If deemed appropriate, new Trustees are encouraged to take external training.

Risk Statement

The board has examined the major strategic, business and operational risks that the organisation faces and confirms that systems have been established to enable risks to be assessed as they arise.

Reserves Policy

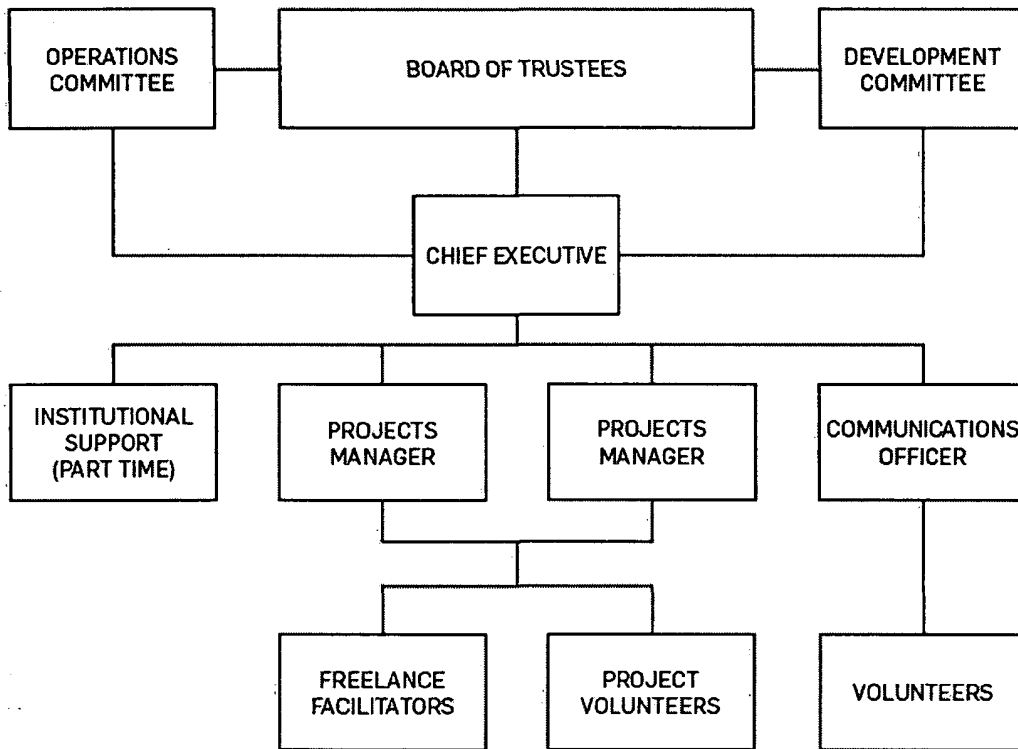
The Trustees wish to maintain the reserve of unrestricted funds to a level sufficient to fund three months' normal expenditure on staff salaries and basic services.

Organisational Structure

The Trustee Board holds scheduled quarterly meetings and emergency ones as required, to make major decisions affecting strategy and longer-term direction of PhotoVoice, and to set tasks and responsibilities for further activities and goals. The Chief Executive attends the meetings to provide reports and recommendations for the trustees and is joined by his staff as required.

Sub-committees of the board are created from time to time to deal with particular issues. These committees may contain members of staff as well as other external experts.

Operational decisions are made on a day-to-day basis by the Chief Executive, and other key staff in line with the strategy and direction set by the Trustees.



Statement of Responsibilities of the Trustees

The Trustees, who are also directors of PhotoVoice for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UKGAAP). 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 the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Trustees 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.

Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'charities and public benefit'.

PhotoVoice's charitable purpose is enshrined in its objects - the education and training of disadvantaged people throughout the world in the field of photography. The Trustees ensure that this is carried out for the public benefit by delivering programmes and services that are of value to the participants of the projects. The participants are members of the public known to and/or identified by Partner organisations (e.g. NGO's, Local Authorities, Aid Agencies) with whom and for whom PhotoVoice develops the projects. The partners have the specialised working knowledge of the target groups (e.g. Refugees, vulnerable youth, people with disabilities) and these partnerships ensure that PhotoVoice's activities reach the right recipients and thus fulfil the charity's core objectives.

Audit Exemption

The Directors have decided to take advantage of the audit exemption provisions of the Companies Act 2006. However, under the provisions of section 145 of the Charities Act 2011, Tom Wilcox, CCP has been appointed as Independent Examiner. His report is shown on page 12.

Signed on behalf of Board of Trustees

R M Watkins

Russell Watkins - Chair
Date: 19th December 2018

S Washington

Sarah Washington - Trustee
Date: 19th December 2018

Independent Examiners' Report to The Trustees of PhotoVoice for the Year Ended 31 March 2018

I report on the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 12 to 23.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of PhotoVoice for the purposes of company law, are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 or under regulation 10(1) (a) to (c) of the Charities Accounts (Scotland) Regulations 2006 and that an independent examination is needed. The Charity's gross income was below £250,000 and I am qualified to undertake the examination by being a qualified member of the ICOSA.

Having been satisfied that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act and section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 (2005 Act);
- (ii) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

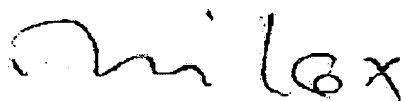
Independent examiners' statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (i) to keep accounting records in accordance with s386 of the Companies Act 2006 and section 44(1)(a) of the 2005 Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tom Wilcox
Senior Partner, Counterculture Partnership LLP
Unit NH.204, E1, Studios 7 Whitechapel Road London E1 1DU

Signed:



Date: 17/12/2018

PHOTOVOICE

Statement of financial activities (incorporating an income and expenditure account)
For the year ended 31 March 2018

Notes	Incoming Resources <i>Income and Endowments From</i>	Unrestrict ed Funds £	Restricted Funds £	2018 total £	2017 total £
2a	Donations and legacies	55,895	-	55,895	46,787
2b	Other	10,335	-	10,335	18,010
	Investments	13	1	14	61
3	Charitable activities	76,609	60,007	136,617	151,823
	Total Incoming Resources	142,852	60,008	202,860	216,681
	Resources Expended				
4	<i>Raising funds</i>	(17,031)	-	(17,031)	(27,823)
	<i>Charitable activities</i>	(126,175)	(60,983)	(187,158)	(288,617)
5	Total Resources Expended	(143,206)	(60,983)	(204,189)	(316,439)
	Net income/(expenditure)	(354)	(975)	(1,329)	(99,758)
	Transfers between funds	(975)	975	-	-
	Total funds brought forward	12,787	-	12,787	112,545
	Total funds carried forward	11,458	-	11,458	12,787

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 13 to the financial statements.

PHOTOVOICE
Balance Sheet
For the year ended 31 March 2018

Notes	£	2018 £	2017 £
Fixed Assets			
8	Tangible fixed assets	-	1,494
9	Investment	1	1
Current assets			
10	Debtors	51,721	33,691
	Cash at bank and in hand	1,594	59,605
		<u>53,315</u>	<u>93,296</u>
11	Creditors: amounts due within one year	<u>(41,858)</u>	<u>(82,003)</u>
	Net current assets	<u>11,457</u>	<u>11,293</u>
	Net assets	<u>11,458</u>	<u>12,787</u>
12	Funds		
	Restricted funds		
	Income funds		-
	Unrestricted funds		
	General funds	<u>11,458</u>	<u>12,787</u>
	Total funds	<u><u>11,458</u></u>	<u><u>12,787</u></u>

DIRECTORS' RESPONSIBILITIES IN THE PREPARATION OF THE FINANCIAL STATEMENTS FOR THE YEAR MARCH 2018

The Directors are satisfied that for the year ended 31 March 2018 the charitable Company is entitled to exemption from the provisions of the Companies Act 2006 relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006.

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations. Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

These financial statements have been prepared in accordance with the provisions applicable to companies which are subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the Trustees on 18th December 2018 and signed on its behalf by:

R M Watkins

S Washington

Russell Watkins
Chair

Sarah Washington
Trustee

Company registration number: 3938488

1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 the restatement of comparative items was required.

Re-presentation of governance costs

Amounts previously classified as governance costs have been reclassified as either commercial trading expenses or a separate component of support costs within expenditure of charitable activities for 2014. No other restatements were required and a reconciliation of opening balances is not required by FRS 102 and the Charities SORP.

c) Preparation of the accounts on a going concern basis

The trustees have prepared and considered trading forecasts and cash flow requirements for a period of 12 months from the date of approval of these financial statements and have concluded that it is appropriate to prepare these financial statements on the going concern basis.

Governance costs include the corporate management, strategic planning, restructuring and one-off consultancy to develop the organisation, as well as independent examination and legal costs.

d) Income

All income is included in the Statement of Financial Activities when the charitable company is legally entitled to the income, it is probable that the income will be received and the amounts can be measured reliably.

Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Donated services and facilities are recognized as an incoming resource at the estimated value to the charity of the service or facility received.

On receipt, donated professional services and facilities (Gifts in kind) are recognised based on the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding item is then recognised in expenditure in the period of receipt. Volunteer time is not included in the financial statements.

Investment income is recognised on a receivable basis.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

Grants received in advance are deferred at the year end to when the grant entitlement becomes unconditional

e) Expenditure and irrecoverable VAT

Resources expended are recognized in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned by an estimate of the amount attributable to each activity, based on the number of staff members as per note 6.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment and software 3yrs (straight line)

Items of equipment are capitalized where the purchase price exceeds £2,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due

f) Funds structure

The charitable company has a number of restricted funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.

g) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charities activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. These costs are broken down into more detail in Note 4.

Where expenditure on a project or programme area exceeds the restricted funds available for that project or area, then the 'overspend' is met by transfers from unrestricted funds during the year. Should sufficient appropriate restricted funds subsequently become available these transfers will be reclaimed.

All other funds are unrestricted funds, which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have earmarked a fund for a specific purpose.

The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Analysis of staff costs, trustee remuneration and expenses

Staff costs comprise:

Wages and salaries

Social Security costs

Pension contributions

The average number of employees (including casual and part time staff) during the year was as follows:

There are no employees whose emoluments as defined for taxation purposes amounted to over £60,000

During the year there were no payments made to the trustees for remuneration or expenses.

l) Pension

All staff are enrolled in a pension scheme with Nest.

m) Transition to FRS 102

These financial statements are the second financial statements of PhotoVoice prepared in accordance with Charities SORP (FRS 102). The financial statements of PhotoVoice for the year ended 2016 were prepared in accordance with Charities SORP 2005 and previous UK GAAP.

Some of the Charities SORP FRS 102 recognition, measurement, presentation and disclosure requirements and accounting policy choices differ from the Charities SORP 2005 and previous UK GAAP.

No restatement of opening fund balances at the date of transition has been required in making the transition to FRS 102. Re-presentation on governance costs is the only restatement in the accounts.

- n) Previous activities reported as unrestricted income (training) have now been allocated as a restricted charitable activity, and the accounts will reflect this from this year onwards.
- o) PhotoVoice has determined it may have an historical VAT legacy which is currently being determined with HMRC. This may affect income and expenditure in future years, and it is currently determining its potential retrospective registration date.
- p) Foreign Currency Translation
Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the accounting date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the statement of financial activities.
- q) In 2016-17, PhotoVoice discovered an historical VAT liability of £73,544. PhotoVoice is currently repaying this amount using a schedule agreed with HMRC for this amount. These will be repaid in full in 2018-19.

Incoming resources from generated funds
Notes

2a. Voluntary Income	Unrestricted Funds	Restricted Funds	2018 total	2017 total
	£	£	£	£
Macquarie Group Foundation	-	-	-	3,590
P Q Blackwell Ltd	-	-	-	421
Ono Technology	-	-	-	30
Garfield Weston	40,000	-	40,000	-
Reed Foundation	1,000	-	1,000	-
Jocarno Fund	-	-	-	9,338
Vovos Better World	1,000	-	1,000	1,500
Aviva Foundation	100	-	100	-
Souter Charitable Trust	-	-	-	4,000
Freemasons' Grand Charity	-	-	-	250
G & E Pollitzer Charitable Settlement	-	-	-	2,500
Other grant and donations	13,795	-	13,795	4,870
Legacy	-	-	-	10,288
Reed Smith Venue Hire (Gifts in Kind)	-	-	-	1,000
Salesforce.com (Gifts in Kind)	-	-	-	5,000
London Art Fair (Gifts in Kind)	-	-	-	2,000
Sotheby's (Gifts in Kind)	-	-	-	1,000
The Ritzy (Gifts in Kind)	-	-	-	1,000
Total	55,895	-	55,895	46,787

2b. Activities for generating funds income	Unrestricted Funds	Restricted Funds	2018 total	2017 total
	£	£	£	£
Corporate Donations	340	-	340	453
Membership	6,404	-	6,404	3,017
Fundraising events (Includes Gift Aid)	3,591	-	3,591	14,529
Other print and publication	-	-	-	-
Other	-	-	-	11
Total	10,335	-	10,335	18,010

Notes	Incoming resources from charitable activities				
3	Projects	Unrestricted Funds	Restricted Funds	2018 total	2017 total
	Comic Relief UK (Having Our Say 3)	-	2,700	2,700	25,000
	CSE Response Unit National Working Group (Having Our Say 3)	-	85	85	-
	Evan Cornish Foundation (Having Our Say 3)	-	-	-	10,000
	International HIV Alliance	60,326	-	60,326	-
	Health Poverty Action	-	-	-	2,631
	Open Gate	-	1,500	1,500	-
	Overseas Development Institute (Youth Forward)	-	24,444	24,444	-
	Mercers' Company (Having Our Say 3)	-	-	-	5,000
	Persula Foundation (Having Our Say 3)	-	-	-	5,000
	Eleanor Rathbone Charitable Trust	-	-	-	2,000
	British Red Cross	-	-	-	22,570
	Sense	-	-	-	2,083
	Trócaire	-	-	-	24,390
	Training (Consultancy)	11,181	1,750	12,931	19,661
	Training (Standard)	779	29,528	30,307	27,566
	Naz	-	-	-	5,769
	University of Aberdeen	-	-	-	153
	Charles Stanley	250	-	250	-
	Foundation Botnar	4,073	-	4,073	-
	TOTAL	76,609	60,007	136,617	151,823

Notes

4 Resources Expended

	Costs of generating funds	Projects - Restricted	Projects - Unrestricted	Communications	Support costs	Governance costs	2018 total	2017 TOTAL
	£	£	£	£	£	£	£	£
Staff costs	(12,410)	(33,093)	(33,093)	(49,640)	(12,410)	(4,137)	(144,783)	(160,056)
Training project expenses	(876)	-	(682)	-	-	-	(1,558)	(2,597)
Rent, insurance and services	-	-	-	-	(21,424)	-	(21,424)	(22,017)
Depreciation	-	-	-	-	(1,494)	-	(1,494)	(2,284)
Communications and IT	(119)	25	-	-	(2,106)	-	(2,200)	-
Office costs	(70)	(345)	-	-	(1,382)	-	(1,797)	(18,537)
Fundraising and events costs	(999)	(4,191)	(1,000)	-	(599)	-	(6,789)	(4,823)
Sundry administration costs	-	-	-	-	-	-	-	(693)
Independent examiners fees	(550)	-	-	-	-	-	(550)	-
Other professional fees	-	-	-	-	(8,736)	-	(8,736)	(6,197)
Banking and financial costs	(46)	(53)	(38)	-	(1,225)	-	(1,362)	(2,265)
Marketing and publicity	-	-	-	-	-	-	-	-
Other project costs	-	(43)	-	-	-	-	(43)	(2,825)
Project facilitator costs	(1,960)	(1,093)	-	-	-	-	(3,053)	(8,220)
Travel and room hire	-	(5,576)	(4,357)	-	(452)	-	(10,386)	(5,503)
Volunteer costs	-	-	-	-	(14)	-	(14)	-
Prior Year VAT adjustment (Note 1q)	-	-	-	-	-	-	-	(59,544)
Prior Year Adjustment	-	-	-	-	-	-	-	(10,878)
Gifts in Kind	-	-	-	-	-	-	-	(10,000)
	(17,031)	(44,369)	(39,170)	(49,640)	(49,841)	(4,137)	(204,189)	(316,439)
Add: Allocation of support costs	-	(16,614)	(16,614)	(16,614)	49,841	-	-	-
Total Resources Expended	(17,031)	(60,983)	(55,784)	(66,254)	-	(4,137)	(204,189)	(316,439)

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5 Net surplus/(deficit) for the year

a.	This is stated after charging/crediting:	2018	2017
		£	£
	Depreciation	1,494	2,284
	Independent examiner's fees	550	480
	Operating lease rentals:		
	property (see note 13)	0	20,382
	franking (see note 13)	0	0
	Director's received neither remuneration nor reimbursed expenses during the year.		
b.	Valuation of donated resources	2018	2017
		£	£
	Fundraising	0	3,000
	Projects	0	1,000
	Support costs	0	5,000
	Governance	0	1,000

The above includes: Stands and venue hire for exhibition and events, venue hire from Reed Smith, venue hire for training, and supporter database.

0 10,000

The value of Gifts in Kind is based on the price the Charity estimates it would have to pay on the open market for an equivalent item.

6 Staff costs and numbers

Staff costs were as follows:		2018	2017
		£	£
	Salaries and wages	(128,588)	(145,190)
	Social security costs	(10,229)	(11,515)
	Safeguarding and ID	(13)	(170)
	Staff Training	(136)	(129)
	Staff Welfare	(250)	(179)
		<u>(144,783)</u>	<u>(160,056)</u>

No employee earned more than £60,000 during the year (2016/17 - 0). The number of employees participating in the pension scheme during the year was 4 (2016/17 - 5).

The average weekly number of staff (expressed as full-time equivalents) during the year was as follows:

	2018	2017	2018	2017
	No.	No.	%	%
Costs of generating funds	0.3	0.6	9%	13%
Charitable activities and projects	1.6	2.2	46%	49%
Communications	1.2	1.1	34%	24%
Support costs	0.3	0.5	9%	11%
Governance	0.1	0.1	3%	2%
	<u>3.5</u>	<u>4.5</u>	<u>100%</u>	<u>100%</u>

Notes

7 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

8 Tangible fixed assets

	Office and other equipment	£
Cost		
At the start of the year		6,858
Additions in year		0
Disposals in year		0
		0
At the end of the year		6,858
Depreciation		
At the start of the year		(5,364)
Charge for the year		(1,494)
Disposals in year		0
		(6,858)
Net book value		
At the end of the year		0

All tangible fixed assets are used for direct charitable purposes.

9 Investment

The charitable company acquired no investment income during the year.

10 Debtors

	2,018	2,017
	£	£
Operating debtors	51,721	30,839
Other debtors	0	0
Prepayments	0	2,852
Grants receivable	-	-
	51,721	33,691
	51,721	33,691

11 Creditors: amounts due within one year

	2,018	2,017
	£	£
Operating creditors	(4,783)	(5,174)
Accrual and provisions	(1,360)	(2,698)
Other creditors	(35,715)	(76,612)
	(41,858)	(84,484)
	(41,858)	(84,484)

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12 **Analysis of net assets between fund**

	Restricted £	General funds £	Total funds £
Tangible fixed assets	-	-	-
Net current assets	-	11,458	11,458
Net assets at the end of the year	-	11,458	11,458

13 **Movement in funds**

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General funds	12,787	142,852	(143,206)	(975)	11,458
Total unrestricted funds	12,787	142,852	(143,206)	(975)	11,458
Restricted funds					
Restricted income funds:					At the end of the year
Projects	-	60,008	(60,983)	975	0
Total restricted funds	-	60,008	(60,983)	975	0
Total funds	12,787	202,860	(204,189)	-	11,458

Purposes of funds

General funds: these are the free reserves of the charity which can be used for any purpose within its charitable objects.

Restricted income funds: These funds represent monies which have been given for particular purposes and projects as described below:

Comic Relief for 'Having Our Say3'
Training (Standard)

14 **Operating Lease commitments**

Rent and service charge payments totalled £22,017 (2017 - £22,017) for the year under its Lease Agreement for offices at 17A Electric Lane. The current lease is terminable within three months.

15 **Related parties**

The company previously has a wholly owned subsidiary, PhotoVoice Trading Limited. This was dissolved in May 2017.