

PhotoVoice

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2019



COMPANY NO: 3938488

**CHARITY NO:
England and Wales 1096598, Scotland SC041918**

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**Trustee's Annual Report (incorporating the Director's Report)
for the year ended 31st March 2019**

Objectives and Activities

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.

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.

Achievements and Performance

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

PhotoVoice focused on three key goals in 2018-19:

- New operational focus on PhotoVoice projects as our primary activity
 - o PhotoVoice was able to secure a number of new projects and increase its emphasis on project delivery.
- Strategic consideration to the future sustainability of PhotoVoice as an organization
 - o PhotoVoice was able to diversify its training, projects, and grant funded activities to secure a variety of new opportunities.
- Relaunching our website and communications activities
 - o A new website was commissioned in March 2019, which will be delivered later in that year.

Key achievements during the year

1. Multiple new projects with different partners addressing a variety of new issue areas.
2. Successful delivery of extremely well-regarded training to a variety of attendees.
3. Securing new long-term programmes which emphasise continued engagement with community groups

Future plans

PhotoVoice will focus on three key goals in 2019-20

- Strengthen its education and engagement programmes and activities
- Continue to develop and deliver long term projects addressing the needs and interests of underrepresented communities
- Focus on delivering a new website with different opportunities for supporters and other interested parties to access relevant and useful content

Projects During the Year

UK Projects in 2018-19

- Care Leavers in Focus
 - o A multi year project funded by the Esmee Fairburn Foundation, working with young people in the care system across England and Wales. The project will culminate in a new resource to provide information for young people, and advocate for greater service user involvement in designing local services.
- Parents and Children Together
 - o A project working with PACT and Alana House, which provides an inclusive and non-judgemental space where women are supported and enabled to address particular behaviours and assess life circumstances that may have put them in a vulnerable position or at risk of offending.

- BLESMA
 - o A project working with British ex-service personnel who have been affected by limb loss, and are keen to develop new skills to share their experiences through photography.

International Projects in 2018-19

- 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
- EOLAS
 - o PhotoVoice worked with EOLAS to deliver participatory projects which considered their initiatives on information and learning programmes for people with experience of psychosis and their family members.

Financial Review

Funders

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

- Frontline AIDS
- EOLAS
- The Jocarno Foundation
- The Esmee Fairburn Foundation
- Parents and Children Together
- BLESMA

Financial Review

In 2018-19, PhotoVoice's income increased from £202,859 to £239,461 – an increase of 15%. Its outgoings reduced from £204,189 to £194,706 – a reduction of 5%.

This enabled total funds carried forward of £56,091, of which £53,010 were restricted.

The Trustees expect the financial climate for PhotoVoice – like many organisations - to continue to be challenging throughout 2019/20, with an emphasis on establishing long term projects and funding streams, building up its reserves, and operating towards a break-even balance.

PhotoVoice continues to operate with low unrestricted reserves, mainly because of its income stream focussing on projects and grant funding. These projects provide sustainable income for the organisation's expenditure.

Structure, Governance and Management

PhotoVoice Staff

Chief Executive	Tom Elkins
Senior Projects Manager	Kate Watson
Projects Officer	Lauren Parr (from May 2019)
Projects Manager (Maternity Cover)	Kallina Brailsford (from July 2019)
Education and Engagement Manager	Bella Okuya (from September 2019)

Former Staff:

Institutional Support	Nic Pursey (until October 2018)
Communications Officer	Zoe Wright (until October 2018)

PhotoVoice Trustees

Russell Watkins (Chair)
Steve Marshall
Tom Wipperman
Sarah Washington
Natalie Waugh
Rosie Cornick (from December 2018)

Former Trustees:

Fiona Hammond (until March 2019)

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:

- International development and programme management
- Law
- UK Policy
- Charitable Sector and Fundraising
- Business skills
- Strategy and Marketing

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 2019 was 6 (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.

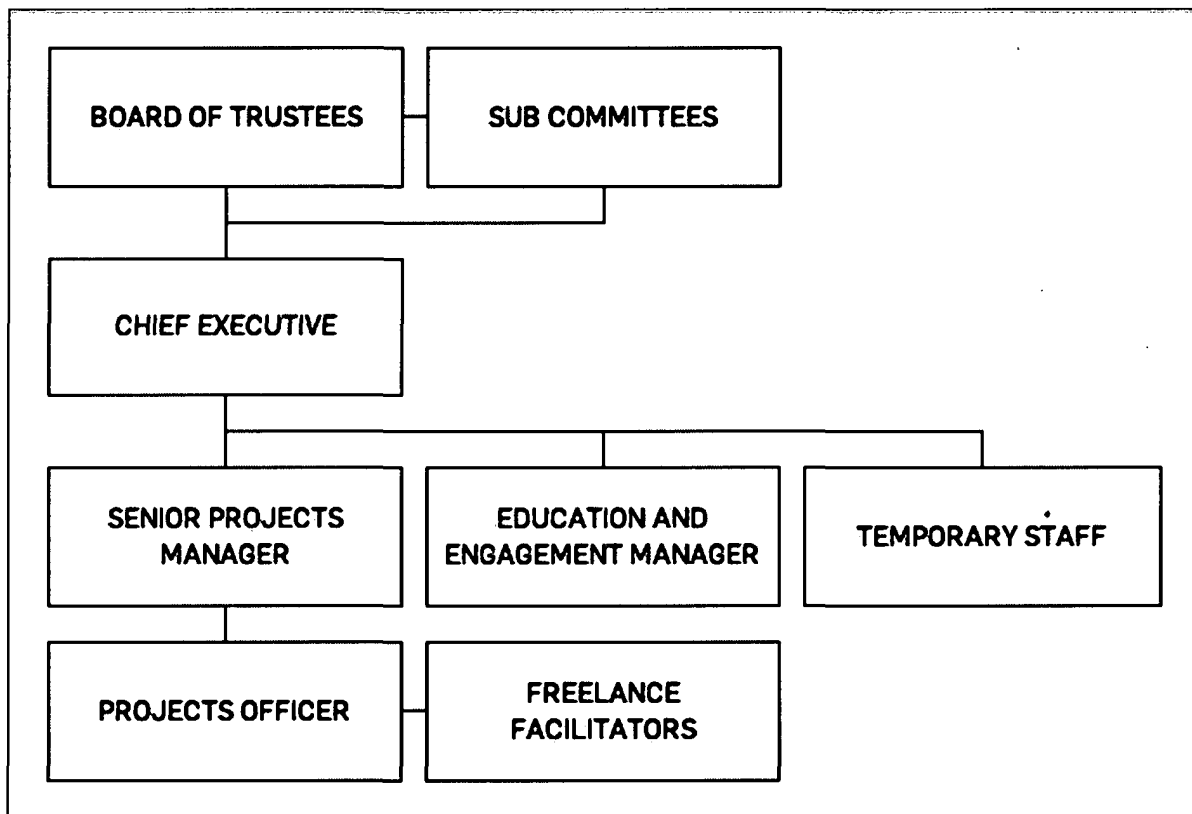
Organisational Structure

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.

In 2018, PhotoVoice introduced a new organisational structure, which is reflected below.



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. 45 Turner Street, London, EC1 2AU

Bankers

- CAF Bank, 25 Kings Hill Avenue, Kings Hill West Malling, Kent, ME19 4JQ
- Natwest Bank, 504 Brixton Road, London SW9 8EW

Independent Examiner

Ma'Leon Accountancy Services Limited, 85 Great Portland Street, London, United Kingdom, W1W 7LT

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.

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, Mauva Adams MAAT (Fellow), AATQB, has been appointed as Independent Examiner. Her report is shown on page 14.

Signed on behalf of Board of Trustees



Russell Watkins - Chair
Date: 16th December 2019



Sarah Washington - Trustee
Date: 16th December 2019

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

Independent Examiner's report to the Trustees of PhotoVoice.

I report to the trustees on my examination of the financial statements of PhotoVoice for the year ended 31 March 2019 which are set out on pages 16 to 31

Responsibilities and basis of report

The charity's trustees of the company (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act). The Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination. I report in respect of my examination of PhotoVoice's financial statements as carried out under section 44(1)c of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm I am qualified to undertake the examination because I am a registered member of the Association of Accounting Technicians which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- 1 accounting records were not kept in accordance with section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the financial statements do not accord with such records; or
- 3 the financial statements do not comply with relevant accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102).

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



Miss Mauva Adams MAAT (Fellow), AATQB

19.12.2019

Date

Ma'Leon Accountancy Services Limited

85 Great Portland Street

London W1W 7LT

PHOTOVOICE

Statement of financial activities (incorporating an income and expenditure account)
For the year ended 31 March 2019

Notes	Incoming Resources	Unrestricted Funds	Restricted Funds	2019 total	2018 total
		£	£	£	£
2a	<i>Income and Endowments From</i> Donations and legacies	28,148	-	28,148	55,895
2b	Other	16,716	-	16,716	10,335
	Investments	14	1	15	14
<hr/>					
3	Charitable activities	2,287	192,294	194,582	136,617
<hr/>					
	Total Incoming Resources	47,166	192,295	239,461	202,860
<hr/>					
Resources Expended					
4	<i>Raising funds</i>	(5,299)	-	(5,299)	(17,031)
	<i>Charitable activities</i>	(49,965)	(139,441)	(189,406)	(187,158)
<hr/>					
5	Total Resources Expended	(55,264)	(139,441)	(194,706)	(204,189)
<hr/>					
	Net income/(expenditure)	(8,099)	52,854	44,756	(1,329)
<hr/>					
	Transfers between funds	(156)	156	-	-
<hr/>					
	Total funds brought forward	11,458	-	11,458	12,787
<hr/>					
	Total funds carried forward	3,204	53,010	56,214	11,458

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 2019

Notes		2019	2018
	£	£	£
	Fixed Assets		
8	Tangible fixed assets	-	-
9	Investment	1	1
	Current assets		
10	Debtors		51,721
	Cash at bank and in hand	22,750	
		<u>43,408</u>	<u>1,594</u>
		66,158	53,315
11	Creditors: amounts due within one year	<u>(9,945)</u>	<u>(41,858)</u>
	Net current assets	<u>56,213</u>	<u>11,457</u>
	Net assets	<u>56,214</u>	<u>11,458</u>
12	Funds		
	Restricted funds		
	Income funds	52,610	-
	Unrestricted funds		
	General funds	<u>3,604</u>	<u>11,458</u>
	Total funds	<u>56,214</u>	<u>11,458</u>

DIRECTORS' RESPONSIBILITIES IN THE PREPARATION OF THE FINANCIAL STATEMENTS
FOR THE YEAR MARCH 2019

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2019,

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 14.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Comparative figures for the previous year by fund type are shown in Note 19.

The Notes on pages 17 to 23 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 16th December 2019 and signed on their behalf by:



16.12.19

Russell Watkins, Chair of Trustees

Company registration number: 3938488

NOTES TO THE FINANCIAL STATEMENTS

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.

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
Redundancy costs

The average number of employees (including casual and part time staff) during the year was as follows: 3.6

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 third 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) 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.

Incoming resources from generated funds

Notes		Unrestricted Funds	Restricted Funds	2019 total	2018 total
2a.	Voluntary Income				
	Aviva Foundation	-	-	-	100
	Garfield Weston	-	-	-	40,000
	Reed Foundation	600	-	600	1,000
	Jocarno Fund	20,126	-	20,126	-
	Vovos Better World	-	-	-	1,000
	Other grant and donations	6,422	-	6,422	13,795
	Legacy	-	-	-	-
	Reed Smith Venue Hire (Gifts in Kind)	1,000	-	1,000	-
	Total	28,148	-	28,148	55,895
2b.	Activities for generating funds income				
		Unrestricted Funds £	Restricted Funds £	2019 total £	2018 total £
	Corporate Donations	-	-	-	340
	Membership	5,422	-	5,422	6,404
	Fundraising events (Includes Gift Aid)	10,037	-	10,037	3,591
	Other	1,257	-	1,257	-
	Total	16,716	-	16,716	10,335

Notes	Incoming resources from charitable activities				
3	Projects	Unrestricted Funds	Restricted Funds	2019 total	2018 total
	BLESMA	-	26,775	26,775	-
	Comic Relief UK (Having Our Say 3)	-	-	-	2,700
	CSE Response Unit National Working Group (Having Our Say 3)	-	-	-	85
	EOLAS	-	8,332	8,332	-
	Esmee Fairbairn Foundation	-	63,475	63,475	-
	International HIV Alliance	-	65,262	65,262	60,326
	Mosaic Art Sound Ltd	-	600	600	-
	Open Gate	-	-	-	1,500
	Overseas Development Institute (Youth Forward)	-	-	-	24,444
	Parents and Children Together	-	3,830	3,830	-
	Training (Consultancy)	2,287	7,935	10,222	12,931
	Training (Standard)	-	16,085	16,085	30,307
	Charles Stanley	-	-	-	250
	Foundation Botnar	-	-	-	4,073
	TOTAL	2,287	192,294	194,582	136,617

Notes								
4	Resources Expended							
	Costs of generating funds	Projects - Restricted	Projects - Unrestricted	Communications	Support costs	Governance costs	2019 TOTAL	2018 TOTAL
	£	£	£	£	£	£	£	£
Staff costs	(4,606)	(82,916)	-	(27,639)	(9,213)	(4,606)	(128,980)	(144,783)
Other Training project expenses	-	(1,449)	-	-	-	-	(1,449)	(1,558)
Rent, insurance and services	-	-	-	-	(17,283)	-	(17,283)	(21,424)
Depreciation	-	-	-	-	-	-	-	(1,494)
Communications and IT	-	(187)	-	(217)	(4,621)	-	(5,025)	(2,200)
Office costs	-	-	-	-	(2,812)	-	(2,812)	(1,797)
Fundraising and events costs	(619)	(283)	-	-	-	-	(902)	(6,789)
Sundry administration costs	-	-	-	-	(2,888)	-	(2,888)	-
Independent examiners fees	-	-	-	-	(490)	-	(490)	(550)
Other professional fees	-	-	-	-	(1,400)	-	(1,400)	(8,736)
Banking and financial costs	-	(48)	-	-	(1,358)	-	(1,407)	(1,362)
Marketing and publicity	-	-	-	-	(35)	-	(35)	-
Other project costs	-	(9,668)	-	-	-	-	(9,668)	(43)
Project facilitator costs	-	(1,007)	-	-	(1,547)	-	(2,554)	(3,053)
Travel and room hire	(74)	(18,576)	-	-	(163)	(1,000)	(19,813)	(10,386)
Volunteer costs	-	-	-	-	-	-	-	(14)
	(5,299)	(114,134)	-	(27,856)	(41,810)	(5,606)	(194,706)	(204,189)
Add: Allocation of support costs	-	-	(16,503)	(16,503)	41,810	-	-	-
Total Resources Expended	(5,299)	(139,441)	-	(44,359)	-	(5,606)	(194,706)	(204,189)

PHOTOVOICE
Notes to the financial statements
For the year ended 31 March 2019

Notes

5 **Net surplus/(deficit) for the year**

a.	This is stated after charging/crediting:	2019	2018
		£	£
	Depreciation	0	1,494
	Independent examiner's fees	490	550
	Operating lease rentals:		
	property (see note 13)	0	0
	franking (see note 13)	0	0

Director's received neither remuneration nor reimbursed expenses during the year.

b.	Valuation of donated resources	2019	2018
		£	£
	Fundraising	0	0
	Projects	0	0
	Support costs	0	0
	Governance	1,000	0
		1,000	0

The above includes: Room hire from Reed Smith.

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**

		2019	2018
	Staff costs were as follows:	£	£
	Salaries and wages	(107,450)	(128,588)
	Pension contributions	(5,381)	(5,568)
	Social security costs	(8,582)	(10,229)
	Safeguarding and ID	(176)	(13)
	Staff Training and Recruitment	(819)	(136)
	Staff Welfare	(416)	(250)
	Redundancy costs	(6,155)	0
		(128,980)	(144,783)

No employee earned more than £60,000 during the year (2017/18 - 0). The number of employees participating in the pension scheme during the year was 4 (2017/18 - 4).

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

	2019	2018	2019	2018
	No.	No.	%	%
Costs of generating funds	0.1	0.3	4%	9%
Charitable activities and projects	1.8	1.6	64%	46%
Communications	0.6	1.2	21%	34%
Support costs	0.2	0.3	7%	9%
Governance	0.1	0.1	4%	3%
	2.8	3.5	100%	100%

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**

	2019	2018
	Office and other equipment	Office and other equipment
	£	£
Cost		
At the start of the year	6,858	6,858
Additions in year	0	0
Disposals in year	0	0
	0	0
At the end of the year	6,858	6,858
Depreciation		
At the start of the year	(6,858)	(5,364)
Charge for the year	0	(1,494)
Disposals in year	0	0
At the end of the year	(6,858)	(6,858)
Net book value		
At the end of the year	(0)	(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**

	2,019	2,018
	£	£
Operating debtors	19,520	51,721
Other debtors	530	0
Prepayments	2,700	0
Grants receivable	-	-
	-	-
	22,750	51,721

11 **Creditors: amounts due within one year**

	2,019	2,018
	£	£
Operating creditors	1,160	(4,783)
Accrual and provisions	1,240	(1,360)
Other creditors	7,545	(35,715)
	9,945	(41,858)

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12 **Analysis of net assets between fund**

	Unrestricted £	Restricted £	Total funds £
Tangible fixed assets	-	-	-
Net current assets	3,204	53,010	56,214
Net assets at the end of the year	3,204	53,010	56,214

13 **Movement in funds**

2018-19

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General funds	11,458	47,166	(55,264)	(156)	3,204
Total unrestricted funds	11,458	47,166	(55,264)	(156)	3,204
Restricted funds					
Restricted income funds:					At the end of the year
Projects	-	192,295	(139,441)	156	53,010
Total restricted funds	-	192,295	(139,441)	156	53,010
Total funds	11,458	239,461	(194,706)	-	56,214

2017-18

	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	(60,893)	975	0
Total restricted funds	-	60,008	(60,983)	975	0
Total funds	12,787	202,680	(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:

2018-19	2017-18
BLESMA	Comic Relief
Parents and Children Together	Training (Standard)
Training (Consultancy)	
Training (Standard)	
Esmee Fairburn Foundation	

14 **Operating Lease commitments**

Rent and service charge payments totalled £20,000 (2018 - £21,424) for the year under its Lease Agreement for offices at 17A Electric Lane. The current lease is terminable within one month.

15 **Related parties**

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