

PhotoVoice Annual Report 2013-14



# PhotoVoice

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2014



COMPANY NO: 3938488

CHARITY NO:  
England and Wales 1096598, Scotland SC041918

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## **PhotoVoice Annual Report 2013-14**

### **Reference and Administrative Information**

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on March 2<sup>nd</sup> 2000 and registered as a charity on March 19<sup>th</sup> 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** 1096598 England and Wales  
SC041918 Scotland

**Registered and principal office**  
94 Leonard Street, London. EC2A 4RH

**Company Secretary** Reed Smith Corporate Services Ltd.

#### **Trustees**

Howard Sharman	Chair (Resigned 14/07/14)
George Lynn	Treasurer
Jassim Ahmad	
Caroline Haworth	
Oliver s'Jacob	
Marc Schlossman	
Sue Steward	
Fiona Hammond	Chair (Appointed 14/07/14)
Simon Butt	

#### **Staff**

Kevin McCullough	Chief Executive (Resigned 30/04/14)
Tom Elkins	Chief Executive (Appointed 30/06/14)
Matt Daw	Projects Manager
Helen Cammock	Projects Manager
Clare Struthers	Projects Support & Office Manager
Nic Pursey	Institutional Support
Altaire Cambata	Events & Fundraising
Christie Lau	Web Communications

#### **Bankers**

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

#### **Independent Examiner**

Angela Ktistakis ACA, FCCA  
GMAK  
Chartered Accountants  
5/7 Vernon Yard, Portobello Road  
London, W11 2DX



## **PhotoVoice Annual Report 2013-14**

### **Report of the Board of Trustees for the year ended 31<sup>st</sup> March 2014**

#### **ORGANISATIONAL INFORMATION**

PhotoVoice is an award winning international charity which works to bring about positive social change through participatory photography projects. We enable marginalised and vulnerable 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 organisations.

#### **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 and communication 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 using innovative participatory photography and digital storytelling methods so that they have the opportunity to represent themselves and create tools for advocacy and communications to achieve positive social change.

#### **KEY AIMS**

- To work with marginalised 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

1. The charity's main financial target for 2013-14 was to ensure that there was no further reduction in unrestricted reserves – as there has been in several years previously. This was achieved and the unrestricted reserves grew slightly.
2. We continued to focus on increasing the overall impact of our projects. The successful delivery of Having Our Say 2 demonstrated significant progress in this area.
3. We developed stronger long-term relationships with existing partners in a number of streams of work in the UK and across the world. We have done this through Having Our Say 2 – with fundraising now in progress for Having Our Say 3 – and through our two-year consultancy working with CAFOD on its WASH project in Zimbabwe and through a second major project carried out for the Overseas Development Institute (ODI).
4. The workshops and training in participatory photography that we offer for arts and development practitioners and professionals continues to be a success.

#### KEY ACHIEVEMENTS DURING THE YEAR

1. Projects partnering major NGOs internationally and an acclaimed project with beneficiaries suffering or at risk of sexual exploitation in the UK – engaging hundreds of participants directly and thousands more indirectly in the same communities and beyond.
2. Multiple exhibitions of PhotoVoice work at festivals, conferences and gallery spaces in the UK and overseas.
3. The second Photographic Images Changing Society (PICS) festival showcasing exhibitions and challenging and innovative photographic practice, facilitating discussion and debate on use of images and representation.

#### FUTURE PLANS

Our strategy is broadly unchanged. This means that we remain committed to diversifying our funding model further and we will do this by developing new income streams and launching a number of smaller fundraising events. We aim to continue to increase our project output and build on the charity's position as a leader in the field of participatory photography. We will do this by:

1. Increasing our project management capacity to secure more consultancies with INGOs and partner organisations
2. Prioritising existing focus areas of work when it comes to new PhotoVoice projects. We aim to work with existing partners and in territories where we have on-the-ground experience in order to increase the depth of engagement and duration of projects
3. Developing our marketing to different audiences and improve our communications of our projects, events and initiatives
4. Increasing the number of people trained by PhotoVoice
5. Contributing more intentionally to the methodological discourse and discussion on issues of representation within the voluntary sector through festivals, conferences, panel debates, blogs and online discussions



## PhotoVoice Annual Report 2013-14

### REVIEW OF ACTIVITIES DURING THE YEAR

#### Projects in the UK

##### PhotoVoice Bursary Scheme

With the support of the John Kobal Foundation, PhotoVoice again ran a bursary scheme for talented beneficiaries of its projects. Running now for five years, it is an integral part of our project work. It provided the opportunity for eight UK project participants to develop their photography skills and personal confidence, and to produce new photographic work which was exhibited in London.

##### Lookout UK

Our Lookout project came to a successful conclusion in September 2013. With delivery and media partners around the UK, the project set out to amplify the voices of young people in the public and media debate around gang culture and knife crime. The project's output – a multimedia youth manifesto highlighting all the key points raised by young people participating in the project – is intended to sensitise parents, other young people and service providers to help them understand and deal with issues they encounter. The project promoted an alternative course of positive action for young people to use in response to pressures and temptations that otherwise lead to gang involvement and knife-carrying. [www.photovoice.org/lookout](http://www.photovoice.org/lookout)

There were over 300 primary and 13,000 secondary beneficiaries, and participants' work was exhibited publicly in Glasgow, Liverpool and London. 38 course participants achieved either a level 1 BTEC award in Supporting Employability and Personal Effectiveness, or a BTEC Level 1 qualification in Creative and Cultural Industries.

##### Having Our Say Too

This project worked directly with young people impacted by, or at risk of sexual exploitation, supporting them to reflect on their experiences and perspectives, and using photography as a creative tool for discussion, exploration and self-representation.

The project culminated in the development of a resource pack designed to offer practitioners in a range of youth support settings a new tool built around the work created by the young participants affected by sexual exploitation. This pack has been shared with members of the National Working Group for Sexually Exploited Children as well as with senior practitioners working in the Police, Health, Education and Social Work.

##### Shutter Release - Overcoming Addiction

With partner DiversityInCare, PhotoVoice worked with women at various stages of rebuilding their lives following alcohol or drug addiction. The women were supported to create photo stories that explored their next steps and challenges they would face on the path to rehabilitation, helping them to prepare for the milestones ahead. Five participants committed enough hours to the project to earn a Level 1 BTEC Award in Supporting Employability and Personal Effectiveness – a perfect first step to a positive onward journey.

## PhotoVoice Annual Report 2013-14



### International

#### Voice of Freedom Israel

Voice of Freedom supported African women who have survived trafficking from Africa to Israel across the Sinai to speak about their lives through photography and text. The goal of the project was to make space for the women to speak, on whatever subject and from whatever perspective they chose, in order to bring those whose lives have been directly affected by trafficking to the forefront of debate and campaigning on this topic. The first workshops took place in October 2013 at the Ma'agan Safe House in Israel, delivered by a team from PhotoVoice. Work from the project was previewed at a Thanksgiving Photography Exhibition in Covent Garden in November 2013. The project is ongoing.

#### Water & Sanitary Health, Zimbabwe

PhotoVoice ran training in participatory photography as a tool for community engagement and monitoring of programme activities for local staff members of international development NGOs CAFOD and CARITAS Zimbabwe. The project is also training local 'Community PhotoVoice Monitors' in digital photography and image ethics. Their photographs will be an important part of the monitoring and evaluation of the impact of the project, and will result in photographs that will engage and inform the wider community and stimulate improved dialogue and understanding between the project staff and the beneficiary communities.

#### ImAge, Ethiopia

Working in partnership with Age International and its local partner in Ethiopia, HelpAge International, PhotoVoice trained five older people in two communities in Addis Ababa in order to give them the skills and confidence needed to share their lives and challenges through photography. These photographs, and those that the participants will go on to take, will form the basis for a better understanding of the daily lives and support needs of older people in these communities, for staff of the organisations involved and the wider public.

#### Mysterious Youth Eyes, Myanmar/Burma

Working with the International HIV/AIDS Alliance, PhotoVoice trained a group of youth representatives from key groups affected by HIV in photography and supported them to use their new skills to build communication about important health issues with other members of their communities and the wider public in Myanmar. The project aimed to increase visibility of key groups, challenge stigma and misconceptions that increase risks faced by them and other young people, and build skills to enable them to be effective advocates and peer educators. The workshops culminated in a high profile open-air public exhibition in the People's Park in the capital Yangon.

#### Other activities

As part of the Kings Place 'Words on Monday' series, PhotoVoice staged a lecture by PhotoVoice Patron and award-winning photographer Nick Danziger.

PhotoVoice was delighted to partner up with the National Council for Voluntary Organisations for its 2013 national photography competition 'Change Makers'. Among the nearly 300 competition entrants, competition winners included two previous PhotoVoice project participants.



## PhotoVoice Annual Report 2013-14

After the success of the launch event in 2012, PhotoVoice again hosted the PICS (Pictures in Changing Society) Festival. The focus for this year was on the responsibility of NGOs and international development organisations to consider the impact of how they represent developing world issues and people. The one-day programme featured a programme of exhibitions, workshops, talks and multimedia screenings.

We again hosted a panel debate at the London Art Fair, this time entitled Control of the Frame: Power, Representation & Identity in Photography.

### FUNDING

**PhotoVoice extends its thanks to all our funders as well as the numerous office interns, project volunteers, PhotoVoice Ambassadors and 'Friends of PhotoVoice', including:**

Age International  
Amber Photographics Ltd  
BBC Children In Need  
BDO Charitable Trust  
Christian Aid  
Comic Relief - UK Grants  
Coutts Charitable Trust  
Evan Cornish Foundation  
Fujifilm  
Healthy n Happy  
ICIC Foundation Ltd  
Imagist  
International HIV/AIDS Alliance  
Jocarno Fund  
John Kobal Charitable Trust

John Lewis Partnership  
Joseph Levy Foundation  
London Art Fair  
London International Development Centre  
Lucis Trust  
Overseas Development Institute  
Rich Mix  
Salesforce.com  
Shape  
Souter Charitable Trust  
Sylvia Adams Charitable Trust  
The Photographic Angle  
Williams Serendipity Trust

### FINANCIAL REVIEW

Reflecting the continuing difficult financial environment, PhotoVoice's annual income decreased 17.5%, from £369,393 in 2012/13 to £304,940. Expenditure dropped 15.5% from £401,122 to £338,498 resulting in a deficit of £33,558 (2013 deficit of £31,729). It should be noted that due to the nature of the work undertaken by PhotoVoice and its partners/funders, both income and expenditure can fluctuate from year to year.

Unrestricted reserves rose slightly to £49,479 (2013 - £48,196) which will cover just over 2.5 months' staff and overhead expenditure based on the 2014/15 budget approved by the Trustee board. This is just below the 3-6 months' range outlined in PhotoVoice's reserves policy.

The accounts include gifts in kind of £24,500 (2013 - £37,300).

The Trustees expect the financial climate for PhotoVoice to continue to be challenging throughout 2014/15.



## **Structure, Governance and Management**

### **GOVERNING DOCUMENT**

The organisation is a charitable company limited by guarantee, incorporated on March 2<sup>nd</sup> 2000 with Companies House and registered as a charity in England and Wales on March 19<sup>th</sup> 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 31<sup>st</sup> 2014 was 9 (2013 - 9).

### **TRUSTEE INDUCTION AND TRAINING**

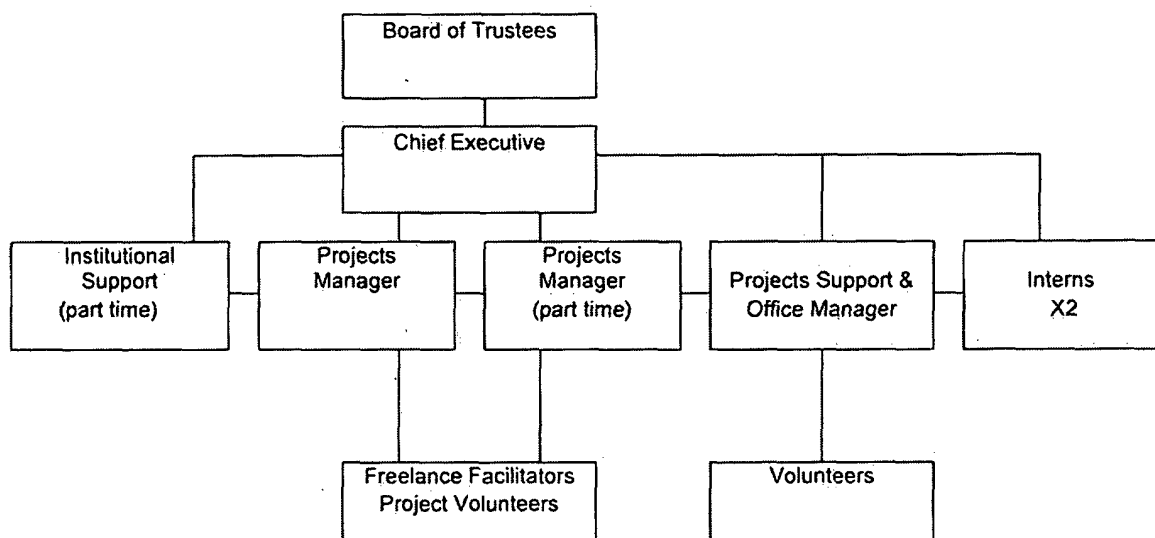
When a Trustee first joins the PhotoVoice board an induction programme is designed according to their specific needs. Induction will include child protection training and individual sessions with staff, as required, to familiarise themselves with the charity and the context in which it operates. These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

## 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.



## 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 increase the reserve of unrestricted funds from its current level to a level sufficient to fund three months' normal expenditure on staff salaries and basic services.

## 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, Angela Ktistakis ACA, FCCA has been appointed as Independent Examiner. Her report is shown on page 11.

Signed on behalf of Board of Trustees

A handwritten signature in dark ink, appearing to read "Fiona Hammond".

Fiona Hammond - Chair

Date:

16/9/14

## **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF PHOTOVOICE FOR THE YEAR ENDED 31 MARCH 2014**

I report on the accounts of the charitable company for the year ended 31 March 2014, which are set out on pages 12 to 22.

### **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 exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

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.

Angela Ktistakis, ACA, FCCA  
GMAK, 5/7 Vernon Yard, Portobello Road, London. W11 2DX

Signed: *A. Ktistakis*

Date: *27 Nov. 2014*

PHOTOVOICE

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2014

	Note	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>	2				
Voluntary income		74,188	-	74,188	74,483
Activities for generating funds income		57,814	-	57,814	97,485
Investment income		166	-	166	225
<i>Incoming resources from charitable activities</i>	3				
Vulnerable / Disadvantaged Youth		-	111,624	111,624	134,845
Education and Capacity Building		-	61,148	61,148	62,355
<b>Total incoming resources</b>		<b>132,168</b>	<b>172,772</b>	<b>304,940</b>	<b>369,393</b>
<b>Resources expended</b>					
<i>Costs of generating funds:</i>	4				
Cost of generating voluntary income		(44,609)	-	(44,609)	(77,252)
<i>Charitable activities</i>					
Vulnerable / Disadvantaged Youth		(35,810)	(139,025)	(174,835)	(187,046)
Education and Capacity Building		(44,228)	(68,588)	(112,816)	(130,340)
<i>Governance costs</i>		(6,238)	-	(6,238)	(6,484)
<b>Total resources expended</b>		<b>(130,885)</b>	<b>(207,613)</b>	<b>(338,498)</b>	<b>(401,122)</b>
<b>Net surplus/(deficit) for the year</b>	5	<b>1,283</b>	<b>(34,841)</b>	<b>(33,558)</b>	<b>(31,729)</b>
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds at the start of the year</b>		<b>48,196</b>	<b>76,929</b>	<b>125,125</b>	<b>156,854</b>
<b>Funds at the end of the year</b>		<b>49,479</b>	<b>42,088</b>	<b>91,567</b>	<b>125,125</b>

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 12 to the financial statements.

## PHOTOVOICE

## Balance sheet

For the year ended 31 March 2014

	Note	£	2014 £	2013 £
<b>Fixed Assets</b>				
Tangible fixed assets	8		1,897	3,795
<b>Current assets</b>				
Debtors	9	40,932		35,690
Cash at bank and in hand		<u>63,859</u>		<u>100,755</u>
		104,791		136,445
<b>Creditors: amounts due within one year</b>	10	<u>(15,121)</u>		<u>(15,115)</u>
<b>Net current assets</b>			<u>89,670</u>	<u>121,330</u>
<b>Net assets</b>	11		<u>91,567</u>	<u>125,125</u>
<b>Funds</b>	12			
Restricted funds				
Income funds			42,088	76,929
Unrestricted funds				
General funds			<u>49,479</u>	<u>48,196</u>
<b>Total funds</b>			<u>91,567</u>	<u>125,125</u>

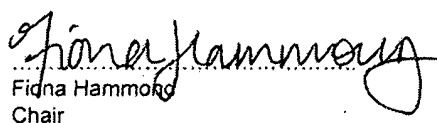
The Directors are satisfied that for the year ended 31 March 2014 the charitable Company is entitled to exemption from the provisions of the Companies Act 2006 relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006. However, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.

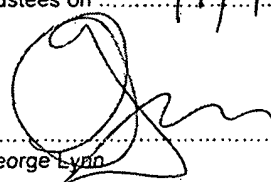
The directors acknowledge responsibilities for:

- (i) ensuring the charitable Company keeps proper accounting records which comply with section 386 of the Companies Act 2006; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charitable Company as at the end of its financial year and of its surplus or deficit for the financial year in accordance with requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to Small Companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Trustees on 16/9/14 and signed on its behalf by:

  
Fiona Hammond  
Chair

  
George Lynn  
Treasurer

Company registration number: 3938488

**1. Accounting policies**

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008) and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005).
- b) 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. Volunteer time is not included in the financial statements.
- c) Grants are recognized in full in the statement of financial activities in the year in which they are receivable.
- d) Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.
- e) 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.

- f) The Charity is partially dependent on periodic programme grants to ensure its continuation as a going concern. These accounts have been prepared on a going concern basis, since although there is uncertainty, there is no reason to assume that funding will not continue.
- g) 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.
- h) 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	3 years	(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.

**1. Accounting policies (continued)**

- i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- j) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- k) Designated funds are unrestricted funds earmarked by the directors for particular purposes.

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.

- l) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.
- m) 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.
- n) Grants received in advance are deferred at the year end to when the grant entitlement becomes unconditional.



PHOTOVOICE

Notes to the financial statements

For the year ended 31 March 2014

2. Incoming resources from generated funds

2.a Voluntary income

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
<b>Grants Receivable</b>	-	-	-	-
<b>Donations</b>				
Jocarno Fund	7,551	-	7,551	7,419
Sylvia Adams Charitable Trust	20,000	-	20,000	-
John Booth Foundation	-	-	-	10,000
BBT Trust	-	-	-	4,035
St James' Place	-	-	-	2,500
Coutts Charitable Trust	500	-	500	500
Thomson Reuters	-	-	-	5,441
Reed Smith LLP	-	-	-	2,000
PQ Blackwell Ltd	-	-	-	843
Williams Serendipity Trust	5,000	-	5,000	-
John Lewis Partnership	600	-	600	-
BDO Charitable Trust	500	-	500	-
ICIC Foundation Ltd	2,000	-	2,000	-
LUCIS Trust	500	-	500	-
Souter Trust	5,000	-	5,000	-
Amber Photographics Ltd	912	-	912	-
Lbi (Gifts in Kind)	-	-	-	6,000
Salesforce.com (Gifts in Kind)	5,000	-	5,000	4,300
Mc Naughtons (Gifts in Kind)	-	-	-	5,000
Imagist (Gifts in Kind)	5,000	-	5,000	-
Other Gifts in Kind	2,750	-	2,750	2,000
Other grants and donations	18,875	-	18,875	24,445
<b>Total</b>	<b>74,188</b>	<b>-</b>	<b>74,188</b>	<b>74,483</b>

2.b Activities for generating funds income

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Auction Print Sales	20,327	-	20,327	66,569
Fundraising Events	1,976	-	1,976	287
Training sales	34,141	-	34,141	28,144
Other print and publication	1,370	-	1,370	2,485
<b>Total</b>	<b>57,814</b>	<b>-</b>	<b>57,814</b>	<b>97,485</b>

## 3. Incoming resources from charitable activities

## 3a. Vulnerable/Disadvantaged Youth

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Trust Greenbelt	-	-	-	2,000
Brit Group Service	-	-	-	1,500
Media Trust	-	-	-	3,500
NASUWT	-	-	-	10,000
Vovos Better World Fund	-	-	-	3,000
Carmelian Trust	-	-	-	20,000
Anthony & Pat Charitable Foundation	-	-	-	650
Barcapel Foundation	-	-	-	10,000
World Vision	-	-	-	23,880
Comic Relief UK	-	29,845	29,845	4,910
BBC Children in Need	-	24,474	24,474	29,305
Levy Foundation	-	10,000	10,000	-
Marathon of Marathons	-	-	-	7,500
Oakdale Trust Prisoner	-	-	-	500
The Evan Cornish Foundation	-	10,000	10,000	5,000
Broadwall Foundation	-	-	-	5,000
Clydesdale Bank	-	-	-	400
UIA Charitable Foundation	-	-	-	1,000
Weavers Benevolent Fund	-	-	-	5,000
Open Gate	-	-	-	1,500
The Photographic Angle	-	3,000	3,000	-
Christian Aid	-	20,608	20,608	-
Other Grants and donations	-	13,697	13,697	200
Total	-	111,624	111,624	134,845

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Notes to the financial statements

For the year ended 31 March 2014

**3b. Education and Capacity Building**

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
John Kobal Foundation	-	5,000	5,000	-
Healthy n Happy Community Dev.	-	4,970	4,970	-
Age International	-	8,360	8,360	-
London Art Fair (Gifts in Kind)	-	2,000	2,000	2,350
Fuji (Gifts in Kind)	-	2,500	2,500	6,400
LIDC (Gifts in Kind)	-	2,250	2,250	2,250
Shape (Gifts in Kind)	-	3,000	3,000	3,000
Rich Mix Centre (Gifts in Kind)	-	2,000	2,000	5,000
Salesforce.com (Gifts in Kind)	-	-	-	1,000
Media Trust	-	-	-	4,261
Christian Aid	-	-	-	1,000
CAFOD	-	-	-	12,000
Overseas Development Institute	-	17,280	17,280	25,094
International HIV/AIDS Alliance	-	13,430	13,430	-
Other Grants and donations	-	358	358	-
<b>Total</b>	<b>-</b>	<b>61,148</b>	<b>61,148</b>	<b>62,355</b>

## 4. Resources expended

	Cost of generating funds	Vulnerable / Disadvantaged Youth	Education and Capacity Building	Support Costs	Governance Costs	2014 Total	2013 Total
	£	£	£	£	£	£	£
Staff costs	(17,931)	(50,804)	(35,862)	(26,898)	(2,988)	(134,481)	(149,215)
Recruitment and training	-	-	-	(3,029)	-	(3,029)	(2,118)
Rent, insurance and services	-	-	-	(17,912)	-	(17,912)	(19,959)
Depreciation	-	-	-	(1,898)	-	(1,898)	(4,689)
Communications and IT	-	-	-	(9,417)	-	(9,417)	(12,997)
Office costs	-	-	-	(4,347)	-	(4,347)	(4,941)
Fundraising events costs	(17,033)	-	-	-	-	(17,033)	(57,510)
Sundry administration costs	-	-	-	(172)	-	(172)	(366)
Independent examiner's fees	-	-	-	-	(2,500)	(2,500)	(2,500)
Other professional fees	-	-	-	(13,020)	-	(13,020)	(11,701)
Banking and financial costs	-	-	-	(1,980)	-	(1,980)	(1,170)
Marketing and publicity	(118)	-	-	(5,000)	-	(5,118)	(1,835)
Project costs	(5,752)	(44,390)	(40,231)	-	-	(80,373)	(76,124)
Project Facilitator costs	(3,775)	(29,160)	(1,090)	-	-	(34,025)	(50,692)
Travel and Room hire	-	-	-	(645)	(750)	(1,395)	(3,375)
Volunteer costs	-	-	-	(1,798)	-	(1,798)	(1,930)
	(44,609)	(124,354)	(77,183)	(86,114)	(6,238)	(338,498)	(401,122)
Add: allocation of support costs	-	(50,481)	(35,633)	86,114	-	-	-
Total resources expended	(44,609)	(174,835)	(112,816)	-	(6,238)	(338,498)	(401,122)

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**Notes to the financial statements**

**For the year ended 31 March 2014**

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

<b>a This is stated after charging / crediting:</b>		<b>2014</b>	<b>2013</b>
		<b>£</b>	<b>£</b>
Depreciation		1,898	4,689
Independent Examiner's fees		2,500	2,500
Operating lease rentals:			
▪ property (see note 13)		12,733	12,681
▪ franking (see note 13)		1,060	1,060
Directors received neither remuneration nor reimbursed expenses during the year.			

<b>b Valuation of Donated Resources</b>		<b>2014</b>	<b>2013</b>
		<b>£</b>	<b>£</b>
Auction venue and Catering; Lectures; IT	Fundraising	9,250	11,500
Database services , Exhibitions	Projects	8,500	17,750
Database services , room hire.	Support Costs	5,500	7,050
Database services , room hire	Governance	1,250	1,000
Above includes Salesforce database licences -£5,000 shared between fundraising, projects and support; Venue and equipment for the auction - £1,500; Stand at fair - £2,000; Training events - £2,250, Project exhibitions - £5,500, Fuji cameras - £2,500, PV re-brand & design - £5,000, Recruitment & trustee meetings - £750		<b>24,500</b>	<b>37,300</b>

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**

<b>Staff costs were as follows:</b>		<b>2014</b>	<b>2013</b>
		<b>£</b>	<b>£</b>
Salaries and wages		123,419	136,417
Social security costs		10,382	12,798
		<b>133,801</b>	<b>149,215</b>
Staff welfare		680	461
		<b>134,481</b>	<b>149,676</b>

No employee earned more than £60,000 during the year (2013 - 0). The number of employees participating in the pension scheme during the year was 0 (2013 - 0).

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

	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
	<b>No.</b>	<b>No.</b>	<b>%</b>	<b>%</b>
Cost of generating funds	0.6	0.6	13%	12%
Vulnerable / Disadvantaged Youth	1.7	1.9	38%	38%
Education and Capacity Building	1.2	1.5	27%	30%
Support costs	0.9	0.9	20%	18%
Governance	0.1	0.1	2%	2%
	<b>4.5</b>	<b>5.0</b>	<b>100%</b>	<b>100%</b>

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Notes to the financial statements

For the year ended 31 March 2014

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 & other equipment £
<b>Cost</b>	
At the start of the year	36,925
Additions in year	-
Disposals in year	-
At the end of the year	<u>36,925</u>
<b>Depreciation</b>	
At the start of the year	(33,130)
Charge for the year	(1,898)
Disposals in year	-
At the end of the year	<u>(35,028)</u>
<b>Net book value</b>	
At the end of the year	<u>1,897</u>
At the start of the year	<u>3,795</u>

All tangible fixed assets are used for direct charitable purposes.

9. Debtors

	2014 £	2013 £
Operating debtors	991	1,070
Other debtors	8,698	1,100
Prepayments	7,435	6,939
Grants receivable	<u>23,808</u>	<u>26,581</u>
	<u>40,932</u>	<u>35,690</u>

10. Creditors: amounts due within one year

	2014 £	2013 £
Operating creditors	(7,448)	(7,988)
Accruals and Provisions	(5,000)	(3,500)
Other creditors	<u>(2,673)</u>	<u>(3,627)</u>
	<u>(15,121)</u>	<u>(15,115)</u>

## Notes to the financial statements

For the year ended 31 March 2014

## 11. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	-	1,897	1,897
Net current assets	42,088	47,582	89,670
Net assets at the end of the year	42,088	49,479	91,567

## 12. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Unrestricted funds:</b>					
General funds	48,196	132,168	(130,885)	-	49,479
<b>Total unrestricted funds</b>	<b>48,196</b>	<b>132,168</b>	<b>(130,885)</b>	<b>-</b>	<b>49,479</b>
<b>Restricted funds:</b>					
<i>Restricted income funds:</i>					
Vulnerable / Disadvantaged Youth	56,398	111,624	(139,025)	-	28,997
Education and Capacity Building	20,531	61,148	(68,588)	-	13,091
<b>Total restricted funds</b>	<b>76,929</b>	<b>172,772</b>	<b>(207,613)</b>	<b>-</b>	<b>42,088</b>
<b>Total funds</b>	<b>125,125</b>	<b>304,940</b>	<b>(338,498)</b>	<b>-</b>	<b>91,567</b>

## 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:

- Vulnerable/Disadvantaged Youth - Look Out Gangs, Having Our Say, Voices of Freedom, Able Voices, Shutter Release, Christian Aid Ghana.
- Education and Capacity Building - Bursary Scheme, ODI Direct Cash Transfers, CAFOD Wash, PICs, Age International, Health 'n' Happy Scotland, HIV Alliance.

## 13. Operating lease commitments

Rent and service charge payments totalled £12,733 (2013 £12,681) for the year under its Lease Agreement for offices at the 94 Leonard Street. The Agreement is terminable after one and three years.

NEOPOST -franking machine located in the office, quarterly payments £265. Payments for the year were £1,060 (2013 £1,060). The agreement ends in 2015.