

Company no. 3938488
Charity no. 1096598

PhotoVoice
www.photovoice.org



PhotoVoice
Annual Report and Financial Statements
31 March 2005



PhotoVoice

Legal and administrative details

For the year ended 31 March 2005

Status	The organisation is a charitable company limited by guarantee, incorporated on 1 March 2000 and registered as a charity on 19 March 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 number	1096598	
Registered office	6 Modbury Gardens London NW5 3QE	
Operational address	2nd Floor 94 Leonard Street London EC2A 4RH	
Company Secretary	Anna Blackman	
Trustees	Bethan Haines Jo Bexley Ronnie Graham John Tate Marc Schlossman Jane Kellas	Treasurer Chair
Principal staff	Anna Blackman Tiffany Fairey	Director / Founder Director / Founder
Bankers	Barclays, Hatton Garden	
Reporting Accountants	Kingston Smith Chartered Accountant Devonshire House 60 Goswell Road London EC1M 7AD	

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Report of the trustees

For the year ended 31 March 2005

The trustees present their report and the audited financial statements for the year ended 31 March 2005.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the charity

The Charity's objects are to advance education in photography and writing skills for persons resident mainly in developing countries and of low income and thereby to relieve poverty.

Organisational structure

- The Charity is registered both as a charity with the Charity Commission and Inland Revenue, and as a company with Companies House
- Decisions are made on a day-to-day basis by the principal staff, in close contact with Trustee board members. Scheduled and emergency meetings of the Trustee Board reviews and discusses major decisions and sets tasks and responsibilities for further activities and goals. The principal staff attend such meetings, with full speaking but with no voting rights. A steering panel acts in an advisory capacity to the board and principal staff.

Review of activities

Ongoing Projects:

The Children's Forum, Nepal

Photography by Bhutanese refugee youth
Jhapa and Morang districts, East Nepal, Project founded: 1998
Local Partner: Lutheran World Foundation.
Funded by: Comic Relief

Street Vision, Vietnam

Photography by street and working children.
Ho Chi Minh City, Vietnam. Project Founded: 1998
Local Partners: Ho Chi Minh Child Welfare Foundation
Funded by: Local Companies and income generated through the project.

New projects:

Amader Kontho (Our Voices), Bangladesh and PhotoVoice, Cameroon

Photography by disabled youth in Bangladesh and disabled adults in Cameroon
Dhaka, Bangladesh and Yuonde, Cameroon
Local Partners: SARPV and FACAPH
Financed and commissioned by Healthlink Worldwide. Funded by DFID.

Khmeys, Cambodia

Photography by orphans living in Phnom Penh, Cambodia

Local Partner: Global Children

Funded by: The Economist Group and Global Children

Digital Stories, Cambodia

By Indigenous Groups in Ratanakiri, Cambodia

Local Partner: CFAC

Funded by: The Economist Group

Young Lives, Ethiopia

Photography by young people in urban and rural Ethiopia.

Financed and Commissioned by Save the Children as part of their work around the Millennium Development Goals.

Moving Lives, United Kingdom

Digital Stories by young East Londoners, including young refugees

Funded by: The City Parochial Foundation, Microsoft Community Awards, Awards for All and Lloyds TSB Foundation

Mental Wealth, United Kingdom

Photography by adults with mental health needs

Financed and Commissioned by United Response

Exhibition, Events and Talks

Amader Kontho (Our Voices), Dhaka, Bangladesh

SARPV, June 2004

Chobimela, International Festival of Photography, December 2004

Khmeys, Cambodia Projects

Sorya Shopping Centre & Pannasastra University, Phnom Penh, Cambodia June 2004

The Economist Plaza, London, United Kingdom, October 2004

PhotoVoice, Yaonde, Cameroon

FACAPH, January 2005

Unbroken (work from projects in Afghanistan, Nepal and Vietnam)

Denise Bibro Gallery, New York, USA, June 2004

GAIA Museum, Denmark. August – September 2004

Power: Auction of photographs donated by renowned photographers and photojournalists in aid of PhotoVoice work, Bloomberg L.P., London, United Kingdom, November 2004

PhotoVoice on the Move: photography by homeless adults in London

Ten Feet Away, Union Chapel, London, United Kingdom, April 2004

The Children's Forum, Nepal. Exhibitions in the Bhutanese refugee camps

'Memorable Decade', Sanischare refugee camp, November 04

Exhibitions in the refugee camps, Feb / March 05

Street Vision, Vietnam. 7th anniversary exhibition

Metropolitan Hotel, Ho Chi Minh City, Vietnam, June 04

Focus On Imaging: PhotoVoice stand, NEC, Birmingham, United Kingdom, February 05

Phocus, Talk to Cambridge Photographic Society, United Kingdom, March 04

Cumberland Lodge Conference, Voices out of conflict: young people affected by forced migration and political crisis: PhotoVoice and project participants spoke about their experiences, Windsor UK, March 04

Health Unlimited Conference on Indigenous Rights: Distribution of Digital Stories from Ratanakiri, Cambodia. London, United Kingdom, December 04

Transparency Tour 04-05 : Amnesty International, Cambridge University Group & Refugee Council Conference, Leeds

Positive Negatives Tour 04-05: An exhibition of photography by HIV+ women in the Democratic Republic of Congo continued to tour the United Kingdom via Christian Aid

Other Funding and Donations:

In November 2004, **Hewlett Packard** donated 5000 used cameras to PhotoVoice. PhotoVoice have distributed these cameras to the following participatory photography projects around the world:

- Bhutanese refugee children living in refugee camps in Nepal
- Street and working children in Ho Chi Minh City, Vietnam
- Disadvantaged kids (including children living on the rubbish dump) in Guatemala
- Internally displaced children in Colombia
- Street children in Sao Paulo, Brazil
- People displaced by the Bam earthquake, Iran
- Children affected by the Tsunami, Sri Lanka
- Schoolchildren in the UK and South Africa participating in an exchange project
- Disadvantaged children in South Africa
- Disabled youth in Bangladesh
- Disabled youth in Cameroon
- Disadvantaged youth in Ethiopia
- Long-term Sawahari refugees in Morocco
- School children, refugee youth and people suffering with mental health problems in the UK (part of ongoing short-term PhotoVoice workshops)

Katherine Jackson run a promotion at her health and beauty Salon in Kensington, donating 25% of proceeds from treatments under the office to PhotoVoice.

Other Non-Project funding was also provided by: **The Catto Charitable Trust, The Jocarno Fund, The Levy Foundation, The Mercers' Company and Goldman Sachs**

Other Funding awarded in 2004- 2005 for projects in 2005-2006 was from **The Baring Foundation, The Funding Network, Arts Council England and UnLtd**

PhotoVoice are extremely grateful to all project funders and non-project specific support. We also extend our thanks to the support of all 'Friends of PhotoVoice.'

PhotoVoice Staff

Anna Blackman, Co-founder, Director of Strategy and Communications
Tiffany Fairey, Co-founder, Director of Operations
Jo Oldman, Fundraising and Office Manager

Additional members of fundraising committee

Jim Andrews
Marcus Lyon
Jock Mackenzie
Elisabeth Michau
Christine Vanden Beukal

Part-time, Freelance Project Staff

Coco Campbell
Eugenie Dolberg
Venetia Dearden
Lydia Martin
Liz Orton
Vik Young

PhotoVoice also extend their huge thanks to all office and project volunteers.

AWARDS

Best New UK Charity, UK Charity Awards 2004

Anna Blackman and Tiffany Fairey, one of seven short-listed nominations for Young Philanthropist of the Year, 2004 by the Beacon Fellowship

Statement of responsibilities of the trustees

The trustees are required to prepare financial statements for each financial year, which give a true

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice
- prepare the financial statements on the going concern basis unless it is inappropriate to

The trustees are responsible for keeping proper accounting records which disclose with reasonable

The trustees

The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Bethan Haines	Treasurer
Jo Bexley	
Ronnie Graham	
John Tate	
Marc Schlossman	Chair
Jane Kellas	

Appointment of the trustees

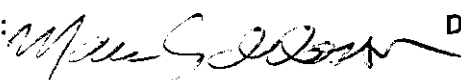
Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2005 was 5 (2004 - 5). The trustees are members of the charity but this entitles them only to voting rights.

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 regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Reserves policy

The trustees have considered the reserves required to operate the charity and have concluded that it would be prudent to maintain unrestricted funds at a level sufficient to fund six months normal expenditure on staff salaries and basic services. The level of unrestricted funds at 31st March is less than that required to support current levels of expenditure. This shortfall is being addressed by the Trustees with proposals to secure additional funding for core expenditure.

Signed:  Date: 27.10.05

Accountants' report to the Trustees

I report on the financial statements for the period ended 31st March 2005 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 10 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities under the historical cost convention, and the accounting policies set out in note 1.

Respective responsibilities of directors and reporting accountants

As described in the Trustees report the Trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards, and they consider that the charitable company is exempt from an audit. Our responsibility is to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act
- (b) having regard to, and on the basis of, the information
 - (1) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (2) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



Kingston Smith
Chartered Accountant
Devonshire House
60 Goswell Road
London
EC1M 7AD

/ November 2005

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

For the year ended 31 March 2005

	Note	Restricted £	Unrestricted £	2005 Total £	2004 Total £
Incoming resources					
Donations, legacies & similar incoming resources		85,049	21,547	106,595	71,169
<i>Activities in furtherance of the charity's objects:</i>					
Members subscriptions		-	1,356	1,356	1,039
Photography projects		-	-	-	17,036
Consultancy			15,838	15,838	12,181
<i>Activities to generate funds:</i>					
Sales		1,614	1,404	3,019	7,951
Fundraising events		-	26,170	26,170	19,405
Total incoming resources		<u>86,663</u>	<u>66,314</u>	<u>152,977</u>	<u>128,781</u>
Resources expended					
<i>Costs of generating funds:</i>					
Fundraising and consultancy		-	11,213	11,213	4,484
<i>Net incoming resources available for charitable application</i>		86,663	55,101	141,764	124,297
Charitable expenditure					
Project expenditure		66,069	10,000	76,069	49,238
Support costs		-	36,822	36,822	38,154
Management and administration		-	6,626	6,626	3,541
		<u>66,069</u>	<u>53,448</u>	<u>119,518</u>	<u>90,933</u>
Total resources expended	2	<u>66,069</u>	<u>64,661</u>	<u>130,731</u>	<u>95,417</u>
Net movement in funds	3	20,593	1,653	22,246	33,364
Transfers between funds		(3,052)	3,052	-	-
Funds at the start of the year		<u>24,693</u>	<u>22,097</u>	<u>46,790</u>	<u>13,426</u>
Funds at the end of the year		<u><u>42,234</u></u>	<u><u>26,802</u></u>	<u><u>69,036</u></u>	<u><u>46,790</u></u>

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 9

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Balance sheet

31 March 2005

	Note	2005 £	£	2004 £	£
Fixed assets					
Tangible fixed assets	6		-		3,051
			-		3,051
Current assets					
Debtors	7	3,499		2,048	
Cash at bank and in hand		65,787		41,766	
		69,286		43,814	
Creditors					
Amounts falling due within one year	8	250		75	
Net current assets			69,036		43,739
Net assets			69,036		46,790
Funds					
Restricted funds			42,234		24,693
Unrestricted funds			26,802		22,097
Total funds	9		69,036		46,790

In approving these financial statements as directors of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 249A(2) of the Companies Act 1985

(b) that no notice has been deposited at the registered office of the company pursuant to section 249B(2) requesting that an audit be conducted for the year ended 31st March 2004 and

(c) that we acknowledge our responsibilities for:

- (i) ensuring the company keeps accounting records which comply with section 221, and
- (ii) 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 surplus or deficit for the year then ended in accordance with the requirements of section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board on 27th October 2005 and signed on its behalf by Marc Schlossman



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Notes to the financial statements

For the year ended 31 March 2005

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in October 2000).
- b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Gifts in kind are included at their value to the charity and in the care of the cameras recognised at the time of distribution. Volunteer time is not included in the financial statements.
- c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable.
- e) Resources expended are recognised 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.

- f) 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 rate in use is:

Office furniture and equipment	4 years
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Items of equipment are capitalised where the purchase price exceeds £500. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

- g) 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.
- h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- i) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- j) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.

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Notes to the financial statements

For the year ended 31 March 2005

2. Charitable expenditure

	Cost of generating funds	Project expenditure	Support costs	Management and Administration	2005 Total	2004 Total
	£	£	£	£	£	£
Staff costs (Note 4)	6,331	25,677	16,461	2,532	51,001	9,884
Freelance fees	-	10,146	5,926	-	16,072	25,208
Audit and accountancy fees	-	-	61	375	436	116
Legal Fees	-	-	-	345	345	-
Fundraising and publicity	4,882	-	-	-	4,882	1,521
Photography equipment and materials	-	13,227	579	-	13,806	429
Specific project costs	-	18,321	3,199	-	21,521	20,616
Travel	-	2,617	1,726	129	4,473	6,662
Rent and rates	-	2,100	3,540	195	5,835	6,796
Phone and internet	-	2,562	1,387	-	3,949	9,473
Postage and stationary	-	961	1,195	-	2,156	2,385
Insurance	-	300	430	-	730	906
Sundry office expenditure	-	158	2,317	-	2,475	7,985
Depreciation	-	-	-	3,050	3,050	3,436
	11,213	76,069	36,822	6,626	140,731	95,417

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Notes to the financial statements

For the year ended 31 March 2005

3. Net incoming resources for the year

This is stated after charging / crediting:

	2005 £	2004 £
Depreciation	3,051	3,436
Reporting accountants fee	95	75
Trustees' reimbursed expenses	<u>NIL</u>	<u>NIL</u>

4. Staff costs and numbers

Staff costs were as follows:

	2005 £	2004 £
Salaries and wages	46,200	8,802
Social security costs	<u>4,801</u>	<u>1,082</u>
	<u>51,001</u>	<u>9,884</u>

No employee earned more than £50,000 during the year.

	2005 No.	2004 No.
The average weekly number of employees (full-time equivalent) during the year was as follows:	<u>2.0</u>	<u>1.0</u>
	<u>2.0</u>	<u>1.0</u>

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Notes to the financial statements

For the year ended 31 March 2005

5. Taxation

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

6. Tangible fixed assets

	Fixtures and Equipment £	Total £
Cost		
At the start of the year	12,445	12,445
Additions in year	-	-
	<u>12,445</u>	<u>12,445</u>
At the end of the year		
	<u>12,445</u>	<u>12,445</u>
Depreciation		
At the start of the year	9,394	5,958
Charge for the year	3,051	3,436
	<u>12,445</u>	<u>9,394</u>
At the end of the year		
	<u>12,445</u>	<u>9,394</u>
Net book value		
At the end of the year	-	3,051
	<u>-</u>	<u>3,051</u>
At the start of the year	3,051	6,487
	<u>3,051</u>	<u>6,487</u>

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Notes to the financial statements

For the year ended 31 March 2005

7. Debtors

	2005	2004
	£	£
Trade debtors	3,499	2,104
	<hr/>	<hr/>
	3,499	2,104
	<hr/>	<hr/>

8. Creditors

Amounts falling due within one year	2005	2004
	£	£
Accruals	250	75
	<hr/>	<hr/>
	250	75
	<hr/>	<hr/>

9. Movement in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Restricted funds:					
Bibin	1,196	-	-	-	1,196
Cambodia	11,965	17,582	(23,921)	(3,000)	2,625
Healthlink collaborations	2,122	10,233	(11,581)	-	775
Moving Lives	-	16,210	(8,734)	-	7,476
Positive Negatives	456	-	-	-	456
Re Focus	-	16,690	-	-	16,690
Rose Class	-	25,877	(16,145)	-	9,732
Street Vision	705	-	(2,389)	3,000	1,316
Transparency	5,197	71	(3,300)	-	1,968
Virtual Network	3,052	-	-	(3,052)	-
Total restricted funds	24,693	86,663	(66,069)	(3,052)	42,234
Unrestricted funds:					
Designated funds:					
Consultancy projects	4,713	15,838	(14,519)	-	6,031
Total designated funds	4,713	15,838	(14,519)	-	6,031
General funds	17,384	50,476	(50,142)	3,052	20,771
Total unrestricted funds	22,097	66,314	(64,661)	3,052	26,802
Total funds	46,790	152,977	(130,730)	-	69,036

10. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	2005 Total £	2004 Total £
Fixed Assets	-	-	-	3,051
Net current assets	42,234	26,802	69,036	43,739
	<u>42,234</u>	<u>26,802</u>	<u>69,036</u>	<u>46,790</u>