Company no. 3938488
Charity no. 1096598

PhotoVoice
www.photovoice.org

PhotoVoice

Report and Financial Statements

31 March 2004

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PhotoVoice

Legal and administrative details

For the year ended 31 March 2004

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 and operational address	Unit 304, Colourworks 2 Abbot Street London, E8 3DP	
Company Secretary	Anna Blackman	
Honorary officers	John Bird	
	Dr Rachel Hinton	
	Ronnie Graham	Treasurer
	Jon Levy	
	Marc Schlossman	Chair
Principal staff	Anna Blackman	Director / Founder
	Tiffany Fairey	Director / Founder
Bankers	Barclays, Hatton Garden	

PhotoVoice

Report of the trustees

For the year ended 31 March 2004

The trustees present their report and the audited financial statements for the year ended 31 March 2004.

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

Core Office Activity
PhotoVoice have continued to run day to day operatations out their office in Dalston, East London. In March 2003, PhotoVoice was awarded its charitable status. UK Charity No: 1096598. Eli Hillman of Decherts continues to give pro-bono legal advice to PhotoVoice

Fundraising
During 2003-2004 PhotoVoice secured the following grants from charitable trusts and foundations:
-*The Diana, Princess of Wales Memorial Fund*: Transparency project: £2,500
-*Economist Group*: Cambodia project: £25,000
-*Economist Group*: Core running costs: £15,000
-*Network for Social Change*: Virtual Network: £15,000
-*Levy Foundation*: Core running costs: £5,000
PhotoVoice also raised income through fundraising events:
-*Burqha exhibition fundraiser*: £4,785
-*PhotoVoice auction*: £22,000
PhotoVoice secured over £11,000 through donations, print sales, exhibition hire and picture usage fees

Trustees, Staff and Volunteers
During 2003, Adrian Evans stepped down as a trustee and was replaced by Jon Levy, editor of Foto8.

PhotoVoice

Report of the trustees

For the year ended 31 March 2004

PhotoVoice core staff remained as Anna Blackman and Tiffany Fairey, the co-founders of PhotoVoice. From January 2004 Blackman and Fairey were employed full-time as Executive Directors of PhotoVoice. Office support was given by Ziaur Rahman, a freelance fundraising and development manager, who worked part-time with PhotoVoice from October 2003. Additional support was provided by regular volunteer office interns who worked part-time in the office over three month periods. Freelance staff were employed at various times throughout the year as project co-odinators, consultants and/ or event managers. In the States, George Carrano continued to volunteer for PhotoVoice, taking over from Marjorie Victor.

PhotoVoice has continued to be dependent on many dedicated volunteers. Volunteer positions over 03-04 have included; project managers, workshop facilitators and assistants, designers, event assistants, virtual forum co-ordinator and administrative support. Professional members of the PhotoVoice steering panel have also provided advice and support in business strategy and financial management.

PROJECTS

PhotoVoice have continued to work on core ongoing PhotoVoice projects as well as this year setting up the new projects in Cambodia and London and undertaking a partnership project with Healthlink Worldwide in Bangladesh:

Cambodia, In March 2004, PhotoVoice began working in Phnom Penh, Cambodia in partnership with the organisation Global Children. The 'Khmeye' project consisted of a ten-week photography course held for eighteen young orphans living in Phnom Penh, Cambodia. The project provided the students with a new creative skill through which they have spoken out about the issues they face. The work has been exhibited in Phnom Penh and London. Global Children will continue the project on an ongoing basis with support and advice provided by PhotoVoice.

Healthlink Worldwide partnership project, PhotoVoice begun working in conjunction with Healthlink Worldwide in Dhaka, Bangladesh to train fifteen young people with disabilities in photographic skills in February 2004. The workshops were held with the Bangladeshi NGO SARPV (Social Assistance and Rehabilitation for the Physically Vulnerable). The participants' disabilities ranged from total blindness, to visual impairment and mental disability, learning difficulty or physical disability. Work from the project work has since been exhibited in Bangladesh and London. PhotoVoice will work next year with Healthlink Worldwide on a similar project in Cameroon.

PhotoVoice On The Move, London, UK. Photography by homeless adults. Founded 2003. Partner organisation: Quaker Homeless Action. Number of participants: 20, with a core of 6 regulars. Over the summer of 2003 PhotoVoice volunteers offered weekly photography workshops to homeless people over the age of 25. This pilot project echoed the transitory and outdoor nature of many of the participants' lives and culminated in an exhibition at The Concrete Basement in Dec 2003

'Positive Negatives'. Democratic Republic of Congo. Photography by HIV+ women living in Kinshasa. Founded 2000. Partner organisation: Christian Aid and Fondation Femme Plus (FFP). Number of participants: 15. During 2003-04 the project has continued to be active in DRC with previous participants using photography to generate an income for their lives and pass on their skills to other members of FFP. The exhibition has continued to tour with Christian Aid.

The Children's Forum, Nepal Photography by Bhutanese Refugee youth living in Nepal. Founded 1998. Local partner: Lutheran World Federation. Number of students involved to date: 130. During 2003-04, photography, art and journalism workshops have continued in the camps. PhotoVoice made a visit to the project in July 2003 and have submitted a three-year funding application to Comic Relief.

'Street Vision'. Vietnam. Photography by street and working children from Ho Chi Minh City. Founded: 1998, Local Partner: The Ho Chi Minh Child Welfare Foundation. No of Students to date: 200 with over 40 finding work placements / jobs in the photographic industry. During 2003-04 Street Vision has run both new beginners and advanced courses and continued the successful job placement scheme – 'Street Vision Club'.

'Transparency' London, United Kingdom. Photography by young unaccompanied refugees living in the east end of London. Founded 2002. Partner organisations: Trinity Community Centre. Participants involved: 13. PhotoVoice have continued to provide long term support to participants and the exhibition has travelled around the UK and Europe, showing in over 10 venues including the European Parliament. One student was commissoned by BBC online and another became a finalist in the national Self-Portrait UK competition and had their work shown at The National Portrait Gallery and Channel 4

'Bibin', Afghanistan. Photography by street-working girls in Kabul.
Nov-Dec 2002. Partner organisations: Aschiana and Aina. Number of students: 14.
Following a feasibility study carried out in Dec 2003, PhotoVoice are drawing up a funding proposal to initiate a long-term income generation photography project in Kabul.

The PhotoVoice Website Redevelopment and the Virtual Forum, PhotoVoice utilised the grant from the Network for Social Change to redevelop its website to integrate a CMS (content management system) enabling easy updating to the website and a Worldpay facility. The new look website incorporated new branding and a new logo for PhotoVoice. Co-inciding with the website development, PhotoVoice launched a new 'Friends of PhotoVoice' Scheme and welcomed eleven other participatory photography projects from around the world to join its virtual forum. This forum is the first online resource and networking facility for the practitioners of participatory photography. PhotoVoice now provides both web space and an interactive discussion forum to other projects through its website.

CONSULTANCY
In 2003-04 PhotoVoice carried out consultancy for the following organisations:
Amnesty International: PhotoVoice ran a weeklong workshop with Russian school children to produce photographic work to be used in a Amnesty Child Rights publication.
BBC World Service Trust: PhotoVoice took part in a photography and journalism training conference in Odessa, Ukraine.

PhotoVoice

Report of the trustees

For the year ended 31 March 2004

The Diana, Princess of Wales Memorial Fund: short term workshops were run with 3 groups funded by The Memorial Fund in order to generate images for their annual report and press work. These groups were Roma children in London, young people with learning difficulties in Hereford and female young offenders at Corton Vale YOI in Stirling
Children in Scotland: Using work from PhotoVoice projects, PhotoVoice facilitated workshops on The Declaration of Child Rights for young people attending Children in Scotland's Equal Futures conference in Glasgow.

PHOTOVOICE EXHIBITIONS
Exhibitions (in addition to those in Nepal and Vietnam) have been held in the following locations during 2003-04:
- 10th May – June 29th 2003, Unbroken: An exhibition of Hope and Determination (Street Vision, Rose Class and Bibin), Rockaway Arts Centre, Queens, New York
- June 3rd – July 7th 2003, Transparency
The People's Museum, Manchester
- June 3rd – July 7th 2003, Transparency
The People's Museum, Manchester
- July 10th - Sept 17th 2003, Transparency
Symphony Hall, Birmingham
- October 13th 2003, PhotoVoice fundraising print auction and website launch
Bloomberg building, London
- November 2003, PhotoVoice
Capital for Development (then Commonwealth Development Corporation), London
- November 2003 Street Vision, Vietnam and Bibin, Afghanistan
Centro de Cultura Casa, Mexico City, Exhibition of images hosted by Homovidens
-November 2003 Street Vision project, Vietnam
Columbia University, New York City, USA
- December 2003 On the Move – Voices from the Street
The Concrete Basement, London., First exhibition of the On The Move project

MEDIA COVERAGE AND AWARDS

In July 2003 PhotoVoice won the Arts, Culture and Heritage category of the 2003 Charity Awards for the Transparency project

PhotoVoice and PhotoVoice projects received coverage in and on numerous media outlets including:
Metro, The Big Issue, Amateur Photographer, BBC News online, Big Issue, Fourth Sector, British Journal of Photography (three-page Christmas Appeal), Mailout, Young People News, Time Out, the Queen Courier (New York), The Community Channel, BBC News Online, CNN and the National Geographic Channel (promos from both Positive Negatives and the Rose Class projects).

Statement of responsibilities of the trustees

The trustees are required 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 its incoming resources and application of resources, including the net income or expenditure, for the period. In preparing those financial statements the trustees are required to:

- 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 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 charity 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 charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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:

John Bird
Dr Rachel Hinton
Ronnie Graham
Jon Levy
Marc Schlossman

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 2004 was 5 (2003 - 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:** 15 December 2004

Accountants' report to the Trustees

We report on the financial statements for the period ended 31st March 2004 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 our 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 1985;

(b) having regard to, and on the basis of, the information contained in those

(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).

V.F.D. Moreland F.A.I.A; M.A.C.I.E.
Examining Accountant
Pentreath, 21 Church Street
St Day, Cornwall, TR16 5JY

15th December 2004

PhotoVoice

Balance sheet

31 March 2004

	Note	2004 £	2004 £	2003 £	2003 £
Fixed assets					
Tangible fixed assets	6		**3,051**		6,486
			3,051		6,486
Current assets					
Debtors	7	**2,048**			-
Cash at bank and in hand		**41,766**		6,940	
		43,814		6,940	
Creditors					
Amounts falling due within one year	8	**75**			
Net current assets			**43,739**		6,940
Net assets			**46,790**		13,426
Funds					
Restricted funds			**24,693**		10,037
Unrestricted funds			**22,097**		3,389
Total funds	9		46,790		13,426

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 15th December 2004 and signed on its behalf by 15 December 2004

PhotoVoice

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

For the year ended 31 March 2004

	Note	Restricted £	Unrestricted £	**2004 Total £**	2003 Total £
Incoming resources					
Donations, legacies & similar incoming resources		58,857	12,312	**71,169**	16,743
Activities in furtherance of the charity's objects:					
Members subscriptions		-	1,039	**1,039**	-
Photography projects		2,036	15,000	**17,036**	-
Activities to generate funds:			-		
Sales and consultancy		2,604	17,528	**20,132**	7,523
Fundraising events		-	19,405	**19,405**	-
Total incoming resources		63,497	65,284	**128,781**	24,266
Resources expended					
Costs of generating funds:					
Fundraising and consultancy		-	4,484	**4,484**	2,371
Charitable expenditure					
Project expenditure		49,238	-	**49,238**	35,870
Support costs		-	38,154	**38,154**	13,787
Management and administration		-	3,541	**3,541**	3,111
Total resources expended	2	49,238	46,179	**95,417**	55,139
Net movement in funds	3	14,259	19,105	**33,364**	(30,873)
Transfers between funds		397	(397)	**-**	
Funds at the start of the year		10,037	3,389	**13,426**	44,299
Funds at the end of the year		24,693	22,097	**46,790**	13,426

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

PhotoVoice

Notes to the financial statements

For the year ended 31 March 2004

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. 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

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.

PhotoVoice

Notes to the financial statements

For the year ended 31 March 2004

2. Charitable expenditure

	Cost of generating funds	Project expenditure	Support costs	Management and Administration	**2004 Total**	2003
	£	£	£	£	**£**	£
Staff costs (Note 4)	2,963	2,475	4,446	-	**9,884**	**-**
Freelance fees	-	13,338	11,870	-	**25,208**	**7,422**
Professional fees	-	-	11	105	**116**	
Fundraising and publicity	1,521	-	-	-	**1,521**	**2,370**
Photography equipment and materials	-	218	211	-	**429**	**161**
Specific project costs	-	19,023	1,593	-	**20,616**	**28,603**
Travel	-	4,551	2,111	-	**6,662**	**2,493**
Rent and rates	-	-	6,796	-	**6,796**	**5,640**
Phone and internet	-	5,062	4,411	-	**9,473**	**735**
Postage and stationary	-	769	1,616	-	**2,385**	**893**
Insurance	-	-	906	-	**906**	**723**
Sundry office expenditure	-	3,802	4,183	-	**7,985**	**2,988**
Depreciation	-	-	-	3,436	**3,436**	**3,111**
	4,484	49,238	38,154	3,541	**95,417**	**55,139**

PhotoVoice

Notes to the financial statements

For the year ended 31 March 2004

3. Net incoming resources for the year

This is stated after charging / crediting:

	2004	2003
	£	£
Depreciation	3,436	3,111
Reporting accountants fee	75	NIL
Trustees' reimbursed expenses	NIL	NIL

4. Staff costs and numbers

Staff costs were as follows:

	2004	2003
	£	£
Salaries and wages	8,802	-
Social security costs	1,082	-
	9,884	-

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

	2004	2003
	No.	No.
The average weekly number of employees (full-time equivalent) during the year was as follows:	1.0	-
	1.0	-

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	-	**-**
At the end of the year	12,445	**12,445**
Depreciation		
At the start of the year	5,958	**5,958**
Charge for the year	3,436	**3,436**
At the end of the year	9,394	**9,394**
Net book value		
At the end of the year	**3,051**	**3,051**
At the start of the year	6,487	6,487

7. Debtors

	2004 £	2003 £
Trade debtors	2,104	-
		-
	2,104	-

9. Movement in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	**At the end of the year £**
Restricted funds:					
Bibin	806	7,397	(7,007)	-	**1,196**
Cambodia	-	25,250	(13,285)	-	**11,965**
Healthlink collaborations	-	5,258	(3,136)	-	**2,122**
Positive Negatives	167	289	-	-	**456**
Photovoice on the move	2,280	449	(2,732)	3	**-**
Rose Class	2,080	725	(3,199)	394	**-**
Street Vision	656	474	(425)	-	**705**
Transparency	4,048	3,455	(2,306)	-	**5,197**
Virtual Network	-	20,200	(17,148)	-	**3,052**
Total restricted funds	10,037	63,497	(49,238)	397	**24,693**
Unrestricted funds:					
Designated funds:					
Consultancy projects	-	11,681	(6,571)	(397)	**4,713**
Total designated funds	-	11,681	(6,571)	(397)	**4,713**
General funds	3,389	53,602	(39,608)	-	**17,383**
Total unrestricted funds	3,389	65,283	(46,179)	(397)	**22,096**
Total funds	13,426	128,780	(95,417)	-	**46,789**

10. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	**2004 Total £**	2003 Total £
Fixed Assets	-	3,051	3,051	6,486
Net current assets	24,693	19,046	43,739	6,940
	24,693	22,097	46,790	13,426