

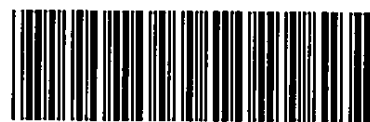
# PhotoVoice

## ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

COMPANY NO: 3938488

CHARITY NO:  
England and Wales 1096598, Scotland SC041918



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COMPANIES HOUSE

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## 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
George Lynn	Treasurer
Jassim Ahmad	
Caroline Haworth	
Oliver s'Jacob	
Marc Schlossman	
Sue Steward	
Ronnie Graham	(retired July 2012)
Jane Kellas	(retired October 2012)
Fiona Hammond	(appointed November 2012)
Simon Butt	(appointed November 2012)

### Staff

Kevin McCullough	Chief Executive
Matt Daw	Projects Manager
Helen Cammock	Projects Manager
Nic Pursey	Institutional Support
Clare Struthers	Office Manager and Projects Support
Juliet Vine	Events Intern (appointed June 2012)

### Bankers

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

### Independent Examiner

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

## **Report of the Board of Trustees For the year ended 31 March 2013**

### **Organisational Information**

PhotoVoice is an award winning international charity in its 13<sup>th</sup> year working to bring about positive social change through participatory photography projects that 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 and those with differing requirements for inclusion

PhotoVoice always works in partnership with local community organisations and other international organisations

### **OBJECT**

The Charity's objects are to advance education and community development in the UK and internationally working using participatory photography methods and training in photography and communication skills in order for the participating individuals and communities to express themselves, raise public awareness of the issues and experiences they encounter 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 the education of and/or to relieve poverty or other hardships.

### **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 has reviewed its objects and strategy and continues to focus on increasing its overall impact as well as building longer-term stability and sustainability of its programmes and funding
- 2 The Board of Trustees now provides expanded legal, event management and marketing skills
- 3 Continuing to develop stronger long term relationships with new and existing partners in a number of streams of work in the UK and across the world
- 4 The charity has developed the project administration systems and improves on database management adhering to all legal obligations
- 5 The programme of workshops and training in participatory photography for arts and development practitioners and professionals continues to be a success

## **Key achievements during the year**

- 1 Seven projects completed covering three regions including Europe, Asia and Africa – engaging with approximately 330 participants and many more indirect beneficiaries in the same communities and beyond
- 2 Contributed nine photographic exhibitions of PhotoVoice work at festivals, conferences and gallery spaces in the UK and overseas
- 3 Organising the inaugural Photographic Images Changing Society (PICS) festival attended by 450 people showcasing exhibitions and challenging and innovative photographic practice, facilitating discussion and debate on use of images and representation

## **Future plans**

We will continue to diversify our funding model further in developing new income streams and a number of smaller fundraising events. We will increase our project output and build on the charity's position as a leader in the field of participatory photography by

- 1 Increasing the project management capacity to secure more training consultancies with INGOs and partner organisations,
- 2 Prioritise scaling up existing focus areas of work and increase the depth of engagement and duration of projects,
- 3 Develop our marketing to different audiences and improve our communications of our projects, events and initiatives
- 4 Increasing the number of people trained by PhotoVoice and 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

## **Review of Activities during the year**

Projects, be they originated by PhotoVoice or commissioned by partners, are designed with a number of different aims and objectives that vary according to the issues, communities, beneficiaries and the project partners' long term objectives. However the participatory photography methodology itself provides insights into the beneficiary's thoughts, hopes, aspirations and understanding which is undoubtedly important but at times can be difficult to quantify. New projects were developed with the intention of increasing the number of direct beneficiaries and indirect beneficiaries through the production of resource manuals and toolkits for use by professional practitioners working with specific participant groups.

### PHOTOVOICE PROJECTS

#### PhotoVoice Bursary Scheme

The 5 recipients of the 2012-2013 Bursary Scheme are working on their individual projects for completion by the end of the calendar year. Three participants came from the projects of Lookout UK, and are all exploring diverse themes of work including a portraiture project exploring community, race and identity in London, a 3D graphic modelling project exploring the impact of pollution on the environment, and the production of a digital story documenting an Icelandic youth expedition! Two participants are from the Having Our Say Too project, and will focus on the personal experience of living with narcolepsy and exploring landscape photography, linked to finding safe spaces in the community. Outputs from last year's scheme have included an exhibition at the Shape Arts gallery in London in January 2013.

**Partner/Funder** John Kobal Charitable Trust

#### Lookout UK

Lookout London scaled up to expand through the UK. The aim is to amplify the voices of young people in the discussion about the causes and potential solutions to youth issues, including gangs, knife crime, peer pressure and youth opportunities. Workshops took place in Peckham, Walthamstow and Chelsea, Manchester, Nottingham, Liverpool and Glasgow. Outputs created included over 100 captioned photos, 6 powerful digital stories, a short documentary including interviews with participants, and more than 15 young people achieving SEPE certificate level accreditation and a micro-site launched specifically for the Lookout project.

**Partners** Catch 22, Chapter 1, Nottingham Photographers Hub, FARE Glasgow, Z Arts, Youth Media Agency, Lyrrix Organix, Media Trust, NASUWT

#### Having Our Say Too

This project works directly with young people impacted on, or at risk of sexual exploitation reflecting on their experiences and perspectives, using photography as a creative tool for discussion, exploration and representation. Four projects have been delivered so far across the UK (Blackburn, Middlesbrough, Walsall and London) working directly with 20 young people. There is one project left to go in 2013. 18 young people have already completed a SEPE BTEC Certificate accreditation and an exhibition was launched as part of Brighton Photo Fringe photography festival 2012 and Shape in the City '12. 24 digital stories and over 250 images will inform the development of a professional's resource to be used to support other young people in a range of diverse contexts.

*"I've been able to talk about what's happened to me, and show people through my pictures and that has made me feel less alone. I'm glad that I can share it so that other people don't think it's only happened to them"* **Saffron Milly, 2012, Blackburn.**

**Partner:** National Working Group for Sexually Exploited Children

### **Right Year for Children**

PhotoVoice has been instrumental in the development and coordination of the **Right Year for Children (RY4C)**, a year-long campaign involving a large coalition of UK children's charities. Including UNICEF, CRAE and Save the Children PhotoVoice's central involvement in the Right Year has ensured additional visibility and awareness of the Rights! Cameras! Action! project, and has allowed the voices of the participants to be amplified in a directly relevant forum other than that created by the project activities. An exhibition of the Rights! Cameras! Action! project was exhibited at The Underground Gallery London in May 2012. The final delivery of this project in 2012-13 was a hand- in petition to The Prime Minister at No10 Downing Street of hand prints with messages supporting the UNCRC from the children involved in the project.

**Partner:** Action for Children, UNICEF

### **Shutter Release**

PhotoVoice delivered a course of workshops with the three participants, based in the Jigsaw Visitors' Centre based in the grounds of HM Prison Leeds. The workshops supported prisoners to consider what challenges they would face on release and to reflect on strategies for coping with release in conjunction with other support services. The participants increased in confidence in speaking openly about perceived challenges and sources of anxiety, and enjoyed finding ways to communicate these through photographic scrapbooks. An exhibition of images from the workshops were displayed in the communal hub of the prison, accessed by prisoners on all the wings and in the visitors' centre where families meet prisoners, to help facilitate conversation around post-release challenges and support.

**Partner:** HMP Leeds

## **COMMISSIONED PROJECTS**

### **Picture That!**

PhotoVoice organised two sets of 4 day workshops working with young people with Autism and Aspergers, designed to create a fun space where they could learn new photographic skills whilst building their self confidence. The participants, aged between 12 and 15, explored the theme of self-identity and children's rights through a variety of activities. The workshops gave the young people a creative outlet and a new way to communicate their experiences.

*"Many of the parents from the previous workshops have expressed to me just how co-operative and supportive your team was with the children and the families"* – **Pelin Ahmet, Specialist Information Officer, Bromley**

**Partner/Funder** – Bromley Local Authority

### **Able Voices - Albania**

Workshops with 20 young people with differing requirements for inclusion in Elbasan, Albania, with the aim of amplifying the voices of young disabled people in Albania, particularly in their local communities, in discussions and decision-making about issues that affect them.

Outputs will include a local exhibition which will then travel around Albania to challenge the marginalization of disabled young people, and a methodology guide to support World Vision and other organizations to engage and include young disabled people through participatory photography.

**Partner/Funder:** World Vision

### **Transforming Cash Transfers (ODI)**

PhotoVoice worked with ODI to provide participatory photography and digital storytelling training to staff and communities in Mozambique and Kenya to explore the experiences and perceptions of unconditional cash transfer programmes. The workshops and exhibitions focused both on beneficiary perspectives, non-beneficiaries and supported the monitoring and evaluation of the impact of the programme at the individual, household and community level. Six beneficiary digital stories were produced as well as an exhibition of participant photographs and exhibited at the OXO Gallery London.

**Partner/Funder** ODI/DFID



**PUBLICATIONS, DVDS and WEBSITES**

**Able Voices Participatory photography as a tool for inclusion**

PV Methodology Series <http://www.photovoice.org/html/inclusivemethodology/>

**ODI Digital Stories and Website** - <http://transformingcashtransfers.org/>

**Lookout UK Website** - [www.photovoice.org/Lookout](http://www.photovoice.org/Lookout)

**PUBLIC EXHIBITIONS 2012-2013**

**Rights! Cameras! Action!** - Underground Gallery (March - May 2012)

**Photographic Images Changing Society (PICS)** (April 2012)

**Able Voices, Albania**, Shushice, Shirgjan, Elbasan, Albania (July 2012)

**Having Our Say Too**, Brighton Photo Fringe (October 2012)

**Having Our Say Too**, Shape Arts, London (November 2012 – January 2013)

**PhotoVoices Exhibition**, Rich Mix, London (October 2012)

**PhotoVoices Exhibition**, Perugia Social Photography Festival, Italy (November 2012)

**Bursary Exhibition**, Shape Arts, London (January 2013)

**London Art Fair**, Business Design Centre (January 2013)

**Sensory Exhibition**, Shape Arts, London (February 2013)

**FUNDRAISING EVENTS & ACTIVITIES**

**London Art Fair**, Exhibition Stand, Business Design Centre, London (January 2013)

**PhotoVoice Auction of Exceptional Photography**, LBi (Nov 2012)

**Street Collection Online Sale** [www.thestreetcollection.net](http://www.thestreetcollection.net) (April 2012)

**NCVO / PhotoVoice Photo Competition 2013:**

[www.ncvo-vol.org.uk/products-services/photography-competition](http://www.ncvo-vol.org.uk/products-services/photography-competition)

**TALKS AND CONFERENCES**

**Photographic Images Changing Society (PICS)**, The Hub Westminster (April 2012)

**Westminster University Lecture**, Participatory practice methodology and curating participation (April 2012)

**Auckland Festival of Photography**, Talking Culture symposium (2<sup>nd</sup> June 2012 )

**PHOTOVOICE LECTURE SERIES**

**Panel Discussion: London Art Fair**, Business Design Centre (January 2013)

**Gillian Edelstein**, Foto8 (June 2012)

**Tim Flach**, Kings Place, London (November 2012)

**FUNDERS**

Anonymous Trust  
Anonymous Trust  
Anthony and Pat Charitable Trust  
Barcapel Foundation  
BBC Children In Need  
BBT Trust  
Brit Insurance  
Clydesdale Bank Foundation  
Comic Relief - UK Grants  
Coutts Charitable Trust  
Evan Cornish Foundation  
Fujifilm  
Jocarno Fund  
John Booth Charitable Foundation  
John Kobal Charitable Trust  
LBi

Marathon of Marathons Trust  
McNaughtons  
NASUWT  
Oakdale Trust  
ODI  
Open Gate  
P Q Blackwell Ltd  
Reed Smith LLP  
St James' Place Foundation  
Salesforce com  
Trust Greenbelt  
The Photographic Angle  
Thompson Reuters  
UIA Charitable Trust  
Vovos Better World Fund  
Worshipful Company of Weavers  
World Vision

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

## **Financial Review**

PhotoVoice's annual income increased by 10% from £336,735 to £369,393 with expenditure increasing accordingly by 8% from £372,347 to £401,122 resulting in a deficit of £31,729 (2012 deficit of £35,612) It must be pointed out that the nature of the work undertaken by PhotoVoice and its partners/funders is highly variable from year to year

Unrestricted reserves reduced to £48,196 (2012 - £87,030) which will cover almost 2 5 months staff costs and overhead expenditure based on the 2013/14 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 £37,300 (2012 - £24,650)

The Trustees expect the financial climate for PhotoVoice to continue to be challenging throughout 2013-14

## **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 with the Charity Commissioner on March 19<sup>th</sup> 2003. 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> 2013 was 9 (2012 - 9).

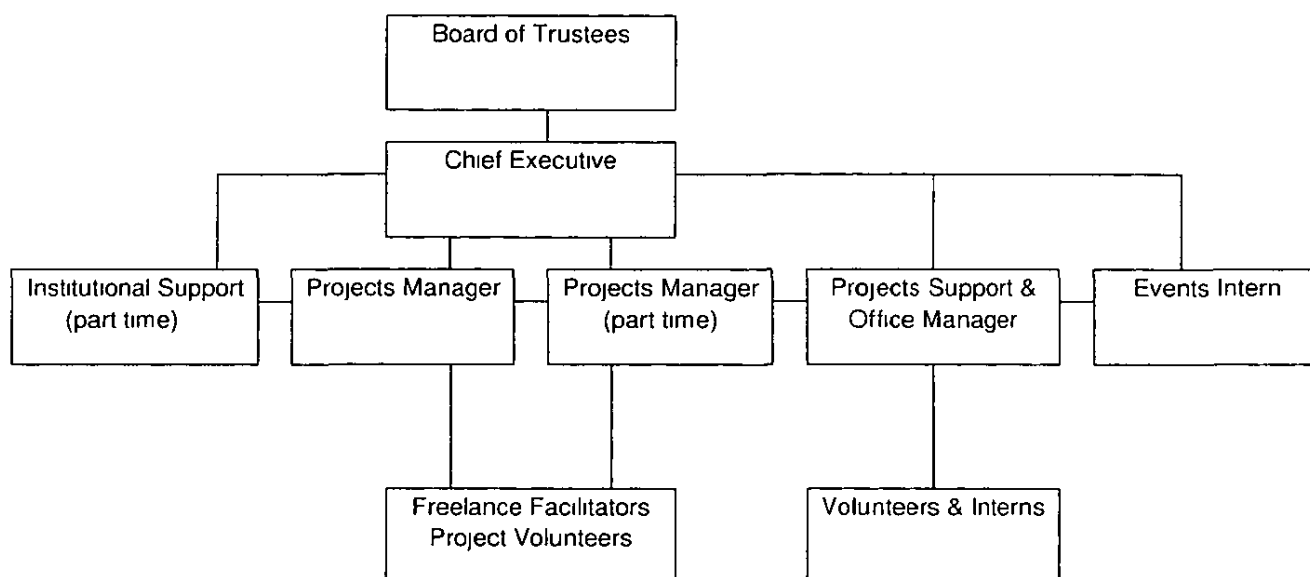
### **TRUSTEE INDUCTION AND TRAINING**

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.

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 and that an annual Risk Register is produced so that the necessary steps can be taken to lessen these risks and review the reserves policy.

## RESERVES POLICY

The Trustees have considered the reserves required to operate the charity and have concluded that it would be prudent to increase the reserve of unrestricted funds from its current level (sufficient to fund three to six months' normal expenditure on staff salaries and basic services) to include the risks identified on the annual Risk Register which includes business and operational risks. A time frame of 3 years has been allocated to achieve this increased level.

## 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 Kistakis ACA has been appointed as Independent Examiner. Her report is shown on Page 15.

Signed on behalf of Board of Trustees

Howard Sharman - Chair

Date

15/07/2013

## **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF PHOTOVOICE FOR THE YEAR ENDED 31 MARCH 2013**

I report on the accounts of the charitable company for the year ended 31 March 2013, which are set out on pages 16 to 26

### **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

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

*1 Aug. 2013*

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

For the year ended 31 March 2013

	Note	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>	2				
Voluntary income		74,483	-	74,483	73,744
Activities for generating funds income		97,485	-	97,485	101,902
Investment income		225	-	225	331
<i>Incoming resources from charitable activities</i>	3				
Special Needs		-	-	-	-
Refugees and Conflict		-	-	-	2,188
Vulnerable / Disadvantaged Youth		-	134,845	134,845	119,650
Education and Capacity Building		-	62,355	62,355	38,920
<b>Total incoming resources</b>		<b>172,193</b>	<b>197,200</b>	<b>369,393</b>	<b>336,735</b>
<b>Resources expended</b>					
<i>Costs of generating funds</i>	4				
Cost of generating voluntary income		(77,252)	-	(77,252)	(95,637)
<i>Charitable activities</i>					
Special Needs		-	-	-	(3,239)
Refugees and Conflict		-	-	-	(3,539)
Vulnerable / Disadvantaged Youth		(53,291)	(133,755)	(187,046)	(157,206)
Education and Capacity Building		(74,000)	(56,340)	(130,340)	(104,938)
<i>Governance costs</i>		(6,484)	-	(6,484)	(7,788)
<b>Total resources expended</b>		<b>(211,027)</b>	<b>(190,095)</b>	<b>(401,122)</b>	<b>(372,347)</b>
<b>Net surplus/(deficit) for the year</b>	5	<b>(38,834)</b>	<b>7,105</b>	<b>(31,729)</b>	<b>(35,612)</b>
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds at the start of the year</b>		<b>87,030</b>	<b>69,824</b>	<b>156,854</b>	<b>192,466</b>
<b>Funds at the end of the year</b>		<b>48,196</b>	<b>76,929</b>	<b>125,125</b>	<b>156,854</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 2013

	Note	£	2013 £	2012 £
<b>Fixed Assets</b>				
Tangible fixed assets	8		3,795	2,790
<b>Current assets</b>				
Debtors	9	35,690		8,228
Cash at bank and in hand		<u>100,755</u>		<u>157,487</u>
		136,445		165,715
<b>Creditors amounts due within one year</b>	10	<u>(15,115)</u>		<u>(11,651)</u>
<b>Net current assets</b>			<u>121,330</u>	<u>154,064</u>
<b>Net assets</b>	11		<u>125,125</u>	<u>156,854</u>
<b>Funds</b>	12			
Restricted funds				
Income funds			76,929	69,824
Unrestricted funds				
General funds			<u>48,196</u>	<u>87,030</u>
<b>Total funds</b>			<u>125,125</u>	<u>156,854</u>

The Directors are satisfied that for the year ended 31 March 2013 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 15.

The directors acknowledge their 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 15/07/2013 and signed on its behalf by

Howard Sharman  
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.

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.

- 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.
- 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.

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**2 Incoming resources from generated funds**

**2a. Voluntary income**

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<b><u>Grants Receivable</u></b>				
Clifford Chance	-	-	-	5,000
<b><u>Donations</u></b>				
Jocarno Fund	7,419	-	7,419	7,549
John Booth Foundation	10,000	-	10,000	7,000
Carnelian Trust	-	-	-	5,000
BBT Trust	4,035	-	4,035	4,059
St James' Place	2,500	-	2,500	-
Coutts Charitable Trust	500	-	500	500
Thomson Reuters	5,441	-	5,441	-
Reed Smith LLP	2,000	-	2,000	1,205
PQ Blackwell Ltd	843	-	843	551
Wandsworth Council (Arts Team)	-	-	-	500
Reuters (Gifts in Kind)	-	-	-	10,000
Lbi (Gifts in Kind)	6,000	-	6,000	-
Salesforce com (Gifts in Kind)	4,300	-	4,300	5,300
Mc Naughtons (Gifts in Kind)	5,000	-	5,000	-
Other Gifts in Kind	2,000	-	2,000	9,350
Other grants and donations	24,445	-	24,445	17,730
<b>Total</b>	<b>74,483</b>	<b>-</b>	<b>74,483</b>	<b>73,744</b>

**2b. Activities for generating funds income**

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
Auction Print Sales	66,569	-	66,569	67,098
Fundraising Events	287	-	287	2,028
Training sales	28,144	-	28,144	26,786
Other print and publication	2,485	-	2,485	5,990
<b>Total</b>	<b>97,485</b>	<b>-</b>	<b>97,485</b>	<b>101,902</b>

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For the year ended 31 March 2013

**3. Incoming resources from charitable activities**

**3a. Refugees and Conflict**

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
Geffrye Museum	-	-	-	2,188
Total	-	-	-	2,188

**3b. Vulnerable/Disadvantaged Youth**

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
Trust Greenbelt	-	2,000	2,000	-
Brit Group Service	-	1,500	1,500	-
Media Trust	-	3,500	3,500	-
NASUWT	-	10,000	10,000	-
Vovos Better World Fund	-	3,000	3,000	3,500
Garfield Weston Foundation	-	-	-	10,000
Carnelian Trust	-	20,000	20,000	3,000
Anthony & Pat Charitable Foundation	-	650	650	-
Barcapel Foundation	-	10,000	10,000	-
World Vision	-	23,880	23,880	44,777
Comic Relief UK	-	4,910	4,910	4,910
BBC Children in Need	-	29,305	29,305	9,063
Charlotte Marshall Charitable Trust	-	-	-	500
Marathon of Marathons	-	7,500	7,500	18,500
Oakdale Trust Prisoner Rehabilitation	-	500	500	-
The Evan Cornish Foundation	-	5,000	5,000	-
Broadwall Foundation	-	5,000	5,000	-
Clydesdale Bank	-	400	400	-
UIA Charitable Foundation	-	1,000	1,000	-
Weavers Benevolent Fund	-	5,000	5,000	-
Open Gate	-	1,500	1,500	-
Souter Charitable Trust	-	-	-	5,000
Carnelian Trust	-	-	-	15,000
London Borough of Hackney	-	-	-	400
Other Grants and donations	-	200	200	5,000
Total	-	134,845	134,845	119,650

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**3c. Education and Capacity Building**

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
John Kobal Foundation	-	-	-	5,000
The Photographic Angle	-	-	-	6,000
London Borough of Bromley	-	-	-	5,000
The Save the Children Fund	-	-	-	22,711
London Art Fair (Gifts in Kind)	-	2,350	<b>2,350</b>	-
Fuji (Gifts in Kind)	-	6,400	<b>6,400</b>	-
LIDC (Gifts in Kind)	-	2,250	<b>2,250</b>	-
Shape (Gifts in Kind)	-	3,000	<b>3,000</b>	-
Rich Mix Centre (Gifts in Kind)	-	5,000	<b>5,000</b>	-
Salesforce com (Gifts in Kind)	-	1,000	<b>1,000</b>	-
Media Trust	-	4,261	<b>4,261</b>	-
Christian Aid	-	1,000	<b>1,000</b>	-
CAFOD	-	12,000	<b>12,000</b>	-
Overseas Development Institute	-	25,094	<b>25,094</b>	-
Royalties	-	-	-	209
<b>Total</b>	<b>-</b>	<b>62,355</b>	<b>62,355</b>	<b>38,920</b>

**4. Resources expended**

	Cost of generating funds	Special Needs	Refugees and Conflict	Vulnerable / Disadvantaged Youth	Education and Capacity Building	Support Costs	Governance Costs	2013 Total	2012 Total
	£	£	£	£	£	£	£	£	£
Staff costs	(17,906)	-	-	(56,702)	(44,765)	(26,859)	(2,984)	(149,215)	(113,817)
Recruitment and training	-	-	-	-	-	(2,118)	-	(2,118)	(9,077)
Rent, insurance and services	-	-	-	-	-	(19,958)	-	(19,958)	(20,784)
Depreciation	-	-	-	-	-	(4,689)	-	(4,689)	(2,790)
Communications and IT	-	-	-	-	-	(12,497)	(500)	(12,997)	(14,657)
Office costs	-	-	-	-	-	(4,941)	-	(4,941)	(5,118)
Fundraising events costs	(57,510)	-	-	-	-	-	-	(57,510)	(68,858)
Sundry administration costs	-	-	-	-	-	(366)	-	(366)	(312)
Auditor's remuneration	-	-	-	-	-	-	-	-	(3,500)
Independent examiner's fees	-	-	-	-	-	-	(2,500)	(2,500)	-
Other professional fees	-	-	-	-	-	(11,701)	-	(11,701)	(9,585)
Banking and financial costs	-	-	-	-	-	(1,170)	-	(1,170)	(814)
Marketing and publicity	(1,836)	-	-	-	-	-	-	(1,836)	(5,622)
Project costs	-	-	-	(42,343)	(33,781)	-	-	(76,124)	(100,222)
Project facilitator costs	-	-	-	(38,208)	(12,484)	-	-	(50,692)	(12,638)
Travel and room hire	-	-	-	-	-	(2,875)	(500)	(3,375)	(1,958)
Volunteer costs	-	-	-	-	-	(1,930)	-	(1,930)	(2,595)
	(77,252)	-	-	(137,253)	(91,030)	(89,103)	(6,484)	(401,122)	(372,347)
Add allocation of support costs	-	-	-	(49,793)	(39,310)	89,103	-	-	-
<b>Total resources expended</b>	<b>(77,252)</b>	<b>-</b>	<b>-</b>	<b>(187,046)</b>	<b>(130,340)</b>	<b>-</b>	<b>(6,484)</b>	<b>(401,122)</b>	<b>(372,347)</b>

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

<b>a</b>	This is stated after charging / crediting	<b>2013</b>	<b>2012</b>
		£	£
	Depreciation	4,689	2,790
	Auditors' remuneration	-	3,500
	Independent Examiner's fees	2,500	-
	Operating lease rentals		
	▪ property (see note 13)	12,681	12,316
	▪ franking (see note 13)	1,060	1,060
	Directors received neither remuneration nor reimbursed expenses during the year		
<b>b</b>	Valuation of Donated Resources	<b>2013</b>	<b>2012</b>
		£	£
	Auction venue and Catering, Lectures, IT	11,500	22,350
	Database services , Exhibitions	17,750	1,000
	Database services , room hire	7,050	300
	Database services , room hire	1,000	1,000
	Fundraising		
	Projects		
	Support Costs		
	Governance		
	Above includes Salesforce database licences -£5,300 shared between fundraising, projects and support, Venue and equipment for the auction - £11,000, Stand at fair - £2,350, Lectures and room hire - £4,250, Project exhibitions - £8,000, Fuji cameras - £6,400,	<b>37,300</b>	<b>24,650</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**

Staff costs were as follows	<b>2013</b>	<b>2012</b>
	£	£
Salaries and wages	136,417	103,088
Social security costs	12,798	10,731
	<b>149,215</b>	<b>113,819</b>
Staff welfare	461	916
	<b>149,676</b>	<b>114,735</b>

No employee earned more than £60,000 during the year (2012 - 0) The number of employees participating in the pension scheme during the year was 0 (2012 - 0)

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

	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	No	No	%	%
Cost of generating funds	0 6	0 6	12%	13%
Special Needs	-	0 1	-	2%
Refugees and Conflict	-	0 1	-	2%
Vulnerable / Disadvantaged Youth	1 9	1 3	38%	28%
Education and Capacity Building	1 5	1 5	30%	33%
Support costs	0 9	0 9	18%	20%
Governance	0 1	0 1	2%	2%
	<b>5 0</b>	<b>4 6</b>	<b>100%</b>	<b>100%</b>



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**For the year ended 31 March 2013**

**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	31,730
Additions in year	5,694
Disposals in year	<u>(499)</u>
At the end of the year	<u>36,925</u>
<b>Depreciation</b>	
At the start of the year	(28,940)
Charge for the year	(4,689)
Disposals in year	<u>499</u>
At the end of the year	<u>(33,130)</u>
<b>Net book value</b>	
At the end of the year	<u>3,795</u>
At the start of the year	<u>2,790</u>

All tangible fixed assets are used for direct charitable purposes

**9 Debtors**

	2013 £	2012 £
Operating debtors	1,070	300
Other debtors	1,100	-
Prepayments	6,939	7,928
Grants receivable	<u>26,581</u>	<u>-</u>
	<u>35,690</u>	<u>8,228</u>

**10 Creditors amounts due within one year**

	2013 £	2012 £
Operating creditors	(7,988)	(4,140)
Accruals and Provisions	(3,500)	(5,462)
Other creditors	<u>(3,627)</u>	<u>(2,049)</u>
	<u>(15,115)</u>	<u>(11,651)</u>

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**11 Analysis of net assets between funds**

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	-	3,795	3,795
Net current assets	76,929	44,401	121,330
<b>Net assets at the end of the year</b>	<b>76,929</b>	<b>48,196</b>	<b>125,125</b>

**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	87,030	172,193	(211,027)	-	48,196
<b>Total unrestricted funds</b>	<b>87,030</b>	<b>172,193</b>	<b>(211,027)</b>	<b>-</b>	<b>48,196</b>
<b>Restricted funds</b>					
<i>Restricted income funds</i>					
Special Needs	-	-	-	-	-
Refugees and Conflict	-	-	-	-	-
Vulnerable / Disadvantaged Youth	55,308	134,845	(133,755)	-	56,398
Education and Capacity Building	14,516	62,355	(56,340)	-	20,531
<b>Total restricted funds</b>	<b>69,824</b>	<b>197,200</b>	<b>(190,095)</b>	<b>-</b>	<b>76,929</b>
<b>Total funds</b>	<b>156,854</b>	<b>369,393</b>	<b>(401,122)</b>	<b>-</b>	<b>125,125</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, Rights Cameras Action, Voices of Freedom, Able Voices, Shutter Release
- Education and Capacity Building - Bursary Scheme, Royalties, Bursary, Picture That, ODI Direct Cash Transfers, Cam360, CAFOD Wash, PICs

**13 Operating lease commitments**

Rent and service charge payments totalled £12,681 (2012 £12,316) 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 (2012 £1,060). The agreement ends in 2015.