

# PhotoVoice

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010



COMPANY NO: 3938488

CHARITY NO: 1096598

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©Jin Ling/Sight of Emotion/PhotoVoice



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**Sights Unseen** Photography by blind and visually impaired people in the UK, Mexico and China

Front Page from top left ©Ajab Gul/SMILE/Refugee Council/PhotoVoice, ©Amar Singh/SKA/DSN/PhotoVoice, ©Sesai/MSPA/PhotoVoice, ©Samanta Saric/World Vision/PhotoVoice, ©Irina/World Vision/PhotoVoice, ©Dylan Sharrock/Cheshire East/PhotoVoice, ©Abdul Rahman/MSPA/PhotoVoice, ©Suad Mohammed/Fairbridge/PhotoVoice

## **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 number** 1096598

### **Registered office**

94 Leonard Street  
London EC2A 4RH

### **Company Secretary**

Dominique Green

### **Trustees**

Ronnie Graham

Co-Chair Appointed April 1<sup>st</sup> 2009 - May 31<sup>st</sup> 2010

Jane Kellas

Co-Chair Appointed April 1<sup>st</sup> 2009 – May 31<sup>st</sup> 2010

David Membrey

Treasurer

Jassim Ahmad

David Constantine

Caroline Haworth

Marc Schlossman

Howard Sharman

Chair from June 1<sup>st</sup> 2010

Sue Steward

Appointed April 28<sup>th</sup> 2009

Oliver s'Jacob

Appointed May 29<sup>th</sup> 2010

### **Staff**

Dominique Green

Managing Director

Matt Daw

Projects Manager

Katherine Howells

Events & Corporate Fundraiser

Jane Martin

Programme Manager (from May 18<sup>th</sup> 2009)

Nic Pursey

Institutional Support

Silvie Wallington

Office Administration (from June 16<sup>th</sup> 2009)

Hannah Crispin

Office Administration (to June 2009)

Tiffany Fairey

Co-Founder, Project Director (to June 2009)

### **Bankers**

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

### **Auditors**

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

**Report of the Board of Trustees  
For the year ended 31 March 2010**

**Organisational Information**

PhotoVoice is an award-winning international charity in its 10<sup>th</sup> year of operation. Its projects empower some of the most disadvantaged groups in the world with photographic skills to enable them to transform their lives and bring about positive social change.

PhotoVoice projects span four continents, working with refugees, street and working children, people with disabilities and other vulnerable and marginalised groups. PhotoVoice always works in partnership with local community organisations and other international organisations.

**OBJECT**

The promotion of education through the teaching of photography and writing skills to persons residing mainly in developing countries and of low income so as to improve their education generally and better enable such persons to express themselves in visual and documentary form.

**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**

PhotoVoice continued to consolidate its change from a small Founder-led charity to a robust organisation

- 1 Completion of a new three year organisational strategy focussing on increasing its overall impact by increasing programme quality,
- 2 Strengthening the new organisational structure, providing continuity with the departure of co-founder/Projects Director with the creation of a new post of Programme manager,
- 3 New trustees were recruited adding further skills to the board in the fields of photography, digital media and the web as well as business management,
- 4 Developed new programmes and partnerships (see below),
- 5 The Friends Scheme was restructured to provide improved event and publication discounts and continues to provide a committed and steady revenue stream,
- 6 Cultivating individual donors to help counteract the serious decline of corporate sponsorship for events This successfully avoided a severe shortfall in covering the costs of the Auction

## **Key achievements during the year**

### **PROGRAMME**

- 1 16 projects implemented – five ongoing, and 11 new ones across three continents – training 52 facilitators and of direct benefit to approximately 1,000 participants and many more indirect beneficiaries in the same communities
- 2 Exhibitions in the UK and overseas Youth as Agents for Change in St Petersburg & Sarajevo, Liverpool – My City My World at the Blue Coat Gallery, Liverpool
- 3 New addition to Methodology Series – Sensory photography photography for blind and visually impaired people
- 4 885 tickets sold for four PhotoVoice Lectures at the Conway Hall and Kings Place in London
- 5 Remitting royalties to participants from their print sales
- 6 Streamlining procedures for new projects
- 7 Creating links with local authorities in Hackney and Liverpool
- 8 Creating a pilot training scheme and successfully delivering 1x one day and 2 x three day training sessions to 36 participants from the arts and development sectors which will form the basis of a training programme in 2010-11

### **ORGANISATIONAL**

- 1 Maintaining levels of voluntary income and increasing restricted income, with the welcome addition of statutory funding in an inhospitable economic climate
- 2 Upgrading and overhauling the PhotoVoice database and website has provided the organisation and its beneficiaries with important new tools to increase its impact and improve its communications

### **COMMUNICATIONS**

- 1 Integrating social networking into the communications strategy – notably Facebook and Twitter
- 2 Highly successful exhibition of Sights Unseen – photography by blind and partially sighted photographers An audio visual slideshow was posted to the BBC website and the project was featured on BBC Radio 4's In Vision programme, bringing exceptional interest and enquiries from the press and public
- 3 New promotional short film created with donated time and facilities
- 4 10<sup>th</sup> anniversary logo created with donated design and studio time

## **Future plans**

During 2010/11 PhotoVoice will continue to develop the organisation to withstand the continuing financial uncertainties and to build on its position as a leader in the field of participatory photography by:

- 1 Reviewing its three-year strategy and its monitoring and evaluation practices with a focus on increasing its overall impact as well as the longer-term stability and sustainability of its programmes and funding,
- 2 Expanding the Board of Trustees to bolster legal and management skills,
- 3 Continuing to developing a greater number of programmes across the world, focusing on longer-term interventions with stronger local partnerships,
- 4 Reviewing the fundraising structure to be less dependent on a single annual event (The Auction),
- 5 Strengthening the organisational structure by reviewing and streamlining all activities and administrative systems, and reviewing staff tasks and areas of responsibility
- 6 Continue to develop and deliver a programme of three-day and one-day workshops in participatory photography for arts and development practitioners and professionals

Project strategy for 2010/11

### **Focus on four key client groups:**

- Young people aged 15 - 24,
- People affected by migration, including refugees and asylum seekers,
- People with disabilities,
- People with mental health issues

### **Programmatic Threads:**

- Mental health and the therapeutic benefits of photography,
- Innovation in participatory photography – new media and methods, new ways of working, new groups to work with For example, work with the blind and visually impaired, poetry, digital stories, and mobile communications,
- Heightening impact and the case for participatory photography for driving social change For example, building in stronger M&E to projects and acting on the results of it, developing partnerships with organisations who can support the development of the evidence base and the application of participatory photography



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©Rajkumar Bohat/SKA/DSN/PhotoVoice



©Amar Singh/SKA/DSN/PhotoVoice

**Images of Foul Play** Photography by members of the Dalit ('untouchable') community in India, campaigning against the illegal practice of Manual Scavenging

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

### **PHOTOVOICE PROJECTS**

#### **Children's Forum**

A founding project of PhotoVoice, established in 1998, that created a programme of photography, self-advocacy and vocational training with Bhutanese refugee youth living in Jhapa and Morang districts, East Nepal. The final phase of the project allowed for the re-printing of the booklet of their work and a budget for the ongoing web hosting and maintenance costs of the Bhutanese refugee website and a freelancer to maintain and update it. The project ended in 2010 with the closure of the camp.

**Partner:** Lutheran World Federation

**Primary Funder:** Comic Relief

#### **Moving Lives**

The third phase of a project started in 2005 with unaccompanied refugee teenagers living in London. In 2009 up to 12 unaccompanied refugees participated in workshops where photography was used as a tool to explore issues that were important to them, build friendships, and learn new skills for their new lives in London.

**Partner:** The Refugee Council

**Primary Funders:** City Parochial Foundation, Jack Petchey Foundation, Paul Hamlyn Foundation, Persula Foundation, London Councils

#### **Beyond Vision**

A peer education and vocational photographic training project with street children in Ecuador. Started in 2007 and closed in 2010, the final phase of the project focused on building Juconi's capacity and resources so that they could integrate participatory photography techniques into their own family therapy methods with children and their families and sustain ongoing photography-related activities independently beyond the end of PhotoVoice's direct support.

**Partner:** Juconi

**Primary Funder:** Insight Investment

#### **PhotoVoice Bursary Scheme**

Phase Two of a scheme started in 2008 to award bursaries to enthusiastic and talented participants in PhotoVoice projects to allow them to develop skills or undertake a personal project of importance to them. Two of a possible four Bursaries were awarded in the financial year and the remaining two are expected to be completed by the end of the calendar year.

**Funder:** John Kobal Foundation

#### **Sights Unseen**

The training of Sights Unseen facilitators to lead Sensory Photography workshops for blind and visually impaired people in Beijing and in the African and Caribbean community in South London, Plus implementation of an awareness raising campaign and publication of a Methodology Series DVD and website download – 'Sensory Photography: photography for the blind and visually impaired'.

**Partners:** Sight of Emotion, OBAC, One Plus One

**Primary Funder:** Pfizer UK Foundation, Greater London Fund for the Blind, Schroders plc

### How We See It

Photography, video and digital stories produced by young people from inner London, challenging stereotyping of young people and creating a diversity of images of their concerns and dreams

**Partner:** Fairbridge

**Primary Funder:** Anonymous donor

### Visible Rights

A project based in Afghanistan designed to strengthen the capacity of children and MSPA staff to use photography as a means of self communication, advocacy and awareness raising, to build the voices and participation of children in community development and to advocate for improved rights of children in line with UN Convention on the Rights of The Child (UNCRC)

**Partner:** Media Support Partnership Afghanistan (MSPA)

**Primary Funders:** Evan Cornish Foundation, PQ Blackwell, Souter Charitable Trust, Body Shop Foundation & 'Friends of PhotoVoice' donations campaign

### Images of Foul Play

A project designed with the Dalit Solidarity Network in India. Their mission is to see that the practice of manual scavenging is eradicated in India and for people working as manual scavengers to be supported to secure alternative occupations

**Partner:** SKA (Safai Karmachari Andolan, the Liberation Movement of those employed as scavengers)

**Primary Funders:** AB Charitable Trust, Commonwealth Foundation, Eva Reckitt Trust Fund, Westcroft Trust

### Moving Stories

One day photography taster with teenage Irish Traveller girls. Part of Discover Young Hackney 2010

**Partner:** Hackney Homes Gypsy, Roma & Traveller Team

**Primary Funders:** Discover Young Hackney

### COMMISSIONED PROJECTS

#### **CeRe, Consultancy, Romania**

Training and support in use of PhotoVoice methodology

**Partner/Funder:** Centrul de Resurse, Romania

#### **My City, My World**

Photography by looked-after children and disabled young people across Liverpool

**Partner/Funder:** Liverpool City Council

#### **Transitions**

Disabled young people at different stages of the transition from child to adult services in the North West share their experiences through photography, informing improvements to the service

**Partner/Funder:** Liverpool City Council

#### **Having Our Say**

Photography by young people at risk of, or affected by, sexual exploitation

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

### PUBLICATIONS, DVDS and WEBSITES

- **PV Methodology Series** Sensory Photography Photography for blind and visually impaired people



**EXHIBITIONS**

**My City My World**

- ICAP, London
- Blue Coat, Liverpool

**Sights Unseen**

- ICAP, London
- AOP, London

**Youth as Agent for Change – Direct Voices**

- St Petersburg
- Sarajevo

**Moving Lives**

- Refugee Council, London

**How We See It**

- Tate Modern, London

**PhotoVoice General Exhibitions and Presentations**

- London Art Fair

**FUNDRAISING EVENTS & ACTIVITIES**

**Red Dot Auction** December 3<sup>rd</sup> 2009, AOP

**London Art Fair:** January 13<sup>th</sup>-19<sup>th</sup> 2010, Business Design Centre, London

**PhotoVoice Auction of Exceptional Photography 2009:**

December 8<sup>th</sup> 2009, Auction of prints donated by world renowned photographers and photojournalists, Reuters, London

**Ambassadors' Dinner**

March 15<sup>th</sup> 2010, Baltic Restaurant, London

**TALKS AND CONFERENCES**

**PhotoVoice Lecture Series 2009**

Oliver Chanarin and Adam Broomberg, May 19<sup>th</sup> 2009 Conway Hall, London

Simon Norfolk, June 11<sup>th</sup> 2009 Conway Hall, London

Tom Stoddart, October 6<sup>th</sup> 2009 Conway Hall, London

**PhotoVoice Statement of Ethical Practice** presentation, Responsibility to the Story Conference, September 11<sup>th</sup> 2009, University of York

**Participatory Photography** Panel Discussion January 14<sup>th</sup> 2010, London Art Fair

**Sensory Photography** presentation, January 21<sup>st</sup> 2010, AOP, London

**Participatory Photography** Panel Discussion March 6<sup>th</sup> 2010, Activist Festival, Shaw Theatre, London

**FUNDERS**

AB Charitable Trust  
Amnesty International  
BBT Trust  
Body Shop Foundation  
Bowne International (Gifts in Kind)  
Carnelian Trust  
Centrul de Resurse, Romania  
Charlotte Marshall Charitable Trust  
Commonwealth Foundation  
Courtts Charitable Trust  
Education & General Charitable Trust  
Eva Reckitt Trust Fund  
Evan Cornish Foundation  
Fujitsu (Gifts in Kind)  
Garfield Weston Foundation  
Greater London Fund for the Blind  
Hackney Parochial Charities  
Hospital Saturday Fund  
Insight Investment

Jocarno Fund  
John Kobal Foundation  
Liverpool City Council  
London Borough of Hackney  
National Working Group for Sexually  
Exploited Children  
Open Gate  
PQ Blackwell Ltd  
Reuters (Gifts in Kind)  
Salesforce (Gifts in Kind)  
Schroders-Forbes  
Souter Charitable Trust  
Sylvia Adams Charitable Trust  
Tim Ashley  
Vanderbilt Family Foundation  
Yorkshire & Clydesdale Bank Foundation  
Westcroft Trust  
World Vision

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



©Dean/LCC/PhotoVoice



©Melissa Walsh/LCC/PhotoVoice



©Fatima Gulakow/LCC/PhotoVoice

**My City My World** Photography in partnership with the Liverpool City Council (LCC) to deliver photographic workshops with young people across Liverpool to provide them with a new skill and a way to express their thoughts and aspirations to their families, peers and the public

## **Financial Review**

PhotoVoice's annual income increased by over 25% from £409,578 to £514,452 with expenditure also increasing from £393,208 to £518,864, resulting in a deficit of £4,412

A successful, and repeated, contract with Liverpool City Council accounts for the single biggest increase in charitable activity (Vulnerable/Disadvantaged Youth increasing income from £19,360 to £185,000) although it must be noted that the nature of the work undertaken by PhotoVoice and its partners/funders is highly variable and can vary significantly from year to year. Also, the increased expenditure was due in part to the completion of longstanding projects. Staff salaries and overheads actually decreased. There was a marked drop in investment income due to the collapse of bank interest rates.

Unrestricted reserves increased by almost 38% to £133,084 which will cover almost six months staff costs and overhead expenditure based on the 2010/11 budget approved by the Trustee board. This is within the three to six months range outlined in PhotoVoice's reserves policy. Restricted reserves decreased by 31% to £92,060 due to the completion of longstanding projects and staff costs decreased by 3% to £180,275, reflecting the freeze on hiring and restricting salary increases.

Voluntary income decreased by £21,551 to £231,756. The PhotoVoice Auction of Photography hosted by Reuters raised £12,000 less than the previous year and PV had to cover some of the expenses of the auction due to the collapse of corporate sponsorship. However the net result was considerably better than had been anticipated as a result of an emergency fundraising campaign and stringent cost controls. PhotoVoice continues to raise funds and increase its profile with its ever-popular Lecture Series, which attracted over 800 supporters.



©Steven Davidson

**The PhotoVoice Auction 2009**

## **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**

PhotoVoice has highlighted key areas of expertise that it looks to have represented on its board in order to work, as a charity, to its maximum capacity. These areas of expertise include the following:

- Photography/Digital media
- Finance/Charity Accounting
- Law
- Fundraising
- Media/PR
- Business skills
- International development and programme management

A skills audit of the trustee board is carried out on an annual basis and gaps in expertise are highlighted. According to the skills gap highlighted, new trustees are recruited through the existing trustees and through the contacts and supporters of PhotoVoice. At times PhotoVoice is approached by individuals wanting to become trustees who are assessed according to the skills and experience they can bring to the trustee board and with reference to the most recent skills audit.

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> 2010 was 9 (2009 - 6).

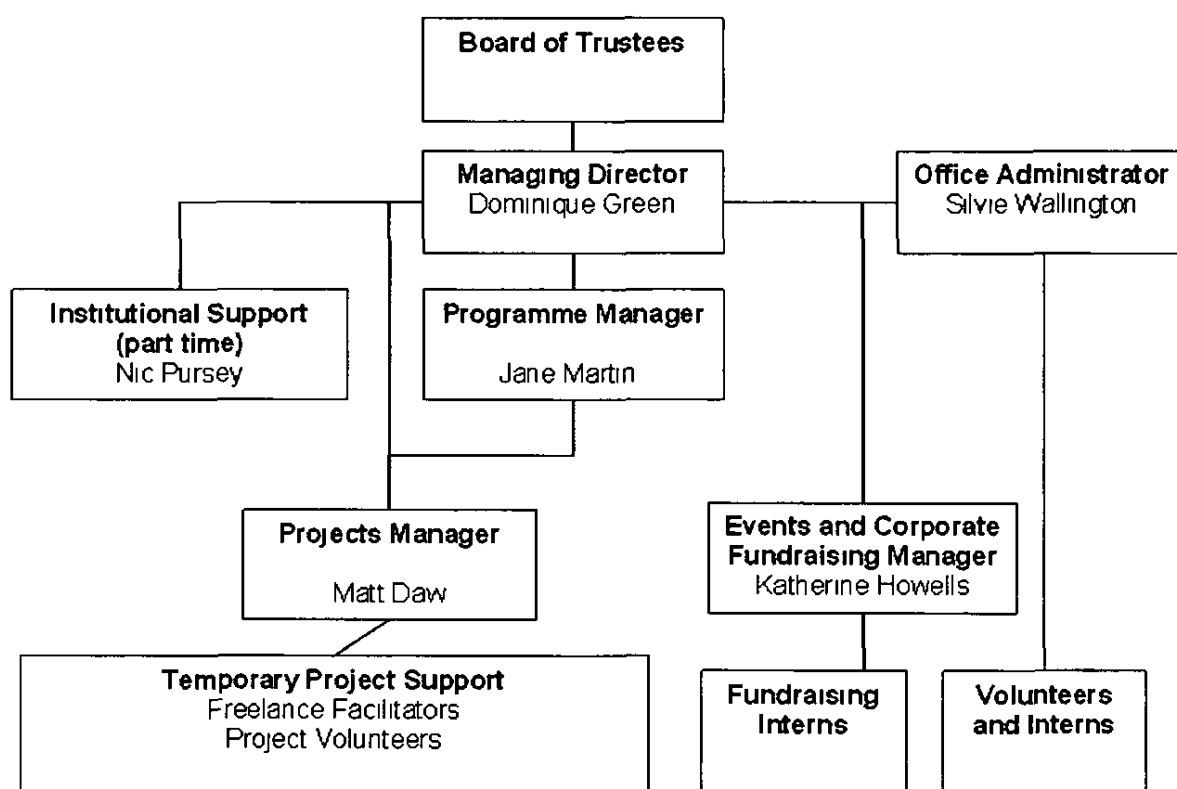
### **TRUSTEE INDUCTION AND TRAINING**

Most trustees are already familiar with the work of PhotoVoice having attended PhotoVoice events and exhibitions, and in some cases, having had involvement with PhotoVoice projects. When a trustee first joins the PhotoVoice board, an assessment is made as to the level of their knowledge of the organisation. An induction programme is then designed according to their specific needs. Induction may include short in-house training sessions 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 Managing Director. 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 Managing Director attends the meetings to provide reports and recommendations for the trustees and is joined by the Programme Manager and other staff as required.

Operational decisions are made on a day-to-day basis by the Managing Director, 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 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 three to six months' normal expenditure on staff salaries and basic services.

## STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. 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 charity and of the net income or expenditure of the charity for the year. 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,
- 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 the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

## PUBLIC BENEFIT STATEMENT

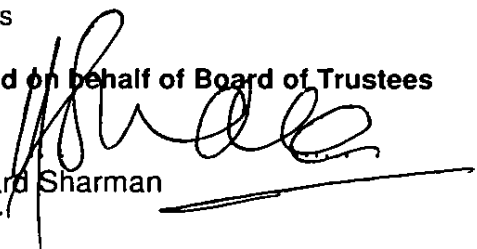
The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, '*charities and public benefit*'.

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.

## AUDITORS

GMAK were reappointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Signed on behalf of Board of Trustees

  
Howard Sharman  
Chair

Date

26/10/10

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PHOTOVOICE

We have audited the financial statements of PhotoVoice for the year ended March 31<sup>st</sup> 2010, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

### Respective responsibilities of the trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations required for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion:

- the financial statements give a true and fair view of the charity's affairs at March 31<sup>st</sup> 2010 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with part 15 of the Companies Act 2006, and
- the information given in the Trustees Annual Report is consistent with the financial statements.

### Emphasis of matter – Going concern

In common with many other charitable organisations the charity is partially dependent on periodic grants to ensure its continuation as a going concern. There is no reason to suppose that these will not continue. In view of the significance of this financial uncertainty, we consider it should be drawn to your attention, but we do not qualify our report in this respect.

.....*A. Ktistakis*.....

Angela Ktistakis, Senior Statutory Auditor,  
For and on behalf of GMAK Statutory Auditors

Dated 28 Oct 2010  
5/7 Vernon Yard  
Portobello Road  
London W11 2DX

**PHOTOVOICE**

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

**For the year ended 31 March 2010**

	Note	Unrestricted Income £	Restricted income £	2010 Total £	2009 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	231,756	-	<b>231,756</b>	253,307
Investment income		461	-	<b>461</b>	6,753
<i>Incoming resources from charitable activities</i>	3				
Special Needs		-	9,800	<b>9,800</b>	76,733
Refugees and Conflict		-	45,044	<b>45,044</b>	8,029
Vulnerable / Disadvantaged Youth		-	185,000	<b>185,000</b>	19,360
Education and Capacity Building		-	42,391	<b>42,391</b>	45,396
<b>Total incoming resources</b>		<b>232,217</b>	<b>282,235</b>	<b>514,452</b>	<b>409,578</b>
<b>Resources expended</b>	4				
<i>Costs of generating funds</i>					
Cost of generating voluntary income		(63,104)	-	<b>(63,104)</b>	(70,780)
<i>Charitable activities</i>					
Special Needs		(22,222)	(67,828)	<b>(90,050)</b>	(70,862)
Refugees and Conflict		(9,523)	(28,768)	<b>(38,291)</b>	(68,389)
Vulnerable / Disadvantaged Youth		(57,141)	(180,060)	<b>(237,201)</b>	(60,589)
Education and Capacity Building		(34,920)	(46,290)	<b>(81,210)</b>	(116,096)
<i>Governance costs</i>		(9,008)	-	<b>(9,008)</b>	(6,492)
<b>Total resources expended</b>		<b>(195,918)</b>	<b>(322,946)</b>	<b>(518,864)</b>	<b>(393,208)</b>
<b>Net income/(deficit) for the year</b>	5	<b>36,299</b>	<b>(40,711)</b>	<b>(4,412)</b>	<b>16,370</b>
<b>Funds at the start of the year</b>		<b>96,785</b>	<b>132,771</b>	<b>229,556</b>	<b>213,186</b>
<b>Funds at the end of the year</b>		<b>133,084</b>	<b>92,060</b>	<b>225,144</b>	<b>229,556</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**

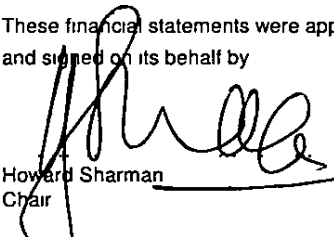
**Balance sheet**


**For the year ended 31 March 2010**

	Note	£	2010 £	2009 £
<b>Fixed assets</b>				
Tangible fixed assets	8		2,543	6,268
<b>Current assets</b>				
Debtors	9	23,026		73,482
Cash at bank and in hand		<u>207,374</u>		<u>219,654</u>
		230,400		293,136
<b>Creditors amounts due within 1 year</b>	10	<u>(7,799)</u>		<u>(69,848)</u>
<b>Net current assets</b>			<u>222,601</u>	<u>223,288</u>
<b>Net assets</b>	11		<u>225,144</u>	<u>229,556</u>
<b>Funds</b>	12			
Restricted funds				
Income funds			92,060	132,771
Unrestricted funds				
General funds			<u>133,084</u>	<u>96,785</u>
<b>Total funds</b>			<u>225,144</u>	<u>229,556</u>

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

These financial statements were approved by the Trustees on 26 10 10 and signed on its behalf by

  
Howard Sharman  
Chair

  
David Membrey  
Treasurer

## PHOTOVOICE

### Notes to the financial statements

**For the year ended 31 March 2010**

#### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Small 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 on the following basis which are an estimate of the amount attributable to each activity, based on the number of staff members as per note 6.

Cost of generating funds	11%
Special Needs	13%
Refugees and Conflict	5%
Vulnerable / Disadvantaged Youth	33%
Education and Capacity Building	20%
Support costs	16%
Governance	2%

- 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.

## PHOTOVOICE

### Notes to the financial statements

For the year ended 31 March 2010

#### 1. Accounting policies (continued)

- g) Governance costs include the corporate management, strategic planning, restructuring and one-off consultancy to develop the organisation, as well as audit 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.

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

Where expenditure on a project or programme area exceeds the restricted funds available for that project or area, then the 'overspend' is met by transfers from unrestricted funds during the year. Should sufficient appropriate restricted funds subsequently become available these transfers will be reclaimed.

- l) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.
- m) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due.

**PHOTOVOICE**

**Notes to the financial statements**

**For the year ended 31 March 2010**

**2. Voluntary income**

	Restricted income £	Unrestricted £	2010 Total £	2009 Total £
<b><u>Grants Receivable</u></b>				
Investec	-	-	-	3,000
Clifford Chance	-	-	-	5,000
<b><u>Donations</u></b>				
Jocarno Fund	-	6,730	<b>6,730</b>	4,273
John Booth Foundation	-	5,000	<b>5,000</b>	-
Carnelian Trust	-	30,000	<b>30,000</b>	30,000
BBT Trust	-	4,319	<b>4,319</b>	4,302
Education and General Charitable Trust	-	1,500	<b>1,500</b>	1,500
Link Asset and Securities Co	-	-	-	5,000
Vanderbilt Family Foundation	-	3,016	<b>3,016</b>	-
City Parochial Foundation	-	-	-	1,000
Coutts Charitable Trust	-	750	<b>750</b>	500
Hackney Parochial Charities	-	500	<b>500</b>	500
Tim Ashley - Auction	-	1,000	<b>1,000</b>	-
Hospital Saturday Fund	-	-	-	1,000
Schroeder Forbes	-	-	-	3,600
Reuters (Gifts in Kind)	-	10,000	<b>10,000</b>	10,000
Salesforce com (Gifts in Kind)	-	10,000	<b>10,000</b>	-
Fujitsu (Gifts in Kind)	-	10,000	<b>10,000</b>	-
Bowne International (Gifts in Kind)	-	-	-	8,000
Other Gifts in Kind	-	15,600	<b>15,600</b>	24,100
Other grants and donations	-	16,629	<b>16,629</b>	9,738
<b><u>Other Income</u></b>				
Auction Print Sales	-	89,443	<b>89,443</b>	106,689
Lecture Ticket sales	-	6,893	<b>6,893</b>	6,517
Workshop Ticket sales	-	-	-	3,449
Training sales	-	12,473	<b>12,473</b>	-
Other print and publication sales	-	7,903	<b>7,903</b>	25,139
<b>Total</b>	<b>-</b>	<b>231,756</b>	<b>231,756</b>	<b>253,307</b>

**PHOTOVOICE**

**Notes to the financial statements**

**For the year ended 31 March 2010**

**3 Activities in furtherance of the charity's objects**

**3a. Special Needs**

	Restricted income £	Unrestricted £	2010 Total £	2009 Total £
Greater London Fund for the Blind	7,300	-	7,300	-
Schroder PLC	-	-	-	25,000
Pfizer UK Foundation	-	-	-	25,000
United Response	-	-	-	12,995
Other grants and donations	2,500	-	2,500	10,738
Gifts in kind	-	-	-	3,000
<b>Total</b>	<b>9,800</b>	<b>-</b>	<b>9,800</b>	<b>76,733</b>

**3b Refugees and Conflict**

	Restricted income £	Unrestricted £	2010 Total £	2009 Total £
City Parochial Foundation	-	-	-	3,375
Economist Group Charitable Trust	-	-	-	4,000
Amnesty International	11,078	-	11,078	-
Commonwealth Foundation	4,000	-	4,000	-
Westcroft Trust	350	-	350	-
AB Charitable Trust	5,000	-	5,000	-
Eva Reckitt Trust Fund	500	-	500	-
London Borough of Hackney	1,000	-	1,000	-
PQ Blackwell Ltd	5,302	-	5,302	-
Evan Cornish Foundation	10,000	-	10,000	-
Charlotte Marshall Charitable Trust	750	-	750	-
Open Gate	1,000	-	1,000	-
Body Shop Foundation	2,000	-	2,000	-
Souter Charitable Trust	3,000	-	3,000	-
Other grants and donations	1,064	-	1,064	654
<b>Total</b>	<b>45,044</b>	<b>-</b>	<b>45,044</b>	<b>8,029</b>

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**Notes to the financial statements**

**For the year ended 31 March 2010**

**3c. Vulnerable/Disadvantaged Youth**

	Restricted income £	Unrestricted £	2010 Total £	2009 Total £
Insight Investment	-	-	-	15,000
Dorfred Charitable Trust	-	-	-	750
Open Gate	-	-	-	1,000
Feed the Minds	-	-	-	2,500
Garfield Weston Foundation	20,000	-	20,000	-
Insight Investment	5,000	-	5,000	-
Liverpool City Council	94,745	-	94,745	-
National Working Group for Sexually Exploited Children	10,207	-	10,207	-
World Vision	32,440	-	32,440	-
Carnelian Trust	20,000	-	20,000	-
Other Grants and donations	2,608	-	2,608	110
<b>Total</b>	<b>185,000</b>	<b>-</b>	<b>185,000</b>	<b>19,360</b>

**3d Education and Capacity Building**

	Restricted income £	Unrestricted £	2010 Total £	2009 Total £
Charlotte Marshall Charitable Trust	500	-	500	-
Insight Investment	6,000	-	6,000	-
Yorkshire and Clydsdale Bank Foundation	400	-	400	-
Sylvia Adams Charitable Trust	25,000	-	25,000	15,000
Arts Council	-	-	-	1,971
Henry Smith Charity	-	-	-	4,000
Kraszna-Krausz Foundation	-	-	-	3,000
John Kopal Foundation	5,000	-	5,000	5,000
Centrul de Resurse, Romania	2,903	-	2,903	6,597
Project AWARE Foundation	-	-	-	2,100
Other print and publication sales	2,588	-	2,588	7,564
Other Grants and donations	-	-	-	164
<b>Total</b>	<b>42,391</b>	<b>-</b>	<b>42,391</b>	<b>45,396</b>

**4 Resources expended**

	Cost of generating funds		Refugees and Conflict	Vulnerable / Disadvantaged Youth	Education and Capacity Building		Support Costs	Governance Costs	2010 Total		2009 Total	
	£	£	£	£	£	£	£	£	£	£	£	£
Staff costs	(19,435)	(23,223)	(9,906)	(59,844)	(35,711)	(28,269)	(3,887)	(180,275)	(185,842)			
Recruitment and training	(450)	-	-	-	-	(919)	-	(1,369)	(4,654)			
Rent, insurance and services	-	-	-	-	-	(18,885)	-	(18,885)	(15,678)			
Depreciation	-	(640)	(640)	(640)	(640)	(1,165)	-	(3,725)	(4,650)			
Communications and IT*	(5,333)	-	-	-	-	(28,115)	-	(33,448)	(6,407)			
Office costs	-	(64)	(105)	(156)	(116)	(7,313)	-	(7,754)	(9,525)			
Fundraising Events costs*	(34,886)	-	-	-	-	(663)	-	(34,886)	(55,612)			
Sundry administration costs	-	-	-	-	-	-	-	(663)	-			
Auditor's fees	-	-	-	-	-	-	(3,715)	(3,715)	(2,433)			
Other professional fees	-	-	-	-	-	(5,878)	(15)	(5,893)	(5,037)			
Banking and financial costs	-	-	-	-	-	-	(391)	(391)	(127)			
Marketing and publicity*	(1,000)	-	-	-	-	(3,633)	-	(4,633)	(12,218)			
Project costs	-	(15,165)	(11,407)	(55,482)	(8,163)	(4,724)	-	(94,941)	(82,001)			
Project Facilitator costs	-	(28,719)	(6,710)	(63,878)	(1,504)	(18,609)	-	(119,420)	(23,576)			
Travel and Room hire	(2,000)	(17)	-	-	-	(2,549)	(1,000)	(5,566)	(3,957)			
Volunteer costs	-	-	-	(60)	(156)	(3,084)	-	(3,300)	(1,491)			
	(63,104)	(67,828)	(28,768)	(180,060)	(46,290)	(123,806)	(9,008)	(518,864)	(393,208)			
Add allocation of support costs	-	(22,222)	(9,523)	(57,141)	(34,920)	123,806	-	-	-			
<b>Total resources expended</b>	<b>(63,104)</b>	<b>(90,050)</b>	<b>(39,291)</b>	<b>(237,201)</b>	<b>(81,210)</b>	<b>-</b>	<b>(9,008)</b>	<b>(518,864)</b>	<b>(393,208)</b>			

\* includes Gifts in Kind to the value of £23,133 in cost of generating funds

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Notes to the financial statements

For the year ended 31 March 2010

**5 Net incoming/(outgoing) resources for the year**

<b>a</b>	This is stated after charging / crediting	<b>2010</b>	<b>2009</b>
		£	£
	Depreciation	3,725	4,650
	Auditors' remuneration		
	▪ audit	3,715	2,433
	Operating lease rentals		
	▪ property (see note 13)	11,808	11,621
	▪ franking (see note 13)	1,016	
	Directors received neither remuneration nor reimbursed expenses during the year		

<b>b</b>	Valuation of Donated Resources	<b>2010</b>	<b>2009</b>
		£	£
	Auction venue and Catering Lectures IT	23,133	38,000
	Meeting rooms, equipment and IT	7,834	3,000
	Storage meeting venue and database services	13,633	3,100
	Meeting rooms	1,000	1,000
	Fundraising Projects Support Costs Governance		

Above includes £20,000 of IT goods & services Salesforce database licences  
-£10k shared between fundraising projects and support and Fujitsu data  
migration- 10K in support costs

**45,600** **45,100**

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>2010</b>	<b>2009</b>
	£	£
Salaries and wages	163,910	168,903
Social security costs	16,365	16,939
	<b>180,275</b>	<b>185,842</b>
Staff welfare and travel	1,303	2,262
	<b>181,578</b>	<b>188,104</b>

No employee earned more than £60,000 during the year (2009 - 0) The number of employees participating in the pension scheme during the year was 0 (2009 - 0)

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

	<b>2010</b>	<b>2009</b>
	No	No
Cost of generating funds	0.6	1.2
Special Needs	0.7	1.1
Refugees and Conflict	0.3	0.9
Vulnerable / Disadvantaged Youth	1.8	0.9
Education and Capacity Building	1.1	1.4
Support costs	0.9	0.5
Governance	0.1	0.2
	<b>5.5</b>	<b>6.2</b>

**7 Taxation**

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



**PHOTOVOICE**

**Notes to the financial statements**

**For the year ended 31 March 2010**

**8 Tangible fixed assets**

	Office & other equipment £
<b>Cost</b>	
At the start of the year	25,500
Additions in year	-
At the end of the year	<u>25,500</u>
<b>Depreciation</b>	
At the start of the year	(19,232)
Charge for the year	<u>(3,725)</u>
At the end of the year	<u>(22,957)</u>
<b>Net book value</b>	
At the end of the year	<u>2,543</u>
At the start of the year	<u>6,268</u>

All tangible fixed assets are used for direct charitable purposes

**9 Debtors**

	2010 £	2009 £
Other debtors	3,915	7,875
Prepayments	4,111	5,707
Grants receivable	<u>15,000</u>	<u>59,900</u>
	<u>23,026</u>	<u>73,482</u>

**10 Creditors amounts due within 1 year**

	2010 £	2009 £
Operating creditors	(124)	(2,807)
Accruals and Provisions	(5,500)	(5,000)
Deferred income	-	(59,900)
Other creditors	<u>(2,175)</u>	<u>(2,141)</u>
	<u>(7,799)</u>	<u>(69,848)</u>

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Notes to the financial statements

For the year ended 31 March 2010

11 Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	1 280	1,263	2,543
Net current assets	90 780	131,821	222,601
<b>Net assets at the end of the year</b>	<b>92,060</b>	<b>133,084</b>	<b>225,144</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	96,785	232,217	(195 918)	-	133,084
<b>Total unrestricted funds</b>	<b>96,785</b>	<b>232,217</b>	<b>(195,918)</b>	<b>-</b>	<b>133,084</b>
<b>Restricted funds</b>					
<i>Restricted income funds</i>					
Special Needs	63 229	9,800	(67,828)	(4,880)	321
Refugees and Conflict	10,365	45,044	(28,768)	2,975	29,616
Vulnerable / Disadvantaged Youth	16,937	185 000	(180,060)	30,000	51,877
Education and Capacity Building	42,240	42,391	(46 290)	(28 095)	10,246
<b>Total restricted funds</b>	<b>132,771</b>	<b>282,235</b>	<b>(322,946)</b>	<b>-</b>	<b>92,060</b>
<b>Total funds</b>	<b>229,556</b>	<b>514,452</b>	<b>(518,864)</b>	<b>-</b>	<b>225,144</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

- Special Needs - Sight Unseen, Our City Our World (Fusion), Towry Law
- Refugees and Conflict - Side by Side, Visible Rights, Images of Foul Play
- Vulnerable/Disadvantaged Youth - Family Focus, Our City Our World (Home), Having Our Say, World Vision, Moving Stories, Images of What is Ours, Young Parents
- Education and Capacity Building - Bursary, CeRe, Insight/ICAP

13 Operating lease commitments

Rent and service charge payments totaling £11,828 for the year to 31 March 2010 were made under its Letting Agreement for offices at the 94 Leonard Street. The Agreement is terminable on three months notice by the Charity. Rent and service charge payments for the year ending 31 March 2011 are expected to be £12,000.

NEOPOST franking machine located in the office quarterly payments £254. Payments for the year ending 31 March 2011 are expected to be £1016. Agreement ends 2015.