

PEOPLE'S VOICE MEDIA

England & Wales · Charity number 1059681

Details

Other names	MANCHESTER COMMUNITY INFORMATION NETWORK, M C I N
Status	Registered
Legal form	Charitable company
Company number	03083575
Registered	1996-12-09
Register	View on the Charity Commission register

Contact

Address	The Fort Offices Artillery Business Park Park Hall Oswestry Shropshire
Phone	01617433537
Email	enquiries@peoplesvoicemedia.co.uk
Website	https://peoplesvoicemedia.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION, TO PRESERVE AND PROTECT THE GOOD HEALTH AND TO RELIEVE POVERTY OF THE PUBLIC IN ENGLAND BY THE PROVISION OF FREE AND CONFIDENTIAL INFORMATION ABOUT CHARITABLE, VOLUNTARY, HEALTH AND PUBLIC SERVICES.

Activities: Our activities support people to improve their lives and bring about positive social change from the ground up. They support people to develop new skills, enhance their health and well-being and become more economically stable. Our main activity is Community Reporting.

Classification

- **How:** Provides Services, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** NATIONAL
- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£183,856	£188,112	-	-
2024-03-31	£306,794	£261,023	-	-
2023-03-31	£369,832	£316,947	-	-
2022-03-31	£258,660	£222,162	-	-
2021-03-31	£182,591	£141,092	-	-

Trustees

Name	Role	Appointed
Charlotte Anne Bailey		2026-07-21
Hayley Elizabeth Trowbridge		2025-04-24
Helen Wales		2024-10-23
Laura Able		2024-10-23
Paula Michelle Denise Sergeant		2019-09-01

PEOPLE'S VOICE MEDIA

England & Wales - Charity number 1059681

Accounts

PEOPLE'S VOICE MEDIA

Company Registration Number: 3083575

Charity Registration Number: 1059681

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2025

PEOPLE'S VOICE MEDIA

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2025

INDEX

Page	
1 - 6	Trustees Annual Report
7	Independent Examiners Report
8	Statement of Financial Activities
9	Balance Sheet
10	Statement of Cash Flows
11-18	Notes to the Accounts

PEOPLE'S VOICE MEDIA**Report of the trustees for the year ended 31ST March 2025**

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

Reference and administrative information

Charity Name: People's Voice Media

Charity Number: 1059681

Company No: 3083575

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Ms Caroline Marsh (Chair) (resigned 23rd October 2024)

Ms Paula Sergeant (Treasurer)

Mr Anthony Floyd McKenzie

Ms Harinder Birring (Chair from 23rd October 2024)

Dr Obert Tawodzera

Ms Helen Wales (appointed 23rd October 2024)

Ms Nat Farley (appointed 23rd October 2024)

Ms Laura Able (appointed 23rd October 2024)

Miss Hayley Elizabeth Trowbridge (Company Secretary) (appointed as director on 24th April 2025)

Key management personnel: Trustees and Directors

Ms Caroline Marsh Chair of Trustees until 23rd October 2024

Senior managers

Ms. Hayley Trowbridge - CEO until 31st March 2025

Registered Office

The Fort Offices, Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD

PEOPLE'S VOICE MEDIA**Independent Examiners**

Hilton Jones Chartered Certified Accountants t/a Community Accountancy Service
Hollinwood Business centre, Albert Street
Oldham OL8 3QL

Bankers

Cooperative Bank plc, 1 Balloon Street, Manchester, M60 4EP
The Charity Bank, Fosse House, 182 High Street, Tonbridge, TN9 1BE

Objectives and activities

The purposes of the charity are to advance the education, to preserve and protect the good health and to relieve the poverty of the public in England by the provision of free and confidential information about charitable, voluntary, health and public services.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through undertaking community reporting activities that spread the knowledge and stories of excluded groups that create conversations of change, and provide network support structures.

Structure, governance and management

People's Voice Media is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th July 1995. It is registered as a charity with the Charity Commission (dated 9th December 1996).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of 3 years. Each year one third of the trustees shall retire from office by rotation and offer themselves for re-election.

Trustee induction and training

New trustees are giving a formal induction training plan that consists of minutes of copies of the previous board meetings, introduction to the services we provide and a conversation with the Chair of the organisations. Regular feedback sessions are held in the first year after board meeting to ensure that they are aware of all the activities.

Training is given when appropriate.

PEOPLE'S VOICE MEDIA

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

Except as disclosed in Note 9 to the accounts none of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Review of our achievements and performance

Between April 2024 and March 2025, we have continued to deliver our current strategy 'Changing the world, one story at a time' and making progress on our strategic goals:

1. Enhance Community Reporting's position as a research tool, and lived experience stories as a form of evidence
2. Embed Community Reporting and lived experience into service development and improvement
3. Use learning from the Community Reporter Network to influence and inform local, regional, and national policy change
4. Be actively anti-racist and use this as a lens through which we address structural inequalities

This work has included:

- Hosting 1 annual conference
- Establishing 13 new social change projects
- Training 10 Community Reporter Trainers
- Delivering 56 events, workshops and trainings
- Recruiting and training 131 Community Reporters
- Gathering 131 lived experience stories
- Engaging 687 people in our activities

The impact of this work is that we are:

1. Enabling people to develop capacities and skills they can utilise in their communities to address the challenges they face and have their voices heard. Specifically, this year we have:
 - i. Enhanced Skill Development: As well as training people as Community Reporters, we also offered skill-specific training such as editing and curation. We also worked with more complex work around developing learning frameworks, and foresight/future thinking.
 - ii. Expanded Reach and Deeper Engagement: Core Community Reporter work reaching a diverse audience across UK (and Europe to lesser

PEOPLE'S VOICE MEDIA

- degree), broadening access to skill development and inclusive storytelling practices.
- iii. **Fostering Community and Personal Growth:** Projects like HOME? fostered stronger connections within refugee and migrant communities, cultivating a sense of belonging and increasing participants' self-understanding, even creating employment opportunities for migrants. The anti-racism work, in particular, created safe/brave spaces for racialized individuals to share experience.
2. **Driving forward people-led change in service delivery, research practices and policy that puts lived experience at their core, creating more effective services, people-centred research practices and relevant policy.** Specifically, this year we have:
 - i. **Positive Partner Reception:** The Community Reporting for research approach was well-received by external partners, with partners from EUARENAS in particular incorporating it into their own work post-project.
 - ii. **Increased Work Towards Policy Change:** Community Reporting has been adopted as an advocacy tool, especially with partners such as Equality Trust, providing evidence for their policy work.
 3. **Changing power dynamics, supporting institutions to develop 'bottom-up' processes for working with communities and challenging perceptions and behaviours to catalyse new ideas and ways of working.** Specifically, this year we have:
 - i. **External Recognition:** The organisation's work garnered significant external recognition, with content extending into educational spheres. For instance, a blog post for the Vision for Volunteering project was requested for reprinting in an educational publication for young people. The anti-racism work was particularly praised as "highly informative and well-researched," capable of "genuinely shifting perspective," and driving "meaningful, lasting change".

Financial review

The charity finished the year with income of £183,856 down from £306,794 with a corresponding decrease in expenditure to £188,112 from £261,023. The financial year ended with a small deficit of £4,256 (surplus 2024 £45,771).

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2025 was £276,785 (2024 £288,323) all of which is free reserves, after allowing for funds tied up in tangible fixed assets. The education and training reserve included in this, has been established to ringfence any surpluses from these activities and has a balance of £43,009. It is also the aim to maintain the remaining free reserves in unrestricted funds at a level which equates to approximately

PEOPLE'S VOICE MEDIA

six months of running costs (expected to be £90,000 for the coming year). The trustees consider that this level will provide sufficient funds to allow applications for grants in the event of funding gaps and ensure that support and governance costs are covered. Having regard to the level of general reserves and the budget for 25/26, the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible approach to staffing. £49,102 has been received in advanced funding for 2025/26.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

Our plans are to continue the delivery of our current strategy and strategic goals. This includes:

- Ensuring lived experiences are heard by decision-makers, and that accessible platforms are provided for marginalised voices via gathering 80+ lived experience stories of injustices and inequalities and making them available on an open-access platform. We will deliver 4 knowledge exchange events on cross-cutting social and economic issues, accompanied by 4 insight briefings with reach 80+ service and policy professionals
- Supporting people and organisations to develop the skills to use lived experience to address inequalities and injustices via the delivery of around 20 capacity-building, training and mentoring activities delivered. Through this 35+ people with lived experience of inequalities will develop the confidence to be agents of change in their own geographic or issue-based community.
- Informing and influencing services and policies with lived experience so that they
- better meet people's needs and enable people to live well. We will directly support 3 organisations to create and implement action plans to enhance their provision for marginalised communities. This will equip 7+ professionals with the skills and confidence to embed lived experience storytelling as a tool in their work.

Specific elements of these plans for 2025 - 2026 include:

- An anti-racism in storytelling training event for changemakers working across sectors such as research, education, community development and health and social care.
- Continuation and completion of a Community Reporting and changemaking development programme for people from racialised communities
- Establishment of a youth changemaker network focused on using storytelling as a tool for local social action.
- Redevelopment of the Community Reporter website to support its usage as an open access archive for research, service development insights and evidence to inform policy.

PEOPLE'S VOICE MEDIA

- Supporting local authorities to understand the importance of equipment in supporting Disabled people to live independent and fulfilling lives, and how they can use this knowledge to enhance situations at a local level.
- Working with stakeholders in Lincolnshire to establish a community insight engine to support co-production activities in the area.
- Completing an evaluation of a community resilience funding programme in Bristol.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of People's Voice Media for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

Paula Sergeant

Date: 31st July 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE'S VOICE MEDIA

I report on the accounts of the company for the year ended 31st March 2024, which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

JM Hilton-Jones

James Hilton Jones FCCA
Hilton Jones Ltd. t/a Community Accountancy Service
Hollinwood Business Centre, Albert Street
Oldham, OL8 3QL

31ST July 2025

PEOPLE'S VOICE MEDIA

8

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025 (including profit and loss account)

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.25 Total Funds £	Year Ended 31.03.24 Total Funds £
INCOME FROM:					
Charitable Activities	(4)	90,012	77,185	167,197	257,293
Other Trading Activities	(5)	13,767		13,767	46,947
Investment Income		2,892		2,892	2,554
TOTAL		106,671	77,185	183,856	306,794
EXPENDITURE ON:					
Charitable Activities	(6)	118,151	69,961	188,112	261,023
TOTAL		118,151	69,961	188,112	261,023
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		(11,480)	7,224	(4,256)	45,771
Gross Transfer between funds	(15)	(58)	58	-	-
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		(11,538)	7,282	(4,256)	45,771
Reconciliation of Funds					
Total Funds Brought Forward		288,323	2,339	290,662	244,891
TOTAL FUNDS CARRIED FORWARD	(15)	276,785	9,621	286,406	290,662

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 18 form part of these accounts.

PEOPLE'S VOICE MEDIA

9

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible Fixed Assets	(10)	2,173	2,500
CURRENT ASSETS			
Debtors	(12)	33,839	74,666
Cash at Bank and in Hand		<u>309,668</u>	<u>260,733</u>
		343,507	335,399
LIABILITIES:			
Creditors: Amounts falling due within one year	(13)	<u>(59,274)</u>	<u>(47,237)</u>
NET CURRENT ASSETS		284,233	288,162
TOTAL NET ASSETS		<u>286,406</u>	<u>290,662</u>
THE FUNDS OF THE CHARITY			
Unrestricted Income Funds	(16)	276,785	288,323
Restricted Income Funds	(16)	9,621	2,339
TOTAL CHARITY FUNDS		<u>286,406</u>	<u>290,662</u>

For the year ending 31st March 2025 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

~ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

~ The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

Paula Sergeant

) Trustee Paula Sergeant

Date: 31st July 2025

The notes on pages 11 to 18 form part of these accounts.

PEOPLE'S VOICE MEDIA

10

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2025

	2025 £	2024 £
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net movement in funds	(4,256)	45,771
Add back depreciation	2,426	2,074
Deduct investment income	(2,892)	(2,554)
Decrease/(increase) in debtors	40,827	(1,160)
Increase/(decrease) in creditors	12,037	15,849
Net cash used in operating activities	48,142	59,980
Cash flows from investment activities:		
Interest	2,892	2,554
Purchase of Fixed Assets	(2,099)	(2,325)
Net cash provided by investing activities	793	229
 Increase/(decrease) in cash and cash equivalents during the year	 48,935	 60,209
 Cash and cash equivalents brought forward	 260,733	 200,524
Cash and cash equivalents carried forward	309,668	260,733

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.. The charity constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 2 restricted funds at the year end. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose. Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred where it is practical to do so, otherwise it is included as irrecoverable vat in expenditure.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs. Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity. The allocation of support and governance costs is analysed in note 7.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 6.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

12

(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer Equipment	33.33% on cost
Furniture & Equipment	20 % on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals.

The charity offers access to a defined contribution (stakeholder) pension scheme. Contributions are charged to the income and expenditure account when incurred.

An auto enrolment pension scheme is also in place. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(k) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(n) Reserves

The charity aim to maintain general reserves equivalent to 6 months running costs. This approximates to £96,000 of anticipated running costs for 2024/25.

2 NET INCOME FOR THE YEAR

This is stated after charging:

Depreciation - owned assets

Pension Costs

Independent Examiners Fees

2025	2024
£	£
2,426	2,074
5,748	6,575
800	800

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

-	-
---	---

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

13

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2025 £
Sales of Services:			
Education & Training	34,075		34,075
Educational Support	15,375		15,375
Social Reporting & Lived Experience:	8,250		8,250
Production of Media	11,680		11,680
Grants:			
NCRM		3,470	3,470
EU Arenas		30,844	30,844
Big Lottery - Awards for All		9,950	9,950
Esmee Fairbairn Foundation	20,632	-	20,632
Heritage Lottery Fund		24,697	24,697
DWP		8,224	8,224
	<u>90,012</u>	<u>77,185</u>	<u>167,197</u>

Previous Year:	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Sales of Services:			
Education & Training	65,640		65,640
Educational Support	25,775		25,775
Social Reporting & Lived Experience:	10,375		10,375
Production of Media	12,800		12,800
Grants:			
Other	(713)	1,143	430
EU Arenas		57,285	57,285
Narratives of Impact		20,649	20,649
Unicorn		567	567
Continue		(2,095)	(2,095)
Heritage Lottery Fund		57,677	57,677
DWP		8,190	8,190
	<u>113,877</u>	<u>143,416</u>	<u>257,293</u>

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Consultancy & Other Sales	13,767		13,767	46,947
	<u>13,767</u>	<u>-</u>	<u>13,767</u>	<u>46,947</u>

All "trading" activities in 2025 and 2024 were unrestricted.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

14

6 EXPENDITURE	Education & Training	Other Services	Total 2025
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	45,000	72,100	117,100
Freelance & Subcontract Costs	113	17,177	17,290
Other Staff Costs	67	334	401
Grants to Partner Organisations / Partner Costs	-	7,100	7,100
Travel and Subsistence	1,779	3,901	5,680
Conference, Room Hire & Course Expenses	430	2,723	3,153
Volunteer Expenses	15	155	170
Participant Expenses & Access Costs	-	430	430
Publicity, communication & dissemination	7	3,617	3,624
Internet/Online Costs/Security	19	2,112	2,131
Minor & Computer Equipment	-	1,405	1,405
Support Costs	2,464	24,141	26,605
Governance Costs	35	2,988	3,023
	<u>49,929</u>	<u>138,183</u>	<u>188,112</u>
Restricted Funds			69,961
Unrestricted Funds			118,151
			<u>188,112</u>
 Previous Year	 Education & Training	 Other Services	 Total 2024
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	60,000	77,954	137,954
Freelance & Subcontract Costs	6,647	19,493	26,140
Other Staff Costs	114	610	724
Staff Training	200	394	594
Grants to Partner Organisations / Partner Costs	-	29,358	29,358
Travel and Subsistence	2,186	6,088	8,274
Conference, Room Hire & Course Expenses	1,613	15,023	16,636
Volunteer Expenses	-	349	349
Participant Expenses & Access Costs	85	944	1,029
Publicity, communication & dissemination	-	5,251	5,251
Internet/Online Costs/Security	17	2,489	2,506
Minor & Computer Equipment	-	77	77
Support Costs	6,938	21,317	28,255
Governance Costs	-	3,876	3,876
	<u>77,800</u>	<u>183,223</u>	<u>261,023</u>
Restricted Funds			144,914
Unrestricted Funds			116,109
			<u>261,023</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

15

7 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	Basis of Apportionment	General		Total 2025	Total 2024
		Support	Governance		
		£	£	£	£
Employment Costs	Staff Time	7,024	1,004	8,028	9,804
Financial Management	Staff Time	10,155	1,084	11,239	13,040
Rent, Meeting Room hire & Storage	Staff Time	2,000		2,000	2,668
Post, Printing and Stationery	Staff Time	250		250	456
Publications & Subscriptions	Staff Time	60		60	166
Insurance	Staff Time	1,046		1,046	926
Sundry	Staff Time	80		80	26
Depreciation	Staff Time	2,426		2,426	2,074
Bank & Card Charges		128		128	140
Payroll Costs		1,054		1,054	1,176
Trustee Expenses & AGM		-	35	35	766
Irrecoverable VAT		2,365		2,365	-
Exchange Rate Differences		17		17	89
Independent Examination	Governance	-	900	900	800
		<u>26,605</u>	<u>3,023</u>	<u>29,628</u>	<u>32,131</u>
Restricted Funds				-	9,741
Unrestricted Funds				<u>29,628</u>	<u>22,390</u>
				<u>29,628</u>	<u>32,131</u>

8 STAFF NUMBERS AND COSTS

	2025	2024
	£	£
Wages and Salaries	117,254	138,044
Social Security Costs	2,126	3,139
Pension Costs	5,748	6,575
	<u>125,128</u>	<u>147,758</u>

No employee earned £60,000 per annum or more.

During the year 10 staff were employed on a part time basis, with an average of 8.

The average number of employees, analysed by function was:

Management & Administration	1	1
Provision of Services	7	10
	<u>8</u>	<u>11</u>

The charity considers its key management personnel comprises the Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel was £20,070 (2024: £24,512). No employees has benefits in excess of £60,000 (2024: none).

9 DIRECTORS (MANAGEMENT COMMITTEE) REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable during the period, to any trustee or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

16

10 TANGIBLE FIXED ASSETS

	Computer Equipment	Furniture & Equipment	Total
	£	£	£
COST			
At 1 April 2024	9,357	339	9,696
Additions	2,099	-	2,099
Disposals	-	-	-
At 31 March 2025	11,456	339	11,795
DEPRECIATION			
At 1 April 2024	6,857	339	7,196
Charge for Year	2,426	-	2,426
Disposals	-	-	-
At 31 March 2025	9,283	339	9,622
NET BOOK VALUE			
At 31 March 2025	2,173	-	2,173
At 31 March 2024	2,500	-	2,500

11 CAPITAL COMMITMENTS

Contracted but not provided for

2025	2024
£ nil	£ nil

12 DEBTORS

	£	£
Accounts Receivable	16,820	52,135
Accrued Income	15,406	20,882
Prepayments and Accrued Interest	1,613	1,649
	33,839	74,666

In 2025 £14,827 related to restricted funds. In 2024 £18,017 related to restricted funds.

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Accounts Payable	4,264	8,507
Other Creditors	623	789
Other Taxes & Social Security Costs	3,573	5,684
Deferred Income	49,103	30,486
Accruals	1,711	1,771
	59,274	47,237

Included in creditors is £30,582 (2024 £24,109) that relates to restricted funds.

14 DEFERRED INCOME

	2025	2024
	£	£
Deferred income comprises grants paid in advance.		
Balance as at 1st April	30,486	19,903
Amount released to income earned from charitable activities	(30,486)	(19,903)
Amount deferred in year	49,103	30,486
Balance as at 31st March	49,103	30,486

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

17

15 ANALYSIS OF CHARITABLE FUNDS

Analysis of Movements in Unrestricted Funds:	Balance 01-Apr-24 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-25 £
General	229,460	72,596	(58)	(68,222)	233,776
Designated Funds - Education & Training	58,863	34,075	-	(49,929)	43,009
	<u>288,323</u>	<u>106,671</u>	<u>(58)</u>	<u>(118,151)</u>	<u>276,785</u>

Previous Year:

Analysis of Movements in Unrestricted Funds:	Balance 01-Apr-23 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-24 £
General	148,116	97,738	21,915	(38,309)	229,460
Designated Funds - Post Covid	24,010	-	(24,010)	-	-
Designated Funds - Education & Training	71,023	65,640	-	(77,800)	58,863
	<u>243,149</u>	<u>163,378</u>	<u>(2,095)</u>	<u>(116,109)</u>	<u>288,323</u>

Designated Funds
Post Covid

- these funds are set aside to meet potential employment and administration costs that may arise due to gaps in funding including changes in service delivery following the Covid pandemic.

Education & Training

- ringfenced surpluses towards future education and training costs

Analysis of Movements in Restricted Funds:	Balance 01-Apr-24 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-25 £
DWP	-	8,224	-	(8,224)	-
HLF	(161)	24,147	(1,550)	(22,436)	-
EU Arenas	-	30,844	-	(30,844)	-
Awards for All	-	9,950	-	(2,503)	7,447
NCRM	-	3,470	58	(3,528)	-
Capital - HLF	2,500	550	1,550	(2,426)	2,174
	<u>2,339</u>	<u>77,185</u>	<u>58</u>	<u>(69,961)</u>	<u>9,621</u>

Previous Year:

Analysis of Movements in Restricted Funds:	Balance 01-Apr-23 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-24 £
DWP	-	8,190	-	(8,190)	-
Continue	-	(2,095)	2,095	-	-
HLF	(161)	55,352	-	(55,352)	(161)
EU Arenas	-	57,285	-	(57,285)	-
Narratives of Impact	-	20,649	-	(20,649)	-
Unicorn	-	567	-	(567)	-
House	-	613	-	(613)	-
NCRM	-	530	-	(530)	-
Capital - HLF	1,903	2,325	-	(1,728)	2,500
	<u>1,742</u>	<u>143,416</u>	<u>2,095</u>	<u>(144,914)</u>	<u>2,339</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

18

15 cont...

Details re funds:

HLF	towards the Home? Project
DWP	towards access costs
Awards for All	towards the Amplifying Voices project
Cosie	towards the Co-creation of Service Innovations in Europe Project
EU Arenas	towards the EU Arenas Project
Narratives of Impact	towards the Narrated of Impact Project
Unicorn	towards the Co-operation for Innovation and the Exchange of Good Practices Project
Concrit	towards the Community Narration and Critical Thinking project
House/	towards evaluation costs
NCRM	towards participation costs

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	2025 Total £	Tangible Fixed Assets £	Net Current Assets £	2024 Total £
Restricted Funds	2,173	7,448	9,621	2,500	(161)	2,500
Unrestricted Funds	-	233,776	233,776	-	229,460	229,460
Unrestricted- Designated	-	43,009	43,009	-	58,863	58,863
	<u>2,173</u>	<u>284,233</u>	<u>286,406</u>	<u>2,500</u>	<u>288,162</u>	<u>290,823</u>

17 POST BALANCE SHEET EVENTS

The trustees consider that, there are no significant post balance sheet events that impact on the financial statements as presented.

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £1 in the event of winding up.

19 CONTINGENT LIABILITIES

2025	2024
£ nil	£ nil

20 CONTROLLING PARTIES

The charity is under the shared control of the trustees (directors) named on Page 1.

Accounts

PEOPLE'S VOICE MEDIA

Company Registration Number: 3083575

Charity Registration Number: 1059681

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2024

PEOPLE'S VOICE MEDIA

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

INDEX

Page	
1 - 5	Trustees Report
6	Independent Examiners Report
7	Statement of Financial Activities
8	Balance Sheet
9	Statement of Cash Flows
10-17	Notes to the Accounts

PEOPLE'S VOICE MEDIA**Report of the trustees for the year ended 31ST March 2024**

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

Reference and administrative information

Charity Name: People's Voice Media

Charity Number: 1059681

Company No: 3083575

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs Janet Castrogiovanni (Chair) (resigned 27th July 2023)

Ms Caroline Marsh (Chair)

Ms Paula Sergeant

Mr Anthony Floyd McKenzie

Ms Harinder Birring

Dr Obert Tawodzera

Mr Anthony O'Connor (appointed 18th May 2023, resigned 19th February 2024)

Key management personnel: Trustees and Directors

Ms Caroline Marsh Chair of Trustees

Senior managers

Ms. Hayley Trowbridge - CEO and Company Secretary

Registered Office

The Fort Offices, Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD

Independent Examiners

Community Accountancy Service Limited

The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

PEOPLE'S VOICE MEDIA

Bankers

Cooperative Bank plc, 1 Balloon Street, Manchester, M60 4EP

The Charity Bank, Fosse House, 182 High Street, Tonbridge, TN9 1BE

Objectives and activities

The purposes of the charity are to advance the education, to preserve and protect the good health and to relieve the poverty of the public in England by the provision of free and confidential information about charitable, voluntary, health and public services.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through undertaking community reporting activities that spread the knowledge and stories of excluded groups that create conversations of change, and provide network support structures.

Structure, governance and management

People's Voice Media is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th July 1995. It is registered as a charity with the Charity Commission (dated 9th December 1996).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of 3 years. Each year one third of the trustees shall retire from office by rotation and offer themselves for re-election.

Trustee induction and training

New trustees are given a formal induction training plan that consists of minutes of copies of the previous board meetings, introduction to the services we provide and a conversation with the Chair of the organisations. Regular feedback sessions are held in the first year after board meeting to ensure that they are aware of all the activities.

Training is given when appropriate.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

Except as disclosed in Note 9 to the accounts none of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Review of our achievements and performance

Between April 2023 and March 2024, we have:

- Delivered 1 annual conference
- Established 12 new social change projects
- Trained 22 Community Reporter Trainers
- Delivered 109 events, workshops and trainings
- Recruited and trained 152 Community Reporters
- Gathered 211 lived experience stories
- Engaged 1907 people in our activities
- Had 11,104 unique views on the Community Reporter website

The impact of this work is that we are:

- Creating brave spaces that are actively anti-racist, where people can learn about, and share, lived experience
- Influencing individuals and organisations with our anti-racist, inclusive vision
- Demonstrating the importance of lived experience in a variety of contexts
- Helping organisations to use Community Reporting in their work and change the way they do things
- Supporting people to develop new skills
- Providing platforms to people whose voices are often unheard or ignored
- Contributing to influencing policy

Financial review

The charity finished the year with income of £306,794 down from £369,832 with a corresponding decrease in expenditure to £261,023 from £316,947. The financial year ended with a surplus of £45,771 (2023 £52,885) increasing reserves to £290,662.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2024 was £288,323 all of which is free reserves, after allowing for funds tied up in tangible fixed assets. The education and

training reserve has been established to ringfence any surpluses from these activities and has a balance of £58,863. It is also the aim to maintain the remaining free reserves in unrestricted funds at a level which equates to approximately six months of running costs (expected to be £96,000 for the coming year). The trustees consider that this level will provide sufficient funds to allow applications for grants in the event of funding gaps and ensure that support and governance costs are covered.

Having regard to the level of general reserves and the budget for 24/25, the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible approach to staffing. £30,486 has been received in advanced funding for 2024/25.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

Over the next 12-months we will continue to work towards our strategic goals:

1. Enhancing Community Reporting's position as a research tool, and lived experience stories as a form of evidence
2. Embedding Community Reporting and lived experience into service development and improvement
3. Using learning from the Community Reporter network to influence and inform local, regional and national policy change
4. Being actively anti-racist and uses this as a lens through which we address structural inequalities

Key aspects of this work will be:

- Ensuring lived experiences are heard by decision-makers, and that accessible platforms are provided for marginalised voices via gathering 80+ lived experience stories of injustices and inequalities and making them available on an open-access platform. We will deliver 4 knowledge exchange events on cross-cutting social and economic issues, accompanied by 4 insight briefings with reach 80+ service and policy professionals
- Supporting people and organisations to develop the skills to use lived experience to address inequalities and injustices via the delivery of around 20 capacity-building, training and mentoring activities delivered. Through this 35+ people with lived experience of inequalities will develop the confidence to be agents of change in their own geographic or issue-based community.
- Informing and influencing services and policies with lived experience so that they better meet people's needs and enable people to live well. We will directly support 3 organisations to create and implement action plans to enhance their provision for

PEOPLE'S VOICE MEDIA

marginalised communities. This will equip 7+ professionals with the skills and confidence to embed lived experience storytelling as a tool in their work.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of People's Voice Media for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

Caroline Marsh

Ms Caroline Marsh Chair

Date: 29th August 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE'S VOICE MEDIA

I report on the accounts of the company for the year ended 31st March 2024, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anita King FCCA *A.M. King*
Community Accountancy Service Ltd
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ

29th August 2024

PEOPLE'S VOICE MEDIA

7

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024 (including profit and loss account)

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.24 Total Funds £	Year Ended 31.03.23 Total Funds £
INCOME FROM:					
Charitable Activities	(4)	113,877	143,416	257,293	323,736
Other Trading Activities	(5)	46,947		46,947	45,081
Investment Income		2,554		2,554	1,015
TOTAL		163,378	143,416	306,794	369,832
EXPENDITURE ON:					
Charitable Activities	(6)	116,109	144,914	261,023	316,947
TOTAL		116,109	144,914	261,023	316,947
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		47,269	(1,498)	45,771	52,885
Gross Transfer between funds	(15)	(2,095)	2,095	-	-
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		45,174	597	45,771	52,885
Reconciliation of Funds					
Total Funds Brought Forward		243,149	1,742	244,891	192,006
TOTAL FUNDS CARRIED FORWARD	(15)	288,323	2,339	290,662	244,891

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 18 form part of these accounts.

PEOPLE'S VOICE MEDIA

8

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible Fixed Assets	(10)	2,500	2,249
CURRENT ASSETS			
Debtors	(12)	74,666	73,506
Cash at Bank and in Hand		<u>260,733</u>	<u>200,524</u>
		335,399	274,030
LIABILITIES:			
Creditors: Amounts falling due within one year	(13)	<u>(47,237)</u>	<u>(31,388)</u>
NET CURRENT ASSETS		288,162	242,642
TOTAL NET ASSETS		<u><u>290,662</u></u>	<u><u>244,891</u></u>
THE FUNDS OF THE CHARITY			
Unrestricted Income Funds	(16)	288,323	243,149
Restricted Income Funds	(16)	<u>2,339</u>	<u>1,742</u>
TOTAL CHARITY FUNDS		<u><u>290,662</u></u>	<u><u>244,891</u></u>

For the year ending 31st March 2024 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

~ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

~ The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

Caroline Marsh

) Trustee Ms Caroline Marsh

Date: 29th August 2024

The notes on pages 10 to 17 form part of these accounts.

PEOPLE'S VOICE MEDIA

9

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2024

	2024 £	2023 £
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net movement in funds	45,771	52,885
Add back depreciation	2,074	1,299
Deduct investment income	(2,554)	(1,015)
Decrease/(increase) in debtors	(1,160)	9,936
Increase/(decrease) in creditors	15,849	(114,970)
Net cash used in operating activities	59,980	(51,865)
Cash flows from investment activities:		
Interest	2,554	1,015
Purchase of Fixed Assets	(2,325)	(2,854)
Net cash provided by investing activities	229	(1,839)
Increase/(decrease) in cash and cash equivalents during the year	60,209	(53,704)
Cash and cash equivalents brought forward	200,524	254,228
Cash and cash equivalents carried forward	260,733	200,524

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

10

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 2 restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred where it is practical to do so, otherwise it is included as irrecoverable vat in expenditure.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 7.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 6.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

11

(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer Equipment	33.33% on cost
Furniture & Equipment	20 % on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals.

The charity offers access to a defined contribution (stakeholder) pension scheme. Contributions are charged to the income and expenditure account when incurred.

An auto enrolment pension scheme is also in place. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(k) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(n) Reserves

The charity aim to maintain general reserves equivalent to 6 months running costs. This approximates to £96,000 of anticipated running costs for 2024/25.

2 NET INCOME FOR THE YEAR

This is stated after charging:
Depreciation - owned assets
Pension Costs
Independent Examiners Fees

2024	2023
£	£
2,074	1,299
6,575	6,077
800	800

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

-	-
---	---

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

12

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Sales of Services:			
Education & Training	65,640		65,640
Educational Support	25,775		25,775
Social Reporting & Lived Experience:	10,375		10,375
Production of Media	12,800		12,800
Grants:			
Other	(713)	1,143	430
EU Arenas		57,285	57,285
Narratives of Impact		20,649	20,649
Unicorn		567	567
Continue		(2,095)	(2,095)
Heritage Lottery Fund		57,677	57,677
DWP		8,190	8,190
	<u>113,877</u>	<u>143,416</u>	<u>257,293</u>

Previous Year:	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Sales of Services:			
Education & Training	45,300		45,300
Social Reporting & Lived Experience:	13,980		13,980
Production of Media	1,500		1,500
Web Building	20,000		20,000
Grants:			
Concrit		4,108	4,108
EU Arenas		89,496	89,496
Narratives of Impact		62,422	62,422
Unicorn		5,467	5,467
Continue		30,566	30,566
Heritage Lottery Fund		46,802	46,802
DWP		4,095	4,095
	<u>80,780</u>	<u>242,956</u>	<u>323,736</u>

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Consultancy & Other Sales	46,947		46,947	45,081
	<u>46,947</u>	<u>-</u>	<u>46,947</u>	<u>45,081</u>

All "trading" activities in 2024 and 2023 were unrestricted.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

13

6 EXPENDITURE	Education & Training	Other Services	Total 2024
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	60,000	77,954	137,954
Freelance & Subcontract Costs	6,647	19,493	26,140
Other Staff Costs	114	610	724
Staff Training	200	394	594
Grants to Partner Organisations / Partner Costs	-	29,358	29,358
Travel and Subsistence	2,186	6,088	8,274
Conference, Room Hire & Course Expenses	1,613	15,023	16,636
Volunteer Expenses	-	349	349
Participant Expenses & Access Costs	85	944	1,029
Publicity, communication & dissemination	-	5,251	5,251
Internet/Online Costs/Security	17	2,489	2,506
Minor & Computer Equipment	-	77	77
Support Costs	6,938	21,317	28,255
Governance Costs	-	3,876	3,876
	<u>77,800</u>	<u>183,223</u>	<u>261,023</u>
Restricted Funds			144,914
Unrestricted Funds			<u>116,109</u>
			<u>261,023</u>
Previous Year	Education & Training	Other Services	Total 2023
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	7,200	117,908	125,108
Freelance & Subcontract Costs	11,647	33,044	44,691
DBS Checks	13	-	13
Staff Training	71	30	101
Grants to Partner Organisations / Partner Costs	-	56,035	56,035
Travel and Subsistence	1,354	21,149	22,503
Conference, Room Hire & Course Expenses	1,522	15,960	17,482
Volunteer Expenses	40	762	802
Participant Expenses & Access Costs	1,250	3,226	4,476
Publicity, communication & dissemination	-	3,347	3,347
Internet/Online Costs/Security	1,900	5,912	7,812
Minor & Computer Equipment	-	825	825
Support Costs	460	29,044	29,504
Governance Costs	180	4,068	4,248
	<u>25,637</u>	<u>291,310</u>	<u>316,947</u>
Restricted Funds			243,454
Unrestricted Funds			<u>73,493</u>
			<u>316,947</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

14

7 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	Basis of Apportionment	General		Total 2024	Total 2023
		Support	Governance		
		£	£	£	£
Employment Costs	Staff Time	8,578	1,226	9,804	15,065
Financial Management	Staff Time	11,956	1,084	13,040	10,838
Rent, Meeting Room hire & Storage	Staff Time	2,668		2,668	2,807
Post, Printing and Stationery	Staff Time	456		456	206
Publications & Subscriptions	Staff Time	166		166	48
Insurance	Staff Time	926		926	506
Sundry	Staff Time	26		26	460
Depreciation	Staff Time	2,074		2,074	1,299
Bank & Card Charges		140		140	232
Payroll Costs		1,176		1,176	939
Trustee Expenses & AGM		-	766	766	481
Irrecoverable VAT		-		-	71
Exchange Rate Differences		89		89	-
Independent Examination	Governance	-	800	800	800
		<u>28,255</u>	<u>3,876</u>	<u>32,131</u>	<u>33,752</u>
Restricted Funds				9,741	17,071
Unrestricted Funds				<u>22,390</u>	<u>16,681</u>
				<u>32,131</u>	<u>33,752</u>

8 STAFF NUMBERS AND COSTS

	2024	2023
	£	£
Wages and Salaries	138,044	130,592
Social Security Costs	3,139	3,504
Pension Costs	6,575	6,077
	<u>147,758</u>	<u>140,173</u>

No employee earned £60,000 per annum or more.

During the year 12 staff were employed on a part time basis, with an average of 11.

The average number of employees, analysed by function was:

Management & Administration	1	1
Provision of Services	10	7
	<u>11</u>	<u>8</u>

The charity considers its key management personnel comprises the Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel was £24,512 (2023: £37,662), No employees has benefits in excess of £60,000 (2023: none).

9 DIRECTORS (MANAGEMENT COMMITTEE) REMUNERATION AND EXPENSES

Except as disclosed below no remuneration directly or indirectly out of the funds of the charity was paid or payable during the period, to any trustee or to any persons known to be connected with any of them.

Tony McKenzie, trustee, was paid £1798 in connection with racial justice work.

Except as disclosed below no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

Travel Expenses	3 trustees	<u>£135</u>
-----------------	------------	-------------

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

15

10 TANGIBLE FIXED ASSETS

	Computer Equipment £	Furniture & Equipment £	Total £
COST			
At 1 April 2023	7,032	339	7,371
Additions	2,325	-	2,325
Disposals	-	-	-
At 31 March 2024	9,357	339	9,696
DEPRECIATION			
At 1 April 2023	4,783	339	5,122
Charge for Year	2,074	-	2,074
Disposals	-	-	-
At 31 March 2024	6,857	339	7,196
NET BOOK VALUE			
At 31 March 2024	2,500	-	2,500
At 31 March 2023	2,249	-	2,249

11 CAPITAL COMMITMENTS

Contracted but not provided for

2024 £ nil	2023 £ nil
---------------	---------------

12 DEBTORS

Accounts Receivable
Other Debtors
Accrued Income
Prepayments and Accrued Interest

£	£
52,135	16,618
-	1,382
20,882	54,375
1,649	1,131
74,666	73,506

In 2024 £18,017 related to restricted funds. In 2023 £46,784 related to restricted funds.

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Accounts Payable	8,507	3,368
Other Creditors	789	676
Other Taxes & Social Security Costs	5,684	2,021
Deferred Income	30,486	19,903
Accruals	1,771	5,420
	47,237	31,388

Included in creditors is £24,109 (2023 £16,103) that relates to restricted funds.

14 DEFERRED INCOME

	2024 £	2023 £
Deferred income comprises grants paid in advance.		
Balance as at 1st April	19,903	125,970
Amount released to income earned from charitable activities	(19,903)	(125,845)
Amount deferred in year	30,486	19,778
Balance as at 31st March	30,486	19,903

PEOPLE'S VOICE MEDIA

England & Wales - Charity number 1059681

Accounts

PEOPLE'S VOICE MEDIA

Company Registration Number: 3083575

Charity Registration Number: 1059681

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2023

PEOPLE'S VOICE MEDIA

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2023

INDEX

Page	
1 - 6	Trustees Annual Report
7	Independent Examiners Report
8	Statement of Financial Activities
9	Balance Sheet
10	Statement of Cash Flows
11-18	Notes to the Accounts

Report of the trustees for the year ended 31ST March 2023

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

Reference and administrative information

Charity Name: People's Voice Media

Charity Number: 1059681

Company No: 3083575

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs Janet Castrogiovanni (Chair)

Ms Caroline Marsh

Ms Paula Sergeant

Mr Anthony Floyd McKenzie

Ms Harinder Birring

Dr Obert Tawodzera (appointed 10th November 2022)

Mr Anthony O'Connor (appointed 18th May 2023)

Key management personnel: Trustees and Directors

Mrs Janet Castrogiovanni Chair of Trustees

Senior managers

Ms. Hayley Trowbridge - CEO and Company Secretary

Registered Office

The Fort Offices, Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD

Independent Examiners

Community Accountancy Service Limited

The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Bankers

Cooperative Bank plc, 1 Balloon Street, Manchester, M60 4EP

The Charity Bank, Fosse House, 182 High Street, Tonbridge, TN9 1BE

Objectives and activities

The purposes of the charity are to advance the education, to preserve and protect the good health and to relieve the poverty of the public in England by the provision of free and confidential information about charitable, voluntary, health and public services.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through undertaking community reporting activities that spread the knowledge and stories of excluded groups that create conversations of change, and provide network support structures.

Structure, governance and management

People's Voice Media is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th July 1995. It is registered as a charity with the Charity Commission (dated 9th December 1996).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of 3 years. Each year one third of the trustees shall retire from office by rotation and offer themselves for re-election.

Trustee induction and training

New trustees are given a formal induction training plan that consists of minutes of copies of the previous board meetings, introduction to the services we provide and a conversation with the Chair of the organisations. Regular feedback sessions are held in the first year after board meeting to ensure that they are aware of all the activities.

Training is given when appropriate.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Review of our achievements and performance

Between April 2022 and March 2023, we achieved:

- Organised and hosted **1 annual conference**
- Started **9 new social change projects** in communities across the UK and Europe
- Trained **11 new Community Reporter Trainers** who are developing Community Reporter groups in their areas
- Trained **114 new Community Reporters** who are sharing their stories and supporting their peers to share their stories
- Gather **164 lived experience stories** on topics such as disability, employment, COVID-19, racism, health inequalities, women's issues and much more.
- Engaged with **1278 people** across all of our activities, training and events.
- Reached **149,010 people as unique users on the Community Reporter website**, as an online sharing platform for lived experience

The impact and social value of this work can be broadly summarised in the following ways:

- **Impact on individuals -**
 - Opportunity for networking and/or making links with other individuals or organisations
 - Skills development (e.g., co-production, digital literacy, storytelling methods, research methods)
 - Curiosity and developing an openness up to new ideas
 - Encouraging people to change and use more equitable and human language
- **Impact on organisations and communities -**
 - Acquired more 'human' and relational ways for services to engage with people
 - Gained alternative perspectives and critical feedback for partners through storytelling
 - Secured new funding for their work
 - Delivered further Community Reporter and/or co-creation projects - spreading the practice further
 - Added Community Reporting to academic curriculums
 - Created and recruited new roles to address issues raised in the Community Reporting work
 - Embedded story reflection activities in ongoing projects to support evaluation
- **Impact on society -**

PEOPLE'S VOICE MEDIA

- Addressing the power imbalance between sectors and also between services and researchers with the people they work with
- Written commitment to continuing co-creation practices in European Economic and Social Committee
- Conversations and activities with local government and cultural organisations to actualise policy recommendations from our work

There was also **internal impact on People's Voice Media and our team members.**

- We have defined our strategic goals and have clarity across the whole organisation about our purpose and direction
- We have developed and begun to implement an anti-racism strategy with milestones set at individual, organisational and societal level about the changes we are committed to bringing about
- Team members are part of a nurturing working culture and feel free to grow and develop their talents and capabilities

Financial review

The charity finished the year with income of £369,832 up from £258,660 with a corresponding increase in expenditure to £316,947 from £222,162. The financial year ended with a surplus of £52,885 (2022 £36,498) increasing reserves to £244,891.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2023 was £243,149 of which £242,803 is free reserves, after allowing for funds tied up in tangible fixed assets. The trustees have decided to maintain the designated reserve for operational contingencies and it now stands at £24,010. The education and training reserve has been established to ringfence any surpluses from these activities and has a balance of £71,023. It is also the aim to maintain the remaining free reserves in unrestricted funds at a level which equates to approximately six months of running costs (expected to be £140,000 for the coming year). The trustees consider that this level will provide sufficient funds to allow applications for grants in the event of funding gaps and ensure that support and governance costs are covered.

Having regard to the level of general reserves and the budget for 23/24, the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible approach to staffing. £19,903 has been received in advanced funding for 2023/24.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

During the last 12 months, People's Voice Media has developed our strategic direction. Over the next 12 months (and beyond) we will focus on our social objective of mainstreaming the use of lived experience as a tool service development, policymaking and research to ensure that people's voices - particularly those who are often excluded or overlooked - are heard. Working primarily with lived experience stories via our Community Reporting methodology, we equip communities across the UK and Europe with the skills to be agents of change. We will do this by:

- Enabling people to develop capacities and skills they can utilise in their communities to address the challenges they face
- Driving forward people-led change in service delivery, creating effective, relevant services
- Changing power dynamics, supporting institutions to develop 'bottom-up' processes for working with communities

The strategic objectives we will be working towards are:

1. Enhancing Community Reporting's position as a research tool, and lived experience stories as a form of evidence
2. Embedding Community Reporting and lived experience into service development and improvement
3. Using learning from the Community Reporter network to influence and inform local, regional and national policy change
4. Being actively anti-racist and uses this as a lens through which we address structural inequalities

We will be using our expertise and resource to make progress on these goals.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of People's Voice Media for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;

PEOPLE'S VOICE MEDIA

- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

----- *Caroline Marsh* -----

Ms Caroline Marsh Trustee

Date: 27th July 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE'S VOICE MEDIA

I report on the accounts of the company for the year ended 31st March 2023, which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anita King FCCA *A.K. King*
Community Accountancy Service Ltd
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ

27th July 2023

PEOPLE'S VOICE MEDIA

8

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023 (including profit and loss account)

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.23 Total Funds £	Year Ended 31.03.22 Total Funds £
INCOME FROM:					
Charitable Activities	(4)	80,780	242,956	323,736	216,406
Other Trading Activities	(5)	45,081		45,081	42,205
Investment Income		1,015		1,015	49
TOTAL		126,876	242,956	369,832	258,660
EXPENDITURE ON:					
Charitable Activities	(6)	73,493	243,454	316,947	222,162
TOTAL		73,493	243,454	316,947	222,162
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		53,383	(498)	52,885	36,498
Gross Transfer between funds	(15)	(2,240)	2,240	-	-
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		51,143	1,742	52,885	36,498
Reconciliation of Funds					
Total Funds Brought Forward		192,006	-	192,006	155,508
TOTAL FUNDS CARRIED FORWARD	(16)	243,149	1,742	244,891	192,006

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 18 form part of these accounts.

PEOPLE'S VOICE MEDIA

9

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible Fixed Assets	(10)	2,249	694
CURRENT ASSETS			
Debtors	(12)	73,506	83,442
Cash at Bank and in Hand		<u>200,524</u>	<u>254,228</u>
		274,030	337,670
LIABILITIES:			
Creditors: Amounts falling due within one year	(13)	<u>(31,388)</u>	<u>(146,358)</u>
NET CURRENT ASSETS		242,642	191,312
TOTAL NET ASSETS		<u>244,891</u>	<u>192,006</u>
THE FUNDS OF THE CHARITY			
Unrestricted Income Funds	(15)	243,149	192,006
Restricted Income Funds	(15)	<u>1,742</u>	<u>-</u>
TOTAL CHARITY FUNDS		<u>244,891</u>	<u>192,006</u>

For the year ending 31st March 2023 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

~ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

~ The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

Caroline Marsh) Trustee Caroline Marsh

Date: 27th July 2023

The notes on pages 11 to 18 form part of these accounts.

PEOPLE'S VOICE MEDIA

10

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2023

	2023 £	2022 £
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net movement in funds	52,885	36,498
Add back depreciation	1,299	917
Deduct investment income	(1,015)	(49)
Decrease/(increase) in debtors	9,936	(49,799)
Increase/(decrease) in creditors	(114,970)	(12,495)
Net cash used in operating activities	(51,865)	(24,928)
Cash flows from investment activities:		
Interest	1,015	49
Donation of fixed assets	-	(1,041)
Purchase of Fixed Assets	(2,854)	
Net cash provided by investing activities	(1,839)	(992)
Increase/(decrease) in cash and cash equivalents during the year	(53,704)	(25,920)
Cash and cash equivalents brought forward	254,228	280,148
Cash and cash equivalents carried forward	200,524	254,228

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

11

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were no restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred where it is practical to do so, otherwise it is included as irrecoverable vat in expenditure.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 7.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 6.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

12

(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets). Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer Equipment	33.33% on cost
Furniture & Equipment	20 % on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity offers access to a defined contribution (stakeholder) pension scheme. Contributions are charged to the income and expenditure account when incurred. An auto enrolment pension scheme is also in place. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(k) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(n) Reserves

The charity aim to maintain general reserves equivalent to 6 months running costs. This approximates to £140,000 of anticipated running costs for 2023/24.

2 NET INCOME FOR THE YEAR

This is stated after charging:
Depreciation - owned assets
Pension Costs
Independent Examiners Fees

2023	2022
£	£
1,299	917
6,077	4,651
800	660

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

-	-
---	---

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

13

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Sales of Services:			
Education & Training	45,300		45,300
Social Reporting & Lived Experience:	13,980		13,980
Production of Media	1,500		1,500
Web Building	20,000		20,000
Grants:			
Concrit		4,108	4,108
EU Arenas		89,496	89,496
Narratives of Impact		62,422	62,422
Unicorn		5,467	5,467
Continue		30,566	30,566
Heritage Lottery Fund		46,802	46,802
DWP		4,095	4,095
	80,780	242,956	323,736

Previous Year:	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Sales of Services:			
Education & Training	73,075		73,075
Social Reporting	1,320		1,320
Production of Media	6,000		6,000
Web Building	400		400
Grants:			
Concrit		23,451	23,451
Cosie		6,235	6,235
EU Arenas		40,521	40,521
Narratives of Impact		34,740	34,740
Erasmus Co Engage		1,726	1,726
Unicorn		3,962	3,962
Continue		24,620	24,620
Erasmus Eurospectives		356	356
	80,795	135,611	216,406

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Consultancy & Other Sales	45,081		45,081	42,205
	45,081	-	45,081	42,205

All "trading" activities in 2023 and 2022 were unrestricted.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

14

6 EXPENDITURE

	Education & Training	Other Services	Total 2023
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	7,200	117,908	125,108
Freelance & Subcontract Costs	11,647	33,044	44,691
DBS Checks	13	-	13
Staff Training	71	30	101
Grants to Partner Organisations / Partner Costs	-	56,035	56,035
Travel and Subsistence	1,354	21,149	22,503
Conference, Room Hire & Course Expenses	1,522	15,960	17,482
Volunteer Expenses	40	762	802
Participant Expenses & Access Costs	1,250	3,226	4,476
Publicity, communication & dissemination	-	3,347	3,347
Internet/Online Costs/Security	1,900	5,912	7,812
Minor & Computer Equipment	-	825	825
Support Costs	460	29,044	29,504
Governance Costs	180	4,068	4,248
	<u>25,637</u>	<u>291,310</u>	<u>316,947</u>
Restricted Funds			243,454
Unrestricted Funds			<u>73,493</u>
			<u>316,947</u>
 Previous Year	 Education & Training	 Other Services	 Total 2022
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	7,000	83,998	90,998
Freelance & Subcontract Costs	21,044	34,772	55,816
DBS Checks	-	13	13
Staff Training	-	10	10
Grants to Partner Organisations	-	20,943	20,943
Travel and Subsistence	1,506	8,088	9,594
Conference, Room Hire & Course Expenses	3,578	5,790	9,368
Volunteer Expenses	-	48	48
Participant Expenses & Access Costs	875	453	1,328
Publicity, communication & dissemination	-	2,426	2,426
Internet/Online Costs/Security	90	1,854	1,944
Minor & Computer Equipment	-	100	100
Support Costs	9,500	16,269	25,769
Governance Costs	300	3,505	3,805
	<u>43,893</u>	<u>178,269</u>	<u>222,162</u>
Restricted Funds			136,181
Unrestricted Funds			<u>85,981</u>
			<u>222,162</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

15

7 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	Basis of Apportionment	General		Total 2023	Total 2022
		Support	Governance		
		£	£	£	£
Employment Costs	Staff Time	13,182	1,883	15,065	13,340
Financial Management	Staff Time	9,754	1,084	10,838	10,166
Rent, Meeting Room hire & Storage	Staff Time	2,807		2,807	2,233
Post, Printing and Stationery	Staff Time	206		206	76
Publications & Subscriptions	Staff Time	48		48	48
Insurance	Staff Time	506		506	612
Sundry	Staff Time	460		460	126
Depreciation	Staff Time	1,299		1,299	917
Bank & Card Charges		232		232	122
Payroll Costs		939		939	814
Trustee Expenses & AGM		-	481	481	460
Irrecoverable VAT		71		71	-
Independent Examination	Governance	-	800	800	660
		<u>29,504</u>	<u>4,248</u>	<u>33,752</u>	<u>29,574</u>
Restricted Funds				17,071	26,990
Unrestricted Funds				16,681	2,584
				<u>33,752</u>	<u>29,574</u>

8 STAFF NUMBERS AND COSTS

	2023	2022
	£	£
Wages and Salaries	130,592	96,953
Social Security Costs	3,504	2,734
Pension Costs	6,077	4,651
	<u>140,173</u>	<u>104,338</u>

No employee earned £60,000 per annum or more.

During the year 10 staff were employed on a part time basis, with an average of 8.

The average number of employees, analysed by function was:

Management & Administration	1	1
Provision of Services	7	3
	<u>8</u>	<u>4</u>

The charity considers its key management personnel comprises the Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel was £37,662 (2022: £33,350). No employees has benefits in excess of £60,000 (2022: none).

9 DIRECTORS (MANAGEMENT COMMITTEE) REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable during the period, to any trustee or to any persons known to be connected with any of them. Except as disclosed below no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

Travel Expenses	4 trustees	<u>£151</u>
-----------------	------------	-------------

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

16

10 TANGIBLE FIXED ASSETS

	Computer Equipment £	Furniture & Equipment £	Total £
COST			
At 1 April 2022	8,708	339	9,047
Additions	2,854	-	2,854
Disposals	(4,530)	(339)	(4,869)
At 31 March 2023	7,032	-	7,032
DEPRECIATION			
At 1 April 2022	8,014	339	8,353
Charge for Year	1,299	-	1,299
Disposals	(4,530)	(339)	(4,869)
At 31 March 2023	4,783	-	4,783
NET BOOK VALUE			
At 31 March 2023	2,249	-	2,249
At 31 March 2022	694	-	694

11 CAPITAL COMMITMENTS

Contracted but not provided for

2023 £ nil	2022 £ nil
---------------	---------------

12 DEBTORS

Accounts Receivable
Other Debtors
Accrued Income
Prepayments and Accrued Interest

£	£
16,618	71,400
1,382	-
54,375	9,914
1,131	2,128
73,506	83,442

In 2023 £46,784 related to restricted funds. In 2022 £9,914 related to restricted funds.

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Accounts Payable	3,368	6,195
Other Creditors	676	1,590
Other Taxes & Social Security Costs	2,021	10,282
Deferred Income	19,903	125,970
Accruals	5,420	2,321
	31,388	146,358

Included in creditors is £16,103 (2022 £63,349) that relates to restricted funds.

14 DEFERRED INCOME

	2023 £	2022 £
Deferred income comprises grants paid in advance.		
Balance as at 1st April	125,970	135,769
Amount released to income earned from charitable activities	(125,845)	(73,272)
Amount deferred in year	19,778	63,473
Balance as at 31st March	19,903	125,970

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

17

15 ANALYSIS OF CHARITABLE FUNDS

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-22 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-23 £
General	114,571	81,401	-	(47,856)	148,116
Designated Funds - Post Covid	26,250		(2,240)	-	24,010
Designated Funds - Education & Training	51,185	45,475	-	(25,637)	71,023
	192,006	126,876	(2,240)	(73,493)	243,149

Previous Year:

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-21 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-22 £
General	106,835	49,974	-	(42,238)	114,571
Designated Funds - Post Covid	26,250		-	-	26,250
Designated Funds - Education & Training	21,853	73,075	-	(43,743)	51,185
	154,938	123,049	-	(85,981)	192,006

Designated Funds

Post Covid

- these funds are set aside to meet potential employment and administration costs that may arise due to gaps in funding including changes in service delivery following the Covid pandemic.

Education & Training

- ringfenced surpluses towards future education and training costs

<i>Analysis of Movements in Restricted Funds:</i>	Balance 01-Apr-22 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-23 £
DWP	-	4,095		(4,095)	-
Continue	-	30,566		(30,566)	-
HLF	-	46,802	(1,903)	(45,060)	(161)
EU Arenas	-	89,496		(89,496)	-
Narratives of Impact	-	62,422		(62,422)	-
Unicorn	-	5,467		(5,467)	-
Concrit	-	4,108	2,240	(6,348)	-
Capital - HLF	-	-	1,903	-	1,903
	-	242,956	2,240	(243,454)	1,742

Previous Year:

Analysis of Movements in Restricted Funds:

	Balance 01-Apr-21 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-22 £
Donation in Kind	570	-		(570)	-
Continue	-	24,619		(24,619)	-
Co Engage	-	1,726		(1,726)	-
Cosie	-	6,235		(6,235)	-
Euroerspective	-	356		(356)	-
EU Arenas	-	40,521		(40,521)	-
Narratives of Impact	-	34,740		(34,740)	-
Unicorn	-	3,963		(3,963)	-
Concrit	-	23,451		(23,451)	-
	570	135,611	-	(136,181)	-

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

18

15 cont...

Details re funds:

HLF	towards the Home? Project
DWP	towards access costs
Cosie	towards the Co-creation of Service Innovations in Europe Project
Continue	towards connecting European Youth Through Storytelling Project
EU Arenas	towards the EU Arenas Project
Narratives of Impact	towards the Narrated of Impact Project
Unicorn	towards the Co-operation for Innovation and the Exchange of Good Practices Project
Concrit	towards the Community Narration and Critical Thinking project

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	2023 Total £	Tangible Fixed Assets £	Net Current Assets £	2022 Total £
Restricted Funds	1,903	(161)	1,742	-	-	-
Unrestricted Funds	346	147,770	148,116	694	113,877	114,571
Unrestricted- Designated	-	95,033	95,033	-	77,435	77,435
	<u>2,249</u>	<u>242,642</u>	<u>244,891</u>	<u>694</u>	<u>191,312</u>	<u>192,006</u>

17 POST BALANCE SHEET EVENTS

The trustees consider that, there are no significant post balance sheet events that impact on the financial statements as presented.

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £1 in the event of winding up.

19 CONTINGENT LIABILITIES

2023	2022
£ nil	£ nil

20 CONTROLLING PARTIES

The charity is under the shared control of the trustees (directors) named on Page 1.

PEOPLE'S VOICE MEDIA

England & Wales - Charity number 1059681

Accounts

PEOPLE'S VOICE MEDIA

Company Registration Number: 3083575

Charity Registration Number: 1059681

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2022

PEOPLE'S VOICE MEDIA

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022

INDEX

Page	
1 - 5	Directors Report
6	Independent Examiners Report
7	Statement of Financial Activities
8	Balance Sheet
9	Statement of Cash Flows
10-17	Notes to the Accounts

Report of the trustees for the year ended 31ST March 2022

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

Reference and administrative information

Charity Name: People's Voice Media

Charity Number: 1059681

Company No: 3083575

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs Janet Castrogiovanni (Chair)

Ms Caroline Marsh

Ms Paula Sergeant

Mr Anthony Floyd McKenzie (appointed 10 April 2021)

Ms Harinder Birring (appointed 30th October 2021)

Mr Isaac Samuels (resigned 28th March 2022)

Mr Michael Stephenson (resigned 27th April 2021)

Mr Philip Aspden (resigned 11th May 2021)

Key management personnel: Trustees and Directors

Mrs Janet Castrogiovanni Chair of Trustees

Senior managers

Ms. Hayley Trowbridge CEO and Company Secretary

Registered Office

The Fort Offices, Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD

Independent Examiners

Community Accountancy Service Limited

The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Bankers

Cooperative Bank plc, 1 Balloon Street, Manchester, M60 4EP

Objectives and activities

The purposes of the charity are to advance the education, to preserve and protect the good health and to relieve the poverty of the public in England by the provision of free and confidential information about charitable, voluntary, health and public services.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through undertaking community reporting activities that spread the knowledge and stories of excluded groups that create conversations of change, and provide network support structures.

Structure, governance and management

People's Voice Media is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th July 1995. It is registered as a charity with the Charity Commission (dated 9th December 1996).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of 3 years. Each year one third of the trustees shall retire from office by rotation and offer themselves for re-election.

Trustee induction and training

New trustees are given a formal induction training plan that consists of minutes of copies of the previous board meetings, introduction to the services we provide and a conversation with the Chair of the organisations. Regular feedback sessions are held in the first year after board meeting to ensure that they are aware of all the activities.

Training is given when appropriate.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers

must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Review of our achievements and performance

Between April 2021 and March 2022, we achieved:

- Organised and hosted **1 annual conference**
- Delivered and contributed to **17 social change projects** in communities across the UK and Europe
- Trained **9 new Community Reporter Trainers** who are developing Community Reporter groups in their areas
- Trained **137 new Community Reporters** who are sharing their stories and supporting their peers to share their stories
- Gather **678 lived experience stories** on topics such as disability, employment, COVID-19, racism, health inequalities, women's issues and much more.
- Engaged **450 people as unique users on the Community Reporter website**, as an online sharing platform for lived experience

The impact and social value of this work can be broadly summarised in the following ways:

- **Impact on individuals -**
 - Growth in confidence in participants of our projects
 - Professionals being reassured of their practice
 - Professionals developing new ways of engaging with the people they work with
 - Power shifted to individuals that enables them to set their own agenda
- **Impact on organisations and communities -**
 - Strengthened relationships between institutions and citizens
 - Development and improvement of services based on feedback in stories
 - Training-the-trainer offered an opportunity for professionals to spread the know-how in their organisations
- **Impact on society -**
 - People are taking their learning from our projects to other settings
 - The stories we've gathered have uncovered changes that are needed on a wider scale and are starting conversations across organisations and communities about how the change can be implemented
 - Positioning lived experience as central to change-making processes

There was also **internal impact on People's Voice Media and our team members**. The working culture we are creating has changed our organisation and our people in the following ways:

- Enabling team members to be more assertive
- Rewiring 'learned behaviours' through living out our core values
- Developing ourselves as individuals and as an organisation who are becoming actively anti-racist
- Being open to change and challenge

Financial review

The charity finished the year with income of £258,660 up from £182,591 with a corresponding increase in expenditure to £222,162 from £141,092. The financial year ended with a surplus of £36,498 (2021 £41,499) allowing the charity to establish a more sustainable general reserve of £192,006 that will allow the organisation to develop.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2022 was £192,006 of which £191,312 is free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees have decided to maintain the designated reserve for operational contingencies at £26,250 as we re-establish face to face work exiting from the Covid pandemic and allow for a buffer to cover staff costs. An education and training reserve has been established to ringfence any surpluses from these activities. It is also the aim to maintain the remaining free reserves in unrestricted funds at a level which equates to approximately six months of running costs (expected to be £129,000 for the coming year). The trustees consider that this level will provide sufficient funds to allow applications for grants in the event of funding gaps and ensure that support and governance costs are covered.

Having regard to the level of general reserves and the budget for 22/23, the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible approach to staffing. £125,970 has been received in advanced funding for 2022/23.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

Based on learning this year, over the next 12 months we will:

Continue to

- o develop our anti-racism work
- o be open to learn and to change

o provide a platform for different voices to be heard

Improve our

o support, training and resources for the Community Reporter network

o communications and feedback loops with people involved in our projects

o how we equip partners with the skills to implement the insights from people's stories

Change the way we work by

o enhancing accessibility and inclusion for specific groups

o spending more time preparing the 'right' conditions for our work to flourish

o joining-up the learning across people, partners and projects and actively pushing wider systemic change

Trustees responsibilities in relation to the financial statements

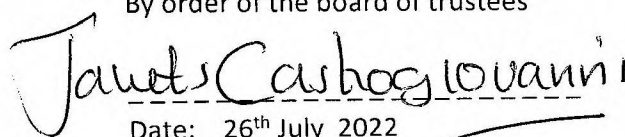
The charity trustees (who are also the directors of People's Voice Media for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

 Janet Castrogiovanni

Date: 26th July 2022

Mrs Janet Castrogiovanni Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE'S VOICE MEDIA

I report on the accounts of the company for the year ended 31st March 2022, which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anita King FCCA *A.M.King*
Community Accountancy Service Ltd
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ

26th July 2022

PEOPLE'S VOICE MEDIA

7

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.22 Total Funds £	Year Ended 31.03.21 Total Funds £
INCOME FROM:					
Donations in Kind		-	-	-	-
Charitable Activities	(4)	80,795	135,611	216,406	176,062
Other Trading Activities	(5)	42,205		42,205	6,250
Investment Income		49		49	279
TOTAL		123,049	135,611	258,660	182,591
EXPENDITURE ON:					
Charitable Activities	(6)	85,981	136,181	222,162	141,092
TOTAL		85,981	136,181	222,162	141,092
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		37,068	(570)	36,498	41,499
Gross Transfer between funds	(15)	-	-	-	-
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		37,068	(570)	36,498	41,499
Reconciliation of Funds					
Total Funds Brought Forward		154,938	570	155,508	114,009
TOTAL FUNDS CARRIED FORWARD	(16)	192,006	-	192,006	155,508

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of these accounts.

PEOPLE'S VOICE MEDIA

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible Fixed Assets	(10)	694	570
CURRENT ASSETS			
Debtors	(12)	83,442	33,643
Cash at Bank and in Hand		<u>254,228</u>	<u>280,148</u>
		337,670	313,791
LIABILITIES:			
Creditors: Amounts falling due within one year	(13)	<u>(146,358)</u>	<u>(158,853)</u>
NET CURRENT ASSETS		191,312	154,938
TOTAL NET ASSETS		<u>192,006</u>	<u>155,508</u>
THE FUNDS OF THE CHARITY			
Unrestricted Income Funds	(15)	192,006	154,938
Restricted Income Funds	(15)	-	570
TOTAL CHARITY FUNDS		<u>192,006</u>	<u>155,508</u>

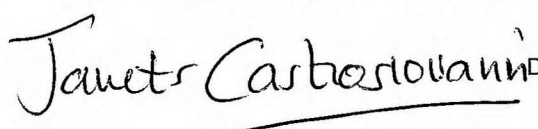
For the year ending 31st March 2022 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

~ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

~ The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

 Director Janet Castrogiovanni

Date: 26th July 2022

The notes on pages 10 to 17 form part of these accounts.

PEOPLE'S VOICE MEDIA

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2022

	2022 £	2021 £
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net movement in funds	36,498	41,499
Add back depreciation	917	863
Deduct investment income	(49)	(279)
Decrease/(increase) in debtors	(49,799)	(28,865)
Increase/(decrease) in creditors	(12,495)	124,629
Net cash used in operating activities	(24,928)	137,847
Cash flows from investment activities:		
Interest	49	279
Donation of fixed assets	(1,041)	-
Net cash provided by investing activities	(992)	279
 Increase/(decrease) in cash and cash equivalents during the year	 (25,920)	 138,126
 Cash and cash equivalents brought forward	 280,148	 142,022
Cash and cash equivalents carried forward	<u>254,228</u>	<u>280,148</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

10

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were no restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred where it is practical to do so, otherwise it is included as irrecoverable vat in expenditure.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 7.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 6.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

11

(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets). Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer Equipment	33.33% on cost
Furniture & Equipment	20 % on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity offers access to a defined contribution (stakeholder) pension scheme. Contributions are charged to the income and expenditure account when incurred. An auto enrolment pension scheme is also in place. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(k) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(n) Reserves

The charity aim to maintain general reserves equivalent to 6 months running costs. This approximates to £129,000 of anticipated running costs for 2022/23.

2 NET INCOME FOR THE YEAR

This is stated after charging:
Depreciation - owned assets
Pension Costs
Independent Examiners Fees

2022	2021
£	£
917	863
4,651	3,266
660	600

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

-	-
---	---

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

12

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Sales of Services:			
Education & Training	73,075		73,075
Social Reporting	1,320		1,320
Production of Media	6,000		6,000
Web Building	400		400
Grants:			
Concrit		23,451	23,451
Cosie		6,235	6,235
EU Arenas		40,521	40,521
Narratives of Impact		34,740	34,740
Erasmus Co Engage		1,726	1,726
Unicorn		3,962	3,962
Continue		24,620	24,620
Erasmus Eurospectives		356	356
	<u>80,795</u>	<u>135,611</u>	<u>216,406</u>

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Previous Year:			
Sales of Services:			
Education & Training	58,217		58,217
Social Reporting	3,820		3,820
Production of Media	4,800		4,800
Grants:			
Concrit		5,502	5,502
Cosie		40,821	40,821
EU Arenas		4,754	4,754
Narratives of Impact		26,949	26,949
Erasmus Co Engage		3,338	3,338
Unicorn		1,558	1,558
CforE		166	166
Erasmus Eurospectives		12,744	12,744
HMRC CJRS		7,893	7,893
Salford CC - Covid Discretionary Gra	5,500	-	5,500
	<u>72,337</u>	<u>103,725</u>	<u>176,062</u>

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Consultancy & Other Sales	42,205		42,205	6,250
	<u>42,205</u>	<u>-</u>	<u>42,205</u>	<u>6,250</u>

All "trading" activities in 2022 and 2021 were unrestricted.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

13

6 EXPENDITURE

	Education & Training	Other Services	Total 2022
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	7,000	83,998	90,998
Freelance & Subcontract Costs	21,044	34,772	55,816
DBS Checks	-	13	13
Staff Training	-	10	10
Grants to Partner Organisations	-	20,943	20,943
Travel and Subsistence	1,506	8,088	9,594
Conference, Room Hire & Course Expenses	3,578	5,790	9,368
Volunteer Expenses	-	48	48
Participant Expenses & Access Costs	875	453	1,328
Publicity, communication & dissemination	-	2,426	2,426
Internet/Online Costs/Security	90	1,854	1,944
Minor & Computer Equipment	-	100	100
Support Costs	9,500	16,269	25,769
Governance Costs	300	3,505	3,805
	<u>43,893</u>	<u>178,269</u>	<u>222,162</u>
Restricted Funds			136,181
Unrestricted Funds			<u>85,981</u>
			<u>222,162</u>
Previous Year	Education & Training	Other Services	Total 2021
<i>Expenditure on Charitable Activities:</i>	£	£	£
Employment Costs	1,000	64,049	65,049
Freelance & Subcontract Costs	19,986	5,789	25,775
DBS Checks	-	86	86
Staff Training	-	47	47
Grants to Partner Organisations	-	20,987	20,987
Travel and Subsistence	-	(154)	(154)
Conference, Room Hire & Course Expenses	1,296	1,000	2,296
Internet/Online Costs/Security	1,562	540	2,102
Minor & Computer Equipment	-	499	499
Support Costs	12,000	9,540	21,540
Governance Costs	520	2,345	2,865
	<u>36,364</u>	<u>104,728</u>	<u>141,092</u>
Restricted Funds			104,295
Unrestricted Funds			<u>36,797</u>
			<u>141,092</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

14

7 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	Basis of Apportionment	General Support	Governance	Total 2022	Total 2021
		£	£	£	£
Employment Costs	Staff Time	11,672	1,668	13,340	11,680
Financial Management	Staff Time	9,149	1,017	10,166	8,045
Rent, Meeting Room hire & Storage	Staff Time	2,233		2,233	1,566
Post, Printing and Stationery	Staff Time	76		76	85
Publications & Subscriptions	Staff Time	48		48	48
Insurance	Staff Time	612		612	545
Sundry	Staff Time	126		126	95
Depreciation	Staff Time	917		917	863
Bank & Card Charges		122		122	80
Payroll Costs		814		814	796
Trustee Expenses & AGM		-	460	460	-
Interest Paid		-		-	2
Independent Examination	Governance	-	660	660	600
		<u>25,769</u>	<u>3,805</u>	<u>29,574</u>	<u>24,405</u>
Restricted Funds				26,990	21,821
Unrestricted Funds				<u>2,584</u>	<u>2,584</u>
				<u>29,574</u>	<u>24,405</u>

8 STAFF NUMBERS AND COSTS

	2022	2021
	£	£
Wages and Salaries	96,953	73,405
Social Security Costs	2,734	68
Pension Costs	4,651	3,256
	<u>104,338</u>	<u>76,729</u>

No employee earned £60,000 per annum or more.

During the year 7 staff were employed on a part time basis, with an average of 4.

The average number of employees, analysed by function was:

Management & Administration	1	1
Provision of Services	3	3
	<u>4</u>	<u>4</u>

The charity considers its key management personnel comprises the Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel was £33,350 (previous year: £29,201), No employees has benefits in excess of £60,000 (2020: none).

9 DIRECTORS (MANAGEMENT COMMITTEE) REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable during the period, to any trustee or to any persons known to be connected with any of them. Except as disclosed below no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

Travel Expenses	3 trustees	<u>£110</u>
-----------------	------------	-------------

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

15

10 TANGIBLE FIXED ASSETS

	Computer Equipment £	Furniture & Equipment £	Total £
COST			
At 1 April 2021	7,667	339	8,006
Additions	1,041	-	1,041
Disposals	-	-	-
At 31 March 2022	8,708	339	9,047
DEPRECIATION			
At 1 April 2021	7,097	339	7,436
Charge for Year	917	-	917
Disposals	-	-	-
At 31 March 2022	8,014	339	8,353
NET BOOK VALUE			
At 31 March 2022	694	-	694
At 31 March 2021	570	-	570

11 CAPITAL COMMITMENTS

Contracted but not provided for

2022 £ nil	2021 £ nil
---------------	---------------

12 DEBTORS

Accounts Receivable
Accrued Income
Prepayments and Accrued Interest

£	£
71,400	10,500
9,914	21,785
2,128	1,358
83,442	33,643

In 2022 £9,914 related to restricted funds. In 2021 £21,785 related to restricted funds.

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Loan	-	14,828
Accounts Payable	6,195	2,850
Other Creditors	1,590	1,505
Other Taxes & Social Security Costs	10,282	1,026
Deferred Income	125,970	135,769
Accruals	2,321	2,875
	146,358	158,853

Included in creditors is £63,349 (2021 £148,471) that relates to restricted funds.

14 DEFERRED INCOME

	2022 £	2021 £
Deferred income comprises grants paid in advance.		
Balance as at 1st April	135,769	31,323
Amount released to income earned from charitable activities	(73,272)	(29,323)
Amount deferred in year	63,473	133,769
Balance as at 31st March	125,970	135,769

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

16

15 ANALYSIS OF CHARITABLE FUNDS

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-21 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-22 £
General	106,835	49,974	-	(42,238)	114,571
Designated Funds - Post Covid	26,250		-	-	26,250
Designated Funds - Education & Training	21,853	73,075	-	(43,743)	51,185
	154,938	123,049	-	(85,981)	192,006

Previous Year:

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-20 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-21 £
General	86,619	78,866	(21,853)	(36,797)	106,835
Designated Funds - Post Covid	26,250		-		26,250
Designated Funds - Education & Training			21,853		21,853
	112,869	78,866	-	(36,797)	154,938

Designated Funds

Post Covid

- these funds are set aside to meet potential employment and administration costs that may arise due to gaps in funding including changes in service delivery following the Covid pandemic.

Education & Training

- ringfenced surpluses towards future education and training costs

<i>Analysis of Movements in Restricted Funds:</i>	Balance 01-Apr-21 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-22 £
Donation in Kind	570	-		(570)	-
Continue	-	24,619		(24,619)	-
Co Engage	-	1,726		(1,726)	-
Cosie	-	6,235		(6,235)	-
Euroerspective	-	356		(356)	-
EU Arenas	-	40,521		(40,521)	-
Narratives of Impact	-	34,740		(34,740)	-
Unicorn	-	3,963		(3,963)	-
Concrit	-	23,451		(23,451)	-
	570	135,611	-	(136,181)	-

Previous Year:

<i>Analysis of Movements in Restricted Funds:</i>	Balance 01-Apr-20 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-21 £
Donation in Kind	1,140	-		(570)	570
CforE	-	166		(166)	-
HMRC CJRS	-	7,893		(7,893)	-
Co Engage	-	3,338		(3,338)	-
Cosie	-	40,821		(40,821)	-
Euroerspective	-	12,744		(12,744)	-
EU Arenas	-	4,754		(4,754)	-
Narratives of Impact	-	26,949		(26,949)	-
Unicorn	-	1,558		(1,558)	-
Concrit	-	5,502		(5,502)	-
	1,140	103,725	-	(104,295)	570

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

17

15 cont...

Details re funds:

Co Engage	towards the Innovative Social Investment : Strengthening communities in Europe project
Cosie	towards the Co-creation of Service Innovations in Europe Project
Continue	towards connecting European Youth Through Storytelling Project
EU Arenas	towards the EU Arenas Project
Narratives of Impact	towards the Narrated of Impact Project
Unicorn	towards the Co-operation for Innovation and the Exchange of Good Practices Project
Concrit	towards the Community Narration and Critical Thinking project

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	2022 Total £	Tangible Fixed Assets £	Net Current Assets £	2021 Total £
Restricted Funds	-	-	-	570	-	570
Unrestricted Funds	694	113,877	114,571	-	106,835	106,835
Unrestricted- Designated	-	77,435	77,435	-	48,103	48,103
	<u>694</u>	<u>191,312</u>	<u>192,006</u>	<u>570</u>	<u>154,938</u>	<u>155,508</u>

17 POST BALANCE SHEET EVENTS

The trustees consider that, there are no significant post balance sheet events that impact on the financial statements as presented.

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £1 in the event of winding up.

19 CONTINGENT LIABILITIES

2022	2021
£ nil	£ nil

20 CONTROLLING PARTIES

The charity is under the shared control of the trustees (directors) named on Page 1.

PEOPLE'S VOICE MEDIA

England & Wales - Charity number 1059681

Accounts

PEOPLE'S VOICE MEDIA

Company Registration Number: 3083575

Charity Registration Number: 1059681

FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2021

PEOPLE'S VOICE MEDIA

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

INDEX

Page	
1 - 5	Directors Report
6	Independent Examiners Report
7	Statement of Financial Activities
8	Balance Sheet
9	Statement of Cash Flows
10-16	Notes to the Accounts

PEOPLE'S VOICE MEDIA**Report of the trustees for the year ended 31ST March 2021**

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

Reference and administrative information

Charity Name: People's Voice Media

Charity Number: 1059681

Company No: 3083575

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

Mrs Janet Castrogiovanni (Chair)

Mrs Claire Evans (resigned 17th July 2020)

Dr Yogesh Virmani (resigned 31st July 2020)

Mr Philip Aspden (resigned 11th May 2021)

Ms Caroline Marsh

Ms Paula Sergeant

Mr Isaac Samuels

Mr Michael Stephenson (resigned 27th April 2021)

Mr Anthony Floyd McKenzie (appointed 10 April 2021)

Key management personnel: Trustees and Directors

Mrs Janet Castrogiovanni Chair of Trustees

Senior managers

Ms. Hayley Trowbridge CEO and Company Secretary

Registered Office

The Fort Offices, Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD

Independent Examiners

Community Accountancy Service Limited

The Grange, Pilgrim Drive

Beswick, Manchester

M11 3TQ

PEOPLE'S VOICE MEDIA

Bankers

Cooperative Bank plc, 1 Balloon Street, Manchester, M60 4EP

Objectives and activities

The purposes of the charity are to advance the education, to preserve and protect the good health and to relieve the poverty of the public in England by the provision of free and confidential information about charitable, voluntary, health and public services.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through undertaking community reporting activities that spread the knowledge and stories of excluded groups that create conversations of change, and provide network support structures.

Structure, governance and management

People's Voice Media is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th July 1995. It is registered as a charity with the Charity Commission (dated 9th December 1996).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of 3 years. Each year one third of the trustees shall retire from office by rotation and offer themselves for re-election.

Trustee induction and training

New trustees are given a formal induction training plan that consists of minutes of copies of the previous board meetings, introduction to the services we provide and a conversation with the Chair of the organisations. Regular feedback sessions are held in the first year after board meeting to ensure that they are aware of all the activities.

Training is given when appropriate.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Review of our achievements and performance

- Moved delivery of our activities to 'online environments' during the pandemic and have adapted our practice well to suit this environment. This has opened up new opportunities for our charity and since then we have developed projects and programmes of work specifically to harness the opportunities that online delivery has opened-up such as remote storytelling and gathering, national and European level collaboration workshops and livestreaming.
- Wrote our first policy and practice briefing, and delivered a launch event. 18 people attended the event and the briefing has been accessed via our website 364 number of times. Find the briefing here: <https://peoplesvoicemedia.co.uk/wp-content/uploads/2020/05/WellbeingFromTheMarginsPolicyBriefingFinal-1.pdf>
- Delivered 2nd Annual Institute of Community Reporter conference as an online event (October 2021). 92 people attended. Sessions included:
 - Exploring lived experiences of COVID-19
 - Policy roundtable on the topic of co-creation and public services
 - Presentations and discussions on citizen engagement activities from across Europe
 - An ideas jam on the topic of 'collaboration'
 - Launch event for our second policy and practice insight briefing. Find the briefing here: <https://peoplesvoicemedia.co.uk/wp-content/uploads/2020/10/ReHumanisingTheSystemBriefingFinal.pdf> (Viewed 258 times)
- New partnership developed with Camerados. Together with their movement and Curators of Change we gathered people's experiences of the COVID-19 pandemic, curated them into a set of insight briefings and co-produced 10 online, livestreamed chat shows. You can access the briefings here: <https://www.camerados.org/what-does-the-future-look-like-post-pandemic/>
- Commenced a new Horizon 2020 project - EUARENAS - and begun to develop new skills and knowledge in the arena of foresight and future-thinking.
- Completed an evaluation with Manchester Metropolitan University and Macmillan in which we brought citizen perspective to the evaluation of a prototype service around supporting people with cancer with money and work issues. As part of this piece of work, we worked directly with people living with cancer to co-produce findings from their lived experiences and present these as a short report, a presentation and story extracts.
- New partnership developed with the Co-Pro Collective at University College London. With them we gathered 15 people's lived experiences of co-production and synthesised the learning into a short report. The report can be accessed here: <https://peoplesvoicemedia.co.uk/wp-content/uploads/2020/11/CoProStoriesFullAnalysisFinal.pdf>
- Began specific work to address systemic racism within our activities. This learning is being incorporated into other areas relating to equality and diversity, ensuring that we are an organisation that is pro-actively inclusive and challenges systemic issues through our work. This is evident with Board-level sub-groups, agendas of Board and team meetings, changes

PEOPLE'S VOICE MEDIA

to our approach to communications and the diversification of the projects we are involved in.

- Published and disseminated the results of our work in blog posts, journals and books.

Financial review

The charity finished the year with income of £182,591 up from £169,517 with a corresponding increase in expenditure to £141,092 from £135,563. The financial year ended with a surplus of £41,499 (2020 £33,954) allowing the charity to establish a more sustainable general reserve of £154,938 and restricted reserves of £570.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2021 was £154,938 all of which is free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees have decided to maintain the designated reserve for operational contingencies at £26,250 to take into account the potential disruption during the period as we exit from the Covid pandemic and allow for a buffer to cover staff costs. An education and training reserve has been established to ringfence any surpluses from these activities. It is also the aim to maintain the remaining free reserves in unrestricted funds at a level which equates to approximately six months of running costs (expected to be £84,000). The trustees consider that this level will provide sufficient funds to allow applications for grants in the event of funding gaps and ensure that support and governance costs are covered.

Having regard to the level of general reserves and the budget for 21/22, the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible approach to staffing. £135,769 has been received in advanced funding for 2021/22.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

- Connect our storytelling work in with creative arts, cultural and heritage agendas - and seek our partnerships and projects that can enable this.
- Work with partners and Community Reporters to deliver third annual Institute of Community Reporter conference (June 2021)
- Develop new relationships with academic partners and explore options for engagement in Horizon Europe calls.
- Develop work in the 'impact' arena, particularly in terms of our wider societal impact and in-line with this to explore core funding opportunities to support these activities - i.e., exploitation of project results beyond projects' lifespan, policy events and briefings, knowledge exchanges etc.

PEOPLE'S VOICE MEDIA

- Focus on developing new methodologies, practices and tools in relation to foresight/future-thinking and learning/evaluation strategies and bridge our current work over into new territory.
- Continue to expand the Community Reporter movement.
- Continue our work and development as an actively inclusive organisation that seeks to address systemic issues consciously.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of People's Voice Media for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

Mrs Janet Castrogiovanni
Chair

Date: 27th July 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE'S VOICE MEDIA

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anita King FCCA *A M. King*
Community Accountancy Service Ltd
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ
27th July 2021

PEOPLE'S VOICE MEDIA

7

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.21 Total Funds £	Year Ended 31.03.20 Total Funds £
INCOME FROM:					
Donations in Kind		-	-	-	1,810
Charitable Activities	(4)	72,337	103,725	176,062	161,745
Other Trading Activities	(5)	6,250		6,250	5,544
Investment Income		279		279	418
TOTAL		78,866	103,725	182,591	169,517
EXPENDITURE ON:					
Charitable Activities	(6)	36,797	104,295	141,092	135,563
TOTAL		36,797	104,295	141,092	135,563
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		42,069	(570)	41,499	33,954
Gross Transfer between funds	(15)	-	-	-	-
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		42,069	(570)	41,499	33,954
Reconciliation of Funds					
Total Funds Brought Forward		112,869	1,140	114,009	80,055
TOTAL FUNDS CARRIED FORWARD	(16)	154,938	570	155,508	114,009

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 16 form part of these accounts.

PEOPLE'S VOICE MEDIA

8

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible Fixed Assets	(10)	570	1,433
CURRENT ASSETS			
Debtors	(12)	33,643	4,778
Cash at Bank and in Hand		<u>280,148</u>	<u>142,022</u>
		313,791	146,800
LIABILITIES:			
Creditors: Amounts falling due within one year	(13)	<u>(158,853)</u>	<u>(34,224)</u>
NET CURRENT ASSETS		154,938	112,576
TOTAL NET ASSETS		<u>155,508</u>	<u>114,009</u>
THE FUNDS OF THE CHARITY			
Unrestricted Income Funds	(15)	154,938	112,869
Restricted Income Funds	(15)	<u>570</u>	<u>1,140</u>
TOTAL CHARITY FUNDS		<u>155,508</u>	<u>114,009</u>

For the year ending 31st March 2021 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

~ The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

~ The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

) Director Janet Castrogiovanni

Date: 27th July 2021

The notes on pages 10 to 16 form part of these accounts.

PEOPLE'S VOICE MEDIA

9

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2021

	2021 £	2020 £
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net movement in funds	41,499	33,954
Add back depreciation	863	863
Deduct investment income	(279)	(418)
Decrease/(increase) in debtors	(28,865)	7,993
Increase/(decrease) in creditors	124,629	(23,952)
Net cash used in operating activities	137,847	18,440
Cash flows from investment activities:		
Interest	279	418
Donation of fixed assets	-	(1,710)
Net cash provided by investing activities	279	(1,292)
 Increase/(decrease) in cash and cash equivalents during the year	 138,126	 17,148
 Cash and cash equivalents brought forward	 142,022	 124,874
Cash and cash equivalents carried forward	280,148	142,022

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There was one restricted fund at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred where it is practical to do so, otherwise it is included as irrecoverable vat in expenditure.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 7.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 6.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

11

(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer Equipment	33.33% on cost
Furniture & Equipment	20 % on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals.

The charity offers access to a defined contribution (stakeholder) pension scheme. Contributions are charged to the income and expenditure account when incurred.

An auto enrolment pension scheme is also in place. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(k) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(n) Reserves

The charity aim to establish general reserves equivalent to 6 months running costs. This approximates to £84,000 of anticipated running costs for 2021/22.

2 NET INCOME FOR THE YEAR

This is stated after charging:

Depreciation - owned assets

Pension Costs

Independent Examiners Fees

2021	2020
£	£
863	863
3,256	3,266
600	550

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

-	-
---	---

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

12

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Sales of Services:			
Education & Training	58,217		58,217
Social Reporting	3,820		3,820
Production of Media	4,800		4,800
Grants:			
Concrit		5,502	5,502
Cosie		40,821	40,821
EU Arenas		4,754	4,754
Narratives of Impact		26,949	26,949
Erasmus Co Engage		3,338	3,338
Unicorn		1,558	1,558
CforE		166	166
Erasmus Eurospectives		12,744	12,744
HMRC CJRS		7,893	7,893
Salford CC - Covid Discretionary Grar	5,500	-	5,500
	<u>72,337</u>	<u>103,725</u>	<u>176,062</u>

Previous Year:	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Sales of Services:			
Education & Training	36,467		36,467
Production of Media	9,500		9,500
Grants:			
Concrit		4,721	4,721
Cosie		70,229	70,229
Erasmus Our Voices		27,693	27,693
Voicities		6,591	6,591
Erasmus Co Engage		1,723	1,723
Erasmus Eurospectives		4,821	4,821
	<u>45,967</u>	<u>115,778</u>	<u>161,745</u>

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Social Licences	-		-	5,000
Consultancy & Other Sales	6,250		6,250	544
	<u>6,250</u>	<u>-</u>	<u>6,250</u>	<u>5,544</u>

All "trading" activities in 2021 and 2020 were unrestricted.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

13

6 EXPENDITURE

	Education & Training	Other Services	Total 2021
	£	£	£
Expenditure on Charitable Activities:			
Employment Costs	1,000	64,049	65,049
Freelance & Subcontract Costs	19,986	5,789	25,775
DBS Checks	-	86	86
Staff Training	-	47	47
Grants to Partner Organisations	-	20,987	20,987
Travel and Subsistence	-	(154)	(154)
Conference, Room Hire & Course Expenses	1,296	1,000	2,296
Internet/Online Costs/Security	1,562	540	2,102
Minor & Computer Equipment	-	499	499
Support Costs	12,000	9,540	21,540
Governance Costs	520	2,345	2,865
	<u>36,364</u>	<u>104,728</u>	<u>141,092</u>
Restricted Funds			104,295
Unrestricted Funds			<u>36,797</u>
			<u>141,092</u>
 Previous Year	 Education & Training	 Other Services	 Total 2020
	£	£	£
Expenditure on Charitable Activities:			
Employment Costs	10,359	45,448	55,807
Freelance & Subcontract Costs	2,740	8,441	11,181
Grants to Partner Organisations	-	20,365	20,365
Travel and Subsistence	2,096	11,794	13,890
Conference, Room Hire & Course Expenses	835	5,514	6,349
Internet/Online Costs/Security	1,695	-	1,695
Minor & Computer Equipment	-	5	5
Publicity & Promotion	101	338	439
Support Costs	6,009	16,245	22,254
Governance Costs	966	2,612	3,578
	<u>24,801</u>	<u>110,762</u>	<u>135,563</u>
Restricted Funds			120,571
Unrestricted Funds			<u>14,992</u>
			<u>135,563</u>

7 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	Basis of Apportionment	General Support	Governance	Total 2021	Total 2020
		£	£	£	£
Employment Costs	Staff Time	10,220	1,460	11,680	11,688
Financial Management	Staff Time	7,240	805	8,045	9,950
Rent, Rates, Storage & Services	Staff Time	1,566		1,566	867
Post, Printing and Stationery	Staff Time	85		85	611
Publications & Subscriptions	Staff Time	48		48	48
Insurance	Staff Time	545		545	340
Sundry	Staff Time	95		95	225
Depreciation	Staff Time	863		863	863
Bank & Card Charges		80		80	110
Payroll Costs		796		796	548
Trustee Expenses		-		-	32
Interest Paid		2		2	-
Independent Examination	Governance	-	600	600	550
		<u>21,540</u>	<u>2,865</u>	<u>24,405</u>	<u>25,832</u>
Restricted Funds				21,821	21,549
Unrestricted Funds				<u>2,584</u>	<u>4,283</u>
				<u>24,405</u>	<u>25,832</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

14

8 STAFF NUMBERS AND COSTS

	2021	2020
	£	£
Wages and Salaries	73,405	63,358
Social Security Costs	68	871
Pension Costs	3,256	3,266
	<u>76,729</u>	<u>67,495</u>

No employee earned £60,000 per annum or more.

During the year 5 staff were employed on a part time basis, with an average of 4.

The average number of employees, analysed by function was:

Management & Administration	1	1
Provision of Services	3	3
	<u>4</u>	<u>4</u>

The charity considers its key management personnel comprises the Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel was £29,201 (previous year: £29,222), No employees has benefits in excess of £60,000 (2020: none).

9 DIRECTORS (MANAGEMENT COMMITTEE) REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable during the period, to any trustee or to any persons known to be connected with any of them. Except as disclosed below no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

10 TANGIBLE FIXED ASSETS

	Computer Equipment	Furniture & Equipment	Total
	£	£	£
COST			
At 1 April 2020	7,667	5,339	13,006
Additions	-	-	-
Disposals	-	(5,000)	(5,000)
At 31 March 2021	<u>7,667</u>	<u>339</u>	<u>8,006</u>
DEPRECIATION			
At 1 April 2020	6,235	5,338	11,573
Charge for Year	862	1	863
Disposals	-	(5,000)	(5,000)
At 31 March 2021	<u>7,097</u>	<u>339</u>	<u>7,436</u>
NET BOOK VALUE			
At 31 March 2021	<u>570</u>	<u>-</u>	<u>570</u>
At 31 March 2020	<u>-</u>	<u>1</u>	<u>1,433</u>

11 CAPITAL COMMITMENTS

Contracted but not provided for

2021	2020
£ nil	£ nil

12 DEBTORS

	£	£
Accounts Receivable	10,500	4,152
Other Debtors	-	323
Accrued Income	21,785	-
Prepayments and Accrued Interest	1,358	303
	<u>33,643</u>	<u>4,778</u>

In 2021 £21,785 related to restricted funds. In 2020 all debtors related to unrestricted funds.

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

15

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021 £	2020 £
Loan	14,828	-
Accounts Payable	2,850	750
Other Creditors	1,505	-
Other Taxes & Social Security Costs	1,026	858
Deferred Income	135,769	31,323
Accruals	2,875	1,293
	<u>158,853</u>	<u>34,224</u>

Included in creditors is £148,471 (2020 £26,323) that relates to restricted funds.
The loan is interest free and repayable on demand.

14 DEFERRED INCOME	2021 £	2020 £
Deferred income comprises grants paid in advance.		
Balance as at 1st April	31,323	50,780
Amount released to income earned from charitable activities	(29,323)	(50,780)
Amount deferred in year	133,769	31,323
Balance as at 31st March	<u>135,769</u>	<u>31,323</u>

15 ANALYSIS OF CHARITABLE FUNDS

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-20 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-21 £
General	86,619	78,866	(21,853)	(36,797)	106,835
Designated Funds - Post Covid	26,250	-	-	-	26,250
Designated Funds - Education & Training			21,853		21,853
	<u>112,869</u>	<u>78,866</u>	<u>-</u>	<u>(36,797)</u>	<u>154,938</u>

Previous Year:

<i>Analysis of Movements in Unrestricted Funds:</i>	Balance 01-Apr-19 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-20 £
General	69,932	51,929	(20,250)	(14,992)	86,619
Designated Funds	6,000		20,250		26,250
	<u>75,932</u>	<u>51,929</u>	<u>-</u>	<u>(14,992)</u>	<u>112,869</u>

Designated Funds

Post Covid

- these funds are set aside to meet potential employment and administration costs that may arise due to gaps in funding including changes in service delivery following the Covid pandemic.
- ringfenced surpluses towards future education and training costs

Education & Training

<i>Analysis of Movements in Restricted Funds:</i>	Balance 01-Apr-20 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-21 £
Donation in Kind	1,140	-		(570)	570
CforE	-	166		(166)	-
HMRC CJRS	-	7,893		(7,893)	-
Co Engage	-	3,338		(3,338)	-
Cosie	-	40,821		(40,821)	-
Euroerspective	-	12,744		(12,744)	-
EU Arenas	-	4,754		(4,754)	-
Narratives of Impact	-	26,949		(26,949)	-
Unicorn	-	1,558		(1,558)	-
Concrit	-	5,502		(5,502)	-
	<u>1,140</u>	<u>103,725</u>	<u>-</u>	<u>(104,295)</u>	<u>570</u>

PEOPLE'S VOICE MEDIA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

16

15 (cont...)

Previous Year:

Analysis of Movements in
Restricted Funds:

	Balance 01-Apr-19 £	Incoming £	Transfers £	Outgoing £	Balance 31-Mar-20 £
Donation in Kind	-	1,810		(670)	1,140
Co Engage	1,845	1,723		(3,568)	-
Cosie	-	70,229		(70,229)	-
Euroerspective	2,278	4,821		(7,099)	-
Erasmus Our Voices	-	27,693		(27,693)	-
Voicities	-	6,591		(6,591)	-
Concrit		4,721		(4,721)	-
	4,123	117,588	-	(120,571)	1,140

Details re funds:

Co Engage	towards the Innovative Social Investment : Strengthening communities in Europe project
Cosie	towards the Co-creation of Service Innovations in Europe Project
Erasmus Our Voice	towards the Our Voice Project (create impact through mobilisation of data)
Voicities	towards the Voicities Project
EU Arenas	towards the EU Arenas Project
Narratives of Impact	towards the Narratives of Impact Project
Unicorn	towards the Co-operation for Innovation and the Exchange of Good Practices Project
Concrit	towards the Community Narration and Critical Thinking project

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	2021 Total £	Tangible Fixed Assets £	Net Current Assets £	2020 Total £
Restricted Funds	570	-	570	1,185	(45)	1,140
Unrestricted Funds	-	106,835	106,835	248	86,371	86,619
Unrestricted- Designated	-	48,103	48,103	-	26,250	26,250
	570	154,938	155,508	1,433	112,576	114,009

17 POST BALANCE SHEET EVENTS

The trustees consider that, with the exception of the Covid 19 pandemic there are no significant post balance sheet events that impact on the financial statements as presented. The charity has adapted to new ways of working in response to the ongoing pandemic and this should have no material impact on the viability of the organisation in the next twelve months.

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £1 in the event of winding up.

19 CONTINGENT LIABILITIES

2021	2020
£ nil	£ nil

20 CONTROLLING PARTIES

The charity is under the shared control of the trustees (directors) named on Page 1.