

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

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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

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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

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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.

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- 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

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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.

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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.

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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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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(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)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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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>

	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>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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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

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15 (cont...)

Previous Year:					
Analysis of Movements in	Balance				Balance
Restricted Funds:	01-Apr-19	Incoming	Transfers	Outgoing	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 though mobilisation of data)
Voicities	towards the Voicities Project
EU Arenas	towards the EU Arenas Project
Narratives of Impact	towards the Narratived 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.