



digital:works

annual report 2020-21

About digital:works



Participation Through Creative Skills

digital:works is a group of artists and trainers who work with local communities, providing training and creative assistance, to produce arts and media projects.

We are committed to a participatory approach. Creative arts are an exciting way for people of all ages and backgrounds to engage with and learn more about others from their local community – especially if they are the ones shaping and leading the creative process.

Thanks to our breadth of experience and expertise, we can provide training and creative support in a wide range of media, from web development, video and digital animation, to textile and oral history projects.

Accessible Projects for All

Our commitment to participation means we place great emphasis on inclusivity.

Our projects actively involve people from all corners of the community – be they young or old, visually or hearing impaired, or someone for whom English is not the first language.

The skills required in taking part in our projects do not depend on advanced media literacy or prior experience with digital equipment.

Community Ownership

Our goal with all projects is to encourage and maintain participants' sense of ownership of both the process and the final product. This, we believe, is the guiding principle of true participation work.

Chair's Report

Like many organisations it has been a year of curtailments, postponements and cancellations. Our Push Up Brentford project interviews were curtailed by COVID-19 but we managed a couple more once restrictions lifted slightly which was enough to allow us to complete the project.

Our On the Post project, due to take place in schools post-SATs, was cancelled but Heritage Lottery Fund allowed us to use the grant on other activities that could be achieved during lockdown or when restrictions were less severe. One of these was the development of our podcast channel. Not only did we utilise the time to create seven podcasts from the Push Up Brentford interviews but we also revisited past projects.

We believed that restrictions easing would allow us to run an adult volunteer-led project looking at Cinema Projectionists with the BFI more easily than a schools' project relying on many partners. HLF agreed that we could use the remainder of the On the Post grant for this. We set the project up twice and twice it was postponed due to further lockdowns. Although frustrating we are pleased to say it did go ahead successfully in 2021-22.

We reapplied for the On the Post project to HLF and were once again successful with the bid and were able to run it in 2021-22 as a post-SATs project.

The one project we were able to start and finish within the year was Every Kinda People, a commission for Notting Hill Genesis Housing Association. We interviewed some of their residents about music and how it shaped different eras of their lives. These were turned into podcasts with clips of their music choices and streamed online.

2021-22 has already proved to be a busy year as we complete the projects that were postponed and hope that we can continue to be actively involved in working face-to-face with schools and communities to tell people's stories.

Peter McKenna, *Chair*

Review of the Year

digital:works have completed one National Lottery Heritage Funded project this year, an oral history of Brentford Football Club, and one commission from Notting Hill Genesis Housing Association. We also developed and launched our new podcast channel which is to become an integral part of our work in the future.



A Socially distanced launch at the Water and Steam Museum

Push Up Brentford! - An Oral History of Brentford Football Club

This project was created to coincide with Brentford Football Club leaving their home of 116 years to move into a new, purpose-built stadium less than a mile away. A very emotional time for fans of the club.

A group of 16 volunteers aged between 16 and 73 (mostly but not entirely fans of the club) were trained in oral history, sound recording and interviewing techniques, conducted historical research at the local archives and were treated to a tour of the club's ground and a history workshop before developing questions for fans, former players and managers.

They conducted 21 interviews before lockdown and two more when restrictions were lifted. We used lockdown to create a series of seven very well-received podcasts from the interviews collected [an idea that came from one of the volunteers].

Lockdown meant that the project required a time extension to complete the film documentary which was launched at the Water and Steam Museum in Kew in October 2020 to a socially distanced audience. Our partners Brentford FC Community Sports Trust developed learning material based on the film and took them into local primary schools and ran workshops around the themes it brings up. Bees United - the Supporters Trust - also used the film as an integral part of their new semi-permanent exhibition of the history of the club at the Water and Steam Museum in Kew.

www.pushupbrentford.org.uk

Every Kinda People

We were commissioned by Notting Hill Genesis Housing Association to run an oral history podcast project built around how music shaped people's lives. The original intention was to train up some of their residents to conduct the interviews but it was felt COVID-19 might return to make that difficult, so we conducted the interviews ourselves. The completed podcasts include extracts from the songs/pieces of music chosen by the interviewees and are streamed on MixCloud. It was a fascinating project to be part of and the finished pieces are both very enjoyable to listen to and often very emotional.



Digital-works Podcast Channel

As the first lockdown hit and we were unable to run our Heritage Lottery Funded On the Post project we were allowed to divert some of the grant towards creating some podcasts. We created a series of seven podcasts for the Push Up Brentford project while waiting for restrictions to lift so we could carry on with the film side of the project. We released these on the Beesotted podcast channel who have built up over 2,000 subscribers. We then looked

back over some of our previous projects and created many more series. These radio documentary style podcasts allow us much more time to showcase the material we have collected for each project, in an accessible format, than we could in our films. We have now created our own channel which people subscribe to using any major podcast app or they can be accessed via the digital-works website or the individual project website.



Future Projects

Confirmed projects for 2021/22 include our On the Post project for which we successfully reapplied to Heritage Lottery Fund. Westminster Archives Cato Street Conspiracy project postponed from last year will run in the Summer of 2021. Autumn 2021 will see us run our adult volunteer-led oral history project with cinema projectionists. We have been commissioned by the Pothohar Association to work with adult volunteers to record the history of their community and their journey to the UK. We have also been successful in our bid to extend our work in sporting heritage to explore the history of AFC Wimbledon in early 2022.

Financial Report

The independent examination covered the year 6th April 2020 to 5th April 2021.

Our total income for the period was £47,760 [£130,412] made up mainly from Restricted Funds (successful funding applications) consisting of £19,970 [£98,912] accounted for mainly by the second instalment for the Brentford FC and final payment for the Evacuees project. Designated Income (commissions) amounted to £25,590 [£28,250]. The balance is made up from voluntary and management fees.

Our total expenditure to date is £55,033 [£116,330] which has mostly been spent directly on costs relating to the HLF funded projects £49,257 [£88,659], the commissions £3,900 [£25,750] and governance costs of £1,876 [£1,921] which includes insurance costs and accountancy fees.

The difference between income and expenditure over the year can be accounted for by projects being funded in one financial year while expenditure takes place in another.

We have no fixed assets as yet so are not affected by depreciation. We have no current liabilities.

Please contact us by email if you would like a copy of the full accounts.

[Last year's figures in brackets]

Trustees

Peter McKenna (Chair)
David Rogers (Treasurer)
Sally Booth (Vice-Chair)
Jenny Donaldson

Workers

Sav Kyriacou
Matthew Rosenberg
Mona Carr
Thanks to Peter Daniel



The launch of Escaping the Blitz at the BFI

digital-works 
documenting life-stories through creative participation

5 Lyncroft Gardens, London W13 9PU Tel: 020 8354 7349
info@digital-works.co.uk | www.digital-works.co.uk

Registered Charity No. 1124659

DIGITAL - WORKS
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 5TH APRIL 2021
CHARITY NO: 1124659

IOANNOU & CO.
CHARTERED ACCOUNTANTS
767-769 HIGH ROAD
NORTH FINCHLEY
LONDON
N12 8JY

DIGITAL - WORKS
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 5TH APRIL 2021

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DIGITAL - WORKS

REPORT OF THE TRUSTEES

The Trustees present their annual report and the accounts for the year ended 5th April 2021.

LEGAL AND ADMINISTRATIVE DETAILS

DIGITAL-WORKS was registered with the Charity Commissioners on 21st June 2008 under the number of 1124659.

PRINCIPAL ACTIVITIES

Digital-Works is an Arts and Educational Charity with over 20 years' experience. Its work rests on the principles of participation with local communities, working to give people a voice using a choice of creative mediums. Its projects involve using mediums such as film making, animation, oral history interviews, fine art, design, photography and interactive.

REVIEW OF FINANCIAL TRANSACTIONS AND ACTIVITIES

Like many organisations it's been a year of curtailments, postponements and cancellations. Our Push Up Brentford project interviews were curtailed by COVID-19 but we managed a couple more once restrictions lifted slightly which was enough to allow us to complete the project.

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DIGITAL - WORKS

REPORT OF THE TRUSTEES /.....Continued

OBJECTS

To advance education for the public benefit by the promotion of the Arts, in particular but not exclusively visual media and communications technologies.

To advance Arts, Culture and heritage through activities including but not limited to community projects involving Cultural, Historical, Religious and Ethnic content aimed at encouraging the inclusion of those with special needs and Cultural, Ethnic and Religious differences.

The area of benefit is to be in particular but not exclusively Greater London and South West of England.

The beneficiaries are to be in particular but not exclusively young people and older people and those with Special needs.

REVIEW OF FINANCIAL TRANSACTIONS

The Accounts together with the explanatory notes, as set out on pages 5 to 8 summarise the transactions of the Charity during the year ended 5th April 2021.

Funds raised during the year amounted to £47,760 (2020; £130,412) whilst total resources expended amounted to £55,033 (2020; £116,330).

TRUSTEES

The trustees of the Charity during the period were:

Mr. Peter McKenna [Chairman]

Mr. David Rogers [Treasurer]

Ms Sally Booth

Ms Jennefer Donaldson

By order of the Board

.....

Mr. David Rogers

[Treasurer]

6th December 2021

DIGITAL - WORKS

TRUSTEES' RESPONSIBILITIES

FOR THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5TH APRIL 2021

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the Charity and of the surplus or deficit of the Charity for that year. In preparing those financial statements, the trustees are required to:

- ~ select suitable accounting policies and then apply them consistently;
- ~ make judgements and estimates that are reasonable and prudent;
- ~ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continued its operations.

The trustees are responsible for keeping proper Accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

.....
Mr. Peter McKenna [Chairman]

6th December 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ON THE UNAUDITED ACCOUNTS OF

DIGITAL - WORKS

We report on the accounts of the Charity for the year ended 5th April 2021, which are set out on pages 5 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed. The charity is preparing accrual accounts and we are qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act 2011.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the Charities Act 2011; and
- to state whether particular matters have come to our attention.

Basis of Independent examiner's report

Our 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 of disclosures in the accounts, and the seeking of 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 our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**IOANNOU & CO.
CHARTERED ACCOUNTANTS
767-769 HIGH ROAD
NORTH FINCHLEY
LONDON
N12 8JY**

6th December 2021

DIGITAL - WORKS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 5TH APRIL 2021

<u>INCOMING RESOURCES</u>	<u>NOTES</u>	<u>2021</u>	<u>2020</u>
		£	£
Restricted Funds	2(a)	19,970	98,912
Designated Income	2(b)	25,590	28,250
Voluntary income	2(c)	2,200	3,250
Investment income		<u>0</u>	<u>0</u>
		47,760	130,412
<u>RESOURCES EXPENDED</u>			
Restricted Expenditure	3(a)	49,257	88,659
Designated Expenditure	3(b)	3,900	25,750
Governance costs	3(c)	<u>1,876</u>	<u>1,921</u>
Total Resources Expended		<u>55,033</u>	<u>116,330</u>
Net Revenue Surplus/(Deficit) for period		<u>(7,273)</u>	<u>14,082</u>

The notes on pages 7 - 8 form part of these Accounts.

DIGITAL - WORKS**BALANCE SHEET AT 5TH APRIL 2021**

	<u>NOTES</u>	<u>2021</u>	<u>2020</u>
	£	£	£
<u>CURRENT ASSETS</u>			
Cash in Hand & at Bank	42,822		50,095
<u>CREDITORS</u>			
Amounts falling due within one year	<u>960</u>		<u>960</u>
Net Current Assets		<u>41,862</u>	<u>49,135</u>
<u>NET ASSETS</u>		<u>41,862</u>	<u>49,135</u>
<u>CAPITAL FUND</u>			
Revenue Funds	4	<u>41,862</u>	<u>49,135</u>

The notes on pages 7 - 8 form part of these Accounts.

Directors' Statement

The Trustees acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records and
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its income and expenditure for the financial period.

.....
Mr. Peter McKenna – Chairman

6th December 2021

DIGITAL - WORKS**NOTES FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 5TH APRIL 2021****1. ACCOUNTING POLICIES**

There have been no changes in the accounting policies during the year.

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

2. INCOMING RESOURCES

	<u>2021</u>	<u>2020</u>
	£	£
(a) Restricted Funds – Grants received NHMF Lottery Fund	<u>19,970</u>	<u>98,912</u>
(b) Designated Funds – Commissioned income	<u>25,590</u>	<u>28,250</u>
(c) Voluntary income	<u>2,200</u>	<u>3,250</u>

3. RESOURCES EXPENDED

	<u>2021</u>	<u>2020</u>
	£	£
(a) Restricted expenditure		
Evacuees project	9,865	30,736
Brentford project	30,561	7,044
On The Post project	8,399	59
Playtime project	432	72
Breweries project	-	29,432
Dockers project	-	15,427
Wrestling project	<u>-</u>	<u>5,889</u>
	<u>49,257</u>	<u>88,659</u>
(b) Designated expenditure		
AWG project	3,900	-
NHG project	-	-
CATO Street project	-	-
Camden project	-	12,450
CSDLS project	-	4,900
EPIM project	<u>-</u>	<u>2,400</u>
	<u>3,900</u>	<u>25,750</u>

DIGITAL - WORKS**NOTES FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 5TH APRIL 2021 ...continued**

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
(c) Governance costs		
Accountancy fees	960	960
General expenses	723	768
Public Liability Insurance	<u>193</u>	<u>193</u>
	<u>1,876</u>	<u>1,921</u>
 4. <u>CAPITAL FUNDS</u>	 <u>2021</u>	 <u>2020</u>
	<u>£</u>	<u>£</u>
Revenue funds at 06.04.2020	49,135	35,053
Net Surplus/Deficit for the year	<u>(7,273)</u>	<u>14,082</u>
Revenue funds at 05.04.2021	<u>41,862</u>	<u>49,135</u>

5. **POST BALANCE SHEET EVENTS**

The COVID-19 pandemic commenced during the year ended 5 April 2020, and continues to date. The full impact of the COVID-19 pandemic continues to evolve as of the date of this report and its magnitude is uncertain. However, the Trustees have assessed the Charity's financial position having considered the possible impact of COVID-19 pandemic and are of the opinion that the Charity's financial position is sound and that the Charity will continue in operational existence for the foreseeable future.

DIGITAL - WORKS
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 5TH APRIL 2021
CHARITY NO: 1124659

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DIGITAL - WORKS
STATEMENT OF ACCOUNTS
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6th December 2021

DIGITAL - WORKS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE****YEAR ENDED 5TH APRIL 2021**

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<u>NET ASSETS</u>		<u>41,862</u>	<u>49,135</u>
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Mr. Peter McKenna – Chairman

6th December 2021

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YEAR ENDED 5TH APRIL 2021****1. ACCOUNTING POLICIES**

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(b) Designated expenditure		
AWG project	3,900	-
NHG project	-	-
CATO Street project	-	-
Camden project	-	12,450
CSDLS project	-	4,900
EPIM project	-	2,400
	<u>3,900</u>	<u>25,750</u>

DIGITAL - WORKS**NOTES FORMING PART OF THE ACCOUNTS FOR THE
YEAR ENDED 5TH APRIL 2021 ...continued**

	<u>2021</u>	<u>2020</u>
	£	£
(c) Governance costs		
Accountancy fees	960	960
General expenses	723	768
Public Liability Insurance	<u>193</u>	<u>193</u>
	<u>1,876</u>	<u>1,921</u>
 4. <u>CAPITAL FUNDS</u>	 <u>2021</u>	 <u>2020</u>
	£	£
Revenue funds at 06.04.2020	49,135	35,053
Net Surplus/Deficit for the year	<u>(7,273)</u>	<u>14,082</u>
Revenue funds at 05.04.2021	<u>41,862</u>	<u>49,135</u>

5. **POST BALANCE SHEET EVENTS**

The COVID-19 pandemic commenced during the year ended 5 April 2020, and continues to date. The full impact of the COVID-19 pandemic continues to evolve as of the date of this report and its magnitude is uncertain. However, the Trustees have assessed the Charity's financial position having considered the possible impact of COVID-19 pandemic and are of the opinion that the Charity's financial position is sound and that the Charity will continue in operational existence for the foreseeable future.