

Registered charity number
1184223

Every Month
(A Charitable Incorporated Organisation)
Trustees' Report and Financial Statements

31 October 2020

Every Month
Report and accounts
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**Every Month
Charity Information**

Trustees

Anna Hall (appointed 25 August 2018)
Charlotte Atkinson (appointed 28 May 2020)
Emillie Hampson (appointed 25 August 2018)
Isobel Southgate (appointed 28 May 2020)
Hannah Aziz (appointed 25 August 2018)

Independent Examiner

Stephanie Stevens
Hobday-Stevens Limited
Shaw House
1 Shaw Street
Ashton-under-Lyne
OL6 6QJ

Registered office

7 The Grove
Stockport
Cheshire
SK2 6QU

Charity number

1184223

Every Month
Registered number:
Trustees' Report

The trustees present their report and financial statements for the period ended 31 October 2020.

Welcome to our first Trustees' Annual Report. Every Month started as a grass-roots, volunteer-led group in 2015 after our former CEO founded the group. The aim of Every Month was and remains to this day, to provide those experiencing period poverty with a practical means of assistance through the provision of our period packs. Our former CEO asked for volunteers to help make the period packs and also assist with meeting the growing demands of running the group. Many of those original 2015 volunteers now serve as our dedicated trustees.

Demand for Every Month's services quickly grew and thanks to some fantastic fundraising efforts, Every Month was able to apply to become a registered charity. Every Month officially became a CIO on 3 July 2019. Registration enabled us to expand our operations and supply many more of our packs. Alongside the provision of period packs, raising awareness about period poverty has been central to our aims. We do this through our social media channels and through our network of approximately 500 volunteers. We are extremely fortunate to have a committed and active bank of volunteers who help fundraise, make period packs, spread awareness and generally donate their time for any task that we may need assistance with.

In January 2020 our former CEO left the charity and two directors were installed in her stead. They remain in their roles which are director of fundraising and communications and director of operations respectively. Some of our original trustees left the charity and additional trustees were put in place. Not long after the directors took on their roles, the Covid-19 pandemic hit.

Our first year as a registered charity presented a steep learning curve coupled with the personnel changes noted above. We now have a better understanding of how to support our frontline community partners and we continued to work at a challenging pace, particularly in light of the Covid-19 pandemic. Like many charities, we were forced to rethink our approach to running the charity. We had to cancel our in-person packing parties where we make our period packs, as well as suspending any planned fundraising events such as our charity quizzes which have always proved popular. We are proud to have pivoted our normal way of working to new ways as a result of the pandemic. We still require significant funding to enable us to help more people and to become a driver for change by raising awareness of period poverty.

Our core ambition is that the people we serve will no longer require our service or need us to champion the issue of period poverty. Until everyone has access to period products we will not stop. We want to play a role in influencing the tackling of period poverty and ending the period stigma full stop.

We believe everyone should have access to period products. It is not right that a basic healthcare right is only open to those who can afford to buy period products.

What we want to see going forward

One of our charitable aims is to raise awareness about period poverty. Our social media presence has proven instrumental in achieving this. We also have a template contact your local MP letter on our website so that people have an accessible and easy way to help effect change and raise awareness. In the future, we want to see England adopting the same law as in Scotland, to make period products free for all. We would like greater campaigning to raise awareness about period poverty and to help empower people to overcome poverty through greater access to products and services to support people in need.

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Objectives and activities

The objects of the charity are: (1) the relief of poverty, in particular but not exclusively, of people living in Greater Manchester and the surrounding area through providing period packs containing menstrual hygiene products to food banks, shelters and other services used by people experiencing poverty and (2) by raising awareness about period poverty and the wider social impact of the same. Menstrual hygiene products refers to both disposable and non disposable products. We fulfil this purpose by creating and providing period packs (containing tampons, sanitary towels and a chocolate bar) to food banks, shelters, medical centres, drop in clinics and advice centres.

Significant developments 2019/2020

During the accounting period we:

- Strengthened our commercial partnerships with Lil-lets and Hey Girls UK, receiving pallet loads of period products for distribution
- Featured in Positive News UK in a piece on period poverty in the UK
- Strengthened our partnership with Manchester United RTC
- Kiri Pritchard-McLean appeared on Celebrity Mastermind, raising our profile and choosing us as her nominated charity
- Had our first birthday celebrations. We created Every Month party packs that were sold for people to celebrate at home and the proceeds from the packs helped us to purchase products
- Raised funds during 'Menstrual miles' where people could participate in sporting activities covering the distance of 14.7 miles (representing the length of all the products we supplied in 2020)

Strategic approach

We are a volunteer-led organisation and this remained in place during this accounting period even during the pandemic. Our normal volunteer community model rests on our packing parties which are an integral part of how we bring volunteers together and help in a practical way to produce the packs that we ultimately distribute. Our volunteers also host fundraising events including in their individual workplaces (by asking others to bring in products to go into our packs), by hosting quizzes either in-person or online, participating in sponsored sporting events on our behalf (including the Manchester Marathon) and through raising awareness about the work we do through engagement on our social media platforms.

We also work with various community groups including Manchester United Girls RTC who provide us with chocolate bars and products to put into our packs. Our work has also taken us to local schools where we have spoken about the work we do and the students have collected products for us.

We have also strengthened our partnerships with commercial groups such as Hey Girls UK and Lil-lets UK and we are grateful for their continued support in providing us with products. Similarly, our relationship with Lush UK goes from strength to strength as they continue to support our work and provide us with products to use in our raffles and other fundraising prizes. We have also received support from Never Fully Dressed, Missguided, Co-op UK, Greggs and local pubs and restaurants.

Achievements and performance

2019 was a time of growth and learning as a newly registered charity. A greater core organisational structure was implemented, particularly in the early part of 2020 with the introduction of our two new directors and the departure of our then CEO. More robust systems of operation (including storage, inventory and stock-taking) were developed to enable us to track supplies and meet increasing demand for our services.

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Part of this rigorous approach was captured in our first Annual Impact Report 2020/2021 which was published outside this accounting period (February 2021) but we consider it demonstrates the progress and achievements made that are relevant to the accounting period. The report highlighted that we had created and distributed 6,000 period packs to over 44 organisations across Greater Manchester in the previous year.

Financial review

Our accounting process is based on an accruals basis. We have recently purchased accounting software to help make this task easier.

Our income for the accounting period of 3 July 2019 to 31 October 2020 was £24,856. Our total expenditure for this period was £13,126.

Prior to becoming a registered charity, we had a pre-registration balance of £4,479.

As a newly registered charity, our options to seek funding were limited due to many funders requiring a first set of accounts to be filed as a pre-requisite to making an application. One of our goals in the next year is to increase our applications to secure funding to help us to meet our charitable aims.

Despite the impact of Covid-19, the Trustees consider the Charity to be a going concern.

Holding reserves

There is currently no reserves policy in place. At this stage, and given that the charity is in its infancy, we will be seeking appropriate advice on the level of reserve to maintain going forward in order to adequately meet our statutory obligations. This will be regularly reviewed by the trustees as part of assessing our strategic needs going forward.

Structure, governance and management

The charity is constituted as a CIO and became a registered charity (number 1184223) on 3 July 2019. The object and powers of the CIO are established in its governing document.

The charity is run by a board of Trustees. There are no paid members of staff.

The Trustees confirm that they have complied with section 17(5) of the Charities Act 2011 in having paid due regard to the Charities Commission guidance on public benefit.

Plans for 2021 and beyond

Since its inception the charity has been running to catch up with the enthusiasm of its volunteers and the demands for its services. The charity runs on a shoestring and in the first year of registration, it has been largely reactive particularly in light of the global pandemic. This is slowly changing to ensure that we can continue to fully service the needs of those we assist in line with our charitable objectives. We hope to build upon the experience of our board and look to recruit new trustees with expertise to ensure we have a diverse board that is fully reflective of the society we live in and of those we serve.

We will continue our campaigning efforts and we hope to see further changes occur in England as they have in Scotland with the introduction of the Period Products (Free Provision) Scotland Bill. We will also continue to work in a Covid-19-safe way and we are mindful of the challenges the pandemic presents and will continue to present in the future both on an operational and demand-level basis.

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We are keen to obtain greater funding to look to cement more long-term operations with perhaps the acquisition of tangible assets such as a delivery van. This will help us reach more people and also reduce our reliance on voluntary assistance in this regard which cannot always be guaranteed in this era of Covid-19. Our first year of filing accounts will enable us to expand the types of grants we can apply for as well as expand our network of prospective funders and corporate partners.

We feel incredibly grateful to those who have supported us before, during and after this accounting period in particularly challenging times. We look forward to building our existing relationships and forging new ones to help the charity go from strength to strength.

Disclosure of information to independent examiners

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant information of which the charity's independent examiner is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

This report was approved by the board on 13th August 2021.
and signed on its behalf.

Hannah Aziz
Trustee

Every Month
Statement of financial activities
for the period from 3 July 2019 to 31 October 2020

	Notes	Unrestricted £	Restricted £	Total 2020 £
Donations and legacies	3	22,274	-	22,274
Other trading activities	4	2,582	-	2,582
Total		24,856	-	24,856
Expenditure on:				
Charitable activities	6	10,622	-	10,622
Other	7	2,264	-	2,264
Total		13,126	-	13,126
Net income		11,730	-	11,730
Transfers between funds		-	-	-
Net movement in funds		11,730	-	11,730
Reconciliation of funds:				
Total funds brought forward	11	-	-	-
Total funds carried forward		11,730	-	11,730

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Every Month
Balance sheet
as at 31 October 2020

	Notes	Unrestricted £	Restricted £	2020 £
Current assets:				
Cash at bank and in hand		12,193	-	12,193
		12,193	-	12,193
Liabilities:				
Creditors: amounts falling due within one year	10	(463)	-	(463)
Net current assets		11,730	-	11,730
Net assets		11,730	-	11,730
The funds of the charity:				
Unrestricted income funds	11	11,730	-	11,730
Restricted income funds	11	-	-	-
Total charity funds		11,730	-	11,730

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit or independent examination is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act).

Hannah Aziz
Trustee
Approved by the board on 13th August 2021

Every Month
Statement of Cash Flows
for the period from 3 July 2019 to 31 October 2020

	Notes	2020 £
Cash flows from operating activities:		
<i>Net cash provided by/ (used in) operating activities</i>		12,193
Cash flows from investing activities:		
Payments to acquire tangible fixed assets		-
<i>Net cash provided by/ (used in) investing activities</i>		12,193
Cash and cash equivalents at the beginning of the reporting period		-
Cash and cash equivalents at the end of the reporting period		12,193
Net income/ (expenditure) for the reporting period		11,730
Adjustments for:		
Depreciation		-
Decrease in debtors		-
Increase/(decrease) in creditors	10	463
<i>Net cash provided by/ (used in) operating activities</i>		12,193
Analysis of cash and cash equivalents		
Cash at bank		12,193
Total cash and cash equivalents		12,193

Every Month
Notes to the Accounts
for the period from 3 July 2019 to 31 October 2020

1 Summary of significant accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 1 January 2019) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income

The financial statements are presented in Sterling.

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of specified services it is deferred until the criteria for income recognition is met.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

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.

2 Legal status of the Charity

The Charity is a Charitable Incorporated Organisation.

Every Month
Notes to the Accounts
for the period from 3 July 2019 to 31 October 2020

3	Income from donations and legacies	Unrestricted	Restricted	Total 2020
		£	£	£
	Donations	22,274	-	22,274
		<u>22,274</u>	<u>-</u>	<u>22,274</u>
4	Income from other trading activities	Unrestricted	Restricted	Total 2020
		£	£	£
	Fundraising	1,000	-	1,000
	Jewellery sales	1,582	-	1,582
		<u>2,582</u>	<u>-</u>	<u>2,582</u>
5	Expenditure on raising funds	Unrestricted	Restricted	Total 2020
		£	£	£
	Fundraising expenses	24	-	24
	Computer running costs	216	-	216
		<u>240</u>	<u>-</u>	<u>240</u>
6	Expenditure on charitable activities	Unrestricted	Restricted	Total 2020
		£	£	£
	Purchases	5,701	-	5,701
	Printing, postage and stationery	344	-	344
	Rent	300	-	300
	Storage unit	4,268	-	4,268
	Travelling expenses	9	-	9
		<u>10,622</u>	<u>-</u>	<u>10,622</u>
7	Other expenditure	Unrestricted	Restricted	Total 2020
		£	£	£
	Accountancy	463	-	463
	Bank charges	244	-	244
	Subscriptions	1,096	-	1,096
	Sundry expenses	461	-	461
		<u>2,264</u>	<u>-</u>	<u>2,264</u>

Every Month
Notes to the Accounts
for the period from 3 July 2019 to 31 October 2020

8 Net income/ (expenditure) for the year **2020**
£

This is stated after charging:

Other accounting services 463

9 Staff costs **Unrestricted** **Restricted** **Total 2020**
£ **£** **£**

Wages and salaries -

-

The charity did not have any employees during the period.

The charity trustees were not paid, nor received any other benefits from employment with the charity in the year. No charity trustee received payment for professional or other services supplied to the charity.

10 Creditors: amounts falling due within one year **Unrestricted** **Restricted** **Total 2020**
£ **£** **£**

Accruals 463

463

11 Analysis of charitable funds

Analysis of movements in unrestricted funds

	At 3 July 2019	Incoming resources	Resources expended	Transfers	At 31 October 2020
General fund	-	24,856	(13,126)	-	11,730
	-	24,856	(13,126)	-	11,730

Name of unrestricted fund	Description, nature and purpose of the fund
General fund	The 'free reserves' after allowing for all designated funds.

12 Principal place of business

The address of the charity's principal place of business and registered office is:

7 The Grove
 Stockport
 Cheshire
 SK2 6QU

Every Month
Detailed statement of financial activities
for the period from 3 July 2019 to 31 October 2020

	Unrestricted 2020 £	Restricted 2020 £	TOTAL 2020 £
Income			
Grants	-	-	-
Donations	22,274	-	22,274
Fundraising	1,000	-	1,000
Jewellery sales	1,582	-	1,582
	<hr/> 24,856	<hr/> -	<hr/> 24,856
Expenses			
Purchases	5,701	-	5,701
Accountancy	463	-	463
Advertising	-	-	-
Bank charges	244	-	244
Computer running costs	216	-	216
Fundraising expenses	24	-	24
Printing, postage and stationery	344	-	344
Rent	300	-	300
Storage unit	4,268	-	4,268
Subscriptions	1,096	-	1,096
Sundry expenses	461	-	461
Travelling expenses	9	-	9
	<hr/> 13,126	<hr/> -	<hr/> 13,126
Net income	<hr/> 11,730	<hr/> -	<hr/> 11,730