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**Every Month**  
**(A Charitable Incorporated Organisation)**

**Report of the Trustees and**

**Unaudited Financial Statements for the Year Ended 31 October 2022**

Carter Collins & Myer Limited  
Chichester House  
2 Chichester Street  
Rochdale  
Lancashire  
OL16 2AX

**Every Month**

**Contents of the Financial Statements  
for the Year Ended 31 October 2022**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1</b>
<b>Statement of Financial Activities</b>	<b>2</b>
<b>Balance Sheet</b>	<b>3</b>
<b>Notes to the Financial Statements</b>	<b>4 to 6</b>
<b>Detailed Statement of Financial Activities</b>	<b>7</b>

**Every Month**

**Report of the Trustees**  
**for the Year Ended 31 October 2022**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the charity, Every Month (the charity) for the year ended 31 October 2022. The trustees have adopted the provisions of 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 Ireland (FRS 102) (effective 1 January 2019)

**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. Day to day management is by two directors who draw on the support and expertise of the board of trustees as needed. 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.

**Trustee selection method**

Trustees are elected under the terms of the governing document. Regular reviews are held to identify any gaps in the expertise of the board of trustees and appointments are made subject to all trustees' approval.

When it is necessary to appoint new trustees due to a trustee stepping down or where a gap in board expertise is identified, recruitment begins initially through the networks of the board and director team. Applicants are reviewed and interviewed. All trustees must approve the appointment.

Only the trustees may appoint a new trustee. No other person or external body is entitled to appoint any of the trustees of the charity.

**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**

During the accounting period we:

- Strengthened our partnership with Manchester United girls and RTC.
- Received donations from Lancashire County Cricket Club.
- Created and held quizzes to support our fundraising efforts.
- Were successful in securing a large product donation from Hey Girls UK.
- Held packing parties in local venues and schools.
- Expanded our publicity reach through media interviews, including BBC North West.
- Provided postgraduate students with information and data on our work to assist in period poverty research.
- Gave talks in local schools to raise awareness of period poverty and ways to help alleviate it.

**Strategic approach**

We are a volunteer-led organisation and this remained in place during this accounting period following the continued fallout from the Covid-19 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. During this accounting period we have been able to host and be part of more in person events. This helps us to maintain our presence within the community and affords us the opportunity to develop new partnerships and donation opportunities. We also work with various community groups including larger corporates and smaller local businesses such as Afflecks Palace who provide us with products to put into our packs and house our donation bins. Our work continues to take 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 we are grateful for their continued support in providing us with products. Similarly, our relationships with local sports clubs (most notably football clubs) goes from strength to strength.

During the accounting period, we continued to receive support from local businesses and have been able to hold more in person events following lockdown, including local pub quizzes and packing parties. We have seen a surge in requests from local government facilities, such as libraries

and also local medical centres, including NHS trusts. We have also seen greater product donations, as opposed to financial donations. We believe this to be in response to the increased budgeting people need to do during challenging economic times, when donating financially to a charity is not a priority.

### **Achievements and performance**

This accounting period was a time of change, with personnel movements and continued demand for our help in the post-pandemic world and in economically challenging times.

Our robust operations systems have been further refined to enable us to track supplies and meet increasing demand for our services. We continue to work to understand our users' needs and have honed our ability to meet such demand, for example in supplying pad-only packs.

Our social media presence has flourished with the onboarding of a passionate and engaged social media volunteer. Similarly, new trustees were recruited to bring fresh ideas and experience and support the evolution of the charity.

### **Financial review**

Our accounting process is based on an accruals basis. 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.

During the period ended 31 October 2022, the charity received a total income of £3,968 (2021: £9,680). Expenditure totaled £5,971 (2021: £7,309).

### **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.

### **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 also note Spain has introduced period leave for employees. Legislation such as this helps to ensure discussion around periods is no longer taboo.

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. In these challenging economic times, we have seen a distinct shift in requests for our assistance. Requests now come from established institutions such as NHS trusts and local government. We want to see period poverty being at the fore of the political agenda as part of a national commitment to address poverty at large.

### **Plans going forward**

We hope to continue our work as an engaged, experienced and active board that is fully reflective of the society we live in and of those we serve.

We will also aim to meet the increasing demands on our services. We continuously assess and interrogate expenditure for areas in which it can be reduced. To this end, we also aim to increase our applications for funding and grants where they are available. This will help cement long-term operations and ensure we can serve those most in need.

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.

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.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

CE018075 (England and Wales)

**Registered Charity number**

1184223

**Registered office**

7 The Grove

Stockport

Cheshire

SK2 6QU

**Trustees**

Ms H Aziz Trustee

Ms I Southgate (resigned 31.7.22)

Ms E Hampson (resigned 17.12.21)

Ms C Atkinson (resigned 4.9.22)

Ms A Hall Trustee

Ms R Candlin Trustee (appointed 5.9.22)

Ms L Konomoore Trustee (appointed 5.9.22)

Ms C Thomas Trustee (appointed 5.9.22)

Ms E Kennedy Trustee (appointed 5.9.22)

**Company Secretary**

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Ms H Aziz - Trustee

Every Month

Statement of Financial Activities  
for the Year Ended 31 October 2022

		31.10.22 Unrestricted fund £	31.10.21 Total funds £
	Notes		
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		<u>3,968</u>	<u>9,680</u>
<b>EXPENDITURE ON</b>			
Raising funds		1,305	1,154
<b>Charitable activities</b>			
General		3,922	5,681
Other		<u>744</u>	<u>474</u>
<b>Total</b>		<u>5,971</u>	<u>7,309</u>
<b>NET INCOME/(EXPENDITURE)</b>		(2,003)	2,371
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<u>14,101</u>	<u>11,730</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>12,098</u></u>	<u><u>14,101</u></u>

The notes form part of these financial statements

Every Month

**Balance Sheet**  
**31 October 2022**

	Notes	31.10.22 Unrestricted fund £	31.10.21 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		12,098	14,101
		<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>12,098</u>	<u>14,101</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		12,098	14,101
		<u>          </u>	<u>          </u>
<b>NET ASSETS</b>		<u>12,098</u>	<u>14,101</u>
<b>FUNDS</b>	4		
Unrestricted funds		<u>12,098</u>	<u>14,101</u>
<b>TOTAL FUNDS</b>		<u>12,098</u>	<u>14,101</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
H Aziz - Trustee

The notes form part of these financial statements



**Notes to the Financial Statements  
for the Year Ended 31 October 2022**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 October 2022 nor for the year ended 31 October 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 October 2022 nor for the year ended 31 October 2021.

**3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	<u>9,680</u>
 <b>EXPENDITURE ON</b>	
Raising funds	1,154
 <b>Charitable activities</b>	
General	5,681
Other	<u>474</u>
<b>Total</b>	<u>7,309</u>
 <b>NET INCOME</b>	2,371
 <b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	11,730

Every Month

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted  
fund  
£

TOTAL FUNDS CARRIED FORWARD

14,101

4. MOVEMENT IN FUNDS

	At 1.11.21 £	Net movement in funds £	At 31.10.22 £
<b>Unrestricted funds</b>			
General fund	14,101	(2,003)	12,098
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>14,101</u>	<u>(2,003)</u>	<u>12,098</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	3,968	(5,971)	(2,003)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>3,968</u>	<u>(5,971)</u>	<u>(2,003)</u>

Comparatives for movement in funds

	At 1.11.20 £	Net movement in funds £	At 31.10.21 £
<b>Unrestricted funds</b>			
General fund	11,730	2,371	14,101
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>11,730</u>	<u>2,371</u>	<u>14,101</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	9,680	(7,309)	2,371
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>9,680</u>	<u>(7,309)</u>	<u>2,371</u>

Every Month

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

4. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.11.20 £	Net movement in funds £	At 31.10.22 £
<b>Unrestricted funds</b>			
General fund	11,730	368	12,098
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>11,730</u>	<u>368</u>	<u>12,098</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	13,648	(13,280)	368
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>13,648</u>	<u>(13,280)</u>	<u>368</u>

5. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2022.

Every Month

Detailed Statement of Financial Activities  
for the Year Ended 31 October 2022

	31.10.22 £	31.10.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	<u>3,968</u>	<u>9,680</u>
<b>Total incoming resources</b>	3,968	9,680
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Computer running costs	1,305	1,154
<b>Charitable activities</b>		
Rent	2,702	2,268
Postage and stationery	121	15
Purchases	<u>1,099</u>	<u>3,398</u>
	3,922	5,681
<b>Other</b>		
Accountancy	744	420
Subscriptions	<u>-</u>	<u>54</u>
	<u>744</u>	<u>474</u>
Total resources expended	<u>5,971</u>	<u>7,309</u>
<b>Net (expenditure)/income</b>	<u>(2,003)</u>	<u>2,371</u>