

Company registration number: CE018075

Charity registration number: 1184223

Every Month

(A Charitable Incorporated Organisation)

Trustees' Report and Financial Statements

31 October 2023

Carter Collins & Myer
Chichester House
2 Chichester Street
Rochdale
Lancashire
OL10 2BG

Every Month

Company registration number: CE018075

Charity registration number: 1184223

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 2023. 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 the trustee team and a bank of volunteers. 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 volunteer 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 local sports teams.
- Created and held quizzes to support our fundraising efforts.
- Collaborated with local businesses and other charities to run fundraising events, including cinema nights and packing parties.
- Held packing parties in local venues and schools.
- Expanded our publicity reach through media interviews, including Mancunian Matters.
- Increased our presence in the community with a greater number of donation stations in local businesses.

- Gave talks in local schools and women's groups 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. Similar to last year, 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 donation bins continue to be a popular way for businesses to help us. 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 are grateful for the strong support we have in our local community.

During the accounting period, we continued to receive support from local businesses and have been able to hold more in person events, including local pub quizzes, cinema nights and packing parties. Following on from last year, we have seen a further increase in requests from local government facilities, such as libraries and also local medical centres, including NHS trusts, food banks ran by hospital staff for hospital staff and also from individuals who are unable to leave home for medical reasons. As outlined last year, we continue to see 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 further 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. Where needed, we obtained and delivered products direct to those who contact us. This has been necessary to meet specific individual needs, for example, those who struggle with mobility or health issues and cannot leave home.

Our social media presence during the accounting period slowed mainly due to personnel changes, but we continue to work on ways to improve our social media presence and we hope to see results in the next accounting period. Some trustees recruited in the last accounting period have also moved on. However, given the commitment of our volunteers and the board, we remain adaptable and have structures in place to weather such changes.

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 2023, the charity received a total income of £2,675 (2022: £3,968,). Expenditure totaled £5,131 (2022: £5,971).

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 are encouraged by continued media discussion around periods generally (particularly in relation to women and sport) to alleviate the taboo that sadly still exists. However, further work remains and we want to see further normalisation of periods in wider society.

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. Although positive, the abolition of the tampon tax has not made a sizeable difference to affordability of products as companies instead raised the price of products.

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 need 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 continued 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 Office

7 The Grove

Stockport

Cheshire

SK2 6QU

Trustees

Ms H Aziz Trustee

Ms A Hall Trustee

Ms R Candlin Trustee (Resigned 10 July 2023)

Ms L Konomoore Trustee

Ms C Thomas Trustee

Ms E Kennedy Trustee (Resigned 13 June 2023)

Ms E White Trustee (Appointed 24 July 2023)

Approved by order of the board of trustees on 23rd August 2024 and signed on its behalf by:

H Aziz

Ms Hannah Aziz - Trustee

Independent Examiners' Report to the members of Every Month

I report on the unaudited accounts of Every Month for the year ended 31 October 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cashflow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Respective responsibilities of trustee 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 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I am qualified to undertake the examination, being a qualified member of the Association of International 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 procedure laid down in the general Directions given by the Charity
- Commission under section 145 (5)(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 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 Report

No matters have come to my attention in the 2023 Financial Statements, which gives me

- (1) 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 requirement of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice – Accounting and Reporting by CharitiesHave 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.



Carter Collins and Myer Accountants

DATE: 27 August 2024

Every Month

Statement of Financial Activities for the Year Ended 31 October 2023

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Incoming resources				
Donations and legacies	2,611		2,611	3,918
Income from charitable activities	64		64	50
Other income				
Total incoming resources	2,675		2,675	3,968
Resources expended				
Raising Funds				
Charitable Activities	4,063	0	4,063	5,227
Other	1,068		1,068	744
Total resources expended	5,131	0	5,131	5,971
Net movement in funds	(2,456)	(0)	(2,456)	(2,002)
Transfers between funds				
Total funds brought forward	12,098		12,098	14,101
Total funds carried forward	9,642	(0)	9,642	12,098

The statement of financial activities includes all gains and losses in the year.

All incoming resources and resources expended derive from continuing activities.

Every Month

Balance Sheet as at 30 April 2023

	Unrestricted £	Restricted £	2023 £	2022 £
Current Assets				
Debtors	0	0	0	0
Cash at bank and in hand	9,642	0	9,642	12,098
	9,642	0	9,642	12,098
Creditors				
Amounts falling due in one year	0	0	0	0
Net Current Assets	9,642	0	9,642	12,098
Amounts falling due after more than one year	0	0	0	0
Net Assets	9,642	0	9,642	12,098
Funds of the Charity				
Unrestricted funds	9,642		9,642	12,098
Restricted funds		0	0	0
Total Funds	9,642	0	9,642	12,098

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the 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 2015).

Approved by the Board and signed on their behalf by:

H Aziz

H Aziz
Trustee

Approved by the board on 23 August 2024

Every Month

Notes to the Financial Statements

Accounting policies

Basis of preparation

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 tax on income and gains falling within S505 of the income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

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

Trustees remuneration and expenses

There were no trustees' remuneration or other benefits for the year ended 31 October 2023 nor for the year ended 31 October 2022.

There were no trustees' expenses paid for the year ended 31 October 2023 nor for the year ended 31 October 2022.

Notes to the statements of Financial Activities

Income from	Unrestricted £	Restricted £	2023 £	2022 £
Donations and legacies	2,611	0	2,611	3,918
	2,611	0	2,611	3,918
Incoming from Charitable Activities	Unrestricted £	Restricted £	2023 £	2022 £
Other Charitable Activities	64	0	64	50
	64	0	64	50
Expenditure on raising funds	Unrestricted £	Restricted £	2023 £	2022 £
Rent / room hire	2,322	0	2,322	2,702
Purchases	674	0	674	1,099
Computer running costs	936	0	936	1,305
Printing, postage & stationery	130	0	130	121
	4,063	0	4,063	5,227
Governance costs	Unrestricted £	Restricted £	2023 £	2022 £
Accountancy services	1,068	0	1,068	744
	1,068	0	1,068	744
Net Income	Unrestricted £	Restricted £	2023 £	
Net Income	(2,456)		(2,456)	
Funds brought forward	12098		12098	
	9642	0	9642	

Fund Movement	At 01.04.2022	Incoming resources	Outgoing resources	Transfers	At 31.03.2023
Unrestricted Funds					
General Funds	12,098	2,675	(5,131)		9,642
	12,098	2,675	(5,131)	0	9,642
Total Funds	12,098	2,675	(5,131)	0	9,642



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