

Company registration number: CE018075

Charity registration number: 1184223

## **Every Month**

(A Charitable Incorporated Organisation)

Trustees' Report and Financial Statements

31 October 2024

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

## **Every Month**

**Company registration number: CE018075**

**Charity registration number: 1184223**

The Trustees present their annual report together with the financial statements of the charity, Every Month (the charity) for the year ended 31 October 2024. 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 packs containing a selection of pads, applicator and non-applicator tampons and a chocolate bar to food banks, shelters, medical centres, drop in clinics and advice centres.

### Significant developments

During the accounting period we:

- . Created and held quizzes to support our fundraising efforts.
- . Collaborated with local businesses and other charities to run fundraising events, including cinema nights.
- . Received product donations from corporates and local WI groups.
- . Expanded our publicity reach through continued support from comedians Kiri Pritchard-McLean and Rachel Fairburn.
- . Increased our presence in the community with a greater number of donation stations in city centre businesses.
- . Received donations from volunteers participating in sports events, including Manchester half marathon.
- . Celebrated five years as a registered charity.

### 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 and difficult economic times. In previous years, our normal volunteer community model rested on our packing parties which were an integral part of how we brought volunteers together. This approach has shifted to mainly volunteer-initiated fundraising events including hosting events in workplaces (by asking others to bring in products to go into our packs), by hosting quizzes, participating in sponsored sporting events on our behalf and through raising awareness about the work we do through engagement on our social media platforms.

Businesses are also able to purchase donation bins to collect products in the workplace, and this continued to be a popular way to support the charity. Our work continues to take us to local schools

where we have spoken about the work we do and students have collected products for us. We are grateful for the strong support we have in our local community.

During the accounting period and following on from last year, we see requests from local government facilities, such as libraries and also local medical centres, NHS trusts, and also from individuals who are unable to leave home for medical reasons. In comparison to last year, this accounting period saw an increase in the number of individuals fundraising for us through sporting challenges and also by hosting events in their individual workplaces. Overall, we continue to receive product donations over financial donations. Our view remains this is in response to increased budgeting people need to do during challenging economic times, when donating financially to a charity is not a priority.

### Achievements and performance

Personnel movements continued to be a challenge during this accounting period whilst meeting continued demand for the charity's services.

As was the case last year, we continue to work to understand our users' needs and during the accounting period we supplied products on a standalone basis, without a pack. Where needed, we obtained and delivered products directly to those who contacted us. This has been necessary to meet specific individual needs, for example, those who struggle with mobility or health issues and cannot leave home. This has also been necessary as our volunteer and trustee level decreased, and direct delivery options ensured we could continue to meet users' needs.

Our social media presence during the accounting period remained stable and was greatly aided by an experienced volunteer who continues to create engaging content and showcase the charity's work. As seen in previous years, 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.

During the period ended 31 October 2024, the charity received a total income of £2,833 (2023: £2,675). Expenditure totalled £5,212 (2023: £5,131).

### Holding reserves

During this accounting period, no reserves policy was in place. However, we have now set a reserves policy of £2,000. In any event, were this reserves policy in place during the accounting period, it would have been met at all times.

### 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 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. 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. 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. Our goal is to increase board numbers and experience so we remain on track to meet our charitable aims.

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 E White Trustee

Ms C Thomas Trustee (Resigned 10 December 2023)

Ms L Konomoore Trustee (Resigned 28 October 2024)

Approved by order of the board of trustees on 28th August 2025 and signed on its behalf by:

*Hannah Aziz*

Ms Hannah Aziz - Trustee

28 Aug 2025

## **Independent Examiners' Report to the members of Every Month**

I report on the unaudited accounts of Every Month for the year ended 31 October 2024 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 2024 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: 28th August 2025

## Every Month

### Statement of Financial Activities for the Year Ended 31 October 2024

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<b>Incoming resources</b>				
Donations and legacies	8,045		8,045	2,611
Income from charitable activities				64
Other income				
<b>Total incoming resources</b>	8,045		8,045	2,675
<b>Resources expended</b>				
Raising Funds	0	0	0	0
Charitable Activities	4,138	0	4,138	4,063
Other	1,074		1,074	1,068
<b>Total resources expended</b>	5,212	0	5,212	5,131
<b>Net movement in funds</b>	2,833	(0)	2,833	(2,456)
Transfers between funds				
Total funds brought forward	9,642		9,642	12,098
Total funds carried forward	12,475	(0)	12,475	9,642

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 31 October 2024

	Unrestricted	Restricted	2024	2023
	£	£	£	£
<b>Fixed Assets</b>				
Tangible assets	0	0	(0)	0
	(0)	0	(0)	0
<b>Current Assets</b>				
Debtors	0	0	0	0
Cash at bank and in hand	13,549	0	13,549	9,642
	13,549	0	13,549	9,642
<b>Creditors</b>				
<b>Amounts falling due in one year</b>	(1,074)	0	(1,074)	0
<b>Net Current Assets</b>	12,475	0	12,475	9,642
<b>Amounts falling due after more than one year</b>	0	0	0	0
<b>Net Assets</b>	12,475	0	12,475	9,642
<b>Funds of the Charity</b>				
Unrestricted funds	12,475		12,475	9,642
Restricted funds		0	0	0
<b>Total Funds</b>	12,475	0	12,475	9,642

The charitable incorporated organisation is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2024.

The members have not required the charitable incorporated organisation to obtain an audit of its financial statements for the year ended 31 October 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable incorporated organisation 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 incorporated organisation 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 incorporated organisation.

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:



Hannah Aziz

H Aziz

Trustee

Approved by the board on

28 Aug 2025

## **Every Month**

### **Notes to the Financial Statements**

#### **Accounting policies**

##### **Basis of preparation**

The financial statements of the charitable incorporated organisation, 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 2024 nor for the year ended 31 October 2023.

There were no trustees' expenses paid for the year ended 31 October 2024 nor for the year ended 31 October 2023.

## Notes to the statements of Financial Activities

Income from	Unrestricted £	Restricted £	2024 £
Donations and legacies	8,045	0	8,045
	<u>8,045</u>	<u>0</u>	<u>8,045</u>

Incoming from Charitable Activities	Unrestricted £	Restricted £	2024 £
Other Charitable Activities	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

Expenditure on raising funds	Unrestricted £	Restricted £	2024 £
Advertising and Marketing	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

### Expenditure on charitable activities

	£	£	£
Rent / room hire	1,984	0	1,984
Purchases	1,374	0	1,374
Computer running costs	623	0	623
Printing, postage & stationery	157	0	157
	<u>4,138</u>	<u>0</u>	<u>4,138</u>

Governance costs	Unrestricted £	Restricted £	2024 £
Accountancy services	1,074	0	1,074
	<u>1,074</u>	<u>0</u>	<u>1,074</u>

Net Income	Unrestricted £	Restricted £	2024 £
Net Income	2,833		2,833
Funds brought forward	9642		9642
	<u>12475</u>	<u>0</u>	<u>12475</u>

Fund Movement	At 01.11.2023	Incoming resources	Outgoing resources	Transf ers
Unrestricted Funds				

General Funds	9,642	8,045	(5,212)	
	<b>9,642</b>	<b>8,045</b>	<b>(5,212)</b>	<b>0</b>
<b>Total Funds</b>	<b>9,642</b>	<b>8,045</b>	<b>(5,212)</b>	<b>0</b>



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#### Parties involved with this document

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