



Annual Report and Financial Statements

For the period from: 01/04/22 to 31/03/23

## Contents

Legal and Administrative Information.....	3
Objectives and Activities.....	4
Achievements and Performance.....	7
Financial Review.....	8
Structure, Governance and Management.....	10

## Legal and Administrative Information

**Name of the Charity:** Menstruation Matters

**Charity Structure:** Menstruation Matters is a charitable incorporated organisation (CIO)

**Charity Registration Number:** 1185177

**Jurisdiction in Which the Charity is Registered:** England and Wales

**Address of the Principal Office:**

3 Alexandra Crescent  
Ilkley  
West Yorkshire  
LS29 9ER

**Trustees:**

Megan Lloyd (Co-Chair)

Tabitha Bowman (Co-Chair and Treasurer)

Emily Boxell (Secretary)

Sophie Vibhishanan (Outreach Coordinator)

Emily Milne (Campaigns Officer)

Lucy Nurser (Events Coordinator)

Website: [www.menstruationmatters.co.uk](http://www.menstruationmatters.co.uk)

Contact: [generalenquiries@menstruationmatters.co.uk](mailto:generalenquiries@menstruationmatters.co.uk)

## Objectives and Activities

### Charity Objectives (as stated in governing document):

The objectives of the CIO are for the public benefit, to relieve period poverty of women living in Yorkshire and the Humber by supplying free period products to women who otherwise cannot afford them. Also for the public benefit, to advance environmental protection by increasing awareness of and advocating the use of reusable period products to the people of Yorkshire.

### The Main Activities Undertaken to Fulfil the Charity Objectives:

#### **Objective 1: To supply free menstrual products to women who otherwise cannot afford them.**

Menstruation Matters fulfils this objective by forming connections with local organisations who help vulnerable women who are unable to afford period products. We accept donations from the general public and other organisations in the form of either period products, in order to distribute to our connected organisations, or monetary donations, with which we use to purchase period products for distribution.

We have a donation box within the University of Sheffield Medical School for the public to place their product donations, but also collect larger donations from groups/societies directly. Most of the monetary donations are raised via fundraising events.

The list of organisations that we supply with free menstrual products grows on a yearly basis and now includes groups such as young careers, mother and baby groups, and community hubs. Products are packaged into discrete parcels, with enough period products to last at least one menstrual cycle. We endeavour to provide a range of different types of product with varying absorbancies and customise the contents of the parcels on the request of our outreach beneficiaries.

#### **Objective 2: Increasing awareness of Menstruation Matters, period poverty, and reusable menstrual products.**

To raise awareness of Menstruation Matters, we have organised and attended both in person and virtual events, some of which have been educational and others have simply been to raise awareness of not just our charity, but period poverty itself. From talking to the public, we have found that many members of our community are unfamiliar with menstrual inequities that people living in the UK can experience. We wish to highlight this as an issue, and thus, have utilised every available opportunity to talk about period poverty with people who have attended any of our events.

To raise awareness of period poverty and raise funds for the charity this year, we ran An Eve of Life Drawing event in November 2022. We organised the event ourselves, renting floor space in a local independent cafe and finding volunteer life models. We promoted the event

as a safe space for women and non-binary people to discuss the issue of period poverty, to raise awareness of the charity, and as an opportunity for people to practise their drawing skills. The event was successful and was a wholesome experience enjoyed by the participants, the models, and ourselves, so we hope to put on similar events in the future.

Another event we ran with support from the University of Sheffield's Residence Life service was a free reusable pad sewing workshop for students living in the University Halls. We gave a small group of students the opportunity to create their own reusable pad using our vintage hand-crank sewing machines. As a charity, we are interested in educating the general public about period poverty and reusable menstrual products as we feel increasing education will help to reduce the stigma surrounding menstruation. Hosting this workshop allowed us to have these conversations and meant that the students took home a personalised menstrual pad, which is environmentally friendly and economical. We hope that these workshops will become a regular event in the Residence Life annual calendar.

As part of our commitment to ensure our charitable activities are as sustainable as possible, we continue to invest in organic, zero-plastic menstrual products for donation from a company called 'Here We Flo'.

## **Main Activities Undertaken to Further the Charity's Purposes for the Public Benefit:**

### **The 'benefit aspect':**

Menstruation Matters has fulfilled this aspect of the public benefit requirement by:

- Providing free menstrual products to those living in Yorkshire and the Humber who experience period poverty.
- Hosting workshops for the public to see their own reusable pads to encourage the use of more environmentally friendly menstrual products. We also purchase organic, zero-plastic sanitary products for donation to those living in period poverty.
- Tackling the stigma associated with menstruation through open discussions at both in person and virtual events.

### **The 'public aspect':**

Menstruation Matters has fulfilled this aspect of the public benefit requirement by:

- Tackling stigma surrounding menstruation, empowering women and those who menstruate in general to advocate for themselves and those in need.
- Encouraging the use of more environmentally friendly period products. The outcomes of using these types of products will benefit the public in general, as well as the individuals who use them.
- Providing free period products to those in period poverty. This benefits this group by not only providing them with more hygienic menstrual products, but it also means that period poverty will no longer prevent them from conducting daily life activities.

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity.

Signed on behalf of the Trustees,

.....  


**Achievements and Performance**

Menstruation Matters' principal objective is the provision of free period products to those experiencing period poverty. In this respect, our main achievements are through fulfilling this objective. Connecting with the general public and other organisations has allowed us to increase awareness of our charitable objectives. This in turn has increased donations and participation from the wider community at our events.

During this period, we have utilised events to educate our local community on period poverty and Menstruation Matters. Education is paramount to reduce stigma, allowing for more women to advocate for their needs. The running of virtual and in person events this year has allowed us to integrate more with our local community.

Focusing on purchasing only low-plastic or plastic-free menstrual products for donation as well as reusable period products, and starting to host regular reusable pad workshops has been key in us promoting environmentally-friendly menstrual products this year. We also continue to offer to source reusable products such as menstrual cups and pads to anyone in our outreach that is interested.

## Financial review

For the financial year ending 31st March 2023, Menstruation Matters had received a total of £260 in income and expended a total of £658. This makes a net income of -£398. Although our annual turnover is negative, we remain having large funds that have been carried over from the previous years, allowing us to continue functioning as a charity.

The income is made from a mixture of ticket sales from our fundraising event as well as general monetary donations from the public. Our “An Eve of Life Drawing” fundraiser was a ticketed event, with the price of a ticket covering the cost of art supplies and refreshments as well as ensuring that the charity received a healthy donation. The event allowed us to raise vital funds as well as spread the awareness of Menstruation Matters and period poverty across Sheffield. Registering Menstruation Matters with EasyFundraising has also been a vital part of our fundraising as it means we can raise funds at no extra expense of the donor. The bank transfer of the raised donations every quarter has meant we can rely on regular income.

With the University of Sheffield Medical School relaxing their COVID-19 policies, we were able to reinstate our donation point. This has allowed us to start receiving menstrual product donations from the public again. However, due to the growth in our outreach, we still need to regularly buy menstrual products in order to top up our stock. We continue to buy period pads and tampons from ‘Here We Flo’ as their products are plastic-free, made of organic cotton, and the packaging is biodegradable. Although eco-friendly products are generally more expensive than their plastic counterparts, we agreed that being environmentally conscious is a value that the charity should uphold and we are prepared to pay the price difference. A small amount of our expenditure each year is also spent purchasing stationery supplies, such as paper bags and stickers, to distribute the pads in.

## Reserves Policy

Menstruation Matters has decided that it is unnecessary to hold reserves. This is due to multiple reasons.

- The size of the charity means we are able to rely on donations from the general public, in either monetary or physical sanitary product form. We have started increasing the frequency of our fundraising events and have reopened our donations points, with an aim to introduce extra points in the next financial year. Although we occasionally purchase our own sanitary products, the monetary donations and grants received during the previous financial years have continued to financially support the charity, and the charity is still in a healthy financial position for the start of the next financial year.
- The charity does not have any recurring payments, such as rent or debt payments. This also means the expenditure of the charity varies from month-to-month, depending on the charity’s activities. This makes it difficult and impractical to suggest a reserve.

The need for a reserve will be reviewed at the end of every financial year.

### Funds Materially in Deficit

The charity does not have any funds that are materially in deficit.

### Investments

The charity does not have any investments.

## Structure, Governance, and Management

### Board of Trustees

Menstruation Matters is a Charitable Incorporated Organisation (CIO) registered with the UK's Charity Commission. The Board of Trustees comprises 6 people who are responsible for the supervision of the management of all the affairs of Menstruation Matters. Board Meetings are held 6 times a year.

#### Type of Governing Document:

Menstruation Matters is governed by a CIO foundation constitution.

#### How the charity is constituted:

Charitable Incorporated Association.

#### Trustee Selection Methods:

Trustee recruitment and appointment is done based on the specific skills required, the nomination of an existing trustee and is voted upon. No other organisation or body has the right to appoint trustees to the charity.

#### Trustees' Responsibilities

The board of trustees is responsible for ensuring that all the activities are within UK law and fall within the agreed charitable objectives.

#### Liability of Members

Menstruation Matters is a registered Charitable Incorporated Organisation, limited by guarantee. The trustees have guaranteed the liabilities of the charity up to £1 each.

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s):



Full Name(s):

Tabitha Deanna Bowman

Position:

Co-Chair

Date:

26.11.23



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Menstruation Matters

1185177

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-22


To

31-Mar-23

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary Receipts / Donations	133	-	-	133	
Charitable Activities		-	-	-	
Activities for Generating Funds	127	-	-	127	126
Other	-	-	-	-	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>260</b>	<b>126</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>260</b>	<b>126</b>
<b>A3 Payments</b>					
Cost of Charitable Activities	377	-	-	377	1,426
Governance Costs	106	-	-	106	101
Administrative Costs	114	-	-	114	243
Fundraising Costs	61	-	-	61	413
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>658</b>	<b>-</b>	<b>-</b>	<b>658</b>	<b>2,183</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>658</b>	<b>-</b>	<b>-</b>	<b>658</b>	<b>2,183</b>
<b>Net of receipts/(payments)</b>	<b>- 398</b>	<b>-</b>	<b>-</b>	<b>- 398</b>	<b>- 2,057</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,281</b>	<b>-</b>	<b>-</b>	<b>2,281</b>	<b>4,338</b>
<b>Cash funds this year end</b>	<b>1,883</b>	<b>-</b>	<b>-</b>	<b>1,883</b>	<b>2,281</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	1,844	-	-
	Cash at hand	39	-	-
		-	-	-
	<b>Total cash funds</b>	<b>1,883</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Vintage Sewing Machines	Unrestricted	170	-
	Menstruation Matters Trademark	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Tabitha Bowman	25/11/2023	