



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: **28/09/2020** (Period start date) To: **05/04/2021** (Period end date)

Charity name: Multitrack

Charity registration number: 1191498

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The promotion of equality and diversity and the promotion of social inclusion amongst those who are socially excluded due to being members of a socially and economically deprived community, in audio, radio, podcasting and associated audio production by:</p> <p>A) the elimination of discrimination on the grounds of race or disability, B) advancing education and raising awareness in equality and diversity; C) promoting activities to foster understanding between people from diverse backgrounds; and D) cultivating a sentiment in favour of equality and diversity.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Our main activity is the Multitrack Fellowship scheme for aspiring audio producers from under-represented groups.</p> <p>The first Fellowship ran from Sept-Nov 2019. The second Fellowship ran from Jan-March 2021.</p> <p>The core of the fellowship takes place over a 10 week period including:</p> <ul style="list-style-type: none">• Two months Paid work placements with audio production companies or platforms (usually a month at each of two companies)• Practical training sessions with fellow candidates, taught by industry experts (one day a week for ten weeks)• Networking opportunities• A chance to compete for a paid commission for a national platform, after the completion of the fellowship.

		<p>In our first year we had six host companies, and five Fellows from London graduated from the scheme. Three of them won commissions for a half hour documentary broadcast on BBC Radio 4.</p> <p>In 2021 we had 13 host companies, two of whom hosted two placements. There were more than 170 applications to the scheme, and we were able to expand outside London, to include a total of 10 Fellows from London, Manchester, Liverpool and Bristol. Six of them have now won BBC commissions - three for Radio 3 and three for Radio 4.</p> <p>In addition, we have an active social media presence, where we regularly share job offers, training and networking opportunities and aim to make the industry more accessible. And we have appeared at industry events and on discussion platforms to advocate for greater inclusion in the industry.</p> <p>We also maintain an active Whatsapp group for alumni of the Fellowship and core organisers, sharing opportunities, advice and support</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All our Trustees receive a guidance pack, that includes a document on public benefit, which can be read here .

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<p>Multitrack could not function without its volunteers. In addition to the unpaid management team (more details below), we also have a pool of volunteers from within the audio industry.</p> <p>These are some of the ways in which they contribute to Multitrack:</p> <p>Shortlisting for the Fellowship: volunteers from the host companies and beyond help assess applications on a strict criteria</p> <p>Training: a team of volunteers designed the curriculum and learning outcomes, liaised with host companies on training design and delivery, and acted as training</p>

		coordinators on the training days Outreach: making sure the Fellowship was being publicised in the right places for our target audience, across the country. Making links with community groups who could spread the word to potential beneficiaries, and with companies who could provide placements or training. Fundraising: spotting opportunities and helping with applications Events: helping plan, organise and run specific events Social media: designing flyers, helping to manage our Twitter feed
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In January 2019, a group of volunteers met with the aim of creating a fairer and more representative audio production industry. Out of that was born the Multitrack Fellowship, the pilot for which ran from September-November 2019.</p> <p>The first (pilot) Fellowship was a big success in many ways. We collected feedback from both Fellows and Host Companies regularly throughout the period the scheme was running, and after. This was scrutinised carefully by the Steering Team to ensure Multitrack continues to learn and improve what we're doing. The analysis showed that the Fellows had found the scheme extremely useful, learning practical skills, growing their networks and increasing their confidence.</p> <p>Host Company feedback was resoundingly positive, with companies reporting better awareness of the importance of inclusion, and how to improve their own practices.</p> <p>And across the industry, Multitrack became a key voice in advocating for more diversity within our profession, and the need to work harder on inclusion. Lots of our peers volunteered to get involved, and we were invited to speak at events and give advice to peers. Here's an early example of media coverage:</p>

		<p>https://www.journalism.co.uk/news/pilot-placement-scheme-will-pay-students-the-london-living-wage-to-help-break-into-audio/s2/a740761/</p> <p>To ensure we could grow ethically, with transparency and good governance, we decided to become a Charity and were awarded Charity Status in September 2020.</p> <p>The second Fellowship was planned for Autumn 2020, but the onset of COVID 19 lead to concerns about operating remotely and whether we, and the companies, could offer adequate support to the Fellows. In consultation with the host companies, we eventually ran the second Fellowship, remotely, from Jan-March 2021. And we hired a Fellowship Coordinator to provide additional pastoral care to the Fellows. This proved to be a fantastic addition to the scheme, with the vast majority of Fellows saying the ability to check in weekly with a dedicated member of staff, and have a clear point of contact with whom to raise concerns, was of huge value.</p> <p>Key successes of the 2021 scheme included:</p> <ul style="list-style-type: none"> • More than 170 applications • 10 Fellows awarded placements • 13 independent production companies or departments offered to host paid internships • 6 commissions awarded to Multitrack Fellows to produce their own documentaries for BBC Radio 3 and BBC Radio 4 • 10 Training sessions covering Professional Skills, Recording in the Studio, Recording on Location, Research skills, Idea Development, Sound Design, Editing, Ethics, Story Structure, Interviewing and Podcasting. • All host companies are required to sign up to our code and attend annual diversity and inclusion training as a condition of taking part in the scheme. Regular meetings between Multitrack and the host companies enable conversation about what true inclusion looks like, and the barriers some entrants might face. <p>Beyond the Fellowship, Multitrack has brought diversity and inclusion to the forefront of the industry and provided a platform for greater collaboration between</p>
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		<p>established companies and new, more diverse talent.</p> <p>Within the team we try to practice what we preach. We have regular sessions with a diversity consultant to reflect on the dynamics within our team, help us to raise concerns and grievances and practice having difficult conversations. The aim is to enable us to take those skills out into the wider industry and help our collaborators to do the same.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>After the initial pilot year, we drew up some objectives for the next 12 months. They were:</p> <ul style="list-style-type: none"> - To become a charity - To grow the Fellowship so we could take on more Fellows and more host companies - To offer placements to candidates outside London - To tighten the criteria for inclusion as a host company, so we could leverage the benefit of being seen as a Multitrack Company, against real change within the organisations. We drew up the Multitrack Code which all host companies are required to sign up to before being accepted on the scheme. <p>We managed to achieve all of those aims. The impact of COVID on our capacity meant that other ambitions were delayed. These were:</p> <ul style="list-style-type: none"> - To revamp and grow our website to become a go-to resource for people wanting to enter the audio industry, full of information about how the profession works, and where to go to get help - To commission a research report into the state of the industry
Performance of fundraising activities against objectives set	Para 1.41	<p>In this financial period we had just set up as a Charity and had not begun fundraising in earnest.</p>

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Multitrack operated completely without funds in its first year. All expenses were covered by volunteers or donations in kind from supporters or host companies. Despite offers of sponsorship, we were keen to remain entirely independent, so that we could test our concept free from influence.</p> <p>Once we had completed the pilot year, and established the scheme, we became a charity and applied for a Bank Account. This took much longer than expected because of the pandemic, and the enormous demand for new business accounts. Any fundraising had to be put on hold until then.</p> <p>We increased the service charge applied to Host Companies, to help cover our administration costs, and the wage for our Fellowship Coordinator.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Some of our reserves were to cover invoices not yet received. We also had administration charges in the form of bank charges, zoom subscriptions etc to pay
Amount of reserves held	Para 1.22	£2784
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In this financial period our principal / only source of funds was the service charge levied on Host Companies.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Reference and Administrative details

Charity name	Multitrack
Other name the charity uses	
Registered charity number	1191498
Charity's principal address	100 Sutton Road, London, N10 1HG

Names of the charity trustees who manage the charity


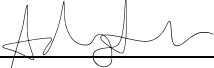
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lisa Hack			
2	Nicole Logan			
3	Arlie Adlington			
4	Joby Waldman		From 12 Feb 2021	
5	Leanne Alie		From 23 March 2021	
6	Deborah Dudgeon		From 14 Jan 2021	
7	Amy Turton		From 15 Jan 2021	
8				

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Deborah Dudgeon	Arlie Adlington
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	24.01.22	

Multitrack - Charity Number 1191498

Independent Examiner's Report to the Trustees of Multitrack ("The Trust")

I report on the accounts of the Trust for the year ended 5 April 2021, which comprise the Receipts and Payments, the Statement of Assets and Liabilities and related notes.

Respective responsibilities of trustees and examiner.

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

It is my responsibility to:

- ~ examine the accounts under section 145 of the 2011 Act,
- ~ follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(S)(b) of the 2011 Act), and
- ~ state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- ~ which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- ~ to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



G P Jelley BA, FCA
Summit Chartered Accountants
The Greenhouse, MediaCityUK, M50 2EQ



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Multitrack	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 28-Sep-20	To	Period end date 5-Apr-21
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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 £
A1 Receipts					
	-	-	-	-	-
loan from DD for bank opening deposit	1,000	-	-	1,000	-
Host Company Admin Fees	6,000	-	-	6,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	7,000	-	-	7,000	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,000	-	-	7,000	-

A3 Payments

	-	-	-	-	-
Bank charges	16	-	-	16	-
repayment to DD of opening deposit	1,000	-	-	1,000	-
Servies inc D&I consultancy, policy review and Fellowship co-ordinator	3,200	-	-	3,200	-
	-	-	-	-	-
	-	-	-	-	-

	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	4,216	-	-	4,216	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,216	-	-	4,216	-
Net of receipts/(payments)	2,784	-	-	2,784	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	2,784	-	-	2,784	-

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 £
B1 Cash funds	CAFBank Current Account	2,784	-	-
		-	-	-
		-	-	-
	Total cash funds	2,784	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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
D Dudgeon	Deborah Dudgeon	17-Dec-21
L. Hack	Lisa Hack	19 / 12 / 2021