



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 06/04/23  
To 05/04/24

Period start date  
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 delivering the Multitrack Fellowship, a scheme for aspiring audio producers from groups that are under-represented in the audio industry.</p> <p>The core of the fellowship takes place over a 12 week period and includes:</p> <ul style="list-style-type: none"><li>• paid work placements with audio production companies or platforms (usually 4-6 weeks each at two companies)</li><li>• Practical training sessions which fellows attend together as a group, taught by industry experts (one day a week for 12 weeks)</li><li>• Networking opportunities</li><li>• A chance to compete for a paid commission for a national platform, after the completion of the fellowship.</li></ul>

		<p>The Fellowship impacts many people beyond the Fellows themselves. We work closely with the host companies to ensure they follow our Multitrack code of practice and provide opportunities for them to share ideas and seek advice on how to improve their workplaces. Individual staff members and other industry professionals are invited to join our team of volunteers, which helps facilitate the initiative and spread the Multitrack ethos.</p> <p>In addition to the Fellowship we organise events open to all, where people from all levels, including industry leaders and aspiring newcomers can discuss their experiences, and increase understanding of the barriers to entering and thriving in the profession.</p> <p>We maintain an active website and 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 host an active WhatsApp group for alumni of the Fellowship to share work and training opportunities, advice and support.</p> <p>Our work to create a fairer and more inclusive industry benefits everyone at all levels of the workforce. And the general public benefits from a more diverse pool of producers, making content for a wider audience.</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 <a href="#">here</a> .

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>

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 who assist with a range of tasks.</p> <p>These are some of the ways in which they contribute to Multitrack during the fellowship:</p> <p><b>Shortlisting for the Fellowship:</b> volunteers from the host companies and wider industry help assess applications against strict criteria</p> <p><b>Training:</b> a team of volunteers design the curriculum and learning outcomes, liaise with host companies on training design and delivery, and act as training coordinators on the training days</p> <p><b>Outreach:</b> making sure our activities and resources are publicised in the right places for our target audience, across the country. Making links with community groups who can spread the word to potential beneficiaries, and with companies who can provide placements or training.</p> <p><b>Events:</b> helping plan, organise and run specific events</p> <p><b>Social media &amp; Communications:</b> designing flyers, helping to manage our Twitter and Instagram feeds, writing press releases etc</p> <p>In this year, the principal role of our volunteers was to contribute to the planning and development work in readiness for the '24 Fellowship.</p>
Other		

## Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>Multitrack has grown year on year since its inception.</p> <p>Via the Fellowship programme, we have provided career changing opportunities for 28 aspiring audio producers who faced barriers to accessing audio production careers. They all received paid workplace based experience and a bespoke training programme designed and delivered by industry volunteers.</p> <p>We have also worked with 17 of the UK's leading audio and radio production companies, and in doing so insisted on Inclusion and Diversity training for each.</p> <p>We believe that a more diverse radio and audio industry benefits not only those working or aspiring to work in it, but also listeners who benefit from stories and journalism that reflects the interests and experience of a broad section of our society.</p> <p>In 2023, we decided not to run a Fellowship as the demands on the volunteer team were leading to burnout. We used this 'off-year' as a chance to consolidate the incredible work to date, and to start making steps towards becoming a more sustainable organisation with the necessary foundations to continue our work in a healthy and efficient way, able to offer more to a greater number of people.</p> <p>We used paid staff resources to cover the organisations' administrative tasks, alleviating some of the pressure felt by volunteers. The role was expanded to take on internal organisational development work in areas the Trustees identified as requiring attention such as; organisational and financial policy and procedure.</p> <p>We also took time to reflect on our vision and values, which were updated and put on our website. As part of this planning exercise we also identified ideas for the future development, including the requirement to secure funding to employ a Project Manager for the 2024 Fellowship.</p> <p>We also revisited our onboarding and recruitment processes, creating a handbook for new joiners, equitable contract templates for freelancers, and providing opportunities to complete 'Working well with Me' documents, to enable a safe space for sharing information about workplace support needs. We shared these resources with our</p>
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		<p>2024 host companies as part of inclusive recruitment best practice, which was well received.</p> <p>We also used pockets of available time to set significant groundwork for a pilot Mentoring Scheme that we hope to develop and use in the next financial year (subject to funding).</p> <p>Alongside this internal development work, Multitrack continued to reach out to the broader community of audio creators and fulfil our mission. We partnered with Audible to launch 'Off-Mic' a season of free workshops, offering training on a variety of different off-mic roles, delivered by experts and leading industry figures across the audio sector.</p> <p>We were thrilled to receive almost 300 applications and to be able to offer workshop places to over 100 participants.</p> <p>By the end date of this report, we were preparing the outreach campaign for the '24 Fellowship Programme, for which we received our highest number of applications to date. We were in discussion with the BBC regarding a funding and skills exchange partnership that would commence in latter half of 2024.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p><b>Financial Governance/Policy &amp; Procedure</b></p> <p>We created an organisational Financial Management policy/protocol, clarifying our policy and procedures related to banking, payment processing and authorisation of expenditure.</p> <p>We also created a formal Expenses Policy and procedure applicable to volunteers, staff and Fellows, ensuring fair and equitable responses to claims and ensuring no one is left out of pocket when conducting activities on behalf of/related to Multitrack.</p> <p>We began the process of upgrading our banking systems and accounting software to be fit for purpose. This will enable us to more easily draw financial data reports for planning, fundraising applications, forecasts as well as contributing to the overall transparency of our financial status.</p> <p>We used financial data to create an organisational budget and forecast to improve financial governance for the year ahead- enabling us to budget accurately for paid support roles.</p> <p>We also added a training allowance to this budget to empower staff and volunteers to access training that they might require in the pursuit of their role.</p> <p>All of the above have contributed to greater clarity around Multitrack's financial position and provided the tools and information required for the charity to make more informed financial decisions and start forward-planning with greater accuracy.</p> <p><b>Additional Policy Work</b></p> <p>Problem Solving policy designed and approved, alongside a Volunteer Code of Ethics, and the groundwork completed for a Staff/Volunteer Handbook to consolidate these documents</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>We strove to diversify our funding streams with corporate partnerships, but lack of volunteer resource meant this wasn't as actively pursued as we would have liked- however groundwork was laid for partnerships that would bear fruit in the 24/25 financial year.</p> <p>We attempted two grant applications, which was a learning curve for group members who became aware of the time, complexity and level of organisational documentation and detail often required to complete them (such as financial breakdowns and forecasts,</p>

		<p>impact measures, proof of policy etc), little of which was readily at our fingertips making the process arduous.</p> <p>The hope is that some of the organisational activity listed above will go some way to resolving these issues moving forward.</p>
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a good financial position at the year end, holding reserves to cover salary and running costs for the coming months that will fund ongoing core operational costs
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Part of this income is carried forward to support the salaries of the Fellowship Project Manager, Administrator and Fellows coordinator for the year ahead. The rest is to support the ongoing work of the Fellowship (launching in May 2024)
Amount of reserves held	Para 1.22	£21,667.18
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	n/a
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	<p>The Fellowship is supported by an administration fee charged to all Host Companies (who offer work placements to fellows)</p> <p>We received a production fee for our role in delivering the Off-Mic programme for Audible.</p> <p>Audible have also been supporters offering a donation toward running costs for the last 2 years.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Volunteer resource/engagement &amp; potential for burnout</p> <p>Reliable ongoing funding and ability to hire/retain staff</p> <p>The declining size of the UK audio industry/ companies financial ability to participate in the Fellowship</p>
Other		





## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Foundation model constitution
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>CIO</b>
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 2 years by a resolution passed at a properly convened meeting of the charity trustees. 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.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each new trustee receives a trustee pack which includes information about their roles and responsibilities such as; -Charitable Purposes -Organisational History - Charity Commission Guide-CICs <a href="#">The Essential Trustee</a> -Financial Summary
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Multitrack
Other name the charity uses	n/a
Registered charity number	1191498

Charity's principal address	Studio 53b Hackney Downs Studios Amhurst Terrace London E8 2BT

**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	Arlie Adlington			
2	Joby Waldman			
3	Lisa Hack			
4	Deborah Dudgeon			
5	Nicole Logan			
6	Amy Turton			
7	Leanne Alie			
8	Matthew Coates	Treasurer	16/05/23-	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### 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)	Arlie Adlington	Joseph Waldman
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	22.01.2025	22.01.2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES


MultiTrack		1191498		CC16a
Receipts and payments accounts				
For the period from	06/04/23	To	05/04/24	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donation Income	16,070	-	-	16,070	982
Other Revenue	5	-	-	5	-
Administration Fee)	-	-	-	-	15,000
Corporate Funding	64,365	-	-	64,365	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
AR)	80,440	-	-	80,440	15,982
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	80,440	-	-	80,440	15,982
<b>A3 Payments</b>					
Direct Expenses	49,569	-	-	49,569	126
Direct Wages	-	-	-	-	10,832
Advertising & Marketing	2,772	-	-	2,772	-
Bank Fees	10	-	-	10	67
Consulting	1,575	-	-	1,575	475
Food and Drink - Staff & Fellows	988	-	-	988	-
Insurance	96	-	-	96	-
IT Software and Consumables	877	-	-	877	411
Legal Expenses	269	-	-	269	300
Staff Training	93	-	-	93	-
Travel - National	2,778	-	-	2,778	11,425
<b>Sub total</b>	59,027	-	-	59,027	23,636
<b>A4 Asset and investment purchases, (see table)</b>					
N/a	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	59,027	-	-	59,027	23,636
<b>Net of receipts/(payments)</b>	21,414	-	-	21,414	- 7,654
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	5,658	-	-	5,658	-
<b>Cash funds this year end</b>	27,072	-	-	27,072	- 7,654

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Audible	17,195	-	-

	Current Account	9,875	-	-
	Training	1		
	Volunteer Expenses	1	-	-
	<b>Total cash funds</b>	<b>27,072</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name	Date of approval
			Matthew Coates	31/01/2025





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Multitrack

On accounts for the year  
ended

5<sup>th</sup> April 2024

Charity no  
(if any)

1191498

Set out on pages

Above

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **5<sup>th</sup> April 2024**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

03/02/2025

Name:

Tom Wilcox

Relevant professional  
qualification(s) or body  
(if any):

FCIE

Address:

Counterculture Partnership LLP

Bank Chambers, Main Street

Hawes, North Yorkshire, DL8 3QL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**