

Company registration number: 02506235

Charity registration number: 803648

Real Time Video Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

David Jones & Co 2018 Limited
The Centre
Reading Road
Eversley Centre
Hampshire
RG27 0NB

Real Time Video Limited

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Real Time Video Limited

Reference and Administrative Details

Secretary	Mr C Robertson
Charity Registration Number	803648
Company Registration Number	02506235
Registered Office	The charity is incorporated in England. 21 South Street Reading Berkshire RG1 4QU
Independent Examiner	David Jones & Co 2018 Limited The Centre Reading Road Eversley Centre Hampshire RG27 0NB

Real Time Video Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Objectives and activities

Objects and aims

Real Time continued its commitment to delivering high quality participatory projects with marginalised groups in the UK and internationally. The National lockdown represented a significant challenge to the charity.

The charity seeks to comply with the requirements of the Charities Act 2011 and the guidance published by the Charity Commission, particularly in ensuring that its activities demonstrate public benefit, as is evidenced throughout this report.

Objectives, strategies and activities

The organisation has undertaken work to ensure its financial viability and future stability. It has also continued its partnership with Henley Management College; post graduate students worked on developing the organisational capacity by focusing on effective targeting of resources which has helped to continue to improve management, finance and marketing procedures. It has developed the staff team to build the organisation's capacity.

Real Time Video Limited

Trustees' Report

Achievements and performance

The organisation continued to deal with the aftermath of the pandemic. While restrictions were lifted during the year and in person and work became possible again, many of Real Time's vulnerable groups found it difficult to re-engage. Real Time therefore focused its work on supporting those most impacted by the pandemic, including people with mental health issues, young people not in education employment and training (NEETs) and older people.

In spite of many projects being extended without additional funding, Real Time delivered an impressive range of projects throughout the year.

Work with young people through Real Time's Action Media initiative, included the Mind the Gap project, which offered supportive, creative work experience to the most vulnerable young people. Action Media participants were also involved in youth participation projects aiming to make communities safer for young people in partnership with Thames Valley Police and Reading Football Club.

The delayed European Project YOMEM (Young Messengers of European Memory) allowed Real Time to build on relationships with partners, such as The Museum of English Rural Life (MERL). This enabled Real Time to continue to offer work experience to students from Activate (Reading College). Additionally, Real Time worked with students from Addington Special Education School and various other young people on MERL projects.

Furthermore, Real Time worked with local partners to deliver the Turn It Up project, a multimedia community dance project and, with Atlantic College in Wales, to produce a film on consent for its students. Likewise, Real Time also worked with health partners to produce training videos for the Royal Berkshire Hospital.

The Covid-19 pandemic delayed the timetables for many of Real Time's Erasmus projects, however, the StoryAP and Video in Education Process projects were both successfully completed.

Two new Erasmus projects, 2VIP and DigitMid, were restarted after the pandemic restrictions had lifted. 2VIP looked at educational uses for new technology and DigitMid explored using video as a tool for social action. Exchange trips to Greece and Poland took place and Real Time also sent participants to a training course on digital storytelling for social integration in Italy (DST4SI).

Real Time continued to support the Open Mind project for people with mental health issues and the Cultural Champions project for older people.

Real Time continued to cement its place as one of the leading training providers in the use of participatory video and visual methods, running an online training project for Water Aid to deliver participatory video projects with young people in Nepal. Real Time also ran a course for Polish workshop leaders to improve their use of English when running training courses delivered in English.

Overall, Real Time has continued to target its work effectively to fulfil its charitable aims. It has also managed its finances effectively to ensure the most vulnerable were able to be supported both during and after the lockdowns.

Real Time Video Limited

Trustees' Report

Financial review

Policy on reserves

The Board has examined the Charity Commission's requirements for reserves in the light of the main risks to the organisation. The Board have established a policy whereby the unrestricted funds would be held to cover at least 3 months' running costs. Currently this requires an amount of around £20,000 to be held and with our continued income we have been able to support this level.

Plans for future periods

Aims and key objectives for future periods

Real Time will continue to seek new partners and funding to further its charitable aims.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Mr L A Watson
	Mr J Pyle
	Ms N Pallier
	Mr D C Wall
	Mr L J O'Brien
	Ms A M Carty
	Ms S Wilson
	Mr J Gormley (appointed 2 July 2021)

Secretary:	Mr C Robertson
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Structure, governance and management

Nature of governing document

The charity is controlled by its governing document, a Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of trustees

Real Time has a stable staff team and continues to use freelance personnel to provide the wide range of experience required to maintain project quality. The charity continues to seek new trustees to broaden the expertise available to the organisation and also to offer a range of volunteering and placement opportunities.

Real Time Video Limited

Trustees' Report

Major risks and management of those risks

Risk review

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Board has continued to monitor the situation regarding risks to which the Charity is exposed including those associated with Covid-19. Where appropriate, systems and procedures have been established to mitigate the risks the charity faces.

Procedures are in place to ensure compliance with health and safety for staff, volunteers, clients and visitors to the charity. These procedures are periodically reviewed by the Board to ensure that they continue to meet the needs of the charity.

The Board will continue to carry out periodic reviews of risks and mitigation measures.

Statement of trustees' responsibilities

The trustees (who are also the directors of Real Time Video Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and 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".

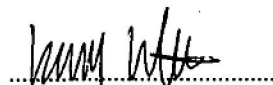
Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 14 December 2022 and signed on its behalf by:



Mr L A Watson
Trustee

Real Time Video Limited

Independent Examiner's Report to the trustees of Real Time Video Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Real Time Video Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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


.....
Antony Weller
ACCA

David Jones & Co 2018 Limited
The Centre
Reading Road
Eversley Centre
Hampshire
RG27 0NB

Date: 15/12/22

Real Time Video Limited

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Charitable activities	3	47,948	35,620	83,568
Investment income	4	5	-	5
Total income		47,953	35,620	83,573
Expenditure on:				
Charitable activities	5	(31,969)	(35,620)	(67,589)
Total expenditure		(31,969)	(35,620)	(67,589)
Net income		15,984	-	15,984
Net movement in funds		15,984	-	15,984
Reconciliation of funds				
Total funds brought forward		62,623	-	62,623
Total funds carried forward	14	78,607	-	78,607
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Charitable activities	3	62,689	7,320	70,009
Investment income	4	20	-	20
Total income		62,709	7,320	70,029
Expenditure on:				
Charitable activities	5	(47,561)	(9,889)	(57,450)
Total expenditure		(47,561)	(9,889)	(57,450)
Net income/(expenditure)		15,148	(2,569)	12,579
Transfers between funds		(1,369)	1,369	-
Net movement in funds		13,779	(1,200)	12,579
Reconciliation of funds				
Total funds brought forward		48,844	1,200	50,044
Total funds carried forward	14	62,623	-	62,623

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 14.

The notes on pages 9 to 16 form an integral part of these financial statements.

Real Time Video Limited

(Registration number: 02506235)
Balance Sheet as at 31 March 2022

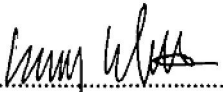
	Note	2022 £	2021 £
Fixed assets			
Tangible assets	10	9,136	8,780
Current assets			
Debtors	11	21,071	1,900
Cash at bank and in hand	12	<u>57,775</u>	<u>62,747</u>
		78,846	64,647
Creditors: Amounts falling due within one year	13	<u>(9,375)</u>	<u>(10,804)</u>
Net current assets		<u>69,471</u>	<u>53,843</u>
Net assets		<u>78,607</u>	<u>62,623</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>78,607</u>	<u>62,623</u>
Total funds	14	<u>78,607</u>	<u>62,623</u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 14 December 2022 and signed on their behalf by:


.....
Mr L A Watson
Trustee

The notes on pages 9 to 16 form an integral part of these financial statements.

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

21 South Street

Reading

Berkshire

RG1 4QU

These financial statements were authorised for issue by the trustees on 14 December 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Real Time Video Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

Income and endowments

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% reducing balance method

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
	47,948	35,620	83,568
Total for 2022	<u>47,948</u>	<u>35,620</u>	<u>83,568</u>
Total for 2021	<u>62,689</u>	<u>7,320</u>	<u>70,009</u>

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	5	5
Total for 2022	<u>5</u>	<u>5</u>
Total for 2021	<u>20</u>	<u>20</u>

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Depreciation, amortisation and other similar costs		3,045	-	3,045
Staff costs		15,800	15,000	30,800
Other support costs		9,298	20,620	29,918
Governance costs	6	3,826	-	3,826
Total for 2022		31,969	35,620	67,589
Total for 2021		47,561	9,889	57,450

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	3,826	3,826
Total for 2022	3,826	3,826
Total for 2021	2,124	2,124

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	3,045	2,927

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

8 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	29,600	28,600
Pension costs	<u>1,200</u>	<u>1,200</u>
	<u>30,800</u>	<u>29,800</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Staff	<u>3</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year.

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

10 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2021	80,116	80,116
Additions	<u>3,401</u>	<u>3,401</u>
At 31 March 2022	<u>83,517</u>	<u>83,517</u>
Depreciation		
At 1 April 2021	71,336	71,336
Charge for the year	<u>3,045</u>	<u>3,045</u>
At 31 March 2022	<u>74,381</u>	<u>74,381</u>
Net book value		
At 31 March 2022	<u>9,136</u>	<u>9,136</u>
At 31 March 2021	<u>8,780</u>	<u>8,780</u>

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

11 Debtors

	2022	2021
	£	£
Trade debtors	<u>21,071</u>	<u>1,900</u>

12 Cash and cash equivalents

	2022	2021
	£	£
Cash at bank	<u>57,775</u>	<u>62,747</u>

13 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,996	1,210
Other taxation and social security	2,137	1,428
Other creditors	1,485	6,005
Accruals	<u>2,757</u>	<u>2,161</u>
	<u>9,375</u>	<u>10,804</u>

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

14 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General Fund	62,623	47,953	(31,969)	78,607
Restricted funds				
European Union Erasmus+ Programme	-	20,620	(20,620)	-
Reading Borough Council	-	11,560	(11,560)	-
Arts Council	-	3,440	(3,440)	-
	<u>-</u>	<u>35,620</u>	<u>(35,620)</u>	<u>-</u>
Total funds	<u>62,623</u>	<u>83,573</u>	<u>(67,589)</u>	<u>78,607</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
<i>General</i>				
General Fund	48,844	62,709	(47,561)	63,992
Restricted funds				
European Union Erasmus+ Programme	-	-	(1,369)	(1,369)
Berkshire Community	1,200	-	(1,200)	-
University of Reading	-	2,520	(2,520)	-
Reading Borough Council	-	4,800	(4,800)	-
	<u>1,200</u>	<u>7,320</u>	<u>(9,889)</u>	<u>(1,369)</u>
Total funds	<u>50,044</u>	<u>70,029</u>	<u>(57,450)</u>	<u>62,623</u>

Real Time Video Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

15 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2022 £
Tangible fixed assets	9,136	9,136
Current assets	78,846	78,846
Current liabilities	(9,375)	(9,375)
Total net assets	<u>78,607</u>	<u>78,607</u>
	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	8,780	8,780
Current assets	64,647	64,647
Current liabilities	(10,804)	(10,804)
Total net assets	<u>62,623</u>	<u>62,623</u>