

COMPANY REGISTRATION NUMBER: 04602033
CHARITY REGISTRATION NUMBER: 1097561

Pie Factory Music
Company Limited by Guarantee
Unaudited Financial Statements
5 April 2023

LEVICKS
Chartered accountants
Station Gates
3 Lloyd Road
BROADSTAIRS
Kent
CT10 1HY

Pie Factory Music

Company Limited by Guarantee

Financial Statements

Year ended 5 April 2023

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	3
Statement of financial activities (including income and expenditure account)	4
Statement of financial position	5
Notes to the financial statements	6
The following pages do not form part of the financial statements	
Detailed statement of financial activities	14
Notes to the detailed statement of financial activities	15

Pie Factory Music

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 5 April 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 5 April 2023.

Reference and administrative details

Registered charity name	Pie Factory Music
Charity registration number	1097561
Company registration number	04602033
Principal office and registered office	Ramsgate Youth Centre High Street St Lawrence Ramsgate CT11 0QG Kent

The trustees

Mr M Fagg	
Mr J Lane	(Resigned 26 February 2023)
Mr J Barrett	
Dr S Cant	
Ms B Clayton	(Resigned 15 September 2022)
Ms A Ismat	
Ms K Ansell	

Company secretary	Mrs C O'Reilly
Independent examiner	T Pearcy FCCA Station Gates 3 Lloyd Road BROADSTAIRS Kent CT10 1HY

Structure, governance and management

See separate report.

Objectives and activities

See separate report.

Achievements and performance

See separate report.

Pie Factory Music

Page 2

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 5 April 2023


Financial review

See separate report.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 14/9/2023 and signed on behalf of the board of trustees by:


Mr M Fagg
Trustee

Pie Factory Music

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Pie Factory Music

Year ended 5 April 2023

I report to the trustees on my examination of the financial statements of Pie Factory Music ('the charity') for the year ended 5 April 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



T Pearcy
Independent Examiner on 14/9/23

Station Gates
3 Lloyd Road
Broadstairs
Kent
CT10 1HY

Pie Factory Music

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 5 April 2023

		Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	29,349	341,386	370,735	503,320
Investment income	6	396	—	396	8
Total income		<u>29,745</u>	<u>341,386</u>	<u>371,131</u>	<u>503,328</u>
Expenditure					
Expenditure on charitable activities	7,8	35,822	430,315	466,137	362,357
Total expenditure		<u>35,822</u>	<u>430,315</u>	<u>466,137</u>	<u>362,357</u>
Net (expenditure)/income		<u>(6,077)</u>	<u>(88,929)</u>	<u>(95,006)</u>	<u>140,971</u>
Other recognised gains and losses					
Net movement in funds		<u>(6,077)</u>	<u>(88,929)</u>	<u>(95,006)</u>	<u>140,971</u>
Reconciliation of funds					
Total funds brought forward		292,934	198,742	491,676	350,705
Total funds carried forward		<u>286,857</u>	<u>109,813</u>	<u>396,670</u>	<u>491,676</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Pie Factory Music

Company Limited by Guarantee

Statement of Financial Position**5 April 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	14	825	1,722
Current assets			
Debtors	15	20,884	42,220
Cash at bank and in hand		383,949	454,538
		<u>404,833</u>	<u>496,758</u>
Creditors: amounts falling due within one year	16	<u>8,988</u>	<u>6,804</u>
Net current assets		<u>395,845</u>	<u>489,954</u>
Total assets less current liabilities		<u>396,670</u>	<u>491,676</u>
Funds of the charity			
Restricted funds		109,813	198,742
Unrestricted funds		<u>286,857</u>	<u>292,934</u>
Total charity funds	17	<u>396,670</u>	<u>491,676</u>

For the year ending 5 April 2023 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 company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 14/4/2023 and are signed on behalf of the board by:

Mr M Fagg
Trustee



The notes on pages 6 to 12 form part of these financial statements.

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 5 April 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Ramsgate Youth Centre, High Street, St Lawrence, Ramsgate, CT11 0QG, Kent.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds. Included within the restricted funds is a grant from Youth Music.

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	- 25% on cost
Computer Equipment	- 25% on cost

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

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

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
Donations	29,349	–	29,349
Grants			
Grants receivable	–	341,386	341,386
	<u>29,349</u>	<u>341,386</u>	<u>370,735</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Donations	9,708	1,246	10,954
Grants			
Grants receivable	250	492,116	492,366
	<u>9,958</u>	<u>493,362</u>	<u>503,320</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>396</u>	<u>396</u>	<u>8</u>	<u>8</u>

7. Restricted and unrestricted funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
2023 Expenditure on charitable activities	<u>35,822</u>	<u>430,315</u>	<u>466,137</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
2022 Expenditure on charitable activities	<u>9,387</u>	<u>352,970</u>	<u>362,357</u>

8. Expenditure on charitable activities by activity type

	Support costs £	Total funds 2023 £	Total fund 2022 £
Charitable Purposes	463,155	463,155	359,719
Governance costs	<u>2,982</u>	<u>2,982</u>	<u>2,638</u>
	<u>466,137</u>	<u>466,137</u>	<u>362,357</u>

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

9. Analysis of support costs

	Analysis of support costs activity £	Total 2023 £	Total 2022 £
Staff costs	236,879	236,879	189,907
Premises	9,633	9,633	8,500
General office	7,421	7,421	6,389
Project	208,294	208,294	152,831
Depreciation	897	897	2,092
	<u>463,124</u>	<u>463,124</u>	<u>359,719</u>

10. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>897</u>	<u>2,092</u>

11. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,472</u>	<u>2,304</u>

12. Staff costs

The average head count of employees during the year was 9 (2022: 18). The average number of full-time equivalent employees during the year is analysed as follows:

	2023 No.	2022 No.
Number of staff - Admin	<u>9</u>	<u>18</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

14. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 6 April 2022 and 5 April 2023	88,352	24,295	112,647
Depreciation			
At 6 April 2022	88,052	22,873	110,925
Charge for the year	300	597	897
At 5 April 2023	88,352	23,470	111,822
Carrying amount			
At 5 April 2023	—	825	825
At 5 April 2022	300	1,422	1,722

15. Debtors

	2023 £	2022 £
Trade debtors	20,884	39,488
Prepayments and accrued income	—	2,732
	<u>20,884</u>	<u>42,220</u>

16. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	2,105	1,652
Other creditors	6,883	5,152
	<u>8,988</u>	<u>6,804</u>

17. Analysis of charitable funds

Unrestricted funds					
	At 6 April 2022 £	Income £	Expenditure £	Gains and losses £	At 5 April 2023 £
General funds	292,934	29,745	(35,822)	—	286,857
	At 6 April 2021 £	Income £	Expenditure £	Gains and losses £	At 5 April 2022 £
General funds	284,295	9,966	(9,387)	8,060	292,934

Pie Factory Music

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 5 April 2023

17. Analysis of charitable funds *(continued)*

Restricted funds

	At 6 April 2022	Income	Expenditure	Gains and losses	At 5 April 2023
	£	£	£	£	£
Restricted Funds	198,742	341,386	(430,315)	—	109,813

	At 6 April 2021	Income	Expenditure	Gains and losses	At 5 April 2022
	£	£	£	£	£
Restricted Funds	66,410	493,362	(352,970)	(8,060)	198,742

18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Tangible fixed assets	825	—	825
Current assets	295,020	109,813	404,833
Creditors less than 1 year	(8,988)	—	(8,988)
Net assets	286,857	109,813	396,670

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Tangible fixed assets	1,722	—	1,722
Current assets	298,016	198,742	496,758
Creditors less than 1 year	(6,804)	—	(6,804)
Net assets	292,934	198,742	491,676

Pie Factory Music

Company Limited by Guarantee

Management Information

Year ended 5 April 2023

The following pages do not form part of the financial statements.

Pie Factory Music

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 5 April 2023

	2023 £	2022 £
Income and endowments		
Donations and legacies		
Donations	29,349	10,954
Grants receivable	341,386	492,366
	<u>370,735</u>	<u>503,320</u>
Investment income		
Bank interest receivable	396	8
	<u>396</u>	<u>8</u>
Total income	<u>371,131</u>	<u>503,328</u>
Expenditure		
Expenditure on charitable activities		
Purchases	152,391	152,814
Wages and salaries	292,748	189,907
Rates and water	(405)	(13)
Light and heat	4,515	4,137
Repairs and maintenance	2,587	1,445
Insurance	2,970	2,931
Other motor/travel costs	31	17
Legal and professional fees	2,472	2,304
Telephone	3,345	2,844
Depreciation	897	2,092
Other interest payable and similar charges	510	334
DetailedSOFAExpenditureOnCharitableActivitiesType2H	4,076	3,545
	<u>466,137</u>	<u>362,357</u>
Total expenditure	<u>466,137</u>	<u>362,357</u>
Net (expenditure)/income	<u>(95,006)</u>	<u>140,971</u>

Pie Factory Music

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 5 April 2023

	2023 £	2022 £
Expenditure on charitable activities		
Charitable Purposes		
Support costs		
Support charitable activity - project costs	152,391	152,814
Support charitable activity - wages/salaries	292,748	189,907
Support charitable activity - rates & water	(405)	(13)
Support charitable activity - light & heat	4,515	4,137
Support charitable activity - repairs & maintenance	2,587	1,445
Support charitable activity - insurance	2,970	2,931
Support charitable activity - other motor/travel costs	31	17
Support charitable activity - telephone	3,345	2,844
Support charitable activity - depreciation	897	2,092
Support charitable activity - sundry	4,076	3,545
	<u>463,155</u>	<u>359,719</u>
Governance costs		
Governance costs - accountancy fees	2,472	2,304
Governance costs - bank charges	510	334
	<u>2,982</u>	<u>2,638</u>
Expenditure on charitable activities	<u>466,137</u>	<u>362,357</u>



Trustees Annual Report

April 2022 -
March 2023

Registered Address:

Ramsgate Youth Centre
High Street, St Lawrence
RAMSGATE
Kent CT11 0QG

Tel: 01843 596777 / 596998
Email: info@piefactorymusic.com
www.piefactorymusic.com

Registered Charity No. 1097561
Company Limited by Guarantee No. 04602033

Trustees to the Charity

John Lane	:	appointed 10 th November 2015 resigned 26th February 2023
John Barrett	:	appointed 23 rd April 2019 appointed as Vice Chair 14 th May 2019
Sarah Cant	:	appointed 23 rd April 2019
Beth Clayton	:	appointed 23 rd April 2019 resigned 15th September 2022
Mike Fagg	:	appointed 24 th April 2019 appointed as Chair 14 th May 2019
Katie Ansell	:	appointed 2nd February 2020
Aniq Ismat	:	appointed 7th February 2020

Treasurer

John Barrett	:	appointed 10 th June 2019
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Company Secretary

Caroline O'Reilly	:	appointed 27 th November 2002
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Senior Management Team

Steph Dickinson	:	Managing Director resigned 27 th April 2023
Caroline O'Reilly	:	Finance Manager
Zoe Carassik-Lord	:	Programme Manager (Music & Creative Arts) appointed CEO 1 st May 2023
Luis Dawber	:	Programme Manager (Youth Work)

Pie Factory Music

Trustees Annual Report : April 2022 - March 2023

Structure, Governance & Management

Pie Factory Music is a charitable company limited by guarantee, incorporated 27th November 2002 and registered as a charity on 16th May 2003. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

All Trustees give their time voluntarily and receive no benefits from the charity for this role.

The Board of Trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work over the past 12 months. The Board of Trustees report the success of each key activity and the benefits the charity has brought to the young people it was set up to help. The review also helps the Board of Trustees ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The Board of Trustees and Senior Management Team met on a quarterly basis to discuss matters arising, agree policy updates and complete tasks related to governance such as scrutinising financial and operational reports and updating the organisational risk register.

As well as full Board meetings, the Trustees and Senior Management Team worked in three subgroups, helping to move the charity forward and keep focus on specific areas: Finance and Governance, People and Fundraising. This way of working together provides a robust and tangible implementation of our governance structure, improving the efficacy of a cohesive leadership team.

Covid-19

Along with the rest of the country, PFM experienced the full effects of Covid-19 and the respective levels of lockdown throughout 2021 and the beginning of 2022.

During lockdowns PFM used working virtually to provide constant support and sessions for young people across East Kent. Operational practices were widened to facilitate this move to remote digital youth work practice, and a number of policies and procedures were reviewed and rewritten to ensure that the charity, staff and young people were protected and considered to the fullest extent. This included writing a new policy on Social Media.

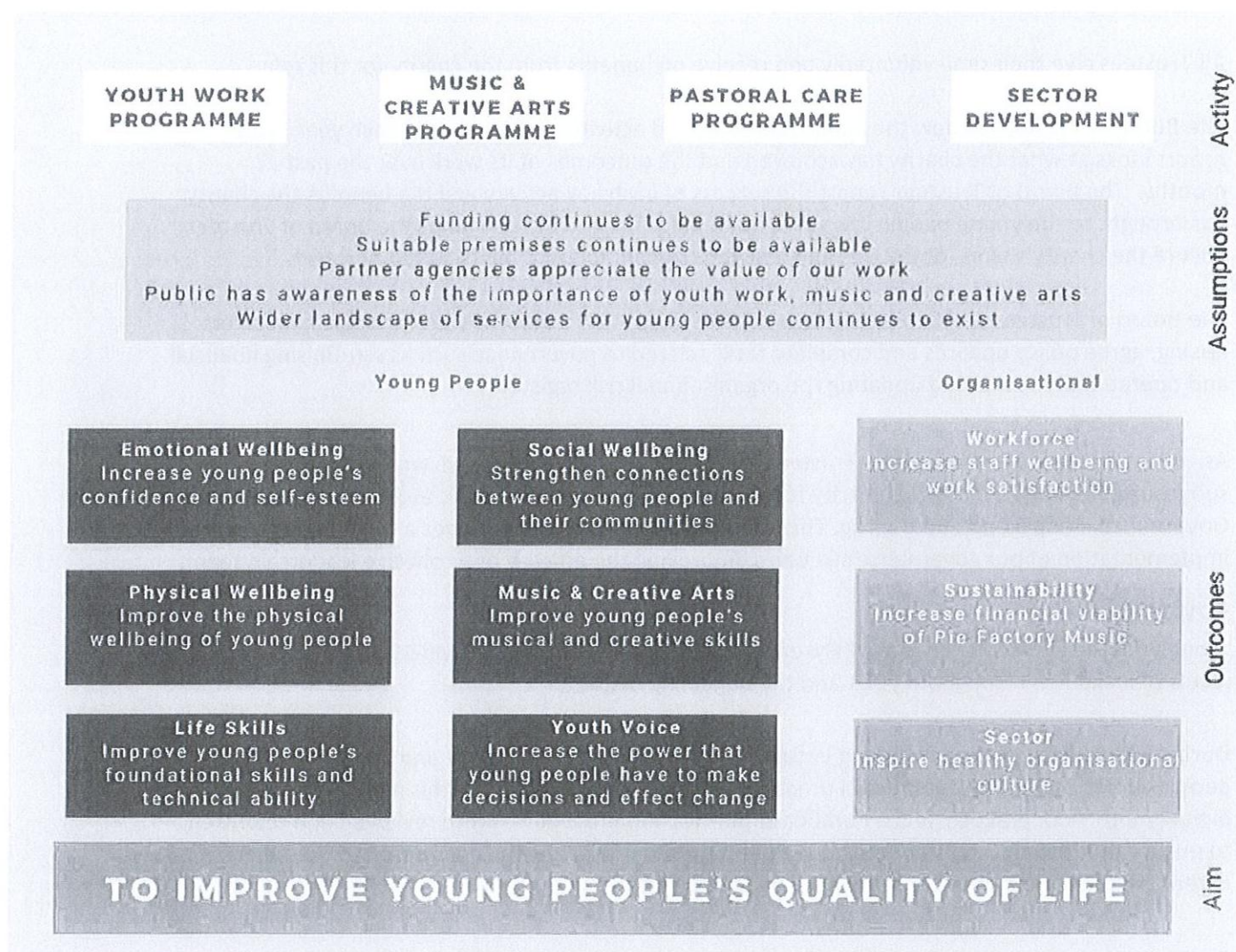
Coming out of the immediate pandemic, we have seen a significant increase in issues around mental health and wellbeing across the board. To this end, we have worked at securing further funding to enhance our pastoral offer, both to the young people we work with and also our staff and volunteers in an effort to make a positive impact. We do not anticipate the increase in mental health and wellbeing issues diminishing in the near future as the full effects of the pandemic continue to spread through our communities.

Vision and Mission

We believe in a world where every young person has a good quality of life with equal access to creative opportunities and a community of support.

Pie Factory Music exists to provide creative opportunities and a community for young people through youth work, music and creative arts, pastoral support and sector development.

In 2021 we developed a Theory of Change to articulate the impact we are having and illustrate the rationale behind all of our work.



Our Values

We believe that how we achieve our mission is as important as the mission itself. We believe that the way we treat people shapes our culture and our community. Over our 20 years of existence as a charity we have developed a culture where the following things are really important to us.

We'll always try to be:

- **Young person-led**
We make space for young people to lead, co-produce and make decisions at every level of our organisation.
- **Inclusive**
We are open to all and commit to breaking down barriers to participation so that everyone feels welcome and has equal access.
- **Kind**
We believe that kindness is an essential part of who we are and want to model this to everyone we work with.
- **Creative**
We take a creative approach to our work, allowing us to move forwards with openness and innovation.
- **Collaborative**
We're stronger together and welcome opportunities to collaborate with others.
- **Brave**
We are here to make a difference and will bravely advocate for young people and their needs.
- **Fun**
We believe that it is vital to a healthy organisational culture that fun is at the heart of the way that we work alongside each other.

Youth Work Programme

This has been another challenging year with regards to youth work. However, we have seen incredible resilience yet again from our team and from the young people we have worked with in finding ways through the challenges of coming out of a world-wide pandemic.

Youth Club Sessions

ACT! – our youth-led community social action group have project-managed and taken part in several fundraising activities to benefit local charities again this year. Highlights have included:

- Sponsored walk, raising £107 for MPS, May 2022
- Summer Fun Day, raising almost £200 for PFM, August 2022
- Big Sleep Out, raising £270 for Thanet Shelter, November 2022
- Quiz Night, raising £172 for Pilgrims Hospice

The group have also performed monthly litter picks from April to October 2022, then February to April 2023 in various Ramsgate locations, including Ellington Park, Warre Rec and Ramsgate Main Sands.

Duke of Edinburgh's Award – In 2022 we had eight young people sign up to undertake the Duke of Edinburgh Bronze award, being able to offer financial support through further funding to five young people. The group had their qualifying expedition in June 2022, where they travelled from Wingham to Eythorne and then on to Eastry. They did very well and all eight of the group passed.

Detached – This is a youth work approach where we engage with young people where they choose to meet e.g., town centre or park areas, outside of centre-based activities.

Our detached youth work offer has continued throughout the year, in partnership with KCC Youth Hubs and other supportive providers, to ensure that we are supporting young people and building lasting relationships with young people within the community.

Bike Project – The bike project, which continues its 1:1 and small group format, has gone from strength to strength this year, with a regular 10 young people attending sessions. One young person has been working towards their City & Guilds Level 1 in Cycle Mechanics and is due to go to assessment for this qualification soon.

Residentials and trips – a summer of fun and opportunity

Through Reconnect funding from Kent County Council, we were able to offer more opportunities to the young people of Thanet and Dover. A few highlights included:

- T-shirt printing: we offered two T-shirt printing Workshops in Dover during August. The workshops were held in River and at the Dover Youth Hub in Deal. Glow Galaxy Art helped young people to create their own unique design which was then printed on a t-shirt they could take away. These workshops proved to be very popular and well attended.
- Graffiti workshops: following the success of the Hello Murals graffiti workshops last year, we offered this style of workshop again this summer and increased the project to offer 3 dates in Dover. Hello Murals worked with a group of twelve young people in Thanet over the course of 4 days to create two murals within our Centre in Ramsgate. Young people got the opportunity to investigate design, work on spraying skills and actually take part in spraying the final piece of work. In Dover, young people got the opportunity to work with two of our tutors to investigate design, work on spraying skills and create several small pieces of graffiti art to take away.
- Mountain biking: during August we offered two day trips in Thanet funded by Reconnect, taking a group mountain biking at Betteshanger Country Park and Wingham Wildlife Park. Both trips were fully subscribed (with 7 young people attending Betteshanger and 9 attending Wingham), and the young people attending really enjoyed their time. One of the young people who attended Wingham Wildlife Park told us that they had never been to a Zoo (or Wildlife Park) before. Their favourite animals on the day were the giraffes, which are fairly new to the park.
- Steamettes - the Steamettes girls group undertook a project to investigate air pollution in

Thanet and Dover, using their coding skills to create a sensor with the Arduino Maker Uno microprocessor. They planned to visit different youth groups to present their findings and encourage young people to become more interested in STEM activities.

During July 2022 and August, the Steamettes prepared for their summer workshops with young people in Thanet and Dover, building their air pollution sensors and taking readings near Ramsgate Youth Centre, Sandwich Bay Bird Observatory Trust, St Peters Recreation Ground and Dover Youth Hub.

They provided a pilot session for young people who regularly attend our Thanet Junior session - asking for feedback around the session style, content and delivery in order to ensure the sessions were fun, interactive and informative. They next delivered to a group in St Peter's Recreation Ground in Broadstairs, before heading out to Dover district to deliver to a group at Sandwich Bay Bird Observatory Trust and Inspire Youth Club in River.

The girls took readings of air pollutants and particulates in each setting (both before the workshop and with the groups) and were able to present their expectations and actual findings to each of the groups.

- Dover trips - we also offered three trips in Dover, taking a group mountain biking to Betteshanger Country Park and two groups to Clip N Climb. The groups were fully subscribed and the young people attending really enjoyed their time.

Arete Residential

Our largest trip during the summer was the residential trip to Arete Outdoor Centre in Wales. 19 young people spent 6 days away from home, taking part in activities designed to increase their knowledge, confidence, self-belief and expand their comfort zone. The young people kayaked in the Menai Straits, climbed Lion Rock, explored an old slate mine, canyoned down a river gorge, learned about bush craft, tried paddleboarding and took part in sea-level traversing and coasteering.

Open Access highlights

2022-23 offered a multitude of open access opportunities for both our young people, both in Dover district and in Thanet, in addition to our regular open access youth work programme. Some highlights included:

	Thanet	Dover
Total number of individual young people who have attended sessions	645	375
Total number of sessions delivered	639	307

- Biggin Hall

In June 2022, we opened a new session at Biggin Hall in the centre of Dover. In the run up to the session opening, we offered a weekly street-based session on Fridays, starting in May, in order to start the process of building relationships with young people in the area. The session started slowly, but within a couple of months we had 10-15 young people attending weekly and enjoying the sessions.

- Chessington Trip

Ramsgate Rotary granted funding to the youth service in Thanet to provide a memorable day for the young people of Thanet. In collaboration with Quarterdeck Youth Hub, we took a group of 40 young people to Chessington World of Adventures in July 2022. The young people had an amazing experience, with comments like below shared:

"This has been the best day - ever!"

"Can we do this again next year?"

"I've never been to Chessington before, such a great day! It's been so good to be here with my friends - my favourite ride was The Vampire. Thank you so much!"

- Speaking at Sound Connections Inclusive Practice in Action conference

In April 2022, We took a group of young people to speak at the national Inclusive Practice in Action conference based at Amnesty International in London alongside some other national figures. They co-produced a workshop which was jointly delivered with our Managing Director. Their workshop was fully booked and the feedback received from participants was incredible. For example:

"Later in the feedback session near the end, one young person from the Pie Factory group spoke eloquently to the room, growing in confidence as they felt safer in the space that Sound Connections had provided." Workshop participant

"Hi Steph. Just wanted to drop you a line following IPIA with a personal thank you to you and the brilliant young people who came to the event. I have now left SC, and took a bit of time off following the event, so apologies for slightly delayed thanks! I couldn't be in your session, but heard great things, and the way that the young people spoke particularly Abbie during the plenary at the end was so profound and impactful. Her bravery and intellect shone through - she should be a national advocate for the importance of music education for young people! I'm sure we will stay in touch, I really love the work you do and it was great to meet you all. Take lots of care. Abi" - Music Education Consultant

"Hey Steph, just wanted to reach out to say what you and pie factory are doing is incredible" - Workshop participant

We were also asked to share a resource that we've created to support the wellbeing of our team and have been asked to speak at the conference next year. In addition to this, our young people have been asked to host a youth leadership breakout session for other young people. The conference was a fantastic opportunity for our young people to attend, and the prospect of them hosting a breakout session demonstrates the benefit of youth voice and mutual respect.

- Living Words - Zine Workshops

In March 2022, Living Words started a 6-week programme for young people aged 14-18 exploring mental health & wellbeing through creative methods. The group worked together

to create a Zine, focused on mental wellbeing awareness and the group called their Zine 'Awareness!'.

The final session for this project was to attend an event to promote and sell their finished product, which they chose to do within the ACT! Summer Fun day, with a mini-zine making workshop running alongside.

- Studio sessions - Every Monday and Tuesday during the summer holidays our studio was open from 10am to 4pm for drop-in studio sessions. Young people were able to take advantage of having a studio technician available to help them work on music production or performance skills throughout that period.

Case study: Open Access participant

MG has been coming into our sessions for a couple of years now after being referred by his KCC youth worker during covid. He started with 121s, before eventually starting group sessions and his confidence grew. At one point he was referred to as "Mr. Pie" as he attended everything that we offered and even became a volunteer at the Junior session. However, this year has been a difficult year for him as he has struggled with his mental health and he has seen the complete breakdown in relationship with his mum, resulting in him being taken into care. Throughout all of his difficulties we've provided support for MG with 121s, trips, meetings with social workers and even taking him to A&E and staying with him for several hours. MG's journey is not over and although he has struggled this year, we will continue to provide him with support as and when he needs it.

Feedback: Open Access, parent of participant

"My 10 year old has enjoyed the junior session for many years. She likes that there is different stations of activities. From cooking to games and crafts. She like to go and be social. My other two enjoyed the junior group until they reached the senior group. At senior group they said they can cook and chill and socialise. The leaders are all fantastic with the children and answer any questions I have if I need advice." Aylesham parent

Wider Community Work

PFM continues to be an integral part of the strategic planning of children and young people services in Thanet. We sit on a number of strategic boards, including the Children's Trust Board and Thanet Community Safety Partnership. These look at multi-agency approaches to reducing targets such as crime, anti-social behaviour, rubbish, health issues, etc.

Music & Creative Arts Programme

Music is a superb tool for motivation, inclusion, health and play. PFM uses this tool effectively through a broad range of free music focused activities, including fun days, taster days, workshops, weekly programme, events, dvd and video creation, animations, lyric and song writing, performances and audio recordings. This work consistently raises levels of self-worth and confidence. For those young people who want to take their experience with us further, PFM works with youth and statutory organisations to provide educational and vocational pathways.

Across 2022-23, a total of 313 young people accessed Music and Creative Arts through a wide range of services and programmes, including Emerging Artists, Girls Programme (aka The Feminist Complex), Open Arms, Band Factory, studio sessions, recording sessions, one to one sessions and events.

In total, 172 sessions were delivered by our Creative Practitioners.

Emerging Artists Programme (Year 2 of two-year funding from Youth Music)

Notable activities included:

- First single release for Wantsum Music?, Pie Factory Music's newly established youth-led record label, set up by the participants of the Emerging Artists programme. (Alive Again, VoSo), April 2022
- Joint gig with Tonetic Records (fellow Thanet-based youth record label hosted by Arts Education Exchange) at Ramsgate Music Hall, as part of Youth Music's Give a Gig Week, May 2022. The gig featured artists from both Tonetic Records and Wantsum Music?
- Wantsum Music? Collective curated Busk at Dusk Stage as part of the Ramsgate Festival of Sound opening event, August 2022
- Second single release for Wantsum Music? (Darkest Hour, debdepan), September 2022

Girls Programme (AKA The Feminist Complex)

Notable activities included:

- The group performed original compositions at a Battle of the Bands event as part of GENFest run by ART31 at Gulbenkian, July 2022
- Members of the group received individual mentoring from Kimberley Anne (Palm Bay Music), drummer Jax Titmus, and poet and performer Brigitte Aphrodite.
- Small residencies emerged for individual members of the group at Screaming Alley (Ramsgate-based cabaret), 101 Social Club Open Mic Night, Hutstock Festival in Whitstable, and sound engineering at Rosslyn Court and Tom Thumb Theatre, Margate.

Open Arms

Open Arms is Pie Factory Music's safe, relaxed open access session for unaccompanied asylum seekers and refugees aged 13-21 years. Every Friday the group cook and eat together, make art, and play music and games. Fresh ingredients and refreshments are provided.

The programme began running new additional Life Skills sessions as well as the weekly Open Arms social club, which involved:

- Creating a collaborative cookbook with Dylane Hubbard (a local foster carer), with recipes and stories from young people's home countries, embellishing the links between nourishment and mental and physical wellbeing.

- One-to-one asylum advice with a professional case worker from the Refugee Council. These were offered as drop in 20 minute appointments, prearranged or first come, first served. The advice service was for young people seeking asylum, up to 18 years old.
- Opportunities for Life Skills Support and Individual Development with experienced Creative Practitioners Moa Norrsell Fahlander and Daisy Kelly-Granger, such as help with homework, writing CVs, job applications, and more.

Philharmonia project, May 2022

Philharmonia Orchestra came to Pie Factory Music to deliver a 3-day outreach workshop with some of our young people who attended our Band Room, alongside some of their professional musicians.

In their evaluation form for the workshop, one participant said: *"I've gotten better at creative things along with meeting good people."*

The World We're Dreaming Of, August 2022

A group of young people from Thanet and Dover took part in stop motion animation workshops with artist Hannah Whittaker, in which they learnt lots of different mediums which were used to make their final animation. We asked them to work with the idea: 'The World We're Dreaming Of'.

It was brilliant watching the young people's dreams come to life, they worked with a range of different materials to make different animations; using card to create people and faces, bluetac to make characters, plasticine and various other craft bits and bobs. The young people got to learn how to use new software to create their animations. The promoted ethos was that no dream, no matter how big or small, should be wasted, and even if dreams don't become reality, they can lead to other things in the future. Gaining these skills helped young people work together in groups, connecting with one another through art and having passions in common.

Watch the animations the young people created [here](#).

Square Pegs songwriting project, October 2022

Square Pegs - a Kent-based Youth Music grantholder who predominantly work with young people with SEND - ran a 1-day songwriting and recording workshop for young people from Inspiration Creative CIC, a Ramsgate-based creative organisation who run a singing group for SEND young people. Pie Factory Music hosted the workshop, and the resulting track was included in a Kent-wide album release.

Mavericks album recording project with Music Fusion, October 2022

We were joined by two Creative Practitioners from [Music Fusion](#), another Youth-Music funded organisation based in Havant, to work with a group of our young people to write and record original tracks as part of their [Mavericks](#) album project.

Watch a video about the project featuring one of our young people [here](#).

Impact of our programme

Case Study: Girls Programme participant

"Being a part of The Feminist Complex (that's what we called the group) has really helped with my social anxiety. The Covid lockdown had meant I felt quite anxious being around other people and I found it hard to socialise again. The group opened up many opportunities to build on my knowledge of sound engineering, and it has given me purpose and friendship.

The support of the Girls Programme leader Rachel [Connelly] and session worker Moa [Norsell Fahlander] has inspired me to volunteer at Rosslyn Court in Margate (a venue that hosts a range of live gigs) and attend the Tech 31 workshop at the Gulbenkian in Canterbury, which has given me a lot of experience and made me feel like I belong.

The change in myself being in The Feminist Complex has given me a lot of confidence.

We performed as part of POW! festival in March 2022 at Ramsgate Music Hall. I created an original track for the event from field recordings and transposition of music from a Japanese anime game which was played at interludes, amongst the other members of The Feminist Complex singing and dancing.

My favourite experience with The Feminist Complex has been when we went and saw the Frankenstein beatbox at the Gulbenkian- that was a really cool production and it was fun to shout out a bunch of songs on the bus home.

Collaborating with Kim from Palm Bay Music was a lot of fun- I learnt a lot. Kim [Sutherland] understood my anxiety and dyslexia and gave me a lot of confidence in studio work, which has been really great.

As far as the future is concerned, I'm excited to be continuing going to Rosslyn Court and getting hands-on experience there, and I have been invited to Tom Thumb Theatre in Margate – another opportunity to carry on doing what I love.

If I could describe my experience of being a key member of The Feminist Complex it would be: Challenging, motivating, and learning."

Quote: Emerging Artists participant

"My highlight of being part of the Emerging Artists Programme is the fact that I've been able to build up my confidence with my knowledge of the music industry, and been able to get a job at Pie Factory [Music]. The Emerging Artists Programme was a life-changing programme for me."

Quote: Emerging Artists participant

"The Emerging Artists Programme has given me lots of opportunities and has been a nice social group to meet with every week."

Quote: Girls Programme participant

"I have loved every second of the Girls Programme. I would never have had the chance to perform the song that we wrote as a group to the whole world if they wanted to watch it, and I would never have had the chance to meet other inspiring groups. To be in an actual studio with Kim [Sutherland] has been amazing. She has shared skills with us that we can use in the future and is very positive to us about our capabilities and how we can develop and use them."

Pastoral Care Programme

Soundcheck Counselling

- 51 young people were seen through our counselling offer
- 6 BACP-registered, highly qualified counsellors / psychotherapists, and one trainee psychotherapist have worked with Pie Factory Music young people

Our counselling provision has expanded in order to meet an increasing demand.

Young people are offered an initial 6 counselling sessions and, between them and their counsellor, the sessions may continue. On average, we saw young people attend between 12 and 18 sessions.

"Counselling has really made a difference for me, it has helped me change the way I see things"

"Over the course of my first 2 sessions, I was very sceptical if counselling was right for me. However I can safely say that it's given me a new perspective and outlook on life, and has been able to change my mental attitude for the better."

"I am able to express my emotions more"

Creative Interventions

- 17 individual young people were referred to our Creative Intervention offer
- 107 sessions in total were accessed by young people

Our Creative Intervention service has proved to be very successful in the development of young people. We were able to support 17 young people with Creative Interventions including a variety of activities from music, art, gardening through to bike maintenance.

Food Bank

The food bank has continued to be an essential part of our pastoral support, not only for young people and their families that attend our programmes, but also the wider community in the Thanet area.

With over 88 boxes given out, we have been able to look at how we can develop this service going forward.

We secured funding from The Gibbons Trust to boost our provision, expanding our offer to include basic sundries such as shampoo, shower gel, soap, as well as small luxuries such as cinema vouchers.

With the increased demand we have experienced this year due to the cost of living increases, we anticipate that the new financial year will bring a further increase in demand and we aim to do what we can to support as many of our community as we can.

Workforce Development

In terms of our workforce, this year has been about acknowledging the ongoing challenges of the pandemic, the substantial increase in the cost of living, and consolidating our learning about wellbeing to support our team's ongoing recovery as best we can.

We have worked hard to establish wellbeing as a core value of our charity and the following milestones show our progress towards this:

- Reviewing policies that affect employees' mental wellbeing, including increasing the number of paid days off for bereavement and dependents leave, as well as acknowledging that a bereavement that impacts on an individual's life is not limited to immediate family members but includes any loss that has a significant impact
- Continued to allocate specific budget to staff wellbeing
- Through funding secured from Youth Music Recharge, we have been able to continue to offer:
 - a) Counselling and physical therapies for staff
 - b) Staff socials, including Clip 'n' Climb and axe throwing
 - c) Refreshments for team lunches and meetings
 - d) Investors in Wellbeing Silver accreditation
 - e) Mental Health First Aid Champion training
- Included and implemented the following outcomes in our organisational evaluation framework, enabling us to better monitor our Workforce Development:
 - a) Workforce: to increase staff wellbeing and work satisfaction
 - b) Sector: to improve the sector's connectedness and collaboration
- Continued to facilitate the Thanet Youth Network and our training and development opportunities offer with the support of Arts Investment Fund
- Offered our team a Wellbeing Week (paid time off in the first week of the school term).

The issue of the increase in cost of living and the impact that would have on our staff team prompted research into and implementation of a new pay structure to alleviate some of the pressures, which was gratefully received by our staff team.

Marketing & Communications

Pie Factory Musics (PFMs) communications have continued to strengthen and grow in 2022-23. Working with Communications Consultant [BeeBee Communications](#), a number of campaigns and initiatives were undertaken to advance the charity's marketing, profile and fundraising, both

internally and externally. These included the 20th anniversary celebrations, the launch of the Slice of Pie podcast, continued promotion of the Wantsum Music? youth record label, a website and e-newsletter refresh, and fundraising marketing development.

Alongside this, streamlined processes for PFMs comms were developed and regular news stories, website updates, press, content planning and reporting conducted, as well as the mentoring of PFMs **Content Producer**.

We focussed on enhancing and increasing our messaging around PFMs wide range of work, particularly pastoral and wellbeing, as well communicating the voices of young people and opportunities for them to be heard.

We have seen an increase in reach and engagement across PFMs website, social media and e-newsletters:

- Social media channels saw an increase in reach in 2022-23 year-on-year, with Instagram up 22%, post reach up 13% and Facebook increasing by 29% for page reach and 4% for post reach.
- Website continued to see a significant increase in users (+62%), visits (+70%), and pageviews (+81%), indicating that PFMs brand awareness is growing, especially following the website content and user journey refresh and SEO development.
- E-newsletter increase in frequency has led to a significant increase in opens (+215%) and clicks (+205%), showing that the new strategy of more regular, feature-focussed with this highly engaged audience content is working.

Branding and positioning

Following the [brand review](#) and 20th anniversary planning in February 2022, comms for PFM focussed on realigning our messaging and stories to reflect the four Theory of Change streams of work: Youth work (including The Zone @ the Pavilion), Music and creative arts, Pastoral care and support, workplace development and demonstrating tangible impact of the charity's work on young people's lives. We pitched PFM as a leading organisation in youth work and the creative arts, locally and regionally.

20th Anniversary celebrations

Throughout 2022-23, we marked our 20th anniversary. We created a new visual identity for the year, adapting the Pie logo and creating a new look and feel for our content, e-newsletter and PFM stationery.

Our key celebratory campaign moment and fundraising drive was our Big Gig on 3rd December 2022 at Elsewhere Margate. Featuring performances by debdepan, Falle Nioke and Evan Williams, over 80 people came to this ticketed event, with all proceeds going to PFM's work.

Finance Review

We continued to work under KCC commissions for Dover and Thanet for our youth provision following an extension after the original 5-year commission ended. This extension will carry us through to the end of March 2024 and has enabled us to continue providing essential open access youth work during these difficult and trying times through Covid-19 and increases in the cost of living.

We have had a successful year of securing further funding to enhance our youth work programme and expand our music and creative arts programme, as well as continuing to fulfil existing contracts, which we recognise are set to increase in the coming year rather than decrease.

A further fundraising campaign this year enabled us to build on our focus on supporting those young people who have been severely struggling through the ongoing effects of the pandemic and lockdown by offering further 1:1 sessions, creative interventions, the bike project and specialised counselling.

Our key funding streams are listed below:

- **Kent County Council, Thanet:** Extension to a 5-year commission for the youth provision for the district of Thanet, in partnership with The Zone, Broadstairs. Restricted to youth provision for 8-19 years (up to 25 with disabilities).
- **Kent County Council, Dover:** Extension to a 5-year commission for the youth provision for the district of Dover. Restricted to youth provision for 8-19 years (up to 25 with disabilities).
- **Youth Music Fund B:** Grant awarded for a 27-month project to build a network supporting progression for young people in Thanet and Dover, connecting them to highly skilled practitioners, industry experts, organisation and music business, and enabling them to take the lead in their own musical journeys.
- **Paul Hamlyn Foundation:** 3-year grant awarded for the organisational development of Pie Factory Music.
- **Creative Estuary Internship:** Funding for a 17-month contract for a new role of Programme Assistant (Music & Creative Arts) to support the delivery of our Emerging Artists programme.
- **COMF:** Government funding via Kent County Council to facilitate the provision of counselling, pastoral support and 1:1 creative sessions for young people who have been impacted by Covid-19, including the purchase of session-specific equipment and recruitment of a delivery team.
- **Reconnect Thanet:** Government initiative to provide support for families and summer activities for young people of Thanet, including food and school uniform vouchers, activities and trips.
- **Reconnect Dover:** Government initiative to provide support for families and summer activities for young people of Dover, including food and school uniform vouchers, activities and trips.

- **Arts Investment Fund:** Funding via Kent County Council to facilitate the Thanet Youth Network, a network of organisations looking to support each other, share practice and develop collaborative plans for the benefit of young people in Thanet.
- **Ramsgate Fund:** A grant to support young people from Ramsgate with activities to improve mental health and wellbeing, such as 1:1 sessions and counselling.
- **Kent Community Foundation:** Grant to deliver a series of creative consultation workshops in partnership with Future Foundry, facilitated by young artists who have grown up in Dover, to empower young people to think about the district and what arts and cultural opportunities they'd like to see there. The grant is part of the Better Lives through Culture: East Kent project.
- **Dover District Council:** Grant to support work addressing regeneration through culture, harnessing children and young people's voices to help shape a coherent Dover creative vision, build a Dover-specific Cultural Education Partnership and build on existing high-quality arts provision to develop a vibrant and coordinated group of committed stakeholders. The grant is part of the Better Lives through Culture: East Kent project.
- **POW! Thanet #iwill:** A project of sessions and a final event with young people with the aim of developing their social action skills.
- **Violence Reduction Unit:** Grant awarded to offer bespoke 1:1 sessions through bike maintenance for high-risk young people in need of extra support.
- **CCG NHS:** A one-year project working with unaccompanied child asylum seekers, offering a safe space to socialise, cook, play music, dance, go on trips and carry out activities.
- **Gibbons Family:** A grant awarded to boost our food bank provision, offering extra times such as toiletries, vouchers, etc.
- **YM Recharge:** A two-year grant awarded for mental health and wellbeing of PFM, MHFA Champion Training, Investors in Wellbeing, counselling, physical wellbeing, core staffing costs to manage the project.
- **Soundcheck Crowdfunder:** A self-initiated crowdfunding campaign to raise money in response to the increased need evidenced in the young people we work with of reduced mental well-being due to the effects of lockdown and the pandemic, enabling PFM to offer counselling and 1:1 sessions free of charge.
- **Donations:** Gift Aid and support for the Soundcheck Crowdfunder to be used against costs involved in providing counselling services and 1:1 sessions for young people.

Any monies in the independently examined financial statements showing as a surplus are due to awarded funds and grants restricted for specific workshops and/or in addition to PFM's Reserves Policy and are therefore not profit.

Any monies made during the course of the financial year from invoiced-for projects, studio income, equipment and venue hire are invested back into the programme of events, core costs, repairs and maintenance.

Reserves Policy

Introduction

The Charity Commission's CC19 guidance states:

"There is no single level or even a range of reserves that is right for all charities. Any target set by Trustees for the level of reserves to be held should reflect the particular circumstances of the individual charity. To do this, Trustees need to know why the charity should hold reserves and, having identified those needs, the Trustees should consider how much should be held to meet them."

Pie Factory Music operates a Reserves Policy which is a designated figure for the sole purpose of supporting essential staff and building operations in the event of unforeseen difficulties. The monies for the Reserves Policy are made up of unrestricted funds.

Current Policy

A formal policy on reserves was agreed at the Directors meeting held on 9th May 2006 and is reviewed annually. It states:

The Trustees have set a reserves policy that requires:

- reserves be maintained at a level which ensures that Pie Factory Music organisation's core activity could continue during a period of unforeseen difficulty
- a proportion of reserves are maintained in a readily realisable form to mitigate against risks as outlined in the Risk Register

Risk Management

The Trustees confirm that the major risks to which the charity is exposed, as identified by the Trustees and Senior Management Team, have been reviewed and systems have been established to manage those risks, including financial provision.

Should the necessity arise, strategies to increase the level of reserves are in place and are outlined in the Risk Register.

Organisational Commitments

The level of the Reserves Policy will ensure that the Senior Management Team will continue to be employed for a period of three months in order for those staff members to source funding to resume the organisation's activities.

The level of the reserves will also cover the core operational costs for three months, to ensure that Pie Factory Music's headquarters are maintained whilst further funding is being sourced.

The Reserves Policy is also there in circumstances where the organisation may need to cease to trade to meet outstanding liabilities, including redundancies.

Current Reserves Level

The Trustees have agreed the level of £142,516 being suitable to mitigate against the criteria highlighted in this policy, broken down as below:

Breakdown	Purpose
£82,800	To cover redundancies of all staff in the event of the charity ceasing to trade
£42,734	To cover three months of core team to source and secure further funding
£16,982	To cover three months of operational costs to maintain PFM's headquarters whilst further funding is being sourced

Reserves of £90,403 are currently set in place, with a further £50,000 allocated for this financial year. We will fundraise during this financial year to reach the agreed level stated in this policy.

The Reserve Policy will be reviewed annually to ensure that it is a true reflection of the level of commitment to ensure that Pie Factory Music will be able to maintain its core activities in the event of any unforeseen difficulties.

Plans for the Future

Pie Factory Music will continue:

- to assess the risks and manage those risks to the best of its abilities
- to source funding that permits full cost recovery
- to continue running and co-ordinating the youth service provision from Ramsgate Youth Centre until such time as the commission for that service has come to an end
- to continue running and co-ordinating the youth service provision for Dover until such time as the commission for that service has come to an end
- to explore alternative premises options should the commissioned youth services be changed
- to use different media channels to keep stakeholders informed of the workshop programme and youth centre provision
- to maintain an up-to-date website
- to maintain an up-to-date presence on social media, e.g., twitter, facebook, instagram
- to explore other avenues of income generation including sponsorship
- to expand on establishing itself across East Kent and to research & source further options in a bid to aid the sustainability of the charity
- to further develop and strengthen existing partnerships across East Kent

The new financial year will see a strong emphasis on publicity and social media to raise awareness of Pie Factory Music and the new undertakings for 2023/24 in general, with a focus on the development and embedding of our provision across the board, as well as the introduction of two new roles, Operations Administrator and Project Manager for Music & Creative Arts, embedding the streamlining process started last year.

PFM will look at expanding the income streams to incorporate and embed more music and creative arts activities, in line with our mission statement.

Conclusion

Pie Factory Music has had a successful year of workshop attendances and project outcomes and continues to make strides towards becoming sustainable for the future in this unsettled economic climate, exploring various income generating options, thus fulfilling an original funding stipulation as set out by Youth Music.

PFM is dedicated to exploring and examining possible options for the sustainability and the continuation of the programme and to progress and promote the charity to its fullest potential whilst continuing to support as many young people across East Kent as possible.

With continued support from the Board of Trustees, the local Council and community members, Pie Factory Music will continue its growth and expansion in and across East Kent.

Structure, Governance & Management

Governing Document

The organisation is a company limited by guarantee (registered 27th November 2002) with charitable status (registered 16th May 2003). The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £1.

Recruitment & Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Risk Management

The management committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre and programme of workshops.

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is 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.

Members of the Management Committee

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by the Management Committee on 25th September 2023 and signed on its behalf by:



Mike Fagg

Chair

