

OCCVA

Annual Report 2020/2021



Building Change



Introduction from our Chair of Trustees

The OCVA board took the decision for our AGM to be another digital event again this year, disappointing as this is to not be engaging with our members in person, our decision remains a consequence of a situation which has reached into all aspects of our personal and working lives over many months.

There is much to reflect on over the past year, as communities, groups and individuals looked for new ways of remain connected with each other and we, as a support organisation, sought to facilitate those new

OCVA has needed to be responsive and adapt our plans and services quickly to new and different ways of working. I would like to take this opportunity pay tribute to the leadership of our chief executive and continued support of our staff, board members and partners for this. All helping OCVA to emerge from a difficult situation and remain well positioned for the future to continue our support to the sector where and when most needed.

The purpose of this report is to reflect on 20/21, but we have also included a section which looks to our future (p28). Our collaboration with the countywide Oxfordshire All In project has provided us with the opportunity to consider how we can adapt to best serve the needs of communities and partners. We are excited to begin to share our plans and hear the thoughts and contributions of our members, so that the organisation we build, is built together.

To all our members and everyone with a vested interest in our work, I express my sincere thanks for your continued support to OCVA.

David Agnew

Introduction from our CEO

In March 2020 the world changed. Bubbling, isolating, social distancing and furlough became part of our daily language and although more physically separate than ever before, we also witnessed a coming together. Neighbours, informal networks and groups were galvanised into action and more established organisations had to innovate to continue delivering services, or to divert resources to where they were most needed.

OCVA exists to support others, whether that be groups facing a new challenge, or individuals with a fresh idea. For our small team during the Covid response, that meant getting creative – doing more online, making welfare phone calls to groups, and using our staff resource to support urgent work such as the Good Food Oxford mapping project. We are proud to have kept our services open throughout the pandemic and have provided a source of calm and stability to the sector at a time of huge upheaval and uncertainty.

We've learnt a lot from our communities too. We know that digital isn't the answer for everyone and everything, but we have seen that online training, meetings, networks and forums have enabled more people to connect. We are committed to working with others to end digital exclusion in Oxfordshire, because we recognise that having the tools and skills to experience the world online is now a vital utility. We have seen the social inequalities that have been exposed and know that the community and voluntary sector plays a crucial role in the fight to identify and redress the imbalance. We have responded to the clear call for more to be done to address Equity, Diversity and Inclusion and believe that as a sector we can grow and thrive by embracing EDI and unlocking the talents and potential of everyone.

We have worked in close partnership with local government and national bodies to represent the voice and experiences of Oxfordshire's voluntary and community sector, who have worked tirelessly on the frontline. OCVA is determined that the collaboration and the innovation that so many of us experienced this year isn't lost. We enthusiastically embrace change and look to build on it.

I want to thank the staff team for their unwavering commitment to OCVA through such a disruptive period. I'm proud to have taken up my post at such a seminal point in time and look forward to our future together.

Laura Price

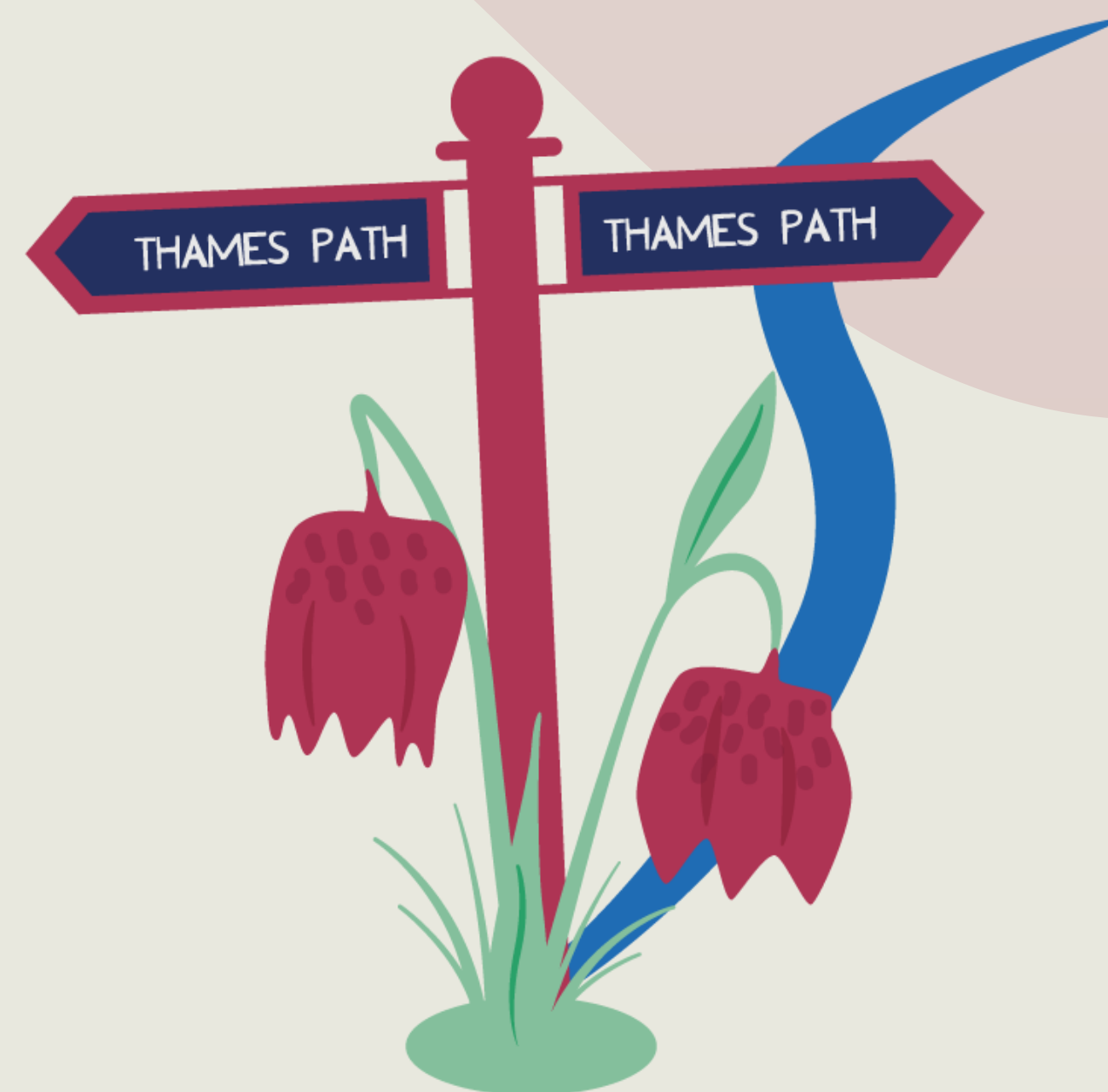
Trustees Annual Report



The Trustees present their report and the audited financial statements for the year ended 31 March 2021, which have been prepared in accordance with Charity Law and the Statement of Recommended Practice: Accounting and Reporting by Charities.

Reference and administrative details

Oxfordshire Community and Voluntary Action is a registered charity number 1108504 and a company limited by guarantee number 5363946, registered in England and Wales. It also uses the name **Volunteer Centre Oxfordshire**.



Trustees



The Members holding office as at 31 March 2021 and changes in the year were:

**David
Agnew
Chair**

**Maureen
Elliott
Treasurer**

**John
McLaughlin**

**Paula
Coutts**

**Chinta
Kallie**

**Romy
Briant**
(co-opted as Advisor
to the Board, Mar 2018)

The Trustees are elected at the Annual General Meeting from those who are nominated by member organisations or who are individual members.

Chief Executive

**Kathy
Shaw**
(until April 2020)

**Angela
Cristofoli**
(Interim from
May 2020)

**Laura
Price**
(Appointed
November 2020)

OCVA staff 2020/21

John Hayes
Development
Officer
(Small groups)

**Angela
Cristofoli**
Business
Development
Officer

**Caroline
Marques**
Reception
administrator

**Tariq
Khandoker**
Volunteer Centre
Co-ordinator

**Jasmine
Pinney**
Intern
(to January 2021)

Kathy Shaw
Chief Executive
(to April 2020)

**Angela
Cristofoli**
Interim Chief
Executive
(April - November
2020)

Laura Price
Chief Executive
(November 2020
to present)



**Registered office and
principal address**

OCVA
The Old Court House,
Floyds Row,
St Aldates,
Oxford,
OX1 1SS

Independent Examiners

SPX Oxford Ltd
Peace House
Paradise Street
Oxford
OX1 1LD

Legal Advisors

Blake Laphorn
Seacourt Tower
West Way
Oxford
OX2 0FB

Bankers

Unity Trust Bank
Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Bankers

Triodos Bank
Deanery Road
Bristol
BS1 5AS

Structure, governance and management

The governing document of OCVA is the Memorandum and Articles of Association of the company. The OCVA Board of Trustees comprises not less than five nor more than 15 members. Trustees are elected at the Annual General Meeting. Nominations are made in writing before the meeting. All Board members must be over 18 years of age and be a member or a representative of a member organisation of OCVA. At each AGM one third of the Board Members, made up of those who have served the longest, are required to retire. However, a Board Member who retires may, if willing to act, be re-elected for a maximum of three consecutive terms. The Board may from time to time appoint any member of the Charity to be a member of the Board provided that the maximum is not exceeded. Any such Board Member holds office only until the next Annual General Meeting but is then eligible for re-election.

All Trustees are given an induction pack containing copies of relevant Charity Commission publication and key information about OCVA including the Memorandum and Articles of Association, Trustee minutes, the current business plan and budget, a staff chart and employment policies and procedures. Trustees are required to sign a Declaration re any conflicts of interest, a company director form and a Trustee Declaration. Role descriptions are in place for Trustees and for the Chair and Treasurer.



Cont.



All Trustees give their time voluntarily and receive no personal benefits from the organisation. Any expenses reclaimed are set out in Note 6 to the accounts. The Trustees are financially and legally liable for OCVA but their liability is limited as defined by the Memorandum and Articles of Association of the limited company. The Trustees agree any delegation of their powers. Such delegations include those to the Finance and General Purposes Committee, elected annually and comprising at least two Trustees with the Chief Executive in attendance. This deals with the details of budget setting and financial management as well as staffing matters and reports and making recommendations to the Board for decision unless any decision is explicitly delegated to that committee by the Board. The committee's terms of reference are reviewed annually by the Board of Trustees.

The Chief Executive is appointed by the Board and is responsible for advising the Trustees and for carrying out the policies and implementing the plans of OCVA. Other staff are appointed by the Chief Executive. Job descriptions and contracts of employment are in place and a staff appraisal scheme is in operation.

Since 2004 OCVA has cooperated with the other members of the Oxfordshire Stronger Communities Alliance (OSCA) to plan and implement improvements to infrastructure support for voluntary organisations and community groups in Oxfordshire.

Risk management

The Trustees have identified the risks facing the Charity. They review them regularly and put systems in place to mitigate these risks

Objectives and activities



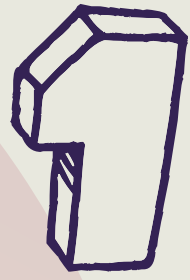
We have referred to the public benefit guidance published by the Charity Commission in reviewing our aims and objectives. The Board particularly pays attention to its commitment to make its services accessible to the wide range of individuals and organisations, voluntary and community organisations who need its services

The objects of the charity as stated in the memorandum and articles of association are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Oxfordshire and its environs (hereinafter called the “area of benefit”) and, in particular, build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.



2020-21 Strategic Aims



Support for voluntary and community group development and capacity



Charities and social enterprises are enabled to deliver high quality services by successfully securing income, improving joint working, and achieving quality standards.



Communities are supported to set up and develop structures and projects that enable them to bid for and run community services successfully where they wish to do so.



Voluntary and community organisations have the practical information they need to function effectively.



Communities at risk of exclusion are empowered to participate fully in developing services that affect them.

What we did we do?



- ✓ The Development staff gave advice on funding and development, provided tailored support and information to help organisations set up and sustain themselves and responded to the ongoing challenge of providing services during the different phases of Covid.
- ✓ The Volunteer Centre worked closely with organisations and individuals looking for volunteering opportunities. We experienced unprecedented levels of interest as new people sought to become involved in the Covid response – from supporting vaccination centres to delivering emergency food.
- ✓ The Training Programme included topics to meet the diverse needs of the sector. Training was moved online and included session on using digital platforms and managing teams and volunteers remotely.
- ✓ Our weekly digital newsletter kept people up to date with rapidly changing information. The OCVA website had a makeover, to make it easier and more appealing to navigate. Traditional media coverage such as local newspapers and radio was utilised alongside an expansion of our use of social media platforms.

Information and advice service



We remained open for remote access throughout the pandemic, providing groups, organisations and individuals with information and advice via:

- ✓ A Monday to Friday telephone service
- ✓ A new, engaging and easy to access website
- ✓ Multi-platform social media
- ✓ A weekly newsletter
- ✓ Online forums for key issues

1074 Groups we provided with bespoke support and advice during this financial year



Funding advice

We work with partners to ensure that the Voluntary and Community Sector knows what funding is available locally and support access to these funding streams. OCVA collates and circulates information from the County, City and District Councils as well as information on funding from grant-making trusts and companies.

In February the People's Health Trust commissioned OCVA to support their grant fund to ensure that it reached organisations from or working with target communities. We were successful in generating 10 applications and provided ongoing help and support to groups throughout the process.

45%

**of the organisations
who we supported
in 2020/21 needed
advice on
funding**

Towards the end of the financial year, OCVA, in partnership with Community First Oxfordshire were commissioned by Oxfordshire County Council to distribute **£250,000** to groups delivering grassroots work in communities, as part of the government's Contain Outbreak Management Fund. The **Supporting Communities Through Covid-19 Fund** was developed and we were able to create a programme of support for the sector which will continue to run until March 2022.

We have continued to support Oxfordshire Community Foundation's grant process by carrying out the OCVA Health Check for the Community Foundation's Step Change fund.

“OCVA provides an invaluable service to the Step Change Fund by providing a ‘health check’ on charities prior to making a decision on their grant applications. Based on OCVA’s comprehensive knowledge of Oxfordshire’s charities, this service gives us confidence in the regulatory and administrative health of the charity when deciding on the merits of a particular project”

Sandy Arbuthnot, Chair, Step Change Grants Panel



RAW*



Archway Telephone Support Service*



Oxford United in the Community*



Anjali Dance*

Training and events

In 2020/21 we delivered a total of **24** training courses to **249** participants.



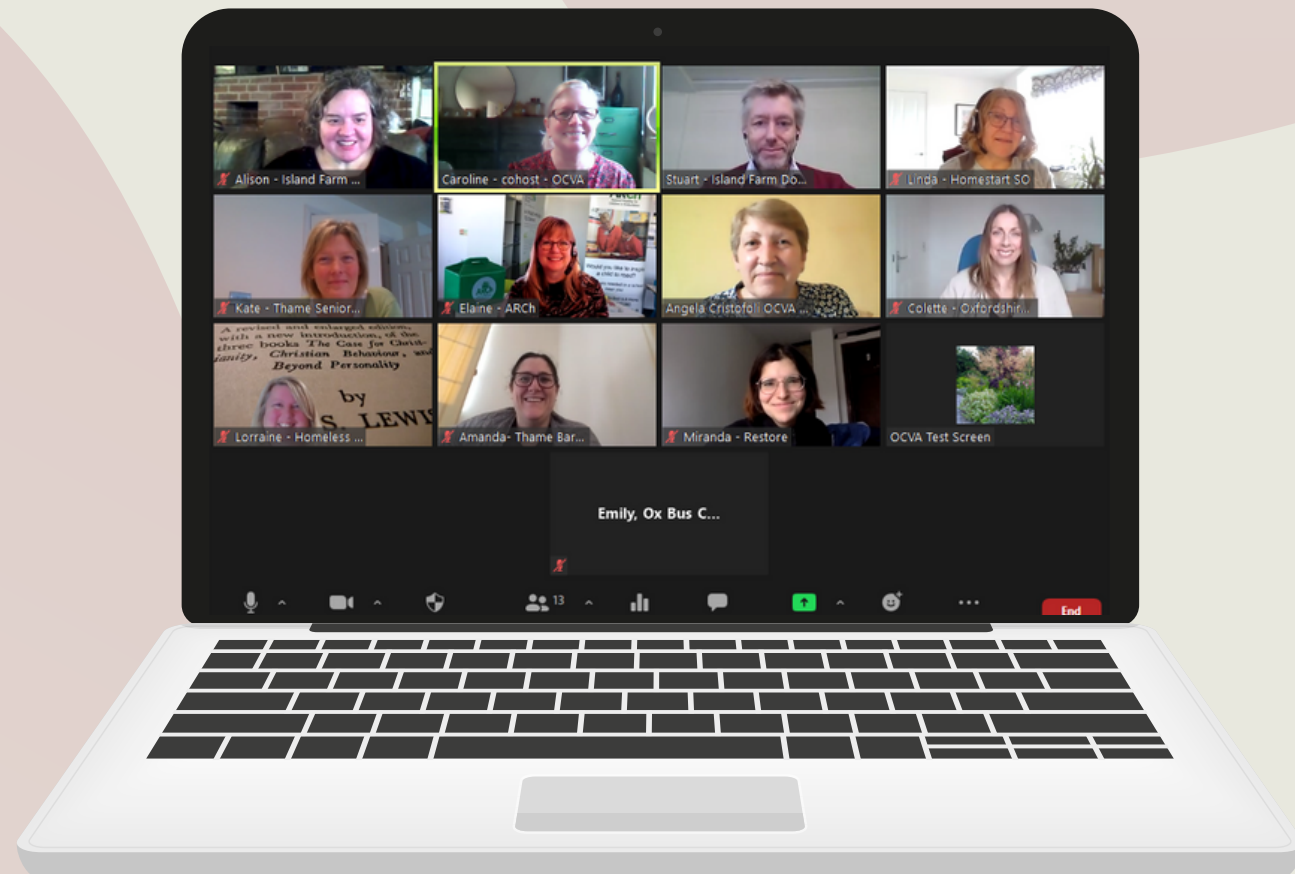
All training was delivered remotely due to Covid restrictions.

We worked with a combination of in house and external trainers, in order to meet the needs of the sector.

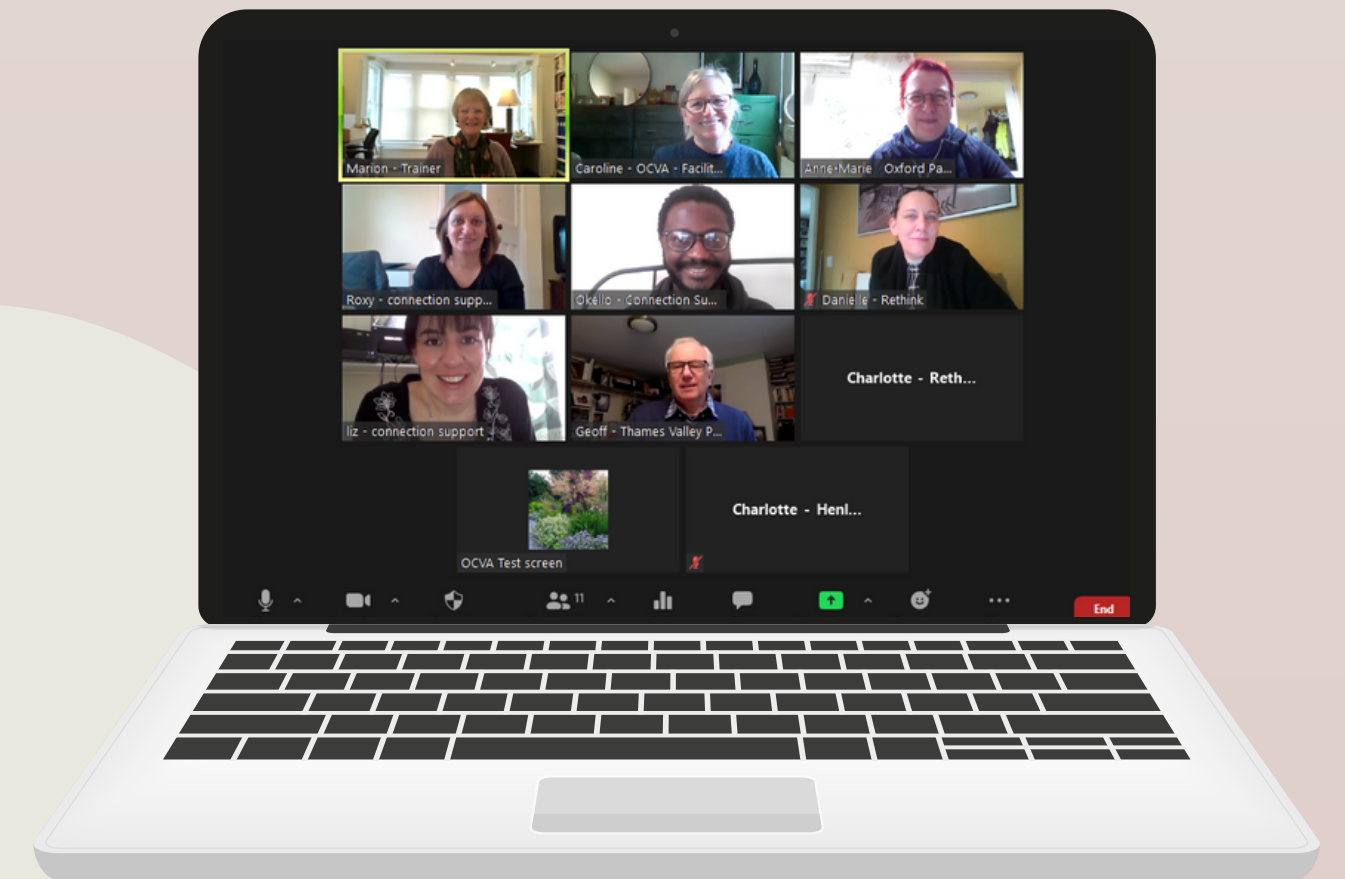
We also held a number of open access webinars on issues such as changes to covid restrictions.

We delivered a bespoke Voluntary Sector Forum event for Cherwell District Council, which included sessions on Trustee Training, Funding, Volunteers and the sector response to Covid.

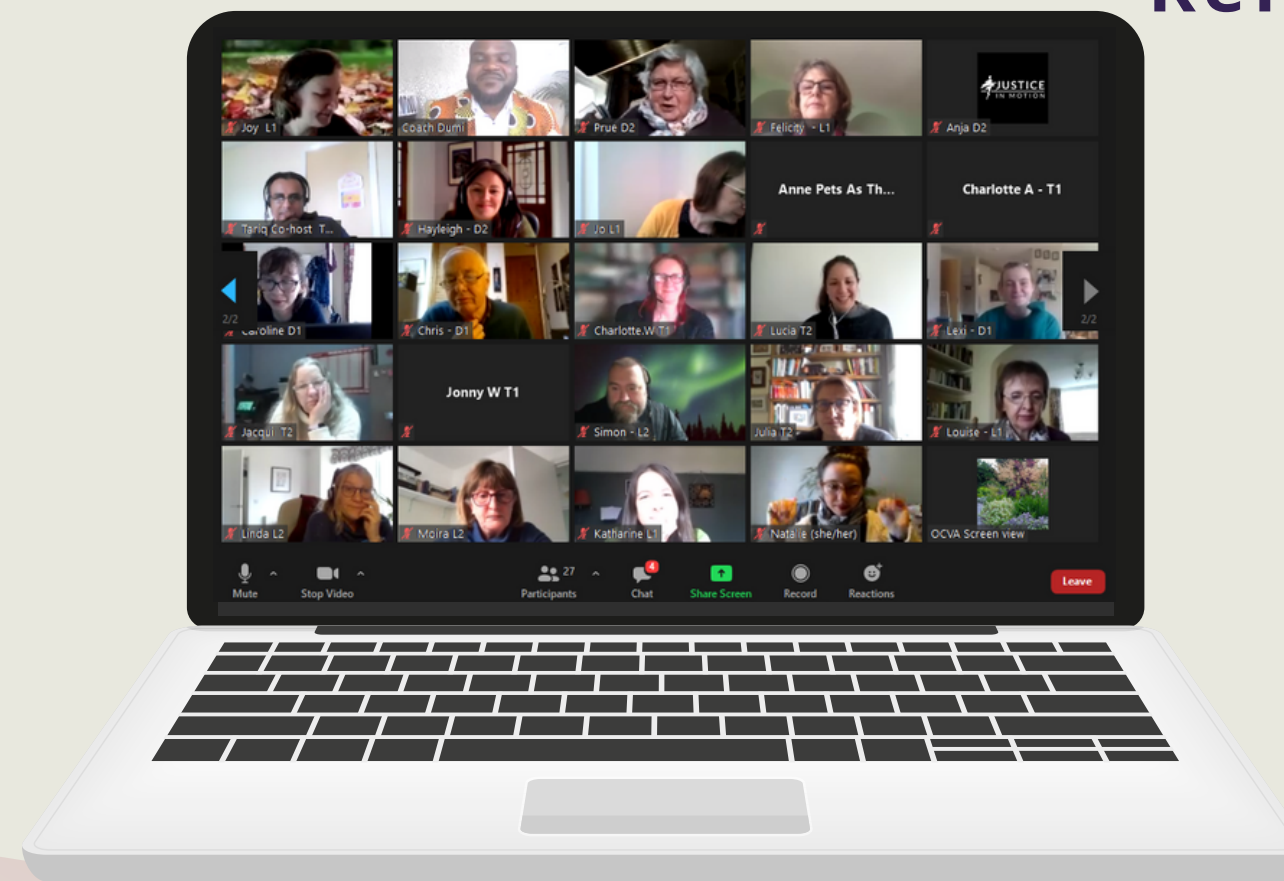
Training and events



Effective People Management



Reframing Conflicts



Equity, Diversity & Inclusion

What our attendees said...

"really enjoyable morning with
potentially difficult subject"

**Attendee of
Reframing Conflicts**

"It sparked several useful ideas
about areas to investigate
further, including exploring what
the systemic barriers to diversity
and inclusion are for
our organisation and what is in
our power to address directly
ourselves"

**Attendee of Equity,
Diversity & Inclusion 3pt series**

"I appreciate having a forum to discuss this topic, it helps
to come into the workplace/world with it fresh in mind
knowing others are also interested albeit with different
levels of understanding."

**Attendee of Equity,
Diversity & Inclusion 3pt series**

Community Action



OCVA, working with key partners, has continued to play an active role in being an advocate for the sector as well as supporting communities to identify gaps in provision and to develop solutions, supporting them in their decision-making processes.

We regularly attend meetings with statutory bodies such as Public Health to contribute to their work and have played an active role in the Covid 'hub' system which brings together County, City and District officers to address community need and plan for emerging challenges.

As part of the Covid response we seconded a member of staff to Good Food Oxford, to support their emergency food mapping. We have worked with CVS organisations in neighbouring counties on developments around the emerging Integrated Care System and Covid related support such as mass testing.

OCVA is committed to working with others through joint projects, peer forums and open networks. In 2020/21 this included:

- Joint Infrastructure Contract with Community First Oxfordshire
- Oxfordshire Stronger Communities Alliance (OSCA)
- Oxfordshire All In
- Team Oxford
- Thames Valley VCS Emergency Partnership
- Volunteer Link Up (West Oxfordshire)
- Volunteer Connect (Cherwell)
- Oxfordshire Community Foundation
- Charity Mentors

2

Support for development of communities via volunteering



- ✓ Voluntary and community organisations are enabled to recruit and retain sufficient volunteers for existing and new services and to manage these volunteers to a high standard.
- ✓ Communities are supported to provide self-help.
- ✓ Volunteers and potential volunteers are enabled to improve their skills and life chances.
- ✓ Groups that are under-represented in volunteering increase their participation.

In 2020/21 our online platform Oxfordshire Volunteers registered **587** new volunteering opportunities and **1392** new volunteers



What did we do?



- ✓ Our Volunteer Centre co-ordinator liaised with an unprecedented level of interest in volunteering from organisations and individuals during the pandemic response, whilst also providing best practice advice on safe volunteering in a rapidly changing environment. Monthly volunteer co-ordinator forums were held to support the sector, share knowledge and disseminate information. Free sessions on recruiting and retaining volunteers were held as online training.
- ✓ Events to promote volunteering were exclusively online during this period. We held a successful campaign to encourage remote volunteering at Christmas, which drew local media interest. National Volunteers' Week was supported with a social media campaign. As a key member of the Thames Valley VCS Emergency Partnership we supported emergency volunteer recruitment for vaccination sites and mass testing initiatives both within Oxfordshire and in partnership with our bordering counties.
- ✓ Continued support for the 'Team Oxford' project, funded by the National Lottery to increase volunteer engagement in Oxford city through social action opportunities for businesses. We carried out a survey specifically looking at digital inclusion which has informed part of our Team Oxford work.

"Tariq from OCVA communicated quickly with us during a period of unprecedented pressure on the public sector and saw the benefits in offering assistance not just in Oxfordshire but across borders."

Lincoln Ball, Thames Valley Local Resilience Forum

"Working in partnership with OCVA really brings the Team into Team Oxford! Working together with a shared passion for volunteering is a real pleasure."

**Hannah Mackie, Team Oxford
Project Co-ordinator**



"In the past year, OCVA have supported Oxfordshire County Council Emergency Planning Unit during incident response; as well as collaborating, sharing information and services with other Voluntary agencies across the network."

**Claudine Cassar,
Emergency Planning Officer, Community Safety Services,
Commercial Development,
Assests and Investment Directorate
Oxfordshire County Council**

Throughout the year via our Volunteer Centre we:

- ✓ Held monthly volunteer co-ordinator forums to provide ongoing advice and support to Oxfordshire organisations working with volunteers.
- ✓ Hosted free sessions on recruiting and retaining volunteers.
- ✓ Ran a successful Christmas volunteering campaign.
- ✓ Worked in partnership on Team Oxford to deliver a corporate volunteering programme.



3

Support for improved communication, networks, voice and engagement



- ✓ Voluntary and community organisations have appropriate information about policy and strategy that affects them and are supported to voice their responses.
- ✓ Voluntary and community organisations are enabled to work effectively together.
- ✓ The voluntary, public and private sectors are well-networked and supported to engage with one another and work effectively together.
- ✓ The voluntary and community sector is well represented in decision making within the county.
- ✓ Residents of Oxfordshire in general and local politicians and media are fully aware of the contribution made by voluntary organisations and take this into account in planning and decision making.
- ✓ The voice of Oxfordshire's voluntary sector is recognised nationally and contributes to influencing policy, both locally and nationally.



What did we do?



- ✓ The work of the Chief Executive (3 different post holders during this period) and team, who represent the interests of the voluntary and community groups on various local and regional partnerships and provide regular policy briefings.
- ✓ OCVA contribution to the local and regional emergency forums that were quickly formed as part of the Covid response, working with all tiers of local government and statutory partners.
- ✓ OCVA regular contribution to the national VCS 'pulse check' to report on the status of the local sector to National Government via our national membership organisation NACVA.
- ✓ Networking events and forums including Oxfordshire Stronger Communities Alliance and Oxfordshire All In which provided quick and accessible support to mutual aid groups.
- ✓ Ongoing work to use both traditional media and social media to connect to communities.
- ✓ A weekly newsletter 'Pulse' to the sector, showcasing sector jobs, opportunities, funding and issues of interest.
- ✓ A regular training newsletter highlighting new training for the sector, including free training and workshops.

In 2020/21 OCVA had **229**
member organisations
and **3313** groups and
organisations registered
on our database



Representing the diverse voices of the sector at a local, regional and national level through:

- Membership of NACVA and our regular contribution to their monthly 'pulse check'
- Facilitation of the Oxfordshire Stronger Communities Alliance
- Key member of the emerging VCSE Alliance
- Support for the Oxfordshire All In initiative
- Collaboration and support for the Black and Minority Ethnic Community Group Network
- Our regular weekly newsletter
- Improved website and social media platforms
- Regular questionnaires on topics that matter for the sector





“CFO has for many years worked in partnership with OCVA, but in the last year or so our partnership working has taken a more proactive, genuine and impactful route. This impactful partnership work, I think, is evidenced particularly in the Supporting Communities Through Covid-19 fund work, which brought both CFO’s and OCVA’s strengths together as well as our other partners in the VCSE sector. We are very keen to continue developing a strong partnership with OCVA – working together is better for everyone.”

Emily Lewis-Edwards, co-CEO of Community First Oxfordshire

“I have always relied on OCVA for consultancy, advice and mentoring particularly in the early years of our organisation. The team are very knowledgeable and were able to answer my questions, they supported me in reviewing funding applications, helped me with my reporting and generally to understand how to work with funders as stakeholders. They are such a vital partner to anyone/group working in Oxfordshire's third sector.”

Jacqui Gitau, Co-Founding Director - African Families in the UK (AFiUK) CIC



Cherwell District Council are pleased to work in partnership with OCVA because we want to see the best support delivered to voluntary groups throughout Cherwell. It is paramount that the 3rd sector is respected and supported and that we as a Council can contribute locally to this essential delivery of service. OCVA successfully work across the whole of Oxfordshire and it is key that groups and partners collaborate, communicate and pull together to deliver essential services to residents whilst retaining their individuality – it is important that those groups are supported in the best way possible. Building cohesive relationships and melding best practice with a package of supported training has been and will continue to be important to strengthening and making sustainable groups in the Cherwell District. OCVA have supported the delivery of the Cherwell District Voluntary Forum for the last 5 years, have offered suitable training, breakfast clubs and 1-2-1's to groups with wholly positive feedback in times of limited resource.

**Paul Tysoe, Community Development Partner -
Cherwell District Council**



"The last year has changed all our lives . OAI and OCVA have been working together for most of this year to find transformational ways to bring together the history and experience of OCVA with the new learning gained from how OAI was able to respond to and work with the inspirational energy of local communities and charities across the pandemic. We are excited by our shared vision of an infrastructure organisation sitting right at the heart of the Oxfordshire system to improve the health and wellbeing of the whole population."

Helen Baker, Independent Chair, Oxfordshire All In

The Future



OCVA's purpose has always been to enable the community and voluntary sector to flourish in Oxfordshire. That purpose isn't changing, but as we seek to learn from our experiences of the pandemic, we recognise that the world has changed, which means we need to change too.

With a new CEO in place and a growing Board of Trustees we will agree a new strategy in 2021/22 and outline a fresh vision. We will continue our close working relationship with Oxfordshire Community First in delivering the outcomes of the Infrastructure Contract and plan for how, together, we support and empower the community and voluntary sector in every part of Oxfordshire.

We have joined forces with Oxfordshire All In, who so successfully captured the spirit of the moment during Covid response. Together we want to create a support organisation for the future, defined by a commitment to:

Trust in communities to understand their own needs and aspirations

Train communities and groups of all shapes and sizes in the skills they need to make things happen

Be there to help **Build** the relationships, understanding and connections across the sector and with statutory partners to make Oxfordshire the best version of itself.

We can't achieve any of our aspirations alone. So we will invite our members, partners and neighbours to help us build the change that we need for a thriving future.

Membership and charging policy



OCVA services are provided to any voluntary or community group working for the benefit of the people of Oxfordshire, and to those individual residents of Oxfordshire who wish to volunteer, whether they are members or not. Membership is open to all voluntary or community groups and individuals who support our work. We consult members regularly on all aspects of our work including our membership charging structure and benefits. Membership is on a sliding scale depending on annual income, thus ensuring that no one is excluded by an inability to pay. However, you do not need to be a member to access our support. We balance our offer to ensure that there is access to free training, alongside more specialised training where a charge is required. Members benefit from significantly reduced rates.

Equality of access

OCVA services are provided to any voluntary or community group working for the benefit of the people of Oxfordshire, and to those individual residents of Oxfordshire who wish to volunteer, whether they are members or not. Membership is open to all voluntary or community groups and individuals who support our work. We consult members regularly on all aspects of our work including our membership charging structure and benefits. Membership is on a sliding scale depending on annual income, thus ensuring that no one is excluded by an inability to pay. However, you do not need to be a member to access our support. We balance our offer to ensure that there is access to free training, alongside more specialised training where a charge is required. Members benefit from significantly reduced rates.

Volunteer services, donations and gifts in kind

During the year volunteers have provided valuable assistance with the governance and administration of OCVA. We are grateful to those people who provide their skills to the charity at no charge. The Trustees are also grateful for donations of materials as well as gifts in kind. No monetary value has been placed on these and therefore they are not included in the financial statements.

Financial review

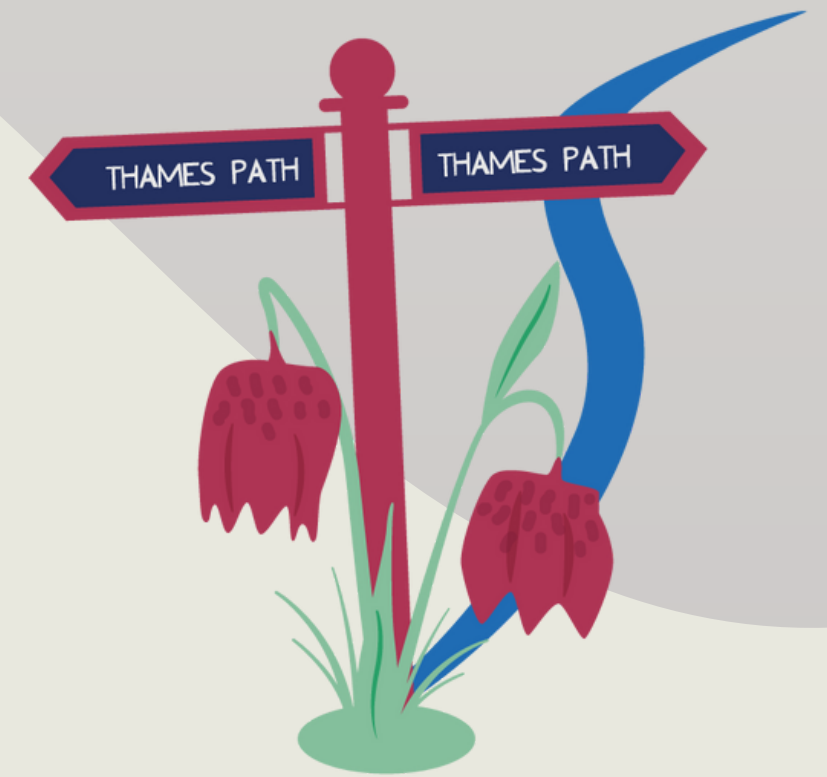
Overall resources at the end of the year were **£174,526**.

Core income was received from Oxfordshire County Council, to fund our strategic aims. Income was also earned from membership fees and the provision of training courses, and sale of bespoke services. For details of restricted funds see note 10.

It is OCVA policy not to engage in public fundraising because this could put us in competition with our members.

Finance policy

The annual budget is prepared and approved by the Finance and General Purposes committee and recommended to the trustees. It covers both income and expenditure. Bids for new funding are prepared by the Chief Executive, or by other members of staff, in which case they are approved by the Chief Executive. New funding received during the year is reported to trustees and if appropriate, new budget headings are put in place. Financial performance is measured against budgets at each meeting of the Finance and General Purposes committee and the Board using quarterly management accounts provided by the Finance Officer and Chief Executive.



Reserves policy



Restricted funds: these are earmarked for particular projects and are carried over for expenditure from year to year as appropriate. The main restricted fund was the capital grant for the lease of the Old Court House and Mortuary, which is being amortised to the P&L account over 25 years.

Designated funds: A total of £20,000 has been designated to cover winding up costs including staff redundancies. In addition trustees have designated funding to cover predicted expenditure on delivering the training programme in future years. This currently has a balance of £3,419. The buildings contingency fund stands at £40,000 while £20,000 is designated as a contingency fund against predicted reductions in funding over the next two to three years (see note 11).

Unrestricted funds: OCVA aims to build up its unrestricted reserves to six months in order to cope with any unexpected downturn. The surplus brought forward at 31 March 2020 was £29,807 which increased to £33,922 at 31 March 2021. This represents reserves equivalent to about one and three quart months' budgeted unrestricted expenditure.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and accounting estimates that are reasonable and prudent; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Independent Examiners Report to the Trustees of Oxfordshire Voluntary and Community Action



I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 21 to 28.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report



My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

SPX Oxford Limited provides bookkeeping services to Oxfordshire Community and Voluntary Action and I am a director of this company. In order to maintain independence, I confirm that I have not been involved in provision of the bookkeeping service.

I also confirm that as a member of the Chartered Association of Certified Accountants, I am subject to the provision of the FRC's Revised Ethical Standards (2016). This standard has been applied throughout this independent examination.

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name of examiner:

Simrit Sandhu



Name of firm:

SPX Oxford Ltd

Relevant professional body:

ACCA

Address:

Peace House, Paradise Street, Oxford OX1 1LD

Signed:

A handwritten signature in black ink, reading "S. Sandhu", enclosed in a white rectangular box.

Date:

30 November 2021

Statement of Financial Activities

	Note	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Incoming resources							
Donations and legacies	2	315	-	315	275	-	275
Charitable activities		232,201	8,475	240,676	232,416	2,745	235,161
Investments		-	-	-	469	-	469
Total incoming resources		232,516	8,475	240,991	233,160	2,745	235,905
Resources expended							
Charitable activities	3	230,792	17,340	248,132	232,093	11,494	243,587
Total resources expended		230,792	17,340	248,132	232,093	11,494	243,587
Net income/ -expenditure		1,724	- 8,865	- 7,141	1,067	- 8,749	- 7,682
Transfers between funds		- 9	9	-	-	-	-
Net movement in funds		1,715	- 8,856	- 7,141	1,067	- 8,749	- 7,682
Investment gains/(losses)				-	-	-	-
Net movement in funds		1,715	- 8,856	- 7,141	1,067	- 8,749	- 7,682
Reconciliation of funds:							
Total funds brought forward		115,625	66,042	181,667	114,558	74,791	189,349
Total funds carried forward		117,340	57,186	174,526	115,625	66,042	181,667

Balance sheet - 31st March 2021

Company number: 5363946



	Note	2021 £	2021 £	2020 £	2020 £
Tangible fixed assets	7		56,730		63,428
Current assets					
Debtors	8	13,106		6,755	
Cash at bank and in hand		449,461		160,461	
		462,567		167,216	
Creditors: amounts falling due within one year	9	- 344,771		- 48,977	
Net current assets			117,796		118,239
Net assets			174,526		181,667
Funds	11				
Restricted funds	12		57,186		66,042
Designated			83,419		85,819
Unrestricted funds general			33,921		29,806
Total charity funds			174,526		181,667

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts 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 accounts.

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

These financial statements were approved and authorised for issue by the Trustees on24/11/21..... and are signed on their behalf by:

David Agnew
Chair of Trustees



Notes to the financial statements

For the year ended 31 March 2021



1. Accounting policies

a. Basis of preparation of accounts

These financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statements of Recommended Practice 2015 (SORP 2015), 'Accounting and Reporting by Charities', issued by the Charities Commission and the Companies Act 2006, with FRS102, update bulletin 1.

Oxfordshire Community and Voluntary Action meets the definition of public benefit entity under FRS102.

b. Donations and other forms of voluntary income

These are accounted for on a cash basis

c. Tangible fixed assets

All fixed assets are stated at historical cost less depreciation. Assets under £2,000 are not capitalised unless this is a requirement of the funder.

Depreciation is provided on these assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life as follows:

Leasehold buildings	4% per annum on a straight line basis
Portal licence	33.33% per annum on a straight line basis
All other assets	25% per annum on a straight line basis

d. Income

Income is generally included on a receivable basis. The only exception to this is where the donor has specified that the amount is to be expended in a following financial year in which case the amount that relates to the following financial year is deferred and included in creditors.

e. Grants payable

Grants payable are accounted for when awarded.

f. Expenditure

Expenditure is included on an accruals basis and includes irrecoverable VAT. The overheads of the Charity are allocated wherever possible to the relevant funds.

Where expenditure cannot be allocated specifically, this is apportioned between funds on an estimate of usage.

g. Fund accounting

Restricted funds are those where the donor has imposed restrictions on how the money can be spent. Designated funds are unrestricted funds set aside by the Trustees for specific purposes.

h. Pensions

The charity operates a money purchase (defined contribution) pension scheme. Contributions payable to this scheme, or appropriate scheme of the employee's choice are charged to the profit and loss account in the period to which they relate. These contributions are invested separately from the charity's assets. Pension arrangements are in line with auto-enrolment requirements.

i. Taxation

Oxfordshire Community and Voluntary Action is a charitable institution with exemption from UK taxation under section 505 of the Income and Corporation Taxes Act 1998.

j. Roundings

The information in the accounts is accurate to the nearest £1. This may cause rounding differences throughout the accounts.

2. Income from charitable activities

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Contractual payments	192,005	8,475	200,480	206,481
Training fees	18,485	-	18,485	17,455
Membership income	6,918	-	6,918	6,788
Provision of services	14,435	-	14,435	1,800
Other income	358	-	358	2,637
	232,201	8,475	240,676	235,161

3. Expenditure on charitable activities

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Direct costs	-	-	-	-
Consultants and partners	50,000	7,950	57,950	53,400
Grants given	2,400	525	2,925	2,580
Training and events	2,338	-	2,338	5,367
Other direct costs	7,804	-	7,804	4,958
Staff costs	77,514	-	77,514	86,024
	140,056	8,475	148,531	152,329
Support costs	-	-	-	-
Indirect staff costs	53,723	-	53,723	43,350
General overheads	32,663	8,865	41,528	43,558
Governance costs	4,350	-	4,350	4,350
	90,736	8,865	99,601	91,258
Total resources expended on charitable activities	230,792	17,340	248,132	243,587

4. Governance costs

	Unrestricted £	Restricted £	2020 £	2019 £
Independent Examination fee	750	-	750	750
Accountancy, bookkeeping and payroll fees	3,600	-	3,600	3,600
Trustee expenses and other governance costs	-	-	-	-
	4,350	-	4,350	4,350

5. Staff costs and key management personnel

	2021 £	2020 £
Wages and salaries	122,358	118,248
Social security costs	6,017	6,646
Pension costs (see note 15)	2,862	3,664
Staff travel and subsistence	-	821
	131,237	129,379

The average number of employees is as follows:	4.4	4.2
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6.Trustees emoluments and related party transactions



No trustees were reimbursed for any expenses (2020: nil). No trustees received any remuneration (2020: nil). There were no related party transactions (2020: nil).

7. Tangible fixed assets

	Leasehold buildings	Equipment	Total cost
	£	£	£
Cost			
Cost at 1 April 2020	221,620	9,387	231,007
Additions	-	3,806	3,806
Disposals	-	-	-
At 31 March 2021	221,620	13,193	234,813
Depreciation			
At 1 April 2020	159,568	8,011	167,579
Charge for the period	8,865	1,639	10,504
Disposals	-	-	-
At 31 March 2021	168,433	9,650	178,083
Net book value			
At 31 March 2021	53,187	3,543	56,730
At 31 March 2020	62,052	1,376	63,428

8. Debtors

	2021	2020
	£	£
Trade debtors	2,380	848
Prepayment and accrued income	-	-
Other debtors	11,226	6,407
	13,606	7,255
Less: provision for doubtful debts	-500	-500
	13,106	6,755

9. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,682	16,833
Accruals	3,150	28,828
Deferred income	336,687	-
Other taxes and social security	2,839	2,763
Other creditors	413	553
	344,771	48,977

10. Restricted funds



	Balance at 31 March 2020	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2021
	£	£	£	£	£
Capital grant	62,050	-	- 8,865	-	53,185
ESF – grant management	920	-	-	-	920
Community Ambassadors	385	-	-	-	385
MAD week	2,570	-	-	-	2,570
NHS	- 27	-	-	-	- 27
OCC CC	153	525	- 525	-	153
VCS Alliance	- 9	7,950	- 7,950	9	-
	66,042	8,475	- 17,340	9	57,186

Notes on restricted funds

Capital Grant

This represents the net book value of the charity's leasehold buildings (see note 7)

European Social Fund – Management

The funding received provided all the back up support for the administration of the grants allocated to organisations directly from Surrey Community Action, including administration, contract monitoring, resources, staff time and expenses and organisational overheads.

Community Ambassadors

This fund is for expenses for the Community Ambassadors, who are OCVA's volunteers.

NHS

Integrated Care System (ICS) Leadership Programme working with Voluntary, Community and Social Enterprise groups (VCSE) to develop the contribution that the voluntary sector and volunteering can have on health services.

OCC CC

Oxfordshire County Council Funding to support training for Children and Family Centres.

VCS Alliance

Oxfordshire County Council Funding to support development of the work related to the formation of a VCS Alliance for Oxfordshire.



11. Designated funds



	Balance at 31 March 2020	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2021
	£	£	£	£	£
Staff contingency fund	20,000	-	-	-	20,000
Training fund	5,819	-	- 2,400	-	3,419
Buildings contingency reserve	40,000	-	-	-	40,000
Contingency reserve	20,000	-	-	-	20,000
	85,819	-	- 2,400	-	83,419

The Staff contingency fund was set up to cover the estimated redundancy and winding up costs which would be required to be paid if the company were to cease its activities or have its funding withdrawn.

The Training fund is to cover delivery of this service in the next financial year. Plans are underway to effectively use this to the benefit of the sector.

The Buildings contingency fund is held against repairs to the premises. This amount remains the same as the previous year, given the age of the buildings, which the charity has now occupied for a number of years.

The Contingency reserve is to protect the organisation against predicted reductions in funding.

12. Unrestricted funds



	Balance at 31 March 2020	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2021
	£	£	£	£	£
Designated funds	85,819	-	- 2,400	-	83,419
General unrestricted funds	29,806	232,516	- 228,392	- 9	33,921
	115,625	232,516	- 230,792	- 9	117,340

13. Analysis of net assets between funds

	Restricted	Unrestricted	Total cost
	£	£	£
Fixed assets	53,186	3,544	56,730
Net current assets	4,000	113,796	117,796
	57,186	117,340	174,526

14. Pension funds

The charity made employer contributions to a defined contribution scheme totalling £2,862 (2020: £3,664). Outstanding employer contributions payable at the year end were £413 (2020: £553).

OCVA Member Organisations as at March 2021



13th Theatre Company
Abbeyfield Oxford Society Ltd
Abingdon Breakaway Club
Abingdon Carousel
Abingdon Good Neighbour Scheme
Abingdon Green Gym
Abingdon Music Festival Association
ACE Training & Consultancy Ltd
ADHD Oxfordshire
Aesop Arts and Society Ltd
African Families in the UK (AFiUK) CIC
Against Breast Cancer
Age UK Oxfordshire
Agnes Smith Advice Centre
Archway Foundation
Asian Cultural Centre
Aspire Oxfordshire Community Enterprise Limited
Assisted Reading for Children
Asylum Welcome
Banburyshire Citizen Project
Barnes Memorial Trust and Hall
Beacon Centre
Be Free Young Carers
Bicester Green
Blackbird Leys Adventure Playground
Bookfeast
BORIEN EDUCATIONAL FOUNDATION FOR SOUTHERN AFRICA (BEFSA)
Bridewell Organic Gardens
Bullington Community Centre

Charlbury Day Centre
Charity Mentors Oxfordshire
Cherwell Theatre Company
CHF Oxford
Chinnor Good Neighbours Scheme
Chinta Kallie
Chipping Norton Green Gym
Church Cowley St James Primary School
Citizens Advice NOSN
Citizens Advice West Oxfordshire
Clear Sky Children's Charity
Climate Outreach
Cllr Timothy Hallchurch, MBE
Cluster Care Day Centre
Cluster Care Group
Combe Mill Society
Community First Oxfordshire (CFO)
Connection Oxford
Contented Dementia Trust
Court Place Farm Allotment Association
Cowley Road Works
Creative Dementia Arts Network
Crisis Skylight Oxford
Cuttesslowe Community Association
David Agnew
Daybreak Oxford
Dean Court Community Association
Deddington Windmill Community Centre Ltd
Didcot, Abingdon & Wantage Talking Newspaper (DAWN)

OCVA Member Organisations as at March 2021



Didcot Railway Centre
Didcot Volunteer Centre
Donnington Doorstep
Dorchester Abbey
Dovecote Voluntary Parent Committee
Earth Trust
East Oxford Good Neighbour Scheme
EMBS
Emmaus
Employment Action Group
Enrych Oxfordshire
Eynsham Day Centre
FairPlay
Fairtrade at St Michael's
Family Links
Fellowship Educational Society
Fernham Village Trust
Film Oxford
Fleet Meadow Community Association
Flexicare
Flo's - The Place in the Park
FND Hope UK
Footsteps Centre / Foundation
Friends of Hook Norton Community Library
Full Circle
Global Canopy
Good Food Oxford
Grove Day Centre for the Elderly
Guideposts Trust Ltd

Harwell Village Hall
Health Watch Oxfordshire
Healthy Abingdon
Helen & Douglas House
Hill End Centre
Hinksey Sculling School Ltd
Homeless Oxfordshire
Home-Start Banbury & Chipping Norton
Home-Start Oxford
Home-Start Southern Oxfordshire
Island Farm Donkey Sanctuary
JACARI
Jennings
John McLaughlin
Katharine House Hospice
Kidlington & District Information Centre
Kiera Bentley-Mouat
Kingwood
Leys CDI
Life at No.27 Ltd
Making Families Count
Mates N Dates
Maureen Elliott
Maymessy CIC
MEET in Oxford
MENCAP South Oxfordshire
Montala Ltd
Museums Volunteers Service
Nai's House

OCVA Member Organisations as at March 2021



Nomad Youth & Community Project
North East Abingdon Community Association
Nuneham Courtenay Sports & Playing Fields Association
OASIS
One-Eighty
Open Door
OSWA
OVADA Oxfordshire Visual Arts Development Agency
Oxford Afghan Community
Oxford Against Cutting
Oxford & District Mencap
Oxford Citizens Advice Bureau
Oxford Civic Society
Oxford Diocesan Council for the Deaf and Hard of Hearing
Oxford Friend, LGBT Helpline
Oxford Hindu Temple and Community Centre Project
Oxford International Women's Festival
Oxford Nepalese Society
Oxford Office Furniture
Oxford Poetry Library
Oxford Quakers
Oxford Ramallah Friendship Association
Oxford Sea Cadets
Oxford Swahili Community
Oxford Swans – Swimming Club for Disabled People
Oxford United in the Community
Oxford Wood Recycling
Oxfordshire Association for the Blind
Oxfordshire Breastfeeding Support

Oxfordshire Chinese Community and Advice Centre
Oxfordshire Community Foundation
Oxfordshire Community Land Trust Ltd
Oxfordshire Credit Union
Oxfordshire Family Support Network
Oxfordshire M.E. Group for Action
Oxfordshire MIND
Oxfordshire Multiple Sclerosis Therapy Centre
Oxfordshire NPC Group
Oxfordshire Outdoor Learning Trust
Oxfordshire Parenting Forum
Oxfordshire Play Association
Oxfordshire Playing Fields Association
Oxfordshire Sexual Abuse & Rape Crisis Centre
Oxfordshire South & Vale Citizens Advice
OXNAV
OXPIP
OXTRAG
OYAP Trust
Paula Coutts
Peeple
Pendon Museum
Quest for Learning
Rainbow House Project
Red Kite Family Centre
Reducing the Risk of Domestic Abuse
Refugee Resource
Regal Community Centre
Relate

OCVA Member Organisations as at March 2021



Resolve Mediation Berkshire and Oxfordshire
Restore
Rethink Mental Illness
River Thame Conservation Trust
Riverside Counselling Service
Romy Briant
Root & Branch Westmill
Royal Voluntary Service
Rt Revd Bishop Colin Fletcher
SAFE!
Sandford Talking Shop Ltd
Sarah Buxton
Shed Oxford
SeeSaw
Simon Payne
Sinodun Players
Six Counties Kidney Patients Association
Sobell House Hospice Charity Ltd
South Oxford Community Centre (and Association)
South Stoke Community Shop
Spelling Limited
St Ethelwold's Fellowship
St Matthew's Church Oxford
Standlake Care Scheme
Stroke Association
Sunningwell School of Art
Sunrise Multicultural Play Project
Susan Ralphs
Syrian Community in Oxford and Oxfordshire SYRCOX

Tandem Mental Health Befriending
Tetsworth Memorial Hall
Thame Barns Centre
Thame Players Theatre Company
Thame Town Council
The Abbey Sutton Courtenay
The Centre for Sustainable Healthcare
The Children's Allotment
The Chiltern Centre for Disabled Children
The Chinnor Village Centre
The Comfort Trust
The Ethical Property Company
The Fellowship of Reconciliation (England)
The Florence Park Community Association
The King's Centre
The Listening Centre
The Maple Tree
The North Wall Trust
The Real Farming Trust
The Valentine Club
The Village Hall, Littlemore
The Wallingford Sports Trust
The Ways & Means Trust
Tim Stevenson
Thuppoko Thebe Limbu Society UK
Thursday Lunch Club
Trinity Learning
UDAYAN
Universify Education

OCVA Member Organisations as at March 2021



Villager Community Bus Services
Visit Banbury Community Interest Company
Volunteer Link Up West Oxfordshire
Wantage Independent Advice Centre
We Own It Ltd (CIC)
Wendy Spray Coaching
Wesley Memorial Oxford Methodist Church
West Ox Arts
West Oxford Community Association
Where The Fruit Is
Wilts & Berks Canal Trust: West Vale Branch
Witney and West Oxfordshire Foodbank
Witney Buttercross Scout Group
Witney Talking News
Wolvercote Young People's Club
Word Fountain Christian Ministries
Workers Educational Association
Yellow Submarine
Young Dementia UK
Youth Challenge Oxfordshire (YoCO)