



Oxfordshire Community and Voluntary Action

# Annual report and Financial Statements

A year connecting communities



*31 March 2023*

# Introduction from our Chair

*Welcome to our annual report which covers the 12 months to the end of March 2023.*

**It proved again to be a challenging and busy year for our CEO and the OCVA team who supported a range of new initiatives and projects. Their hard work allowed OCVA to ensure support reached communities, local groups, and volunteers.**

Initiatives such as Bullingdon Community Connections, our network of Communities of Practice and working with Makespace to make more impactful use of our office space have all underlined our commitment to delivering strong partnerships that strengthen the sector.

Our funding continued to come from a combination of the infrastructure contract with Oxfordshire County Council delivered in partnership with Community First Oxfordshire alongside securing several ringfenced projects. We also continued to offer a comprehensive training programme and membership scheme which generates a small independent income stream.

A precondition of everything we do is sound finance. Despite another challenging financial year, OCVA has remained diligent in monitoring the risks. We end this year with a significant deficit but we have reviewed our reserves and have put plans in place to reduce the deficit in 2023/24 and move towards a balanced budget in 24/25.

Thank you to our expanded OCVA team who remain committed and caring about the county and understand the challenges that it faces. A team who thinks creatively and instinctively and make connections between people and organisations to make good things happen.

The OCVA Board and I also want to take this opportunity to pay tribute to our CEO who worked through extraordinary and personal circumstances this year. Laura found ways to remain available and offer the advice and support to the team where most needed. As a Board, we are extremely grateful to Laura for all her hard work on behalf of OCVA.

Finally, to our members, partners, and stakeholders, I express my sincere thanks for your continued support to OCVA and look forward to our work together in 2023.

We are grateful to all of them - we would be the poorer without them.

*David Agnew*

David Agnew, Chair



# Introduction from our CEO

*2022/23 has been an exceptionally challenging year for OCVA. As we emerged from the pandemic, alongside our friends and colleagues in the sector we have faced the same issues that we know our members also face; pressure from the cost of inflation, a struggle to match demand with resources and the vulnerability of being a small organisation dealing with staffing changes.*

I am however proud to say that we ended the year with a strong team and some new faces who have been quick to make an impact. Changes in staffing meant that our training programme was reduced this year, however we were delighted to be able to return to offering in-person accredited training and our Health and Safety and Fire Marshall courses were amongst the most popular sessions.

We also welcomed new neighbours into our buildings via our partnership with Makespace and the Meanwhile in Oxfordshire project – The Source @ OCVA was launched, offering affordable co-working space for global majority-led organisations, groups, and organisations supporting people from the global majority community.



Despite difficult circumstances our reach through the OCVA website, the Oxfordshire Volunteers website and our weekly newsletter, Pulse, continued to grow, as did our social media presence. We continued to provide a varied and accessible range of ways for all sizes and shapes of non-profit organisation in Oxfordshire to engage with us, whether that be through free lunchtime webinars or offering more bespoke support for facilitated sessions with charities experiencing periods of change.

As outlined in last year's report we continued to build on our partnership work and key project delivery throughout 2022/23. Some projects are ongoing initiatives such as our Communities of Practice pilot scheme, which was given additional funding to continue building on the excellent foundations developed the previous year and is now a thriving network which continues to find new ways to bring together people at the frontline of voluntary and community sector, social care and health practice.

Other projects are new partnerships; for the Oxford City Community Champions initiative, we engaged in an innovative year long-project which has resulted in long lasting and high impact changes where residents collected health insights to help shape the future design and delivery of services. OCVA worked closely with the Community Champions throughout the project, helping them to achieve their own personal goals and ambitions.

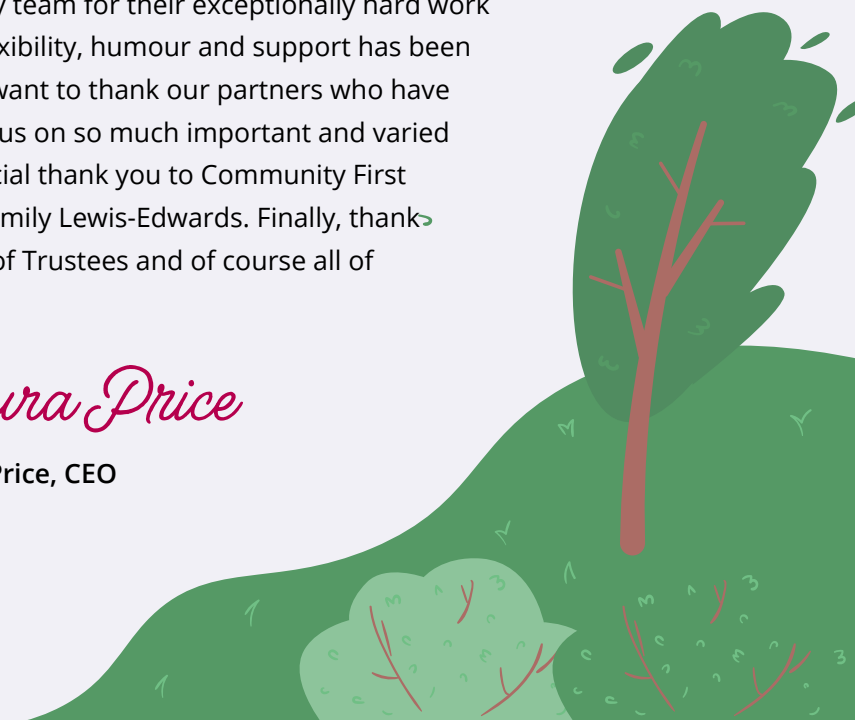
Our delivery of the Connected Community Fund in partnership with Community First Oxfordshire was a particular highlight. The whole

team came together to shape and roll out this innovative fund which has produced some great early insights around the impact of accessible community funding to combat loneliness and isolation. However, we also recognise that for the future sustainability of OCVA, we need to balance the delivery of relevant projects alongside our core strategic objectives, which is increasingly challenging in the current economic climate. We ended this year with a significant deficit that cannot be repeated and so we will continue to look at each project and partnership opportunity carefully to ensure that it covers costs, with the aim of halving the deficit in 2023/4. That way, we can ensure that we are still around and able to do our most important role, helping you to help others.

I want to thank my team for their exceptionally hard work this year. Their flexibility, humour and support has been invaluable. I also want to thank our partners who have collaborated with us on so much important and varied activity, but a special thank you to Community First Oxfordshire and Emily Lewis-Edwards. Finally, thank you to the Board of Trustees and of course all of our members.

*Laura Price*

Laura Price, CEO



# Trustees Annual Report

*The Trustees present their report and the audited financial statements for the year ended 31 March 2023, 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

Members holding office as of 31 March 2023 and changes in the year were;

- **Chair** David Agnew
- **Treasurer** Matthew Mycock
- Robert Buckeldee
- Paula Coutts
- Chinta Kallie
- Tanya Hameed
- Damon Boughen

**OCVA Staff as of 31st March 2023 and changes in year were;**

## Chief Executive Officer

- Laura Price

## Business Development Officer

- Angela Cristofoli

## Group Development Officer

- John Hayes

## Volunteer Co-ordinator

- Tariq Khandoker (resigned September 2022)

## Volunteer Co-ordinator

- Jenny Bowley

## Administrator

- Jayne Wheeler

## Partnerships and Projects Officer

- Clare Woodcock

## Oxford City Community Champions co-ordinator (resigned March 2023)

- Sue Weinstock

## Volunteering Vision Officer

- Sophie Jacquet Bennett

## Registered office and principal address

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

### Independent Examiners

**SPX Oxford Ltd**  
Peace House  
Paradise Street  
Oxford  
OX1 1LD

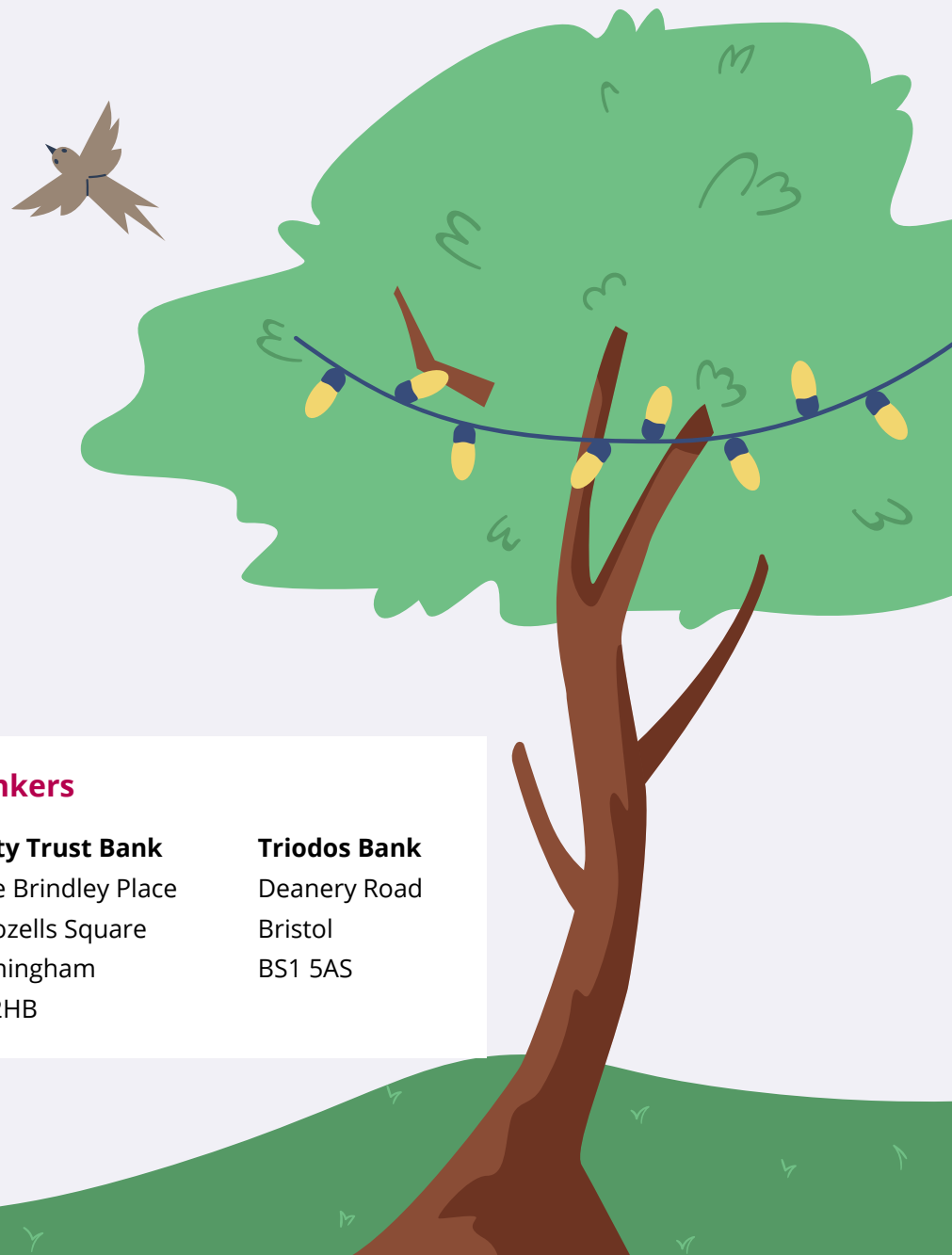
### Legal Advisers

**Blake Laphorn**  
Seacourt Tower  
West Way  
Oxford  
OX2 0FB

### Bankers

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

**Triodos Bank**  
Deanery Road  
Bristol  
BS1 5AS



# Structure, governance and management

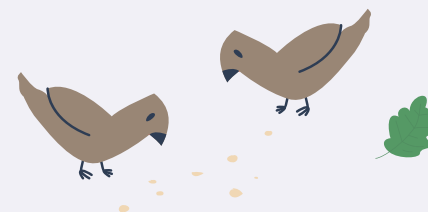


**The governing document of OCVA is the Memorandum and Articles of Association of the company. The OCVA Board of Trustees comprises not less than five nor more than 15 members. Trustees are elected at the Annual General Meeting. Nominations are made in writing before the meeting. All Board members must 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.

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.



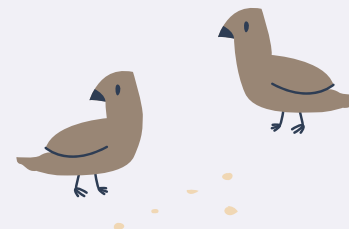
Such delegations include those to the Finance and General Purposes Committee, elected annually and comprising at least two Trustees with the Chief Executive in attendance.

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.

## ***Risk Management***

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





# Our strategic objectives



## ONE

Support for  
voluntary and  
community group  
development



## TWO

Support for  
development of  
communities via  
volunteering



## THREE

Support for improved  
communication via  
networks, voice and  
engagement

# Our year in numbers

**16** training courses delivered to **149** people

**11** Charity Health Checks for Step Change

**840** groups supported last year with information, advice and support

**104,000** website views

**146** registered members

**9** 'First Stop' sessions held in partnership with Charity Mentors

**6** Oxfordshire Chairs' Network meetings hosted

A return to accredited in person training courses including Health and Safety and Fire Marshall training

Facilitated **2** bespoke strategy awaydays for local charities and trustees

By the end of the year **1346** people were receiving Pulse, our weekly newsletter with essential news, jobs and information for the sector, up from **1229** in 2022/23

# Volunteering

**100** people registered on the newly re-launched Oxfordshire Trustee Leadership List

**763**  
New Volunteers  
looking for  
opportunities

Over **30** Volunteer Co-ordinators attend the in-person event in partnership with Oxford Brookes

**4** successful corporate volunteering matches

**1** Volunteers' Week Awards Celebration

**8** volunteer co-ordinator networking meetings hosted

**918**  
New volunteering opportunities registered through Oxfordshire Volunteers

**30**  
people attended our Big Help Out launch webinar

**63,000**  
Oxfordshire Volunteers website views from **12,000** unique visitors

# Connected Communities Fund

**A project in partnership with Oxfordshire Community First on behalf of Oxfordshire County Council.**

The Connected Communities Fund presented an exciting opportunity for communities to develop activity in their local area that contributes to the countywide ambition of creating places that “support the people of Oxfordshire to live well in their community, remaining fit and healthy for as long as possible”.

Using our ‘Grants Plus’ approach, OCVA worked in partnership with Community First Oxfordshire to develop and jointly administer £175,000 via Oxfordshire County Council Adult Social Care funding to support grassroots organisations across Oxfordshire. With an aim to tackle isolation and loneliness the programme sought to increase the number of activities available for older people and people with additional needs by encouraging local initiatives to access flexible funding alongside an ongoing package of support.

The fund was launched in September 2022 and groups were invited to apply for up to £5000 using a simple expression of interest form that was followed up by community development officers.

*“Thank you for the opportunity to talk this through - it’s great to be able to clarify what you can’t get across in a grant application form.”*

*“Thank you all so much! As a small CIC just starting out, during a cost-of-living crisis, I’m sure you can imagine it’s been a tough start to the year, and this was the best news I could have asked for. Thank you all for giving us a chance, we can’t wait to get started.”*

**“The activity is 100% worthwhile - good for mind, body and soul!”**



## Key Project 1

This programme sat alongside an alternative route to the funding (of grants between £5000 and £20000) that was made available through Community Capacity grants administered by Oxfordshire Community Foundation.

Applications to the fund were assessed on a rolling basis with 125 expressions of interest received by the end of March 2023. Funding was allocated and paid to groups at regular intervals with £131,928 (75% of the total fund) allocated to 44 projects by the end of March 2023 sustaining existing or establishing new activities that together contribute towards the preventative approach of the Oxfordshire Way. The flexible funding alongside the ongoing advice and support from the OCVA and CFO team ensured the development of deep relationships with organisations which went beyond the initial funding. The collection of data, case studies and stories of change further developed our relationships and provided important learning for the following year's fund.

**"It is a good social activity and it is very relaxing and absorbing."**

**"I really appreciate the support - it has made me feel less isolated."**

*"Thank you for your support. I had no idea before starting out on the journey of bidding for funds how demanding it would be, so your encouragement means a lot."*



# Communities of Practice


**Throughout 2022/23 we continued to deliver and develop our network of Communities of Practice for Adult Social Care across Oxfordshire.**

The Communities of Practice connect people working and volunteering with adults at grassroots level in the local community through six place-based groups:

- Abingdon, Wantage and the Vale
- Banbury and north Cherwell
- Bicester, Kidlington and south Cherwell
- Didcot and South Oxfordshire
- Oxford City
- Witney and West Oxfordshire

Cutting across organisational silos the Communities of Practice bring together people in the voluntary and community sector, social care, health, housing, employment and other services to discuss, learn, collaborate and problem-solve.

Groups meet every other month, with place-based meetings supplemented in other months by training sessions open to all. Each meeting has a theme. Topics covered this year include supporting people to keep active, the cost of living crisis, asset-based community development, supporting people with dementia, support for people experiencing fuel poverty, the adult social care assessment process, trans inclusivity, and support for carers.



*"The team have really enjoyed attending the sessions so far and I feel that it has helped boost morale with them feeling more involved with how they can support the residents of Oxfordshire."*

**Social and Health Care Team**



## Key Project 2

A survey of members in February 2023 found that by being part of the Communities of Practice;



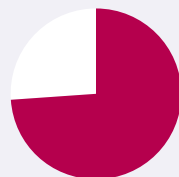
**65%** have made a new connection with a person or organisation



**74%** understand more about the work of colleagues in other sectors



**35%** have referred someone to a service or organisation



**74%** have learnt about a new service



**61%** understand more about the aims of the Oxfordshire Way



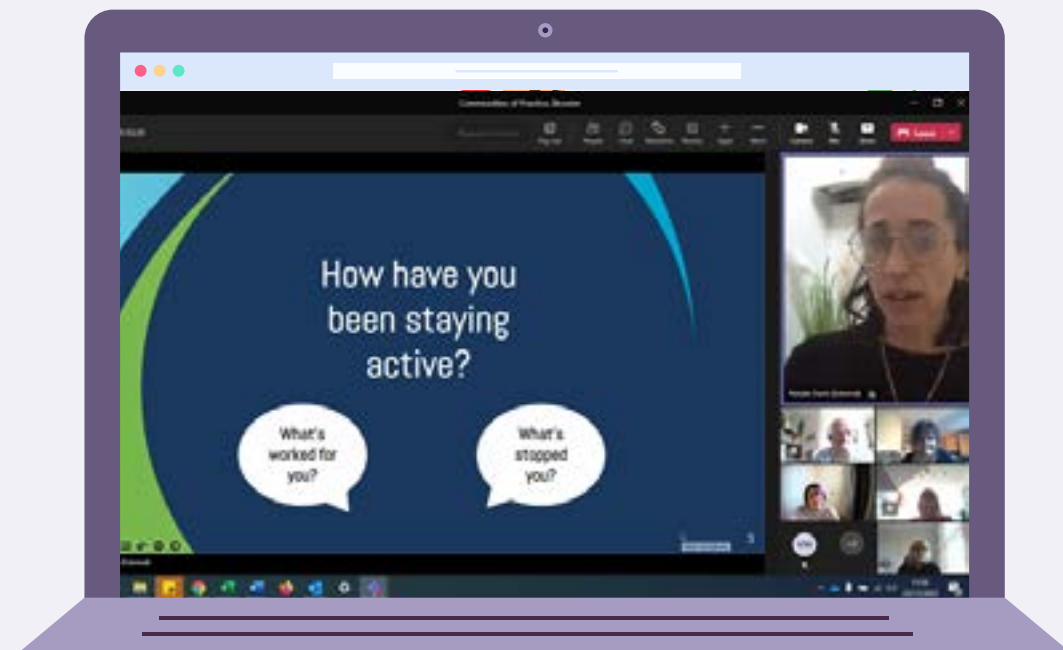
**81%** know more about what is available locally



**81%** of respondents feel more connected locally

*"I'm really glad that I've been able to come along. I'm already recognising names that I come into contact with, so it's really nice to put faces to those names and to gain a bit more of an understanding of the support offered by the different organisations."*

**Carers Oxfordshire**



## Key Project 2

*"I now understand more clearly the ways in which the County Council interact with the local NHS...I have identified organisations who can provide good information for patients and found the presentations very beneficial. I specifically like the way in which these are divided into appropriate areas which... enables more people to have their say."*

**Patient Participation Group**

*"The CoPs are a friendly, welcoming space to connect and collaborate with colleagues, learn about new initiatives and feedback on any experiences with those services/ initiatives."*

**Age UK Oxfordshire**

*"This is a great time effective way of finding out about services and initiatives locally."*

**Housing Association**

*"The meetings are really useful for raising awareness of other groups in the local area, for gaining a better understanding of the work they do and they enable you to make personal connections with members of those groups who may be able to help your organisation's aims now, or in the future."*

**Citizens Advice**





# Oxfordshire Vision for Volunteering

**In July 2022, with funding from Oxfordshire County Council, OCVA and Community First Oxfordshire set out to understand the experience of volunteering in Oxfordshire.**

We wanted to know more about how volunteering had been changed by events such as the pandemic and the cost of living crisis, the opportunities and challenges facing volunteering, and what needs to be done to ensure a thriving, inclusive, sustainable future for volunteering in Oxfordshire.

We wanted to hear from as many people as possible and used a number of different ways to gather information, including targeted approaches to groups whose voices we do not always hear. Over 350 people, volunteering with more than 470 groups, contributed their thoughts and ideas, through a public survey, in-depth storytelling sessions, online open meetings and written submissions. We concluded our research (in May 2023) with an in-person discussion session facilitated by the Old Fire Station.

## Ten core principles

The final report was published in July 2023. Drawing together everything that people told us, we developed ten core principles to help everyone involved in volunteering – community and voluntary groups, local authorities, infrastructure organisations and funders – to nurture this crucial part of community life in Oxfordshire:

- 1 Include everyone
- 2 Keep it personal
- 3 Value the person
- 4 Nurture relationships
- 5 Offer flexibility
- 6 Make it enjoyable
- 7 Training and support matters
- 8 Create space for experimentation
- 9 Fund it
- 10 Build community



## Key Project 3

*"I honestly really wanted to make a difference in any way I can. ... I think we're all in a position to at least try, and [we] owe it to ourselves to give it our best shot."*

The project has shone a spotlight on the often-unacknowledged contribution of thousands of Oxfordshire residents to making the world a better place. Many of these people do not regard what they do as unusual or remarkable, but life in Oxfordshire would be far less bright without their generosity, commitment and creativity.

This crucial piece of work will live on as we develop an action plan with partners and continue to engage with the Oxfordshire VCSE Strategy and the national Vision for Volunteering.

### Read the report:

[www.ocva.org.uk/2023/08/02/oxon-vision-for-volunteering-report-published](http://www.ocva.org.uk/2023/08/02/oxon-vision-for-volunteering-report-published)

*"I really felt strongly that I wanted to do something. [Volunteering] helped me with that. ... It was important. It was important to feel that I wasn't just taking from the community but giving to the community."*

Headline numbers from the research;

**324** survey respondents

**13** storytellers

**45** open meeting attendees

**2** written submissions

**21** discussion participants

**8** advisory group members





# Oxford City Community Champions

**Oxford Community Champions** provided an exciting opportunity for OCVA to work in partnership with Oxford City Council to support the successful delivery of a programme funded through the Department of Levelling Up, Housing and Communities to better understand the barriers communities have in accessing the COVID-19 vaccine.

The local programme was designed to also look at reasons for wider health inequality and work with communities to co-produce practical solutions to best meet their needs.



OCVA's core role was to support the champions in their volunteering roles, and specifically help them to access a funded training programme. This required bespoke coaching, mentoring and guidance often via phone calls and in person meetings at their anchor organisations – a network of local charities. Building connections with the volunteers, their charities and the training providers was key. Identifying the barriers faced also called for creative solutions via Sue, our dedicated co-ordinator and subsequently Jenny who came into post during the final months of the project. One training need identified was access to women-only swimming lessons, which took determined and persistent work on behalf of the champions to finally deliver a successful outcome.

The nature of gaining insights into health and sharing the voices from communities meant that many Champions spoke about mental health, advocacy and health care, leading to the identification of broader training needs covering these areas. This has helped to shape OCVA's wider approach as we explore our offer of support for training to volunteers.

*'Working alongside OCVA in the Community Champions Programme was nothing short of transformational. Their unwavering commitment to onboarding, nurturing, and empowering our champions, facilitating their personal growth, and training, was the cornerstone of our collective success. Together, we made a massive difference in our community, one champion at a time.'*

**Fatou Badjie Ceesay,**  
Programme Coordinator, Community Champions,  
Oxford City Council





# Bullingdon Community Connections

**The Bullingdon Community Connections project is a 2 year initiative delivered via a local philanthropic partnership to tackle reoffending through building relationships with and access to the community and voluntary sector.**

HM Prison Bullingdon is located a few miles from Bicester and is the local resettlement and remand centre for the Thames Valley and surrounding area. It has a population of approximately 900 men aged 18 and above with a mixture of those who are on remand and prisoners who are sentenced by the courts.

The project aims to reduce reoffending by connecting the men in prison and prison leavers to the wide variety of groups in the Oxfordshire community. The local voluntary and community sector offers a whole range of activities and support that can help embed prison leavers into communities once released.

The closed nature of prisons can hinder the reciprocal understanding between the community and the prison environment, and this has caused miscommunication and misunderstanding between organisations in the past – a problem that the Community Connections role has been working to resolve.

Josh, our dedicated Community Connections Officer is a trained Prison Officer who liaises with HMP Bullingdon while also being fully integrated into the OCVA team. The aim is to learn about the opportunities and support available for prisoners released into Oxfordshire so they can be easily accessed, and appropriate support can be given to individuals in need.

**OCVA's role in the Community Connections Project is to provide support to the Community Connections Officer, through advice on the breadth of the voluntary sector across Oxfordshire, liaising with groups and helping promote the project to groups on the OCVA database, website and through other social media channels.**

This has increased the range of groups and charities open to engaging with the project and has enhanced the potential of the Community Connections Officer to navigate the system, make connections and to set up partnership and referral protocols.

Partnerships in the community also have the potential to influence culture both inside and outside the prison: to educate and engage the local community about the prison environment and to encourage knowledge and skills sharing. This has been shown through the successful Charity Fair held recently at Bullingdon Prison where 12 charities and voluntary groups attended and built links and increased awareness of the range of opportunities available for people being released.

The effect of increasing the level of knowledge sharing and dialogue between the prison and the local community is being realised as we continue to open the door to more effective use of resources for the benefit of people being released.



# Financial review

**Overall resources at the end of the year were £320,666.**

**Core income was received from Oxfordshire County Council to fund our strategic aims of support for voluntary and community group development, support for the development of volunteering and support for networks, communication and engagement that empower the sector.**

Further income was generated through the delivery of projects that align with our strategic aims. Membership fees, the provision of sector specific training courses, and the provision of services such as facilitation also made a financial contribution.

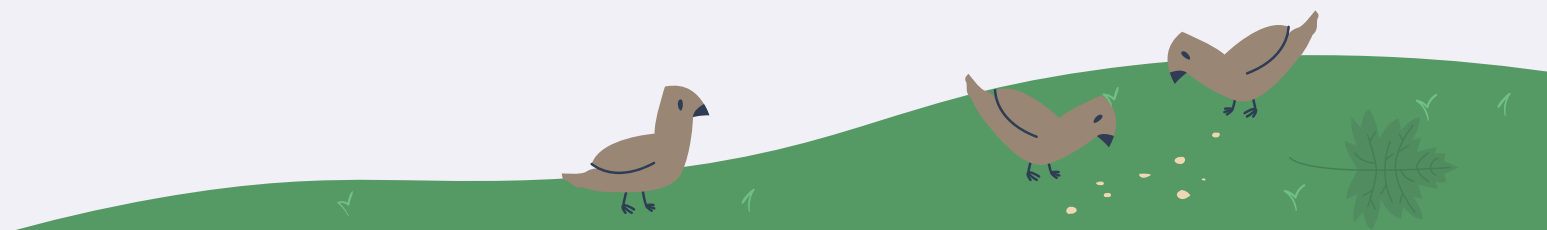
Core income has not risen in line with inflation which has led to financial pressures in core staffing and overhead costs. Trustees recognise this risk and OCVA has diversified income through the delivery of carefully chosen project work. However, the ongoing use of reserves underlines the need to secure additional core funding in future years.

All projects have been delivered within budget. In collaboration with the CEO and Finance Officer the Finance and General Purposes Committee developed more comprehensive management accounts to provide detailed breakdowns of each project. For details of restricted funds see note 10.

## 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 consultation with the Chief Executive.

New funding received during the year is reported to trustees and if appropriate, new budget headings are put in place and re-forecast. 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. Details of restricted fund balances at the end of the year are shown in note 11.

**Designated funds:** A total of £20,000 had been designated to cover winding up costs including staff redundancies. £5,000 was released in 2022-23 to reflect a different mix of staff lengths of service, resulting in lower anticipated redundancy costs. £5,911 of the buildings contingency fund was used to address building costs in 2022-23. The contingency fund was reduced by £5,000 (see note 12).

**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 2022 was £21,136 which decreased to £2,286 at 31 March 2023. This, together with the staff contingency reserve and contingency reserve represents reserves equivalent to just over one and a half months' budgeted unrestricted expenditure.

## Plans for future periods

OCVA has reviewed its strategic objectives and is developing a new 3 year business plan. Trustees, along with the CEO are focussed on ensuring that the organisation is enabled to:

- Continue carrying out its core mission of 'Enabling a diverse voluntary and community sector to flourish in Oxfordshire'
- We do this by delivering information and advice to the sector, supporting the development of volunteering and encouraging networking and advocacy.
- Deliver projects in partnership where they align with our core mission and are financially viable.
- Project opportunities will be considered against our mission and values and carefully scrutinised for the financial impact on our organisation.
- Develop our membership offer so that the benefits are well understood and growth in membership can contribute to our future financial sustainability. A new member of staff is in place to take this forward.
- Use our Oxfordshire Vision for Volunteering report to develop our approach to supporting volunteering in Oxfordshire. A new member of staff is in place and leading on our fresh approach to supporting volunteers and volunteer-involving organisations.

- Ensure that our training programme delivers value for money, is in touch with the ongoing and changing needs of the sector and is deliverable within the resources of OCVA.
- Identify and secure additional funding beyond the infrastructure contract to enable us provide a strong offer of support for core infrastructure services.
- Explore opportunities for shared and innovative working arrangements to reduce overhead costs.
- Include environmental sustainability in all our decision-making.
- Carry out a detailed review of IT and facilities costs.

**OCVA has a strong staff team with a mix of skills to deliver against our strategic objectives and refreshed business plan. We recognise the challenging economic environment and understand that it is impacting across the sector. In working to a 3 year plan we will reverse the trend of year on year deficits and work towards the goal of a balanced budget.**

Approved by the Trustees on 22 / 11 / 23 and signed on their behalf by:

*David Agnew*

*David Agnew, Chair*



## 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 2023, which are set out on pages 30 to 40.**

## *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 an employee 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:** 

**Date:** 12 December 2023



# Statement of Financial Activities

	Note	Unrestricted	Restricted	Total 2023	Unrestricted	Restricted	Total 2022
	£	£	£	£	£	£	£
<b>INCOME</b>							
Donations and legacies	2	2,785	70,000	72,785	-	-	-
Charitable activities	3	190,708	364,472	555,180	209,223	335,393	544,616
Other trading activities		4,258	-	4,258	-	-	-
Investments		341	-	341	313	-	313
<b>Total income</b>		<b>198,092</b>	<b>434,472</b>	<b>632,564</b>	<b>209,536</b>	<b>335,393</b>	<b>544,929</b>
<b>EXPENDITURE</b>							
Charitable activities	4	232,853	251,479	484,332	225,713	321,308	547,021
Other		-	-	-	-	-	-
<b>Total expenditure</b>		<b>232,853</b>	<b>251,479</b>	<b>484,332</b>	<b>225,713</b>	<b>321,308</b>	<b>547,021</b>
<b>Net income/ -expenditure</b>		-34,761	182,993	148,232	-16,177	14,085	-2,092
<b>Transfers between funds</b>		-	-	-	-27	27	-
<b>Net movement in funds</b>		-34,761	182,993	148,232	-16,204	14,112	-2,092
Investment gains/(losses)				-	-	-	-
<b>Net movement in funds</b>		-34,761	182,993	148,232	-16,204	14,112	-2,092
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward		101,136	71,298	172,434	117,340	57,186	174,526
<b>Total funds carried forward</b>		<b>66,375</b>	<b>254,291</b>	<b>320,666</b>	<b>101,136</b>	<b>71,298</b>	<b>172,434</b>

Income and Expenditure Account is included for the year ended 31 March 2023

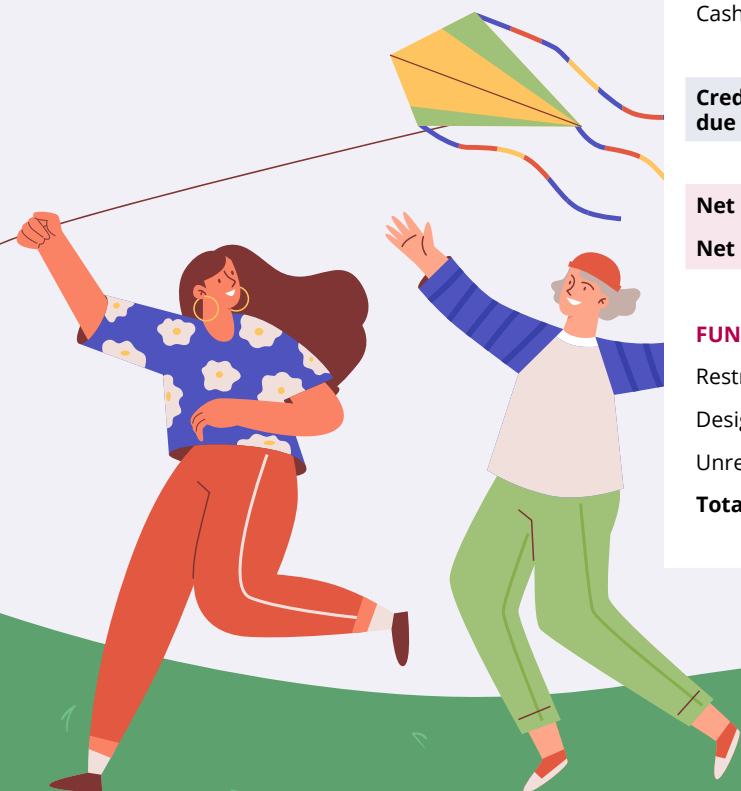
# Balance Sheet

**Date:**

31 March 2023

**Company number:**

5363946



	Note	2023 £	2023 £	2022 £	2022 £
<b>Tangible fixed assets</b>	8		37,611		46,226
<b>CURRENT ASSETS</b>					
Debtors	9	21,832		10,664	
Cash at bank and in hand		323,234		224,533	
		345,066		235,197	
<b>Creditors: amounts falling due within one year</b>	10	- 62,011		- 108,989	
<b>Net current assets</b>			283,055		126,208
<b>Net assets</b>			<b>320,666</b>		<b>172,434</b>
<b>FUNDS</b>					
Restricted funds	11		254,291		71,298
Designated	12		64,089		80,000
Unrestricted funds general	13		2,286		21,136
<b>Total charity funds</b>			<b>320,666</b>		<b>172,434</b>

For the year ending 31 March 2023 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 on 22 / 11 / 23 and are signed on their behalf by:



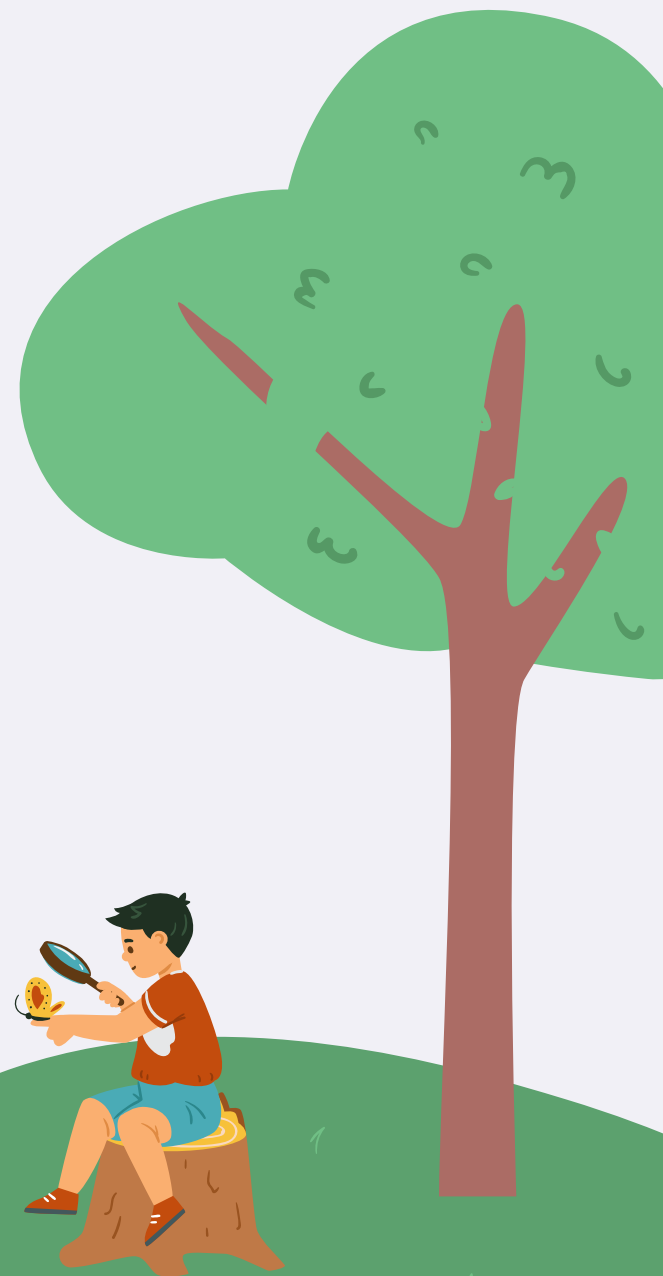
*David Agnew*

*David Agnew, Chair*



*Matthew Mycock*

*Matthew Mycock, Treasurer*





# Statement of Cash Flows

For the year ended 31  
March 2023

	Note	2023 £	2022 £
<b>Cash used in operating activities</b>	16	<b>99,960</b>	<b>- 225,243</b>
<b>Cash flows from investing activities</b>			
Dividends and interest from investments		341	313
Proceeds from the sale of fixed assets		-	-
Purchase of fixed assets		- 1,600	-
<b>Cash provided by (used in) investing activities</b>		<b>- 1,259</b>	<b>313</b>
Increase (decrease) in cash and cash equivalents in the year		98,701	- 224,930
Cash and cash equivalents at the beginning of the year		224,533	449,463
<b>Total cash and cash equivalents at the end of the year</b>		<b>323,234</b>	<b>224,533</b>



# Notes to the financial statements

For the year ended 31 March 2023

## 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 donations and legacies

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Donations	2,785	70,000	72,785	3,315
<b>Total</b>	<b>2,785</b>	<b>70,000</b>	<b>72,785</b>	<b>3,315</b>

## 3. Income from charitable activities

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Contractual payments	-	364,472	364,472	335,393
Training fees	6,160	-	6,160	16,733
Membership income	4,675	-	4,675	7,511
Contract Fees	165,000	-	165,000	165,000
Provision of services	240	-	240	13,023
Other income	14,633	-	14,633	3,641
<b>Total</b>	<b>190,708</b>	<b>364,472</b>	<b>555,180</b>	<b>541,301</b>

#### 4. Expenditure on charitable activities

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
<b>Direct costs</b>				
Consultants and partners	54,506	45,628	100,134	362,484
Grants given	-	118,389	118,389	-
Training and events	5,051	450	5,501	6,239
Other direct costs	5,232	-	5,232	2,967
Staff costs	64,862	75,441	140,303	79,280
	<b>129,651</b>	<b>239,908</b>	<b>369,559</b>	<b>450,970</b>
<b>Support costs</b>				
Indirect staff costs	39,647	-	39,647	49,192
General overheads	53,766	11,571	65,337	39,215
Governance costs	9,789	-	9,789	7,644
	<b>103,202</b>	<b>11,571</b>	<b>114,773</b>	<b>96,051</b>
<b>Total</b>	<b>232,853</b>	<b>251,479</b>	<b>484,332</b>	<b>547,021</b>

#### 5. Governance costs

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Independent Examination fee	500	-	500	750
Accountancy, bookkeeping, and payroll fees	9,289	-	9,289	6,864
Trustee expenses and other governance costs	-	-	-	30
<b>Total</b>	<b>9,789</b>	<b>-</b>	<b>9,789</b>	<b>7,644</b>

#### 6. Staff costs and key management personnel

	2023	2022
	£	£
Wages and salaries	165,598	120,053
Social security costs	9,052	5,977
Pension costs (see note 15)	5,000	2,442
Staff travel and subsistence	300	-
<b>Total</b>	<b>179,950</b>	<b>128,472</b>
Average monthly number of employees	8.1	5.8

No employees' emoluments exceeded £60,000 in the period. Key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel were £41,544 (2022: £38,272).

## 7. Trustees emoluments and related party transactions

No trustees were reimbursed for any expenses (2022: nil). No trustees received any remuneration (2022: nil).

There were no related party transactions (2022: nil).

## 8. Tangible fixed assets

	Leasehold buildings	Equipment	Total
	£	£	£
<b>Cost</b>			
Cost at 1 April 2022	221,620	13,193	234,813
Additions	-	1,600	1,600
Disposals	-	-	-
At 31 March 2023	<b>221,620</b>	<b>14,793</b>	<b>236,413</b>
<b>Depreciation</b>			
At 1 April 2022	177,298	11,289	188,587
Charge for the period	8,864	1,351	10,215
Disposals	-	-	-
At 31 March 2023	<b>186,162</b>	<b>12,640</b>	<b>198,802</b>
<b>Net book value</b>			
At 31 March 2023	<b>35,458</b>	<b>2,153</b>	<b>37,611</b>
At 31 March 2022	<b>44,322</b>	<b>4,229</b>	<b>48,551</b>

## 9. Debtors

	2023	2022
	£	£
Trade debtors	15,299	601
Other debtors	7,033	10,563
	22,332	11,164
Less: provision for doubtful debts	- 500	- 500
<b>Total</b>	<b>21,832</b>	<b>10,664</b>

## 10. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	32,078	14,938
Accruals	15,250	750
Deferred income	554	90,386
Other taxes and social security	13,085	2,595
Other creditors	1,044	320
<b>Total</b>	<b>62,011</b>	<b>108,989</b>

## 11. Restricted funds

	Balance at 31 March 2022	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2023
	£	£	£	£	£
Capital grant	44,321	-	- 8,865	-	35,456
ESF – grant management	920	-	-	-	920
Community Ambassadors	385	-	-	-	385
MAD week	2,570	-	-	-	2,570
OCC fund (COMF)	-	55,012	- 31,443	-	23,569
Oxfordshire County Council Connected Communities	18,903	214,000	- 145,431	-	87,472
Communities of Practice	4,200	79,620	- 34,991	-	48,829
Oxford City Council Community Champions	-	15,440	- 10,977	-	4,463
Bullington Community Connections	-	70,400	- 19,772	-	50,628
<b>Total</b>	<b>71,299</b>	<b>434,472</b>	<b>- 251,479</b>	<b>-</b>	<b>254,292</b>

### 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.

#### Mad Week

Fund to cover staff and volunteer expenses during the delivery of activities for Make a Difference Week

#### OCC Fund

COMF funding to review the state of volunteering in Oxfordshire, create a vision and develop an action plan

**Oxfordshire County Council Connected Communities Fund**

Grant fund for distribution to community and voluntary groups on behalf of adult social care with ongoing support and advice

**Communities of Practice**

To co-ordinate and develop 6 local networks of Communities of Practice for Adult Social Care bringing together the VCS, Health and Adult Social Care

**Oxford City Council Community Champions**

To support the Oxford City Community Champions with volunteering and training advice and support

**Bullington Community Connections**

Hosting a dedicated prison officer to provide connections to the local VCSE sector to promote prisoner rehabilitation and reduce reoffending.

**12. Designated funds**

	Balance at 31 March 2022	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2023
	£	£	£	£	£
Staff contingency fund	20,000	-	-	- 5,000	15,000
Buildings contingency reserve	40,000	-	- 5,911	-	34,089
Contingency reserve	20,000	-	-	- 5,000	15,000
<b>Total</b>	<b>80,000</b>	<b>-</b>	<b>- 5,911</b>	<b>- 10,000</b>	<b>64,089</b>

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. This has been reduced slightly to reflect a different mix of staffing and a reduced estimate of the redundancy costs.

The Buildings contingency fund is held against repairs to the premises. £5,911 of the fund was used in the year to address ongoing maintenance issues.

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

### 13. Unrestricted funds

	Balance at 31 March 2022	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2023
	£	£	£	£	£
Designated funds	80,000	-	- 5,911	- 10,000	64,089
General unrestricted funds	21,136	198,092	- 226,942	10,000	2,286
<b>Total</b>	<b>101,136</b>	<b>198,092</b>	<b>- 232,853</b>	<b>-</b>	<b>66,375</b>

### 14. Analysis of net assets between funds

	Restricted	Unrestricted	Total
	£	£	£
Fixed assets	35,456	2,155	37,611
Net current assets	218,835	64,220	283,055
<b>At 31 March 2022</b>	<b>254,291</b>	<b>66,375</b>	<b>320,666</b>

### 15. Pension contributions

The charity made employer contributions to a defined contribution scheme totalling £5,000 (2022: £2,442). Outstanding employer contributions payable at the year end were £1,044 (2021: £320).

### 16. Reconciliation of net movement of funds to net cash flow from operating activities

	2023	2022
	£	£
Net income/expenditure for the year (as per the Statement of Financial Activities)	148,232	- 2,092
Add back depreciation charge	10,215	10,503
Investment income	- 341	- 313
Loss on disposal of fixed assets	-	-
Decrease (increase) in stock	-	-
Decrease (increase) in debtors	- 11,168	2,442
Increase (decrease) in creditors	- 46,978	- 235,783
<b>Net cash used in operating activities</b>	<b>99,960</b>	<b>- 225,243</b>



# OCVA Member Organisations As at March 2022

- 13th Theatre Company
- Abbeyfield Oxford Society Ltd
- Abingdon Carousel Family Centre
- Abingdon Good Neighbour Scheme
- Abingdon Music Festival
- Ace Training & Consultancy Ltd
- ADHD Oxfordshire
- Age UK Oxfordshire
- Anti Slavery Initiative Oxford
- Archway Foundation
- Aspire Oxfordshire Community Enterprise Ltd
- Assisted Reading for Children (ARCh)
- Aston & Cote Day Centre
- Asylum Welcome
- AT The Bus
- Autism Family Support Oxfordshire
- Banbury Community Project C.I.C.
- Banburyshire Advice Centre
- Be Free Young Carers
- Bicester Green
- Blackbird Leys Neighbourhood Support Scheme and Agnes Smith Advice Centre
- Bridewell Organic Gardens
- CAG Oxfordshire
- Chinnor Good Neighbours Scheme
- Citizens Advice Oxford
- Community Managed Libraries National Peer Network
- Connection Support
- Court Place Farm Allotments
- Cutteslowe Community Association
- Daybreak
- Dean Court Community Association
- Dementia Active
- Didcot Volunteer Drivers
- Donnington Doorstep
- Dovecote Voluntary Parent Committee
- Earth Trust
- Elmore Community Services
- Emmaus Oxford
- Enrych Oxfordshire
- Eynsham Day Centre
- Family fitness fun
- Fellowship of Reconciliation
- Film Oxford
- Flexicare
- Flo's - The Place in the Park
- Friends of Abingdon Abbey Buildings Trust
- Friends of Wallingford and Cholsey Green Spaces
- Get Fed Coffee CIC
- Harwell Village Hall
- Healthwatch
- Helen & Douglas House
- Home-Start Southern Oxfordshire
- Iraqi Women Art & War
- Jacari
- Jennings/MCT
- Leys CDI
- Low Carbon Oxford North
- Makespace Oxford
- Maymessy
- MEET in Oxford
- Millstream Day Centre
- Museum of Oxford
- Nai's House
- Nomad Youth & Community Project
- One Eighty
- Open Door
- OSARCC
- Oxford & District Mencap
- OXFORD 50+ NETWORK

- Oxford Afghan Community (OAC)
- Oxford Asian Cultural Association/Asian Cultural Centre
- Oxford City Farm
- Oxford Civic Society
- Oxford Food Hub
- Oxford Hub
- Oxford Mutual Aid
- Oxford Neighbourhood Watch
- Oxford Partners in Ethiopia OXPEN
- Oxford Polish Association
- Oxford Pride Group Ltd
- Oxford Swahili Women Community
- Oxford University GLAM
- Oxfordshire Asian Women's Voice
- Oxfordshire Breastfeeding Support
- Oxfordshire Community Churches
- Oxfordshire Mind
- Oxfordshire Nepalese Society
- Oxfordshire NPC Group
- Oxfordshire Outdoor Learning Trust
- Oxfordshire Parenting Forum (OPF)
- Oxfordshire Play Association
- Oxfordshire Playing Fields Association
- Oxfordshire South & Vale Citizens Advice
- Oxfordshire Transport & Access Group (OXTRAG)
- Oxfordshire Youth
- PACT (Parents and Children Together)
- Path Hill Outdoors
- Pavlova Quintet
- Quest for Learning
- Rainbow House (subsidiary of Wesley Church)
- Reducing the Risk of Domestic Abuse
- Resolve - Berkshire and Oxfordshire Mediation Service
- Restore
- Rethink Mental Illness
- River Thame Conservation Trust
- Root and Branch
- Rose Hill Junior Youth Club
- Sanctuary Hosting
- SeeSaw
- Shed Oxford
- South Oxford Adventure Playground (SOAP).
- South Oxford Community Association
- South Oxfordshire Mencap Society
- St Mary's Thursday Club
- Sudanese Community in Oxford and Oxfordshire
- Sunrise Multi Cultural Project
- Sustainable Wallingford
- Tetsworth Memorial Hall
- Thame Museum Trust
- Thame Senior Friendship Centre
- Thame Town Council
- The Berin Centre
- The Centre for Sustainable Healthcare
- The Chiltern Centre
- The Emotional Help Hub UK LTD
- The Florence Park Community Association
- The Hill End Centre
- The Hub by Q1 Foundation
- The Maple Tree
- The Mulberry Bush
- The North Wall
- The Thursday Lunch Club
- The Valentine Club
- The Ways and Means Trust
- Time for Art
- UCARE - Urology Cancer Research and Education
- Vale Community Impact
- Volunteer Link Up
- Watlington Climate Action Group
- We Own It
- WEA Oxford
- Wendy Spray Coaching
- Wesley Memorial Church
- West Vale, Wilts & Berks Canal Trust
- Witney Talking News
- Yellow Submarine