



**Oxfordshire Community and Voluntary Action**

## Report and Financial Statements

31 March 2024

## Contents

<b>Trustees' annual report</b>	
Reference and administrative details	3
Introduction from the Chair	4
Introduction from the Chief Executive	5
Structure, governance and management	6
Objectives and activities	7
Achievements and performance	
Financial review	12
Financial review	12
Plans for future periods	13
Statement of Trustees' responsibilities	14
<b>Independent examiner's report to Members of OCVA</b>	15
<b>Financial statements</b>	
Statement of Financial Activities	16
Balance Sheet	17
Statement of Cash Flows	18
Notes to the financial statements	19
Member organisations of OCVA	26

# Trustees' Annual Report

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The Trustees present their report and the audited financial statements for the year ended 31 March 2024, 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 2024 and changes in the year were:

David Agnew - Chair

Matthew Mycock - Treasurer

Robert Buckeldee

Tanya Hameed

Paula Coutts

Damon Boughen (resigned July 2023)

Lucian Ashbourne (appointed February 2024)

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

### Chief Executive

Laura Price

### Registered office and principal address

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

### Independent Examiners

#### UHY-Ross Brooke

Suite I

Windrush Court

Abingdon Business Park

OX14 1SY

### Legal advisers

#### Blake Lapthorn

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

## Introduction from the Chair

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As we reflect on another year of impactful activity at Oxfordshire Community and Voluntary Action, I am filled with pride in what we have achieved together. This past year has been one of transition and transformation, where we not only continued to serve and support our communities but also strengthened the foundations of our organisation for the future.

I would like to take a moment to recognise the dedication of our current Board of Trustees. Their commitment and guidance have been instrumental in driving our work forward. At the same time, I want to extend my thanks to those trustees who stood down during 2023/24, their contributions have left a lasting mark on OCVA, and we are grateful for their service.

One of the year's key milestones has been the successful agreement of our new strategy. This strategy lays out our vision for the future, and we are already seeing the impact of these aspirations in our day-to-day work. While we celebrate these successes, we remain mindful of the ongoing challenges we face—challenges that resonate across the wider voluntary sector.

The issues of short-term funding and increasing demand on our services, while our resources remain limited, continue to require careful navigation. We know that the only way to address these challenges is by staying true to our core mission while remaining flexible and open to new and innovative ways of working. Partnerships remain at the heart of our approach, and it is through collaboration that we will continue to meet the evolving needs of our communities. We thank Oxfordshire County Council for their ongoing investment in our work and our close partners in infrastructure support, Community First Oxfordshire.

As we move forward, I am confident that, together, we can continue to build a future where OCVA is well equipped to serve those who rely on us.

Thank you for your continued support and commitment.

**David Agnew**  
**Chair of Trustees**

## Introduction from our CEO

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Looking back at 2023/24 allows us to take a moment to pause and celebrate our achievements – too often we are so caught up in the here and now that we don't take the time to look back on the journey. Last year saw the OCVA team deliver a phenomenal amount of activity - ranging from one-to-one support for community groups and organisations to successfully hosting large events including the Volunteer Awards and our Volunteer Fair. The energy and enthusiasm of our staff and the support of the Board of Trustees has enabled us to shape a vision for the future of OCVA that is rooted in collaboration, innovation, and most importantly, impact for Oxfordshire's voluntary and community sector.

Our mission to ***"Enable a diverse voluntary and community sector to flourish in Oxfordshire"*** guides our core work of providing **information and advice** to the sector, supporting **volunteering**, delivering high-quality **training**, fostering **networking and collaboration** across the county and **advocating** on behalf of the sector.

We have continued to deliver a range of carefully chosen projects that support both our charitable objectives and our broader mission. Our partnership with HMP Bullingdon to deliver the *Community Connections* project, is just one example of how we are working with others to create tangible, positive change in communities and individual lives. Meanwhile, Well Together, our flagship health inequalities programme delivered in partnership with Community First Oxfordshire on behalf of the local NHS Integrated Care System, has brought £1 million into Oxfordshire for grassroots community activity, recognising the contribution that the VCSE can and does make to health and wellbeing.

Our core values - ***Inclusive, Empowering, Proactive, and Collaborative*** - were agreed as part of our new three-year plan. These values guide our actions and reflect our commitment to building a stronger, more resilient voluntary and community sector in Oxfordshire.

The great thing about being an infrastructure support organisation is that our successes are shared achievements with our members and the communities we serve. As we look ahead, with a growing team and a clear direction, I know we have what it takes to continue making a real difference, together.

**Laura Price, CEO, OCVA**

# 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.

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.

## Our strategic objectives

At the start of 2024 OCVA staff and trustees, using feedback from the sector, agreed a new 3-year strategy, which will run until 2026. We committed to our mission of:

### *Enabling a diverse voluntary and community sector to thrive in Oxfordshire*

We achieve this through 5 key areas of work:

- Information and Advice to the sector
- Support for Volunteering
- Training for the sector
- Networking and Collaboration
- Advocacy on behalf of the sector

We support the delivery of this work by focussing on 7 key operational enablers:

- People and partnership
- Membership
- Communicating our narrative and impact
- Financial stability
- Environmental sustainability
- Facilities & IT
- Equality, Diversity and Inclusion

All our work is guided by our values, which have been agreed as part of our new 3-year plan.

#### **Inclusive**

Diversity, equality, and inclusion are at the core of who we are. As a membership body, we strive to listen, engage and foster belonging with the diverse people, groups, and communities we serve.

#### **Empowering**

We learn, experiment, grow and take responsibility for our actions. Our relationships are built on mutual trust. We enable each other and the sector to achieve their objectives.

#### **Proactive**

We use our deep knowledge of the sector to proactively identify opportunities and anticipate challenges, sharing information and developing skills to enable communities to benefit.

#### **Collaborative**

We passionately believe we are stronger when we work together. We help build relationships, understanding, and connections across the sector, and with statutory partners, bringing Oxfordshire together.

## Our Year in Numbers

### Group support and development

*"Thank you for all you offer at OCVA – we couldn't do what we do so well without your support"*

**1021** contacts with groups

**442** in-depth advice and support conversations

**1563** people receiving Pulse, our weekly newsletter

Over **114,000** website views

**4** Oxfordshire Chairs' Network meetings

Hosted **3** The National Lottery Fund drop-in sessions

Hosted **3** 'First Stop' sessions in partnership with Charity Mentors

Hosted NHS Health Checks service for staff working in the VCSE sector

**16** Training courses delivered to over **120** people

### Supporting and promoting volunteering

**692** new volunteer registrations on Oxfordshire Volunteers

**83** new provider registrations on Oxfordshire Volunteers

Handled **25** Corporate Volunteering requests

Hosted **12** Volunteer Co-ordinators' Forums, including 3 in-person sessions

Reviewed and circulated **50** trustee positions through the Oxfordshire Trustee Leadership List

Our Christmas Volunteering online calendar was viewed **932** times

**23** Charities represented at our Westgate Volunteer Fair

**3** students joined OCVA for Make a Difference week

**1** Annual Volunteer Celebration Awards

Project Spotlights

### Oxfordshire Communities of Practice

*"I want to know what's going on in the local area so that we can support our residents and I can pass that information to my team, so that we know what's going on locally, we can make referrals and*



*support people better."*

### **Communities of Practice member**

The **Communities of Practice (CoPs)** bring together people who work with adults in the community. They are a way for staff and volunteers from the community and voluntary sector, social services, primary care, housing associations and more to come together, discuss, learn, and collaborate. This initiative is funded by Oxfordshire County Council as part of its commitment to delivering and embedding 'The Oxfordshire Way'.

During 2023/24 the Communities of Practice have continued to develop, increasing the number of active participants and delivering a wide range of training and sessions. Speakers this year included:

- Community Dental CIC
- Healthchecks Oxfordshire
- Achieve Oxfordshire
- Reducing the Risk of Domestic Abuse
- GamCare
- NHS Oxfordshire Talking Therapies
- Healthwatch Oxfordshire
- Abingdon Keystone Mental Health & Wellbeing Hub
- Oxfordshire County Council's Community Connectors and Assistive Technology teams

A highlight of this year's training offer was an in-person Introduction to Trauma-Informed Practice workshop held in October 2023, which attracted over 40 people from across the community and voluntary sector, county and district councils, housing and primary care.

At the end of March 2024 membership of the Communities of Practice stood at 347.

Our 2024 Spring survey said:

76% of respondents strongly agree or agree that the Communities of Practice help them to feel more connected locally

82% strongly agree or agree that they know more about what is available locally

76% strongly agree or agree that they understand more about the work of colleagues in other sectors.

### **Connected Communities Fund**

For the second year running we have delivered the Connected Communities Fund in partnership with Community First Oxfordshire (CFO) on behalf of Oxfordshire County Council. This innovative approach of accessible funding alongside ongoing support from the OCVA and CFO teams allows communities to develop activities in their local area that help to achieve 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"*.

In 2023/24 a total of 62 projects received a share of the £175,000 fund with grants ranging from £450 to a maximum of £5000, increasing opportunities for social connections across the county.

Funded group The Valentine Club, a social club in Cherwell for people over 60, shared the impact of their sessions:

*"It gives people a purpose. I live on my own and I look forward to meeting friends and meeting new people."*

*"It was OK when my husband was alive but it's different now"*

*"It's important for socialising as I live in the middle of nowhere"*

Organiser Richard Preston says:

*"It's a lifeline for people to make friends and its somewhere to meet others. It removes isolation and makes people feel that they belong."*

### **Well Together**

Delivered in partnership with Oxfordshire Community First (CFO), Well Together is a funding and community development programme, funded by the NHS Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board, which recognises the essential role community and voluntary organisations play in addressing health inequalities at a local level.

The programme invests in community-led health and wellbeing activities and projects for all ages – children, young people, and adults.

Up to £100,000 has been made available to 10 priority areas across Oxfordshire and a dedicated Well Together team are working in collaboration with local communities to distribute the funding. Initial allocations were made as the financial year came to a close and will continue into 2024/25.

*"what I loved about the process is the community feel and engagement. ...holding meetings in community venues and providing such lovely spaces for us to network"*

### **Well Together applicant**

### **Bullington Community Connections**

We continue into the second year of this project, funded by local philanthropy, to support residents of Bullington Prison to make meaningful connections with communities on release, with the aim of reducing re-offending. A dedicated prison officer works from OCVA alongside our team to build relationships with the voluntary sector and facilitate greater access to the prison for appropriate charities. Working with the project steering group we have recently secured £200,000 from The Dawes Trust to continue the project for a further 2 years from November 2024 and extend support across the Thames Valley.

## Age UK Oxfordshire

In 2023 we joined forces with Age UK Oxfordshire to support the delivery of two pieces of work; the delivery of the Oxfordshire Good Neighbour Scheme in partnership with Volunteer Link Up and the development of a collective space to encourage closer working and greater collaboration between groups across Oxfordshire who provide information, advice and support.

Working closely with Volunteer Link Up and their dedicated GNS co-ordinator we have supported wider promotion of the role of Good Neighbour Schemes, updating promotional materials and looking at opportunities to share details of how to get involved. The start up grant has been made more accessible and adapted to support both new and existing schemes with their operations and we held our first in-person get together.

To explore the potential for greater collaboration for those working in the space of community information, advice and support we initially researched other local and national models, before convening an in-person get-together to allow organisations to explore challenges and opportunities. This was followed up by a survey of priorities, which we will use in combination with the workshop outcomes to shape a programme of support.

### Oxfordshire Vision for Volunteering

July 2023 saw the publication of our Oxfordshire Vision for Volunteering report. Community First Oxfordshire and Oxfordshire Community and Voluntary Action set out to understand the experience of volunteering in Oxfordshire, how volunteering has been changed and shaped by recent events, and what partners, systems, stakeholders and citizens need to do together to ensure a thriving, inclusive, sustainable future for volunteering in our county.

Coinciding with [Oxfordshire County Council's Voluntary and Community Sector Strategy](#) and [the national Vision for Volunteering](#), this was a much needed and timely piece of work, funded by Oxfordshire County Council.

We wanted to hear from as many people as possible and particularly from groups who are doing new and different things, or operating in a new way, or who have traditionally been overlooked. Over 350 people from across Oxfordshire, volunteering with more than 470 different organisations, contributed information for our Vision for Volunteering.

- 324 public survey respondents
- 13 storytellers (in-depth interviews)
- 45 open meeting attendees
- 21 discussion participants
- 2 written submissions
- 8 advisory group members

Using a combination of the themes and the key findings, we were able to develop 10 core principles for our Vision for Volunteering.

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

We are now using these 10 core principles to shape a series of workshops to share best practice and galvanise action, which will culminate in an in-person gathering to share and celebrate volunteering in Oxfordshire.

### **Makespace**

In 2022 we partnered with Makespace through their Meanwhile in Oxfordshire initiative, to open up under-utilised spaces across Oxfordshire to support social-purpose activities. Makespace re-imagined our Old Mortuary building and the result was 'The Source' – a space in central Oxford for global majority-led enterprises, and organisations supporting people from the global majority community. This has enabled a number of small VCSE organisations to have a place to call home and it's been a joy to see the amount of activity happening on our doorstep.

### **Financial review**

Overall resources at the end of the year were £512,092. Core income was received from Oxfordshire County Council and Oxford City 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. Details of restricted fund balances at the end of the year are shown in note 11.

*Designated funds:* A total of £15,000 had been designated to cover winding up costs including staff redundancies. There is a balance of £34,089 in the buildings contingency fund and a balance of £15,000 in a general contingency reserve.

*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 2023 was £2,286 which increased to £39,821 at 31 March 2024. This, together with the staff contingency reserve and contingency reserve represents reserves equivalent to just over three months' budgeted unrestricted expenditure.

## Plans for future periods

Our 3 year strategy continues to guide the focus of our work into 2026. We will deliver and develop our support to Oxfordshire's Community and Voluntary Sector through our 5 key areas: **Information and Advice to the sector, Support for Volunteering, Training for the sector, Networking and Collaboration, and Advocacy on behalf of the sector.**

In partnership with Community First Oxfordshire we will work to re-secure core infrastructure funding from statutory partners while also pursuing funding from non-statutory sources to ensure that we have the right staff capacity and resources. We will use research and co-production methods to be responsive to the needs of the sector, using feedback to shape our activity.

We will continue to deliver our current funded projects to a high standard and will look for future projects which match our mission and complement our core work. Developing our membership offer and increasing our support to members will be an ongoing focus in 2024/25, with a dedicated team member.

Our review of facilities and IT systems will enable us to find more efficient and effective ways of working, and we will look for opportunities to contribute to environmental sustainability, through our own building, our staff policies and our collaborations with others.

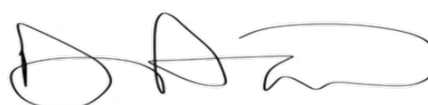
We will carefully increase our staff team to provide the skills we need, particularly in relation to communications and impact measurement. Equality, diversity and inclusion will sit at the heart of everything we do, from our recruitment processes through to our external communications and community development work.

A lack of long-term funding is a feature of the voluntary and community sector, but we will continue to advocate for a more sustainable approach to funding for the sector as a whole.

Approved by the Trustees on 19/11/24

and signed on their behalf by:

David Agnew



## Statement of Trustees' responsibilities

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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

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I report on the accounts of the company for the year ended 31 March 2024, which are set out on pages 16 to 25.

## Basis of independent examiner's report

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

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

## Independent examiner's statement

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

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

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

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

**Name of examiner:** Caroline Webster FCA

**Name of firm:** UHY-Ross Brooke

**Address:**

Suite I

Windrush Court

Abingdon Business Park

OX14 1SY

Signed:



Date: 04.12.24

## Statement of Financial Activities

	Note	Unrestricted	Restricted	Total 2024	Unrestricted	Restricted	Total 2023
		£	£	£	£	£	£
<b>Income</b>							
Donations and legacies	2	375	35,600	35,975	2,785	70,000	72,785
Charitable activities	3	290,323	655,068	945,391	190,708	364,472	555,180
Other trading activities		6,548	-	6,548	4,258	-	4,258
Investments		1,756	-	1,756	341	-	341
<b>Total income</b>		<u>299,002</u>	<u>690,668</u>	<u>989,670</u>	<u>198,092</u>	<u>434,472</u>	<u>632,564</u>
<b>Expenditure</b>							
Charitable activities	4	261,222	537,022	798,244	232,853	251,479	484,332
<b>Total expenditure</b>		<u>261,222</u>	<u>537,022</u>	<u>798,244</u>	<u>232,853</u>	<u>251,479</u>	<u>484,332</u>
<b>Net income/ -expenditure</b>		37,780	153,646	191,426	- 34,761	182,993	148,232
<b>Transfers between funds</b>		- 245	245	-	-	-	-
<b>Net movement in funds</b>		37,535	153,891	191,426	- 34,761	182,993	148,232
Investment gains/(losses)		-	-	-	-	-	-
<b>Net movement in funds</b>		37,535	153,891	191,426	- 34,761	182,993	148,232
<b>Reconciliation of funds:</b>							
Total funds brought forward		66,375	254,291	320,666	101,136	71,298	172,434
<b>Total funds carried forward</b>		<u>103,910</u>	<u>408,182</u>	<u>512,092</u>	<u>66,375</u>	<u>254,291</u>	<u>320,666</u>

Income and Expenditure Account is included for the year ended 31 March 2024

Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024



## Balance Sheet

31 March 2024

Company number: 5363946

	Note	2024 £	2024 £	2023 £	2023 £
<b>Tangible fixed assets</b>	8		28,901		37,611
<b>Current assets</b>					
Debtors	9	9,714		21,832	
Cash at bank and in hand		530,831		323,234	
		540,545		345,066	
<b>Creditors: amounts falling due within one year</b>	10	- 57,354		- 62,011	
<b>Net current assets</b>			483,191		283,055
<b>Net assets</b>			512,092		320,666
<b>Funds</b>					
Restricted funds	11		408,182		254,291
Designated	12		64,089		64,089
Unrestricted funds general	13		39,821		2,286
Total charity funds			512,092		320,666


For the year ending 31 March 2024 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 .....19/11/24..... and are signed on their behalf by:

  
David Agnew, Chair

Matthew Mycock, Treasurer

## Statement of Cash Flows

For the year ended 31 March 2024

		2024 £	2023 £
	Notes		
Cash used in operating activities	16	<u>207,851</u>	<u>99,960</u>
Cash flows from investing activities			
Dividends and interest from investments		1,756	341
Proceeds from the sale of fixed assets		-	-
Purchase of fixed assets		- 2,010	- 1,600
		<u></u>	<u></u>
Cash provided by (used in) investing activities		<u>- 254</u>	<u>- 1,259</u>
Increase (decrease) in cash and cash equivalents in the year		207,597	98,701
Cash and cash equivalents at the beginning of the year		323,234	224,533
		<u></u>	<u></u>
Total cash and cash equivalents at the end of the year		<u>530,831</u>	<u>323,234</u>

# Notes to the financial statements

For the year ended 31 March 2024

## 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 2019 (SORP 2019), 'Accounting and Reporting by Charities'.  
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.**

## Notes to the financial statements

For the year ended 31 March 2024

### 2. Income from donations and legacies

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Donations	375	35,600	35,975	2,785	70,000	72,785
	<u>375</u>	<u>35,600</u>	<u>35,975</u>	<u>2,785</u>	<u>70,000</u>	<u>72,785</u>

### 3. Income from charitable activities

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Contractual payments	-	655,068	655,068	-	364,472	364,472
Training fees	9,935	-	9,935	6,160	-	6,160
Membership income	3,613	-	3,613	4,675	-	4,675
Contract Fees	3,000	-	3,000	165,000	-	165,000
Provision of services	- 3,425	-	- 3,425	240	-	240
Other income	277,200	-	277,200	14,633	-	14,633
	<u>290,323</u>	<u>655,068</u>	<u>945,391</u>	<u>190,708</u>	<u>364,472</u>	<u>555,180</u>

### 4. Expenditure on charitable activities

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Direct costs						
Consultants and partners	77,850	129,492	207,342	54,506	45,628	100,134
Grants given	831	289,755	290,586	-	118,389	118,389
Training and events	3,392	1,608	5,000	5,051	450	5,501
Other direct costs	5,599	1,408	7,007	5,232	-	5,232
Staff costs	71,636	104,533	176,169	64,862	75,441	140,303
	<u>159,308</u>	<u>526,796</u>	<u>686,104</u>	<u>129,651</u>	<u>239,908</u>	<u>369,559</u>
Support costs						
Indirect staff costs	39,647	-	39,647	39,647	-	39,647
General overheads	55,929	8,926	64,855	53,766	11,571	65,337
Governance costs	6,338	1,300	7,638	9,789	-	9,789
	<u>101,914</u>	<u>10,226</u>	<u>112,140</u>	<u>103,202</u>	<u>11,571</u>	<u>114,773</u>
Total expenditure on charitable activities	<u>261,222</u>	<u>537,022</u>	<u>798,244</u>	<u>232,853</u>	<u>251,479</u>	<u>484,332</u>

## Notes to the financial statements (continued)

For the year ended 31 March 2024

### 5. Governance costs

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Independent Examination fee	1,350	-	1,350	500	-	500
Accountancy, bookkeeping and payroll fees	4,988	1,300	6,288	9,289	-	9,289
	<u>6,338</u>	<u>1,300</u>	<u>7,638</u>	<u>9,789</u>	<u>-</u>	<u>9,789</u>

### 6. Staff costs and key management personnel

	2024 £	2023 £
Wages and salaries	196,152	165,598
Social security costs	11,436	9,052
Pension costs (see note 15)	6,460	5,000
Staff travel and subsistence	1,768	300
	<u>215,816</u>	<u>179,950</u>

The average monthly number of employees is as follows:

2024 £	2023 £
<u>8.8</u>	<u>8.1</u>

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 £42,873 (2023: £41,544).

### 7. Trustees emoluments and related party transactions

No trustees were reimbursed for any expenses (2023: nil). No trustees received any remuneration (2023: nil).

There were no related party transactions (2023: nil).

## Notes to the financial statements (continued)

For the year ended 31 March 2024

### 8. Tangible fixed assets

	Leasehold buildings	Equipment	Total
	£	£	£
<b>Cost</b>			
Cost at 1 April 2023	221,620	14,793	236,413
Additions	-	2,010	2,010
Disposals	-	- 6,637	- 6,637
At 31 March 2024	<u>221,620</u>	<u>10,166</u>	<u>231,786</u>
<b>Depreciation</b>			
At 1 April 2023	186,162	12,640	198,802
Charge for the period	8,865	1,855	10,720
Disposals	-	- 6,637	- 6,637
At 31 March 2024	<u>195,027</u>	<u>7,858</u>	<u>202,885</u>
<b>Net book value</b>			
At 31 March 2024	<u>26,593</u>	<u>2,308</u>	<u>28,901</u>
At 31 March 2023	<u>35,458</u>	<u>2,153</u>	<u>37,611</u>

### 9. Debtors

	2024	2023
	£	£
Trade debtors	9,714	15,299
Other debtors	-	7,033
	<u>9,714</u>	<u>22,332</u>
Less: provision for doubtful debts	-	- 500
	<u>9,714</u>	<u>21,832</u>

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

	2024	2023
	£	£
Trade creditors	45,665	32,078
Accruals	3,405	15,250
Deferred income	1,260	554
Other taxes and social security	5,828	13,085
Other creditors	1,196	1,044
	<u>57,354</u>	<u>62,011</u>

## Notes to the financial statements (continued)

For the year ended 31 March 2024

### 11. Restricted funds

	Balance at 31 March 2023	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2024
	£	£	£	£	£
Capital grant	35,456	-	- 8,865	-	26,591
ESF – grant management	920	-	-	-	920
Community Ambassadors	385	-	-	-	385
MAD week	2,570	-	- 46	-	2,524
Age UK	-	22,000	- 12,210	-	9,790
OCC fund (COMF)	23,569	-	- 24,725	1,156	-
Oxfordshire County Council Connected Communities	87,472	-	- 64,644	- 18,750	4,078
Oxfordshire County Council Connected Communities (2)	-	214,000	- 205,274	-	8,726
Communities of Practice	48,829	47,054	- 39,369	-	56,514
Oxfordshire County Council Children's Centres Training	-	-	-	18,750	18,750
Oxford City Council Community Champions	4,462	-	- 4,380	-	83
Well Together	-	371,103	- 134,954	-	236,149
Bullingdon Community Connections	50,628	35,600	- 42,555	-	43,673
Community Research Fund	-	911	-	- 911	-
	<u>254,291</u>	<u>690,668</u>	<u>- 537,022</u>	<u>245</u>	<u>408,182</u>

### 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. This fund was slightly overspent during 2023-24 and was topped up from general funds.

#### Oxfordshire County Council Connected Communities

Grant fund for distribution to community and voluntary groups on behalf of adult social care with ongoing support and advice. This fund had incorrectly been amalgamated with funding for Children's Centres Training, which has been disaggregated by a transfer between funds.

## Notes to the financial statements (continued)

For the year ended 31 March 2024

### Notes on restricted funds (continued)

#### 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

#### Oxfordshire County Council Children's Centres Training

To help fund training for Children's Centres.

#### Well Together

To support a community development programme funded by the NHS Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board, which recognises the essential role community and voluntary organisations play in addressing health inequalities at a local level.

#### Bullingdon 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 2023	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2024
	£				£
Staff contingency fund	15,000	-	-	-	15,000
Buildings contingency reserve	34,089	-	-	-	34,089
Contingency reserve	15,000	-	-	-	15,000
	<u>64,089</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>64,089</u>

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.

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

### 13. Unrestricted funds

	Balance at 31 March 2023	Income	Expenditure	Transfer (to) / from unrestricted funds	Balance at 31 March 2024
	£				£
Designated funds	64,089	-	-	-	64,089
General unrestricted funds	<u>2,286</u>	<u>299,002</u>	<u>- 261,222</u>	<u>- 245</u>	<u>39,821</u>
	<u>66,375</u>	<u>299,002</u>	<u>- 261,222</u>	<u>- 245</u>	<u>103,910</u>

Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024



## Notes to the financial statements (continued)

For the year ended 31 March 2024

### 14. Analysis of net assets between funds

	Restricted	Unrestricted	Total cost
	£	£	£
Fixed assets	26,591	2,310	28,901
Net current assets	381,591	101,600	483,191
	<u>408,192</u>	<u>103,910</u>	<u>512,092</u>

### 15. Pension contributions

The charity made employer contributions to a defined contribution scheme totalling £6,460 (2023: £5,000). Outstanding employer contributions payable at the year end were £1,195 (2023: £1,044).

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

	2024	2023
	£	£
Net income/expenditure for the year (as per the Statement of Financial Activities)	191,426	148,232
Add back depreciation charge	10,720	10,215
Investment income	- 1,756	- 341
Loss on disposal of fixed assets	-	-
Decrease (increase) in stock	-	-
Decrease (increase) in debtors	12,118	- 11,168
Increase (decrease) in creditors	- 4,657	- 46,978
Net cash used in operating activities	<u>207,851</u>	<u>99,960</u>

## OCVA Member Organisations as at March 2024

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  
Bullingdon 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

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Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024

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)  
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

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Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024

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  
 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 <sup>19/11/24</sup>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

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Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024

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  
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

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Oxfordshire Community and Voluntary Action

Company registration number: 05363946. Charity reference number: 1108504

Annual report and accounts 2024

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  
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)