

PHOTOGRAPHY OXFORD

Charity Registration No. 1154142

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2024

1] LEGAL AND ADMINISTRATIVE INFORMATION:

TRUSTEES AS AT 31.08.24.

Paul Bullivant (Chair)
Taous Dahmani
Haley Drolet
Eddie Gibb
Kate Ji (Treasurer)
Jug Parmar (Company Secretary)
Megan Ringrose
Benet Slay
Joanna Vestey
Sean Wyatt

DIRECTOR

Katy Barron

CHARITY NUMBER

1154142

PRINCIPAL ADDRESS

78 Oxford Road
Oxford
OX3 0RD

INDEPENDENT EXAMINER

Mr. Richard Hughes
76 Oxford Road
Oxford
OX3 0RD

BANKERS

The Co-Operative Bank

INSURANCE BROKERS

Marvin Hatchwell
Howden Insurance
107 High Street
Oxford
OX1 4DA

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2] TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2024:

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities', issued in March 2005.

a] Structure, governance and management:

The charity is a Charitable Incorporated Organisation (CIO) and is governed by its Foundation Constitution.

Objectives:

The objective of Photography Oxford as stated in the founding constitution is :- 'to advance education by promoting and providing opportunities for the appreciation, understanding and enjoyment of photography and the arts.'

Photography Oxford's mission is to deliver a biennial international photography festival featuring a diverse programme of exhibitions and related events, professional development opportunities, and a public engagement and outreach programmes, delivered in collaboration with strategic partners across the City of Oxford as well as nationally and internationally.

The detailed objectives are :-

- Delivery of an ambitious and creative programme working to a high level of excellence, informed by current and historical photographic practice and research.
- Creation of an expansive public programme designed to engage members of the community, with an emphasis on developing new audiences.
- Connecting visual arts venues across Oxford and raising their profile through the Photo Oxford Festival, the only professionally curated and exclusively visual arts festival in the city.
- Fostering local, national and international collaborations.
- Generating a range of educational outreach initiatives, with local schools, the University of Oxford and Oxford Brookes University, local photographic societies, community and arts organisations and a broad online constituency.
- Nurturing and supporting emerging talent by providing a series of professional development opportunities.
- Using the festival theme to develop new perspectives and opportunities.
- Working towards financial and environmental sustainability.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Organisation :

The charity is governed by a Board of Trustees (The Board) that must have a minimum of three individuals. There is no maximum number of trustees. Trustees meet on a regular basis to agree the strategic direction and policy of the organisation. They also ensure that the charity fulfils its objectives and complies with the requirements of the Charities Commission. The Board has formed a number of working groups to concentrate on specific activities including :- Communications, Fundraising, Programming and Outreach.

The Charity's day-to-day activities including the organization and promotion of a biennial photography festival is delegated by the Board to the Director. The Director attends Board meetings to report to trustees on developments, including finance and risks, and to seek approval to the festival programme and to other related events and opportunities.

Appointment of Trustees:

New trustees are invited to join the Board with a view to ensuring the Board has the appropriate skills, knowledge, experience and diversity relevant to Photography Oxford and current best practice. New trustees are given an induction pack that includes information on governance, good practice, legal obligations, the Foundation Constitution, a copy of the most recent Annual Report and Accounts, and an overview of the current business plan.

No trustee has any beneficial interest in the charity. All trustees are members of the CIO and the only persons eligible to be members of the CIO are its trustees. If the CIO is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities

Trustees:

The Trustees who served during the period 1st September 2023 – 31st August 2024 were:

Professor Uwe Ackermann (retired 15.07.24.)

Katy Barron (resigned 22.03.24.)

Paul Bullivant

Taous Dahmani

Haley Drolet

Dr. Lena Fritsch (retired 31.12.23.)

Eddie Gibb

John Hunt

Kate Ji

Jug Parmar

Sir Brian Pomeroy (retired 30.04.24.)

Megan Ringrose

Benet Slay

Joanna Vestey

Sean Wyatt

b] Achievements during the year ended 31st August 2024:

The next festival is programmed to take place in October and November 2025, therefore the year ended 31st August 2024 was primarily a period of review, consolidation and planning.

The Board can report the following achievements:

- Three long serving trustees (including 2 founder members) retired and a number of new trustees were recruited bringing a range of relevant skills to the Board as well as greater diversity.
- After a number of years as Director, Danielle Battigelli stood down to pursue other opportunities and, following an extensive recruitment process, Katy Barron was appointed Director. As Katy Barron was a former trustee formal approval from the Charity Commission was obtained to her appointment in March 2024.
- The Board formed four working groups to concentrate on key areas of activity covering:
Communications, Fundraising, Outreach and Programming.

The trustees wish to formally record their thanks to former trustees Uwe Ackermann, Lena Fritsch and Brian Pomeroy and to former Director Danielle Battigelli for their very significant contribution to Photography Oxford over many years.

Development and partnership activities:

During the year under review the Director commenced planning for the festival in 2025 including making contact with key partners, identifying suitable exhibition venues and researching photographers and artists who would contribute to the theme and objectives of the festival, and exploring sources of funding.

In addition, the Director engaged with a range of partners and initiated active participation in the following:

- An exhibition of photographic portraits by Arpita Shah at the Barn Galleries at St. John's College in Oxford under the theme 'Modern Muse' coordinated by Oxford Festival of the Arts.
- An outreach programme for young people not in employment, education or training (NEET) in partnership with The Ashmolean Museum.
- Establishing a long-term project with the new Schwarzmann Centre for the Humanities including a commission for 6 photographers, working over the next 18 months, recording the creation of the largest new building in Oxford for many years as well as some of the many peoples who have worked on the construction of the building.
- On-going consultations with Oxford-based photographers and photography groups to understand their thoughts about previous festivals and future festivals. This includes offering portfolio reviews with the Director.

c] Reserves Policy:

The aim of our reserves policy is to maintain free reserves in unrestricted funds at a level that equates to at least three months and at most six months of unrestricted expenditure. This is in line with Charity Commission guidance (Charity Reserves: Building Resilience). The policy is reviewed annually by the Board of Trustees.

The purpose of the financial reserves is to have the ability to respond positively to a variety of circumstances, including the need:

- to fund short-term commitments before a funding grant is received.
- to cover expenses while the trustees devise a plan of action when income unexpectedly falls short of promises.
- to cover expenses that unexpectedly exceed those that were budgeted.
- for seed-funding a promising project.
- for remuneration of the Festival Director during the non-Festival year so that they might prepare funding applications, book venues, research artists and generally engage in planning activities for the forthcoming festival.

For the 2023/24 financial year the target for reserves was set at £4,000. This was approximately 3 months average operating costs.

3] STATEMENT OF ACCOUNTING RESPONSIBILITIES:

The Trustees are responsible for preparing the Trustees' Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts 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 disclose with reasonable accuracy at any time the financial position of the charity. 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.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records that comply with Charity Commission regulations and for preparing accounts that give a true and fair view of the charity as at the end of the financial year and of its incoming resources and its application of resources, including its income and expenditure, for the financial year.

4] INDEPENDENT EXAMINATION:

For the financial year ended 31st August 2024 gross income of the charity was less than £250,000. As a result, these accounts were examined by an Independent Examiner, described in section 43(3)(a) of the 1993 Act as 'an independent person who is reasonably believed by the Trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts'.

The report and accounts were approved by trustees at a Board meeting held on 27th May 2025.

On behalf of the Board:



Paul Bullivant

Chair

Dated:27th May.....2025

And Trustee.

5] INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31st AUGUST 2024:


76 Oxford Road
Old Marston
Oxford
OX3 0RD

To Whom It May Concern:

Re: Photography Oxford Accounts Review for the year ended 31 August 2024.

I can confirm that I have performed an independent check of the Photography Oxford accounting records for the year ended 31 August 2024. I can confirm that the transactions have been correctly recorded for the purpose of reporting income and expenditure in the year.

Yours faithfully,


R. A Hughes
Retired F. C. A

04 06 2025

PHOTOGRAPHY OXFORD STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds	Restricted funds	Total 2024	Total 2023
INCOMING RESOURCES	Note	£	£	£	£
Incoming resources from generated funds					
Voluntary income	2	27,308	0	27,308	43,623
Incoming resources from charitable activities	3	250	0	250	7,368
Incoming resources from charitable activities		0		0	0
Other incoming resources		0		0	0
Total incoming resources		27,558	0	27,558	50,991
 RESOURCES EXPENDED					
	4				
Cost of generating funds					0
Cost of charitable activity		13,248	0	13,248	60,112
Governance costs		150	0	150	150
Other resources expended		0	0	0	0
Total resources expended		<u>13,398</u>	<u>0</u>	<u>13,398</u>	<u>60,262</u>
Net movement in funds				14,159	(9,271)
 Reconciliation of funds					
Funds as at 31 August 2023				<u>4,214</u>	
Funds as at 31 August 2024				<u>18,373</u>	<u>4,214</u>

PHOTOGRAPHY OXFORD BALANCE SHEET
AS AT 31 AUGUST 2024

	Notes	2024	2023
<u>Assets</u>		£	£
Fixed assets		0	0
Current assets			
Cash at bank		<u>18,373</u>	<u>4,214</u>
Net current assets		<u>18,373</u>	<u>4,214</u>
 Less: <u>Liabilities</u>			
Creditors		<u>0</u>	<u>0</u>
Net assets		<u>18,373</u>	<u>4,214</u>

For the financial year ending 31 August 2024 gross income of the charity was less than £250,000. As a result, these accounts were examined by an independent examiner, described in section 43(3)(a) of the 1993 Act as 'an independent person who is reasonably believed by the Trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts'.

The accounts were approved by the Board on 27th May 2025.



Paul Bullivant
Chair of Trustees



Dr. Kate Mingjie Ji
Trustee

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

1. Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, 'Accounting and Reporting by Charities', issued in March 2005.

2. Voluntary income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

(i) Donations and grants

Income from donations and grants is included in incoming resources when these are receivable except as follows:

- When donors specify that donations and grants given to charity must be used in future accounting years, the income is deferred until those years.
- When donors impose conditions that have to be fulfilled before the charity is entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

(ii) Incoming resources from charitable activities are accounted for when earned.

(iii) Donated services and facilities have not been included in the Statement of Financial Activities.

3. Charitable activities

This is income received as payment for services provided by the Charity in aid of professional development or from the sale of goods. In this financial year such income is of this nature.

	Total 2024	Total 2023
VOLUNTARY INCOME		£
Grants, Donations, Gifts and Sponsorships		
HMRC Gift Aid	0	1,323
Arts Council of England	0	0
Bern Schwartz Foundation	17,259	11,560
The Oxford Collection	0	5,000
Donation (Uwe Ackermann)	0	1,012
Donation (Patricia Baker-Cassidy)	0	0
Donation (Cate Cary-Elwes (MAO Film Programme)	0	0
Grant (Modern Art Oxford re Film Programme)	0	0
Donations (The Big Give)	0	0
Friends and Patrons Programme	49	1,726
Grant (Fluxus)	0	0
Remenham Consulting	0	2,100
Oxford City Council	0	500
City of Oxford Culture Fund	0	0
Commercial Galleries' Participation Fees	0	1,150
Inktec	0	1,000
Tolkien Trust	10,000	0
Esmeé Fairbairn	0	0
Bern Schwartz Family Foundation	0	0
The Arts Society, Oxford (for the 2021 Young People's Project)	250	1,560
Income from Charitable Activities		
Open Call Entry Fees	0	15,081
Portfolio Reviews Entry Fees	0	1,611
Sale of Photographic Prints	0	7,368
Poster sale	<u>0</u>	<u>0</u>
Total voluntary income	<u>27,558</u>	<u>50,991</u>

4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT and is reported as part of the expenditure to which it relates:

Costs of generating voluntary income comprise the costs associated with attracting and applying for voluntary income, including gifts, donations and grants.

Costs of generating funds comprise the costs associated with fundraising.

Costs of charitable activity are those costs associated with carrying out the charity's activity, including the promotion of the practice and understanding of photography through photographic exhibitions and learned talks and discussions about the nature and purpose of photography.

Governance costs are those incurred in meeting the constitutional and statutory requirements of the charity and include the independent examination fees.

TOTAL RESOURCES EXPENDED

	Total 2024	Total 2023
	£	£
Cost of generating funds	0	0
Fundraiser	0	0
Costs of generating voluntary income	0	0
Cost of charitable activity		
Exhibition costs (printing, framing, shipping, installation, etc)	0	5,931
Fees and travel to artists, speakers, judges and reviewers	0	3,303
Freelance Remuneration (Festival Director; Marketing & Comms; Festival Assistant)	10,885	42,432
Freelance Travel	0	51
Freelance Expenses	0	106
Marketing (Advertisements; Posters)	430	5,419
Printing of sale prints, postage, stationery	674	2,044
Pegasus Theatre (Young Peoples' Project)		
Other resources expended		0
Governance costs		
Legal	0	0
Liability Insurance	366	351
Independent examination of accounts	150	150
Other resources expended		

Subscriptions (Zoom; Mailchimp)	388	458
We Site; Domain Registration	500	10
Bank charges	<u>5</u>	<u>7</u>
Total resources expended	<u>13,398</u>	<u>60,262</u>

5 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, nor were they reimbursed any travelling expenses.

6. Employees

The charity contracted, on a freelance basis, a Festival Director and other services. There were no employees.

7. Tangible fixed assets

The charity has no tangible fixed assets.

8. Debtors

The charity has no debtors.