

# WEST OXFORDSHIRE ARTS ASSOCIATION

England & Wales · Charity number 266542

## Details

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**Other names** WEST OX ARTS, WOA

**Status** Registered

**Legal form** Other

**Registered** 1974-01-07

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Gallery  
Town Hall  
Market Square  
Bampton  
Oxon  
OX18 2JH

**Phone** 01993850137

**Email** [GALLERY@WESTOXARTS.COM](mailto:GALLERY@WESTOXARTS.COM)

**Website** [www.westoxarts.com](http://www.westoxarts.com)

## Activities

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**Objects:** TO FOSTER AND PROMOTE THE MAINTENANCE, IMPROVEMENT AND DEVELOPMENT OF ARTISTIC TASTE AND THE KNOWLEDGE, UNDERSTANDING AND APPRECIATION OF THE ARTS AMONG THE INHABITANTS OF WEST OXFORDSHIRE AND ADJOINING DISTRICTS.

**Activities:** Provide an exhibition space for artists to display and sell their work. Provide educational workshops/lectures for both children and adults on all aspects of Art.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** WEST OXFORDSHIRE AND ADJOINING DISTRICTS
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,688	£23,496	-	-
2024-03-31	£29,795	£28,693	-	-
2023-03-31	£46,878	£46,197	-	-
2022-03-31	£50,701	£47,231	-	-
2021-03-31	£33,638	£21,510	-	-

## Trustees

Name	Role	Appointed
<b>Sara Kay Adamson</b>	Chair	2021-11-03
Diana Elizabeth Alcock		2019-09-04
Fiona Lucy Self		2023-06-28
Janet Anne Fennelly		2025-07-01
Laura Hounam Mrs		2019-09-04
Shirley Ann Townley		2023-06-28

**WEST OXFORDSHIRE ARTS ASSOCIATION**

England & Wales - Charity number 266542

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# Accounts

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**WOA AGM**  
**AGENDA Tuesday 1st July 2025**  
**7.00pm**  
**The Gallery, Bampton**

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
5. Chairman's report
6. Treasurer's report
7. Election of Committee members
8. AOB

# WEST OX ARTS

MINUTES OF AGM 26TH JUNE 7.00PM 2024  
THE GALLERY, BAMPTON

1	<p><b>Attendees</b> 17 including Chair Kay Adamson, Laura Hounam, Christine Payne, Shirley Townley, Fiona Self, Nicola Dyche (full list attached)</p>
2	<p><b>Apologies</b> Richard Ford, Marjolein Trewavas, Diana Alcock, Tony Lloyd, Harriet Calfo, Rona Marsden, Melissa Oram-Swan, David Williams, Ticia Lever, Kirstie Grainger, Sally Charles, Petra Goetz</p>
3	<p><b>Previous Minutes</b> Signed</p>
4	<p><b>Matters Arising</b> Workshops week in October Meet &amp; Greet Cards Networking</p>
5	<p><b>Chairman's Report</b> Read out by Kay Adamson (attached) Exhibitions Kelmscott Manor (a full list of upcoming events will be included on next mailout July 20th, July 30th, Aug 24th, Sep 16th, Oct workshop, Nov 7th, Interest to new email <a href="mailto:events@westoxarts.com">events@westoxarts.com</a>  Nuffield (Full report attached)</p>
6	<p><b>Treasurer's Report</b> Reference to accounts Next year is more of a summary - not yet verified but but results same with a surplus of £1k + £780 in donations Bank interest helped Bank balance Have attracted more members Funds were in credit (Report attached)</p>
7	<p><b>Election of officers</b> <i>Committee</i></p> <p>The following elected member of the Committee is standing down: <i>correction - Diana Alcock did not stand down from the committee.</i> Trustee - Diana Alcock</p>
8	<p><b>The following elected members of the Committee are willing to stand again</b> Trustees: Kay Adamson, Laura Hounam, Christine Payne, Shirley Townley, Fiona Self</p>

	<p><b>Members willing to stand as committee members:</b>          Kay Gibbons, Nicola Dyche          Sally Proctor proposed / Lynne Fisher agreed to all the above as a group election</p>
9	<p><b>AOB</b></p> <p>Jenny enjoyed River days and gave a well done to Anita Joice for arranging them. WhatsApp group and FB group are ongoing. Another River day is planned for Chimney Meadows.</p> <p>Artists' meet and chat are meeting in Coffee shop on Tuesday 27th June and at Double Red Duke on Thursday 4 July.          Net WOA email will include reminders for these.</p> <p>As Diana is stepping down from exhibition set up and set down, we need help to do this. It can be done as several roles taking different days on Monday and Tuesday.</p>
	<p><i>S Adams</i> 1<sup>st</sup> July 2025</p>

## Chairs Report July 2025

This year has really flown by, a reflection of it being another busy one, I suspect! Unusually, I am going to begin by thanking the WOA committee for all their hard work and commitment to the organisation, which keeps it running for our members.

Whether it is organising a sitter rota, stock taking, paying artists, overseeing exhibitions, being a responsible person for the Charity Commission, helping with receptions or promoting our activities on social media; WOA would not exist without the volunteers who are the Committee.

This year Nicola Dyche, Kay Gibbons and Christine Payne are stepping down and I would like to thank them for their valuable contribution to the organisation. We would welcome others to come forward and be a cog however small in a bigger wheel.

We are also fortunate to have artists who look after memberships, help with the practicalities of exhibitions, support us with additional publicity in libraries and importantly sit behind the desk, greeting and taking payments for the wonderful artwork that we have here in our beautiful gallery.

Our exhibitions over the last twelve months have been many and varied. It is a testament to the talents of our membership and the hard work of our excellent Gallery Manager Lizzie Hicks, that this versatile space has always looked superb. Whether it be a large painting or a handmade card the gallery is a showcase for our members' work. Art selected from the in browsers recently has led to discussions about a commission.

We had our festive Members exhibition in the run up to Christmas and once again welcomed Gill Salway and The Bampton Hand bellringers to our thank you reception to members who support our exhibitions throughout the year.

In January members who took part in the River Days along the Thames curated a dynamic community exhibition inspired by the many river locations from the river's source to Oxford. It was a memorable exhibition, not least because of the colour it provided on some dank and grey winter days. It was also a reminder of the enjoyment that can be had creating with others. This led to a project idea by members Jenny Smith and Sue Hall, based on local churches and taking place this year. We will look forward to seeing the results early in 2026.

The recent Oxfordshire Artweeks was hugely successful and saw over 1200 visitors come to the gallery. Artwork was sold to visitors from overseas and closer to home. It was followed by an exhibition curated by MA Student Alice Clements and alumni of the Oxford Brooks MA in Artists and Practice Course and was an exploration of 'Surface and Self'. Just another aspect of WOA supporting artists in their creative journey.

Events such as the Kelmscott Days were well attended in 2024 and members enjoyed workshops at the manor led by [Yvonne Robinson](#) and Beverey Jones who generously shared their practise and time. Following a Morris design day led by Kay Adamson participants returned on a very warm summer's day to share William Morris design principles with the general public. Our links continue this year.

The WOA committee is always willing to try new ideas and make opportunities for our members. 'Threadlines' is a project in conjunction with Soldiers of Oxfordshire Museum and we look forward to the exhibition to be held early in 2026 in Woodstock, whilst Kay Gibbons has organised our second exhibition at Nuffield Orthopaedic hospital in Headington.

On a different note, members and their guests were treated to a private visit of The Old School House. Langford the former home of Hardy Amies (dress maker to Queen Elizabeth II) with David Freeman. We enjoyed the garden, a tour of the house and its collection and ended the evening with delicious canapes. To be repeated in September.

Our reach continues to extend both locally and further afield. Our workshop weeks have proved popular and have been an excellent way to attract new people to the gallery. In addition we have artists visit schools to inspire young people with their art.

Publicity and promoting WOA artists is increasingly important. We do our utmost to utilise printed publications, such as the newly launched Bampton Beam. Our website is proving to be a good way for us to be contacted and we are always grateful to our artists who share posts and promote WOA on their social media. There is however, no substitute for word of mouth so please spread the word about all we do!

WOA continues as an inclusive artistic community providing a gallery space to gain confidence to exhibit creative endeavours, but ultimately to connect with others: evident in our monthly gatherings at the Double Red Duke, creating in the Learning Barn at Kelmscott or drawing by a river or church. It really is a team effort!

Kay Adamson Chair  
July 2025

## **TREASURER REPORT**

### **FINANCIAL YEAR 2024-2025**

Following advice the layout of the accounts has been simplified, grouping together related items like for the expenditures we incur in handling money or the income from the sale of work.

Detailed break down of income and expenditure is still recorded and used for preparing the final accounts and individuate possible area of concerns.

The division between unrestricted and restricted funds has been kept.

Restricted funds is money that has been given for specific purposes, mainly from the Bampton Community Shop.

24-25 income of unrestricted funds (£26,938) was less than the previous year (£27,420), a difference of £482.

Sales of artists' work were £2,397 lower, in line with a lack of consumer confidence countrywide.

24-25 expenditures for unrestricted funds were £3,740 lower and the result was a net balance of £5,475

Money from restricted and unrestricted funds was spent for a long overdue changing of the fascia sign, repainting the staircase, electrical work,..... As a result, the restricted funds at the end of the year were £2,748 compared with the £4,301 of the previous year despite the welcome grant of £750 from the BCS.

Gift aid and bank interest played a significant part on our income.

As a charity we can claim gift aid on donations and membership, provided the relevant forms have been completed. Gift aid for this financial year was £1,138. Please keep it in mind and gift aid your membership or donation.

Bank interest was £834. Unfortunately for us they are going down and we have already noticed it with the interest paid in June for the 1<sup>st</sup> quarter of the year

At the end of the year our net assets were £42,930 which gives us enough confidence to face the immediate future without grave concerns despite our obligations as an Employer.

As an Employer we have to always take into account our duties for es for sickness benefits and possible redundancy.

**WEST OX ARTS**  
**REPORTS AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31st MARCH 2025**

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**West Oxfordshire Arts Association Reg Charity No 266542**  
**Working names:** West Ox Arts, WOA, West Ox Arts Association  
West Ox Arts Gallery

**WEST OX ARTS****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Sara Kay Adamson

Christine Payne

Laura Hounam

Shriley Townley

Fiona Self

Diana Alcock

**Chair**

Sara Kay Adamson

**Secretary**

Christine Payne

**Treasurer**

Laura Hounam

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) 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**

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 seeking 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**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

Ray Proctor, M.B.A.

28 June 2025

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) 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**

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 seeking 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**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

Ray Proctor, M.B.A.

28 June 2025

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WEST OX ARTSSTATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025  
INCOME AND EXPENDITURE ACCOUNT

	2024-2025 Unrestricted Funds	2023-2024 <u>Total</u>
	£	£
Incoming resources		
Grants, Subscriptions, Donations, gift aid	8,256	6,685
Artists sales	8,756	10,964
Exhibition fees	8,198	8,160
Bank interest and HMRC credits	834	1,040
Workshops, drawing from life	768	534
Sundries (includes sitters errors)	126	37
	<u>26,938</u>	<u>27,420</u>
	<u>Restricted funds</u>	
Bampton Community shop	<u>750</u>	750
Birkhead Trust		1,500
Total	<u>750</u>	<u>2,250</u>
Total Incoming Resources	<u><u>27,688</u></u>	<u><u>29,670</u></u>

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025**  
**INCOME AND EXPENDITURE ACCOUNT (Continued)**

Resources expended	2024-2025	2023-2024
	<u>Unrestricted Funds</u>	<u>Total</u>
	£	£
Staff costs	12,480	16,160
Rent	1,750	1,750
Electricity	2,043	1,292
Insurance	548	420
Telephone, internet	378	373
Equipment, stationery, packaging, photocopying	447	160
Cleaning, repairs and maintenance	1,679	665
Publicity, hospitality, public relations	1,143	1,255
Affiliations, consultancy	271	2,314
Credit cards, bank, paypal charges	708	794
Sundries	16	20
<b>Total resources expended non restricted</b>	<b>21,463</b>	<b>25,203</b>
<b>Net balance non restricted</b>	<b>5,475</b>	<b>2,216</b>
<b><u>Restricted Funds expended</u></b>	<b><u>2,033</u></b>	<b>3,365</b>
<b>Total resources expended</b>	<b>23,496</b>	<b>28,568</b>
<b>Net balance (All Funds)</b>	<b>4,192</b>	<b>1,101</b>
<b>Balance brought forward</b>	<b>38,737</b>	<b>37,636</b>
<b>Net accumulated income carried forward</b>	<b>42,929</b>	<b>38,737</b>

**WEST OX ARTS****BALANCE SHEET****AS AT 31 MARCH 2025**

	Notes	2024-2025		2023-2024	
		£	£	£	£
<b>Current assets</b>					
Debtors	(6)	1,138		1,141	
Current Account		898		466	
Deposit Account		45,432		41,826	
Petty Cash/float		100		100	
Cash at gallery		152		414	
<b>Total Current /Savings</b>			<b>47,720</b>	<b>43,947</b>	
<b>Creditors: amounts falling due</b>					
within one year	(7)	-2,236		-2,536	
Expenses deferred to following year	(8)	548		348	
Income deferred to following year	(9)	-3,103		-3,020	
unexplained difference				-2	
<b>Net current assets</b>			<b>42,929</b>	<b>38,737</b>	
<b>Net assets</b>			<b>42,929</b>	<b>38,737</b>	
<b>Accumulated funds:</b>					
<b>Carried forward :</b>					
<b>Unrestricted funds from previous year</b>			<b>34,706</b>	<b>32,489</b>	
<b>Restricted Funds from previous year</b>			<b>4,031</b>	<b>5,146</b>	
<b>Restricted net balance</b>			<b>-1,283</b>	<b>-1,115</b>	
<b>Unrestricted Net Balance</b>			<b>5,475</b>	<b>2,216</b>	
<b>unexplained difference</b>					
<b>Total accumulated funds</b>			<b>42,929</b>	<b>38,737</b>	

The financial statements on pages 3 to 7 were approved by the trustees on.....1<sup>st</sup> July 2025  
 And signed on their behalf by:



Kay Adamson  
 Chair

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

**(b) Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Restricted funds are those which have been made available for specific projects.

**(c) Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

**(d) Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

**(e) Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

**Grants & Donations**

- 2 The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000. There were no grants this year.

**3 Sundry Income**

Generally photocopying and sitters errors

**4 Gift aid**

Gift Aid is monies claimed back from Inland Revenue on membership subscriptions and donations

**5 Employee information**

The average number of employees during the year was 1

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2025**

	<u>2024-2025</u>	<u>2023-2024</u>
<b>6 Debtors</b>	£	£
Gift Aid	1,138	809
HMRC PAYE Employee Tax Refund		332
	<u>1,138</u>	<u>1,141</u>
<b>7 Creditors</b>		
Artist's Payments for Sales	1,291	1,865
Cleaning	60	60
Edf Arrears	277	262
Credit card charges	42	57
Bank charges	8	8
Bampton archives (sale of maps)	6	4
Nest contributions	44	
HMRC PAYE NI contributions	507	280
	<u>2,236</u>	<u>2,536</u>
<b>8 Expenses deferred to following year</b>		
Exhibition costs	548	348
	<u>548</u>	<u>348</u>
<b>9 Income deferred to following year</b>		
Exhibition fees	3,103	3,020
	<u>3,103</u>	<u>3,020</u>
<b>10 Bad Debts</b>		
There were no bad debts during 2024-2025		
<b>11 Trustee expenses</b>		
No Trustees claimed any expenses for their trustee duties during the year.		
<b>12 Restricted funds at 31<sup>st</sup> March</b>		
Bampton Community Shop (signage)	355	589
Bampton Community Shop (Drawing from life,workshops)	176	281
Bampton Community Shop (It, website,public relations)	36	36
Birkhead Trust (Maintenance)	277	522
Bampton Community Shop (upgrading of gallery shop)	2	72
bampton community Shop upkeeping of gallery and painting	606	866
Bampton Parish council (fascia sign)	0	660
Bampton community Shop (shop and POS equipment)	291	500
Bampton community Shop (community exhibition and shop)	505	505
Bampton community Shop (plinths and display)	500	
<b>TOTAL</b>	<u>2,748</u>	<u>4,031</u>

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31<sup>st</sup> MARCH 2025****13 Outlook for the financial year ending on 31<sup>st</sup> March 2026**

High inflation and energy costs will increase our running costs and affect spending power.

The unfavourable economic climate might affect sales

We might have to use some of our reserves

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months reserves and not to borrow money.

**WEST OXFORDSHIRE ARTS ASSOCIATION**

England & Wales - Charity number 266542

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# Accounts

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Dear Members and Friends

Thank you to those who came to the AGM. For those who didn't manage to make our AGM this year my report is below. The present Committee was re-elected at the meeting. Officers will be elected at the next Committee meeting in July.

Chair's Report

AGM Wednesday 26<sup>th</sup> June 2024 7.00pm Gallery, Bampton

How quickly time passes and this year is no exception. Looking back to 2023 the latter half of the year was busy with our fantastic summer Members Exhibitions, *Useful and Beautiful* and the *Art of Giving at Christmas*.

*Re-Imagine* demonstrated the art of reusing and repurposing everyday materials and objects into stunning artwork. *Abstract* brought colour and vitality into the gallery and we were also delighted to hold the Braiding Society 30<sup>th</sup> Anniversary Exhibition and artist Richard Mobey's retrospective.

We were fortunate to continue our relationship with Kelmscott Manor with four artist days, leading to January's exhibition *A Place for all Seasons*. It always amazes me that exposed to the same stimuli human imagination and creativity results in such diverse outcomes. With the combination of Kathy Philson's work brought together by her daughter Roxanne. It really launched 2024 in style.

The team at Kelmscott are always welcoming and it was a pleasure so many staff and volunteers came to see the exhibition, which demonstrated that our days there really are productive. The exhibition was concluded with volunteers from Kelmscott running a Nature Journalling, free drop in event, which attracted visitors to the gallery from quite a distance.

It is no mean feat to stage an exhibition and this is down to Diana Alcock and her volunteers on the exhibition team who make each exhibition look so different. Members' exhibition *New Work and Texture 24* were both testament to her efforts. Diana has decided to step back from the end of the year so we need someone to continue her great work.

The Gallery as always was a foil for our 12 artists during Art weeks some who were exhibiting with WOA for the first time. A huge task administratively, this has been down to our excellent Gallery Manager, Lizzie Hicks who has been calm and encouraging to artists in equal measure.

As well as the gallery, artists will be exhibiting in the Nuffield Orthopaedic Hospital gallery space, facilitated by committee members. Just another way WOA is promoting our members.

A new initiative this year following a member suggestion from last year's AGM has been to meet once a month to chat about art, ideas and inspiration. A group of WOA members have met since December to swap ideas and ask questions connecting with other artists. This has now been extended to include a morning on the last Thursday of the month.

The recent workshop week proved very popular, with participants being mainly non-members. It is a chance for artists to share skills, offer something to the community and it encourages people to sign up to the new letters, a step to becoming full members at times.

Deciding to become a member can lead to all sorts of art ventures. A project available to members initiated and led by artist Anita Joice has involved participants in days walking along the River Thames observing, sketching, listening to poetry and enjoying delicious lunches. The photographs have been stunning.

None of our achievements and activities would be possible without a group for people who are willing to give their time. Whether it is helping to hang pictures, processing membership, organising rotas or keeping the gallery open by sitting behind the desk. We really do rely on volunteers to stay open and we would like more people to come forward. Committee members and some of our regular sitters thankfully step in to fill gaps, but there may come a time when we will not be open because of a lack of volunteers. If we are not open then we are not selling members art work or promoting WOA.

My thanks must go to all the committee this year for their contribution to every aspect of running WOA, from support and helping to make important decisions to social media posts, WOA would not exist without them. In particular I would like to offer my heartfelt thanks to Laura Hounam who works tirelessly in her capacity as Treasurer for the benefit of members and the wider organisation.

So, with the longest day over and finally a hint of summer we now look toward to the second half of the year, with exciting exhibitions to come, another workshop week, Kelmscott and River Project days.

It can be a daunting prospect to exhibit your artwork and at WOA we offer a supportive and non-threatening environment to take that first or next step in the realm of artistic endeavour. We do however need the support of members on a practical level for us to continue to be as active in putting on exhibitions as we are.

Please do come forward to chat how you can help us.

Kay Adamson

Chair

TREASURER REPORT  
2023-2024 FINANCIAL YEAR

The layout of this year account is slightly different than previously.

We were recently advised that it was better to record the commission from sale of work as an income and not like it was done for many many years, well before I became a trustee, reporting the money raised with sales as an income and the payment to artists as an expense.

It is the first step towards a more streamlined reporting of the accounts, although a detailed report will always be available

The end result is the same, and I am glad to report the this year we had an overall surplus of £1,066 compared with last year one of £680.

This amount includes income from grants we receive (mainly from the Bampton Community Shop) for specific activities or projects, which we treat as restricted funds. There might be a lag between receiving the funds and spending them.

If we look at our income excluding the grants, so focussing on our activities, we still had a surplus of £2180 compared to last year deficit of £482.

This positive result was due to a couple of larger than usual donation, totalling about £780 including gift aid and bank interest of £708 (last year £51, and previously not even reaching £5). The actual amount of money was only marginally higher than the previous year but the high interest rate played well in our favour.

In the first 3 months of the new financial year we experienced low sales. Wet weather financial crisis, general elections seem to have played their part in giving us a slow start.

We had a 3 years contract with Edf and that has protected us from the high energy costs of the last couple of years. The contract has now expired and a new one negotiated. We can expect our electricity costs to increase by about 50%.

Our reserves should be able to see us though what could be a difficult time and it is reassuring to see that we have been able to attract new members.

Laura Hounam 24/6/24

**WEST OX ARTS**  
**REPORTS AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31st MARCH 2024**

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**West Oxfordshire Arts Association Reg Charity No 266542**  
**Working names:** West Ox Arts, WOA, West Ox Arts Association  
West Ox Arts Gallery

**WEST OX ARTS****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Sara Kay Adamson

Chrisitne Payne

Laura Hounam

Shriley Townley

Fiona Self

Diana Alcock

Elizabeth Shannon Little until 15/12/2023

**Chair**

Sara Kay Adamson

**Secretary**

Christine Payne from 8/11/2022

**Treasurer**

Laura Hounam

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) 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**

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 seeking 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**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

*Ray Proctor, M.B.A., 29/7/24*

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024**  
**INCOME AND EXPENDITURE ACCOUNT**

	2023-2024	2022-2023
	Unrestricted Funds	Total
Incoming resources	£	£
<b>Grants and Subscriptions</b>		
Membership subscriptions	4,811	4,603
Small Employer NIC Allowance	125	187
Donations	1,066	158
Sponsorships		250
Bampton parish Council		25
<b>Activities generating funds</b>		
Commission on exhibition sales	7,023	5,963
Exhibition Fees	8,160	6,930
Commission on Shop sales	3,713	3,062
Workshops – drawing from life	534	
Commission on Vesey Room sales	228	118
<b>Other Income</b>		
Sundries (includes sitters errors)	37	94
Gift Aid (4)	808	681
Downton Abbey Maps	189	137
Downto Abbey maps payment to Archive	-189	
Bank Interest	708	51
HMRC Credit	332	
	<u>27,545</u>	<u>22,259</u>
	<b>Restricted funds</b>	
Bampton Community shop (publicity signage,shop,community exhibition)		1,000
Bampton Community shop (website development)		500
Bampton Community shop (furnishing storage and extraordinary expenses Bampton Parish Council (fascia sign)		660
Bampton Community shop (HR,training courses,deep cleaning)	250	
Bampton Community shop (Shop and POS equipment)	500	
Birkhead Trust (HR)	1,500	
Total	<u>2,250</u>	<u>2,160</u>
<b>Total Incoming Resources</b>	<u><u>29,795</u></u>	<u><u>24,419</u></u>

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024  
INCOME AND EXPENDITURE ACCOUNT (Continued)**

	<u>2023-2024</u>	<u>2022-2023</u>
	<u>Unrestricted Funds</u>	<u>Total</u>
	£	£
<b>Resources expended</b>		
<b>Charitable expenditure</b>		
Exhibition costs	1,056	645
Electricity	1,292	1,351
Staff costs	15,828	15,836
staff tax rebate	332	
NI employers' contributions	125	187
Rent	1,750	1,750
Insurance	420	560
Repairs and maintenance	20	34
Cleaning	645	660
Vesey Room Expenses	7	69
	<u>21,476</u>	<u>21,091</u>
<b>Management and Administration</b>		
Publicity	175	199
Telephone & Internet	373	342
Affiliations	264	45
Credit cards charges	699	676
Bank Charges	94	87
Paypal charges	1	2
Photocopies & stationery	160	70
Hospitality and Public relations	17	72
Sundries	20	19
HR consultancy	2,050	
Downton Abbey Maps		137
	<u>3,853</u>	<u>1,650</u>
<b>Total resources expended unrestricted funds</b>	<u>25,328</u>	<u>22,741</u>
<b>Restricted Funds expended</b>		
IT and public relations	605	240
Maintenance		0
Signage		0
Upkeeping of gallery and painting		100
Upgrade of gallery shop		62
extraordinary expenses	400	100
Workshops and life drawings	110	
website	500	
HR consultancy	250	
Birkhead trust HR	1,500	
Community exhibition		495
	<u>3,365</u>	<u>998</u>
<b>Total resources expended</b>	<u>28,693</u>	<u>23,739</u>
<b>Net balance (All Funds)</b>	<u>1,101</u>	<u>680</u>

WEST OX ARTSBALANCE SHEETAS AT 31 MARCH 2024

	<u>Notes</u>	<u>2023-2024</u>	<u>2022-2023</u>
		£	£
<b>Current assets</b>			
Debtors	(6)	1,141	681
Current Account		466	1,467
Deposit Account		41,826	39,120
Petty Cash/float		100	100
Cash at gallery		415	161
<b>Total Current /Savings</b>		<u>43,947</u>	<u>41,529</u>
<b>Creditors: amounts falling due</b>			
within one year	(7)	-2,536	-2,082
Expenses deferred to following year	(8)	348	428
Income deferred to following year	(9)	-3,020	-2,240
Unexplained difference		-2	
<b>Net current assets</b>		<u>38,737</u>	<u>37,635</u>
<b>Net assets</b>		<u>38,737</u>	<u>37,635</u>
<b>Accumulated funds:</b>			
<b>Carried forward :</b>			
<b>Unrestricted funds from previous year</b>		32,489	32,971
Restricted Funds from previous year		5,146	3,983
<b>Restricted net balance</b>		-1,115	1,162
<b>Unrestricted Net Balance</b>		<u>2,216</u>	<u>-482</u>
<b>Total accumulated funds</b>		<u>38,737</u>	<u>37,634</u>

The financial statements on pages 3 to 7 were approved by the trustees on.....

And signed on their behalf by:

*K. Adamson*

Kay Adamson

Chair

WEST OX ARTSNOTES TO THE FINANCIAL STATEMENTS**1 Accounting policies**

(a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

**(b) Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Restricted funds are those which have been made available for specific projects.

**(c) Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

**(d) Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

**(e) Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

**2 Grants & Donations**

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000.

The endowment fund has its own independent trustees to manage the funds.

Donations from this fund are usually granted in respect of specific requests from WOA.

**3 Sundry Income**

Generally photocopying and sitters errors

**4 Other incoming resources**

Gift Aid is monies claimed back from Inland Revenue.

**5 Employee information**

The average number of employees during the year was 2

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2024**

	£	£
	<u>2023-2024</u>	<u>2022-2023</u>
<b>5.2 Bank charges</b>	94	86
<b>6 Debtors</b>	<u>2023-2024</u>	<u>2022-2023</u>
Gift Aid	808	681
HMRC PAYE Employee Tax Refund	332	
	<u>1,141</u>	<u>681</u>
<b>7 Creditors</b>		
Artist's Payments for Sales	1,865	1,292
Cleaning	60	45
Edf Arrears	262	175
Credit card charges	57	44
Bank charges	8	5
Bampton archives (sale of maps)	4	9
HMRC PAYE NI contributions	280	512
	<u>2,536</u>	<u>2,082</u>
<b>8 Expenses deferred to following year</b>		
Exhibition costs	348	428
	<u>348</u>	<u>428</u>
<b>9 Income deferred to following year</b>		
Exhibition fees	3,020	2,240
Sponsorship		
	<u>3,020</u>	<u>2,240</u>
<b>11 Bad Debts</b>		
There were no bad debts during 2023-2014		
<b>Trustee expenses</b>		
No Trustees claimed any expenses for their trustee duties during the year.		
<b>12 Restricted funds at 31<sup>st</sup> March</b>		
Bampton Community Shop (signage)	589	589
Bampton Community Shop (Drawing from life,workshops)	281	391
Bampton Community Shop (It, website,public relations)	36	641
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	72	72
Bampton Community Shop extraordinary expenses)	0	400
Bampton Community shop (Painting of walls)	866	866
Bampton Community Shop (Publicity signage,shop,community exhibition	505	505
Bampton Community Shop (Website upgrading)	0	500
Bampton Parish council (fascia sign)	660	660
Bampton community Shop (shop and POS equipment	500	
<b>TOTAL</b>	<u>4,031</u>	<u>5,146</u>

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31<sup>st</sup> MARCH 2024****13 Outlook for the financial year ending on 31<sup>st</sup> March 2025**

High inflation and energy costs will increase our running costs and affect spending power.

It is likely we will have to utilise part of our reserves.

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months reserves and not to borrow money.

# WEST OX ARTS

MINUTES OF AGM 28TH JUNE 7.30PM 2023  
THE GALLERY, BAMPTON

1	<p><b>Attendees</b> 17 including Chair Kay Adamson, Laura Hounam, Diana Alcock, Christine Payne, Shirley Townley (full list attached)</p>
2	<p><b>Apologies</b> Liz Bryant, Gloria Bint, Marian Grazia, Richard Ford, Marjolein Trewavas, Lynn Edwards, Ann Lowe, Lizzie S-L, Fiona Self, Sally Proctor, Lizzie Hicks, Wendy Wood</p>
3	<p><b>Previous Minutes</b> Signed</p>
4	<p><b>Matters Arising</b> Badges actioned Chairperson title is unofficial change but will be referred to as Chair Packaging has been introduced and will continue</p>
5	<p><b>Chairman's Report</b> Read out by Kay Adamson (attached)</p>
6	<p><b>Treasurer's Report</b> Council have given £25 towards electric bill £1500 from community shop for website upgrade and other projects(restricted funds) Funds were slightly in debt at end of last year (Report attached)</p>
7	<p><b>Resolution to change Chairman to Chairperson</b> Will leave for now but will sign as Chair</p>
8	<p><b>Election of Committee members</b></p> <p>The following elected member of the Committee is standing down:</p> <p>Trustee - Silvi Shaumloeffel</p> <p>The following elected members of the Committee are willing to stand again:</p> <p>Trustees Kay Adamson: Laura proposed / Christine agreed          Laura Hounam: Kay A proposed / Diana agreed          Diane Alcock: Laura proposed / Christine agreed          Lizzie Shannon-Little: Christine proposed / Kay A agreed          Christine Payne: Kay A proposed / Diana agreed</p> <p>Shirley Townley and Fiona Self are willing to stand as Trustees.          Shirley Townley: David W proposed / Sarianne agreed</p>

	<p>Fiona Self: Shirley proposed / Fredrica agreed</p> <p><b>Members willing to stand as committee members:</b>          Kay Gibbons: Kay A proposed / Christine agreed          Nicola Dyche: Sarianne proposed / Laura agreed</p>
9	<p><b>AOB</b></p> <p>Nicola Dyche suggested adding instagram handles and social media tags to artists' info/exhibition labels</p> <p>Would like info on reproducing cards, business cards etc. Shirley offered to do a shout out to artists for recommendations and do a price comparison and share info. Local printers used already are KMS - Hook Norton by Kay Gibbons and Parchment by Pip Shuckburgh.</p> <p>Kay A workshops at the end of September were explained as an option on a small scale for life drawing, jewellery making, pencil sketching.</p> <p>Braiding Society have 30th anniversary at the Bush Club and are doing workshops. They are asking for accommodation dates for next week.</p> <p>Sarianne praised exhibition displays and variety.</p> <p>Kay A encouraged promotion to invite others to exhibit in 2024 and the current potential exhibitions lined up explaining they are flexible in their placement in the year.</p> <p>Nicola suggested having talks while an exhibition was on to encourage visitors and Shirley suggested adding this onto the end of a reception as there is already a captive audience present.</p> <p>Everyone was encouraged to take literature to share and promote the gallery in their locale.</p>

*S. KAdamsa*

26/6/24

**WEST OXFORDSHIRE ARTS ASSOCIATION**

England & Wales - Charity number 266542

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# Accounts

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**WOA**  
**AGENDA FOR AGM Wednesday 28th June 2023**  
**7.00pm**

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
  - Packaging
  - Name Badges
  - Signage
5. Chairman's report
6. Treasurer's report
7. Resolution to change Chairman to Chair person
8. Election of Committee members

The following member of the Committee is standing down:

Trustees -Silvi Shaumloeffel

The following elected members of the Committee are willing to stand again:

Trustees Kay Adamson, Laura Hounam, Diana Alcock,  
Lizzie Shannon-Little, Christine Payne

Shirley Townley is willing to stand as a Trustee

Committee members

Fiona Self

9. AOB

## MINUTES OF AGM HELD ON NOVEMBER 1<sup>ST</sup> 2022

- 1) Present – A total of 16 people attended; names are listed
- 2) Apologies – Lizzie Hicks, Julia Ogborne, Shirley Townley, Martin Beek, Rose Hallam, Lyz Bryant, Kau Gibbons, Judith Middleton
- 3) Minutes of previous meeting were agreed.
- 4) Matters arising  
WOA now has a minimum of 4 Trustees plus others on the Committee.
- 5) Chairmans Report  
Kay delivered her report – attached.

6) Treasurers Report  
Copies of accounts were provided.  
Laura Hounam, our Treasurer, summarised the main points. Thanks to the District Council and the Community Grant, we got through the Covid pandemic and are now in a good financial position.  
Takings at the shop are up 40%.  
The rise in the cost of living may affect us in future but for the moment we are solvent.  
Laura was thanked by the Chairman for all her hard work.

7) Election of Trustees and Committee members  
The current Trustees were all confirmed in their position by a vote, proposed by Sally and seconded by Sarianne.  
Christine Payne will become a Trustee – proposed by Kay and seconded by Silvi.  
Shirley Townley will join the Committee – proposed by Diana and seconded by Sarianne.  
In addition we have a new volunteer for the Committee – Fiona Self – proposed by Silvi and seconded by Diana.

8) AOB  
Kay proposed that the word Chairman should be changed to Chairperson and this will be implemented at the next AGM with a special resolution.

The date of the AGM has changed because of Covid. We agreed that it would be better closer to the original date of May and next year the AGM will be held in June.

A suggestion was made that we have quality badges for those on reception. This will be actioned.

Kay outlined our future plans which are to develop links with local schools and community groups.

Our Community Exhibition in January will celebrate our 50<sup>th</sup> anniversary and will include a display of shirts done by the Primary school, and a showing of Morris dancing equipment.

A suggestion was made that we improve the packaging, eg to have plain bags with a WOA stamp on. This will be discussed at a committee meeting.

*SK Adamsan  
28/6/23*

Downton Abbey visitors continue to come to the Gallery as Bampton is still on the tourist map.

We discussed the position of the sign – although it would be better on the corner, in the past one was stolen! It might be better to have a wooden sign on wheels and the committee will look at this. We would need to discuss this with the Town Council.

The Committee thanked Kay (Chairman) for the Kelmscott link, and the day courses there and subsequent exhibition were excellent and an example of how we can work with partner organisations.

The meeting closed at 8.10pm.

*JS Nov 5<sup>th</sup> 2022*



Welcome to the 50<sup>th</sup> anniversary AGM of WOA. It is lovely to see you and although it has not been a full year since our last AGM in November, there has certainly been a lot happening in the gallery and beyond.

Our exhibition programme 2023 started with a celebration of WOA's history inspired by the traditions of Morris and the Bampton shirt race.

A colourful array of upcycled shirts kindly donated by the community shop and created by the children of Bampton School, transformed the gallery complimented by the art work of WOA members old and new.

This was followed by our New Work and a second chance to see the work from the reopening project at Kelmscott.

Hot on the heels of this was the delightfully eclectic Rock, Paper, Scissors and then the wonderful Arts week Exhibition featuring 10 artists. Many who were exhibiting in Arts week for the first time.

It never ceases to amaze me how our beautiful gallery can look so different every time and this is no small way down to the hard work of the exhibitions team, with the volunteers who come forward to help with the hanging and staging. Along with the present exhibition we have an exciting variety of exhibitions to enjoy and look forward to.

Celebration was very much about the involvement of the community and we are continuing to extend our reach. Recently, we have been able to put Wootton Primary School in touch with artists to support their own Arts week whilst welcoming all classes from Bampton Primary School to the gallery in May.

There is no age barrier to art and it is lovely to welcome residents from Rosebank Care Home. We hope to include artwork from the residents in our January 2024 exhibition which links WOA, Kelmscott and Rosebank

Our link with Kelmscott continued this year with opportunities for our members to work at the Manor on four separate occasions. In March we enjoyed Hannah's hospitality and the warmth of the Learning Barn, when the temperature outside was a little chill. The June day saw artists using the grounds and we were offered places in the house to work. The remaining days in September and November will offer further seasonal, creative times.

WOA continues to reestablish itself following change and covid, we are planning to relaunch workshops with a trial of a week of artist run events in September and including Life Drawing Sessions. Let's hope our efforts are well supported.

Everything that has been achieved so far is down to the commitment of the committee and I would like to thank all members for their support this year. In particular Treasurer Laura Hounam who works unstintingly for the good of WOA.

I would also like to thank our Gallery Staff Lizzie Hicks and Susy Fuentes for their hard work. WOA is unique in having a staffed gallery space.

But WOA is a sum of its parts and our members are the biggest part. Volunteer sitters enable the gallery to be open to sell artists work, they look after membership renewals, help put up exhibitions and most importantly of all participate in our exhibitions.

Membership is stable, but as with any organisation people move away or simply find their time is needed elsewhere. New members come along and it has been super to see so many wishing to exhibit.

As we begin the next 50 years, WOA is continuing its raison d'être of art for all. An arts organisation that is supportive, connects artists and provides a space for creatives to be brave.

Thank you for coming and please tell your friends about us.

Kay Adamson (Chair)

## **2022-2023 financial year**

After 3 financial years we finally had a year that wasn't directly affected by lock downs or restrictions due the covid pandemic, although we still felt the impact of the previous years disruptions.

We had to face the new challenge of the cost of living crisis. The high inflation means higher running expenses. Unlike other association we haven't passed the increased costs on to our members and exhibiting artists.

We received grants totalling £1500 from the Community shop and £685 from the Bampton parish council. This money has to be used for the specific purposes. In the case of the Community shop the money is to help with the costs of having the website overhauled by a professional website developer, the anniversary community exhibition, shop and publicity signage. £25 of the Parish Council are to cover the cost of the electricity for the running of the Town Hall clocks that are connected to our meter and the rest is to be used for the replacement of the fascia signage. We are still waiting for the planning permission from WODC

Despite the increased income from sales, exhibition fees and membership we had a relatively small deficit (-£418) of non restricted funds.

We will try to keep as long as possible membership fees, commission on sales and exhibition fees at the current level.

**WEST OX ARTS**  
**REPORTS AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31st MARCH 2023**

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**West Oxfordshire Arts Association Reg Charity No 266542**  
**Working names:** West Ox Arts, WOA, West Ox Arts Association  
West Ox Arts Gallery

**WEST OX ARTS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**

Sarianne Durie stepped down on 1/11/2022

Leigh Henry stepped down on 1/11/2022

Laura Hounam

Chrisitne Payne from 1/11/2022

Silvi Shaumloeffel

Diana Alcock

Elizabeth Shannon Little

Sara Kay Adamson

**Chair**

Sara Kay Adamson

**Secretary**

Leigh Henry until 1/11/2022

Chrisitne Payne from 8/11/2022

**Treasurer**

Laura Hounam

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX16 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) 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**

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 seeking 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**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

*Ray Proctor, M.B.A.*

*4 July 2023*

**WEST OX ARTS**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023**  
**INCOME AND EXPENDITURE ACCOUNT**

	2022-2023	2021-2022
	Unrestricted Funds	Total
Incoming resources	£	£
<b>Grants and Subscriptions</b>		
Membership subscriptions	4,603	4,195
HMRC small employers NI contribution grant	187	124
Donations	158	555
WODC grants	0	4,411
HMRC JRS grant	0	199
Sponsorships	250	281
Bampton parish Council	25	0
<b>Activities generating funds</b>		
Exhibitions sales	20,961	26,355
Exhibition Fees	6,930	5,883
Shop sales	10,236	7,040
Vesey Room sales	405	
<b>Other Income</b>		
Sundries (includes sitters errors)	94	-11
Gift Aid (4)	681	668
Downton Abbey Maps	137	
Bank Interest	51	3
	<u>44,718</u>	<u>49,701</u>
<b>Restricted funds</b>		
Bampton Community shop (publicity signage,shop,community exhibition)	1,000	
Bampton Community shop (website development)	500	500
Bampton Community shop (furnishing storage and extraordinary expenses)		500
Bampton Parish Council (fascia sign)	660	
Total	<u>2,160</u>	<u>1,000</u>
<b>Total Incoming Resources</b>	<u><u>46,878</u></u>	<u><u>50,701</u></u>

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023**  
**INCOME AND EXPENDITURE ACCOUNT (Continued)**

	2022-2023	2021-2022
	<u>Unrestricted</u>	<u>Total</u>
	Funds	£
Resources expended	£	£
<b>Charitable expenditure</b>		
Exhibition payments to artists	14,998	19,247
Exhibition costs	645	865
Shop payment to artists	7,174	4,925
Electricity	1,351	1,554
Staff salaries (includes HMRC employees)	15,836	15,212
staff tax rebate		456
staff tax rebate refund		-415
NI employers' contributions	187	124
Rent	1,750	1,750
Insurance	560	565
Repairs and maintenance	34	37
Cleaning	660	623
Vesey Room Expenses	69	0
Vesey Room Artists	287	0
	<u>43,550</u>	<u>44,942</u>
<b>Management and Administration</b>		
Publicity	199	0
Telephone & Internet	342	337
Affiliations	45	75
Postage	0	0
Card charges	676	544
Bank Charges	87	26
Paypal charges	2	
Photocopies & stationery	70	241
Hospitality and Public relations	72	40
Sundries	19	53
Downton Abbey Maps	137	
	<u>1,650</u>	<u>1,316</u>
<b>Total resources expended unrestricted funds</b>	<u>45,199</u>	<u>46,258</u>
<b>Restricted Funds expended</b>		
IT and public relations	240	119
Maintenance		88
Signage		366
Upkeeping of gallery and painting	100	34
Upgrade of gallery shop	62	366
extraordinary expenses	100	
Community exhibition	495	
	<u>998</u>	<u>973</u>
<b>Total resources expended</b>	<u>46,197</u>	<u>47,231</u>
<b>Net balance (All Funds)</b>	<u>680</u>	<u>3,470</u>

**WEST OX ARTS**

**BALANCE SHEET**

**AS AT 31 MARCH 2022**

	Notes	2022-2023		2021-2022
		£	£	£
<b>Current assets</b>				
Debtors	(6)	681		709
Current Account		1,467		13,389
Deposit Account		39,120		28,577
Petty Cash/float		100		100
Cash at gallery		161		142
<b>Total Current /Savings</b>			<b>41,529</b>	<b>42,918</b>
<b>Creditors: amounts falling due</b>				
within one year	(7)		<b>-2,082</b>	-3,600
Expenses deferred to following year	(8)		<b>428</b>	0
Income deferred to following year	(9)		<b>-2,240</b>	-2,364
unexplained difference				
<b>Net current assets</b>			<b>37,635</b>	<b>36,954</b>
<b>Net assets</b>			<b>37,635</b>	<b>36,954</b>
<b>Accumulated funds:</b>				
<b>Carried forward :</b>				
Unrestricted funds from previous year			<b>32,971</b>	29,528
Restricted Funds from previous year			<b>3,983</b>	3,956
Restricted net balance			<b>1,162</b>	27
Unrestricted Net Balance			<b>-481</b>	3,443
<b>Total accumulated funds</b>			<b>37,635</b>	<b>36,954</b>

The financial statements on pages 3 to 7 were approved by the trustees on.....13 June 2023  
And signed on their behalf by:



Kay Adamson  
Chair

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

**(b) Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money and the amount can be quantified with reasonable accuracy. Restricted funds are those which have been made available for specific projects.

**(c) Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation. There are no assets that are being depreciated.

**(d) Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

**(e) Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

**2 Grants & Donations**

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000.

The endowment fund has its own independent trustees to manage the funds.

Donations from this fund are usually granted in respect of specific requests from WOA.

**3 Sundry Income**

Generally photocopying and sitters errors

**4 Other incoming resources**

Gift Aid is monies claimed back from Inland Revenue

**5 Employee information**

The average number of employees during the year was 2

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2023**

	£	£
	<u>2022-2023</u>	<u>2021-2022</u>
5.2 Bank charges	86	26
<b>6 Debtors</b>		
	<u>2022-2023</u>	<u>2021-2022</u>
Gift Aid	681	668
HMRC PAYE Employee Tax Refund	41	41
	<u>681</u>	<u>709</u>
<b>7 Creditors</b>		
Artist's Payments for Sales	1,292	2,792
Cleaning	45	60
Edf Arrears	175	160
Credit card charges	44	71
Bank charges	5	8
Bampton archives (sale of maps)	9	13
HMRC PAYE NI contributions	512	497
	<u>2,082</u>	<u>3,601</u>
<b>8 Expenses deferred to following year</b>		
Exhibition costs	428	0
	<u>428</u>	<u>0</u>
<b>9 Income deferred to following year</b>		
Exhibition fees	2,240	2,114
Sponsorship		250
	<u>2,240</u>	<u>2,364</u>
<b>11 Bad Debts</b>		
There were no bad debts during 2022-2023		
<b>Trustee expenses</b>		
No Trustees claimed any expenses for their trustee duties during the year.		
<b>12 Restricted funds at 31st March</b>		
Bampton Community Shop (signage)	589	589
Bampton Community Shop (Drawing from life,workshops)	391	391
Bampton Community Shop (It, website,public relations)	641	881
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	72	134
Bampton Community Shop (extraordinary expenses)	400	500
Bampton Community shop (Painting of walls)	856	966
Bampton Community Shop (Publicity signage,shop,community exhibition)	505	0
Bampton Community Shop (Website upgrading)	500	
Bampton Parish council (fascia sign)	660	
<b>TOTAL</b>	<u>5,145</u>	<u>3,983</u>

**WEST OX ARTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**YEAR ENDED 31<sup>st</sup> MARCH 2023**

**13 Outlook for the financial year ending on 31<sup>st</sup> March 2024**

High inflation and energy costs will increase our running costs and affect spending power.

It is likely we will have to utilise part of our reserves.

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months reserves and not to borrow money.

**WEST OXFORDSHIRE ARTS ASSOCIATION**

England & Wales - Charity number 266542

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# Accounts

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**WOA**  
**AGENDA FOR AGM NOVEMBER 1<sup>st</sup> 2022**  
**7.30pm**

1. Present
2. Apologies
3. Minutes of previous meeting
4. Matters arising
  - Change to the Constitution to confirm the number of Trustees
5. Chairman's report
6. Treasurer's report
7. Election of Committee members

The following members of the Committee are standing down:

Trustees -Sarianne Durie and Leigh Henry  
Committee member - Jenny Smith

The following elected members of the Committee are willing to stand again:

Trustees Kay Adamson, Laura Hounam, Diana Alcock, Silvi Shaumoffel,  
Lizzie Shannon-Little  
Committee member Christine Payne is willing to stand as a Trustee

Shirley Townley was co-opted onto the committee during the year and is willing to stand.

8. AOB

## Minutes of AGM held on November 3<sup>rd</sup> 2021



### Introduction

The Chair, Sarianne Durie, opened the meeting by reminding us that this AGM was for both 2020 and 2021 as Covid prevented a meeting last year.

She outlined who is on the staff at present, thanked previous staff members and introduced our new manager, Chantal Kruegel.

She also thanked the Trustees and members of the Committee.

### 1) Present

24 members attended including the Trustees and Committee members

### 2) Apologies

11 apologies were received.

### 3) Minutes of previous meeting

These were agreed and signed.

### 4) Matters arising

The meeting agreed to ratify the decision to confirm the minimum number of Trustees as 4, including the Chairman, Treasurer, Secretary.

Sarianne explained that she will be standing down as the Chair but will stay as a Trustee for the time being.

### 5) Chairman's Report

Sarianne asked for more people to come forward to help with all aspects of the running of WOA.

We have 150 members, which is fewer than in the past. We hope this will increase.

The pandemic had a bad effect on WOA. Exhibitions had to be closed, Life Drawing cancelled, and staff were furloughed. However we managed to keep going and as soon as possible were able to put up exhibitions.

Sarianne celebrated WOA as an active and successful part of Bampton.

### 6) Treasurer's Report

Laura, Treasurer, outlined the current situation.

The financial report was available for members to scrutinise.

Grants from the Community shop and West Oxfordshire District Council helped keep everything going. When Covid came along we had to cancel everything, refund fees and rearrange everything.

Art Weeks and the Ceramics exhibition were very successful. We will end this financial year in credit, at a similar level to 2020.

Expenses are increasing (eg electricity bills) so we need to come up with ways to improve our income.

### 7) The future of WOA

Sarianne explained that this year we have seriously considered closing, but provided we can increase the number of volunteers for co-ordination, setting up exhibitions and support with all aspects, we hope that we will look forward to a successful future.

Next year is our 50<sup>th</sup> anniversary and we plan to use the long weekend for the Queen's Platinum Jubilee in early June to develop a celebration of WOA.

The Vesey Room is being developed and will include a large room upstairs which can be used for occasional events, such as workshops, from next spring.

The new Manager, Chantal, explained her plans for the Jubilee – she is in the process of setting up an Art Trail in Bampton and working with the Town Council on this.

#### 8) Election of Committee members

All Trustees / Committee members are willing to continue to stand.

Sarianne introduced three people who are willing to join the Committee.

These are

Kay Adamson proposed by Pip Shuckburgh and seconded by Laura Hounam

Christine Payne proposed by Silvi and seconded by Leigh

Lizzie Shannon-Little proposed by Gill Salway and seconded by Diana Alcock.

#### 9) AOB

Chantal outlined her work so far. She has reached out using social media, and the Gallery now has 3500 followers, and many more visitors are coming to the Gallery. She is partnering with other local art societies and is in the process of setting up workshops including some to take place in the Gallery in January when there is no exhibition.

She has provisionally booked some artists for Open Studios during the Jubilee week and suggested that we charge for a trail map.

She is in touch with the local school, proposing that pupils have an exhibition.

She is applying for grants.

It was suggested that local artists might produce pictures of Bampton which we could sell.

It is also possible that WOA might take a lead in trying to co-ordinate various charities in Bampton.

The meeting closed at 8.30pm.

WOA AGM Tuesday 1<sup>st</sup> November 2022 7.30pm

Chairs report

It is lovely to welcome you all this evening as the chair of WOA.

This time last year we were still wondering how the pandemic would affect the running of the gallery but following our members pop up exhibitions I am pleased to say that after a two year delay, we managed to hold artist Jane Duff's Exhibition A love of the Land and David Cotton's Disappearing World. We took part in Oxfordshire Artweeks, as planned with 10 artists holding our first reception after the pandemic. We also welcomed KS1 classes from Bampton Primary School to the gallery.

The way the gallery lends itself to the variety of work that artists create has been reflected in exhibitions of A Class Act by Pip Shuckburgh's art class and One Plus Five. These wonderful exhibitions also owe a lot to the dedicated Exhibitions Team of Diana, Sally and Laura along with the volunteers who help with hanging and staging. I would like to thank them for all their hard work in bringing everything together, on numerous occasions. They certainly have been busy.

The members exhibitions have proved very popular and along with the shop provide a great opportunity for members to promote their work.

In April we were approached by Kelmscott Manor, thanks to member John Barnes, to be partners in a Community Exhibition to mark the reopening of the manor after a two year closure. Open to all our members, 16 artists signed up. We spent two days at the Manor and the work resulted in The New Epoch Exhibition held in the last few weeks. Members also had access to the Manor for a day in the summer to work in grounds and house.

Making art accessible is one of WOA aims and with the re-established links with the school, in October three of us worked with all the children to reimagine shirts for our first Community Exhibition to mark WOA's 50th Anniversary to be held in January. Thank you to Christine and Marjolein for all your help.

The exhibitions are the showcase of WOA but behind the scenes there is a team of people. In January we welcomed Lizzie Hicks as our new gallery manager and I would like to thank her and Susy for the work that goes into the admin of the gallery.

Volunteers are also crucial to the success of the gallery, not least by sitting in the gallery to keep it open. Thank you must go to all of our sitters and Shirley Townley for organising the rota, no mean feat. We are always keen to hear from people who would like to sit. It is a fun way to meet members and visitors from the local area or further afield.

WOA is run for its members by its members and nothing would happen without the work of the Committee. Thank you to Sarianne, Leigh, Christine, Shirley, Lizzie, Diana, Silvi and Jenny. Finally I must thank Laura who as Treasurer does so much work keeping accounts, paying artists and generally being a mine of information that has been so much help to me over the last few months.

Tonight, we are sorry to say that three of the committee are standing down. I would like to thank Sarianne for her work as Chair at a time of uncertainty, and we have something to show our appreciation. Leigh as our secretary is also stepping down and Jenny who has so diligently taken the minutes of our meetings.

WOA is nothing without its members, please consider giving some time to sit in the shop, help set up an exhibition or offer your skills in HR or DIY for our annual tidy in January. And finally, do spread the word that WOA is something worth belonging to!

Treasurer Report for year ending on 31<sup>st</sup> march 2022

### **Financial Year 2021/22**

The financial year started in Lockdown 3 with the Gallery still closed for national restrictions. On the 12th of April we were allowed to reopen our doors and immediately started setting up the 1st exhibition of 2021: Artweeks. It includes WOA's entry in the Oxfordshire Artweeks festival. The Oxfordshire Artweeks Festival format was affected by Covid restriction (for eg. no printed guide, studio visits by appointment,..). This was reflected in the reduced number of visitors and income.

WOA's exhibition programme was disrupted due to repeated lockdowns in 2020 and early 2021, when we had to cancel and postponed exhibitions. Two pop-up exhibitions filled the gaps.

No official restrictions were introduced during the winter wave of the pandemic, but the strong advise on not socialising and restricting activities whenever possible affected the run up to Xmas, one of the most profitable times of our year.

In response, we took a pragmatic and prudent approach, changing our way of operating (for example reducing the number of exhibitions but increasing the length, longer period allowed for setting up, increasing hours worked by staff, introducing working from home). Although comparing figures with previous years is difficult, we saw that in the 2021-2022 financial year, gross sales from the shop increased by almost 40% on pre-pandemic levels (from £5000 to £7000). Net income from total sales including exhibitions (Sales less Artist Payments) ended on a par with pre-pandemic levels, an achievement of which we should be proud of.

Like many other organisations, we face underlying cost pressure, primarily in energy costs. However, we received a Discretionary restart grant from WODC of £4400 which allowed us to confidently plan a programme for the following months and to fund the increase in working hours and helping us to reach a positive result at the end of the financial year.

We also received two grants from The Bampton Community Shop totalling £1,000. The money is used for specific projects, improvement of the shop furnishing was one of them and we are most grateful for their continuous support.

### **Outlook for the Future:**

We entered 2022/23 with a solid financial base and thanks to the efforts of staff, volunteers and artists we have had a strong first half of the year in terms of sales.

However, we know that the times ahead will continue to be challenging due to high inflation and a difficult economic climate. As people try to save on expenditure, we could see reduced income from memberships and sales and we are already experiencing higher running costs. Cost of electricity is the topic of the day. Fortunately, we are shielded from the increases until our 3 years contract ends in June 2024.

Given the economic outlook, we will continue to maintain a pragmatic and prudent approach, looking to invest our resources into projects in line with our core aims but protecting our long-term financial viability.

Laura Hounam 16/10/2022

**WEST OX ARTS**  
**REPORTS AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31st MARCH 2022**

<b>Contents</b>	<b>Page</b>
Charity Information	1
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3 - 4
Balance sheet	5
Notes to the financial statement	6 - 8

**West Oxfordshire Arts Association Reg Charity No 266542**  
**Working names: West Ox Arts, WOA, West Ox Arts Association**

**WEST OX ARTS****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Sarianne Durie

Leigh Henry

Laura Hounam

Pip Shuckburgh stepped down on 3/12/2021

Silvi Shaumloeffel

Diana Alcock

Elizabeth Shannon Little from 2/11/2021

Sara Kay Adamson from 2/11/2021

**Chair**

Sarianne Durie until 17/11/2021

Sara Kay Adamson from 2/2/2022

**Secretary**

Leigh Henry

**Treasurer**

Laura Hounam

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts : i) under section 145 of the 2011 Act ii) 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**

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 seeking 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**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and dated:

*Ray Proctor, M.B.A.*

*11 July, 2022*

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022**  
**INCOME AND EXPENDITURE ACCOUNT**

	2021-2022	2020-2021
	Unrestricted Funds	Total
Incoming resources	£	£
<b>Grants and Subscriptions</b>		
Membership subscriptions	4,195	3,588
HMRC small employers NI contribution grant	124	61
Donations	555	520
WODC grants	4,411	16,675
HMRC JRS grant	199	3,547
Sponsorships	281	0
Bampton parish Council	0	650
<b>Activities generating funds</b>		
Exhibitions sales	26,355	5,868
Exhibition Fees	5,883	1,040
Shop sales	7,040	0
<b>Other Income</b>		
Sundries (includes sitters errors)	-11	5
Gift Aid (4)	668	484
Bank Interest	3	10
HMRC credit	0	191
	<u>49,701</u>	<u>32,639</u>
	<b>Restricted funds</b>	
Bampton Community shop (website, IT and public relations))		<u>1,000</u>
Bampton Community shop (upgrade of gallery shop)	<u>500</u>	
Bampton Community shop (furnishing storage and extraordinary expenses)	<u>500</u>	
	<u>1,000</u>	<u>1,000</u>
<b>Total Incoming Resources</b>	<u><u>50,701</u></u>	<u><u>33,639</u></u>

**WEST OX ARTS****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022**  
**INCOME AND EXPENDITURE ACCOUNT (Continued)**

	2021-2022	2020-2021
	<u>Unrestricted</u>	<u>Total</u>
	Funds	£
Resources expended	£	£
<b>Charitable expenditure</b>		
Exhibition payments to artists	19,247	4,108
Exhibition costs	865	346
Shop payment to artists	4,925	0
Electricity	1,554	836
Staff salaries (includes HMRC employees)	15,212	12,124
staff tax rebate	456	-233
staff tax rebate refund	-415	0
NI employers' contributions	124	61
Staff accrued holidays	0	231
Rent	1,750	1,750
Insurance	565	565
Repairs and maintenance	37	71
Cleaning	623	259
Equipment	0	374
	<u>44,942</u>	<u>20,492</u>
<b>Management and Administration</b>		
Publicity	0	175
Telephone & Internet	337	342
Affiliations	75	177
Postage	0	8
Card charges	544	167
Bank Charges	26	0
Photocopies & stationery	241	139
Hospitality and Public relations	40	10
Sundries	53	0
	<u>1,316</u>	<u>1,018</u>
<b>Total resources expended unrestricted funds</b>	<u>46,258</u>	<u>21,510</u>
<b>Restricted Funds expended</b>		
IT and public relations	119	0
Maintenance	88	0
Signage	366	0
Upkeeping of gallery and painting	34	0
Upgrade of gallery shop	366	0
	<u>973</u>	<u>0</u>
<b>Total resources expended</b>	<u>47,231</u>	<u>21,510</u>
<b>Net balance (All Funds)</b>	<u>3,470</u>	<u>12,129</u>
<b>Balance brought forward</b>	33,484	21,355
<b>Net accumulated income carried forward</b>	<u>36,954</u>	<u>33,484</u>

**WEST OX ARTS****BALANCE SHEET****AS AT 31 MARCH 2022**

	Notes	<u>2021-2022</u>		<u>2020-2021</u>
		£	£	£
<b>Current assets</b>				
Debtors	(6)	709		1,505
Current Account		13,389		8,080
Deposit Account		28,577		26,574
Petty Cash/float		100		100
Cash at gallery		142		29
<b>Total Current /Savings</b>			<u>42,918</u>	<u>36,288</u>
<b>Creditors: amounts falling due within one year</b>	(7)		-3,600	-381
Expenses deferred to following year	(8)		0	285
Income deferred to following year	(9)		-2,364	-2,708
<b>Net current assets</b>			<u>36,954</u>	<u>33,484</u>
<b>Net assets</b>			<u>36,954</u>	<u>33,484</u>
<b>Accumulated funds:</b>				
<b>Carried forward :</b>				
Unrestricted funds from previous year			29,528	18,399
Restricted Funds from previous year			3,956	2,956
Restricted net balance			27	1,000
Unrestricted Net Balance			<u>3,443</u>	<u>11,129</u>
<b>Total accumulated funds</b>			<u>36,954</u>	<u>33,484</u>

The financial statements on pages 3 to 7 were approved by the trustees on.....

And signed on their behalf by:

*Kay Adamson*

Kay Adamson

Chair

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

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All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Restricted funds are those which have been made available for specific projects.

(c) **Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

(d) **Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

(e) **Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

**2 Grants & Donations**

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000.

The endowment fund has its own independent trustees to manage the funds.

Donations from this fund are usually granted in respect of specific requests from WOA.

**3 Sundry Income**

Generally photocopying and sitters errors

**4 Other incoming resources**

Gift Aid is monies claimed back from Inland Revenue.

**5 Employee information**

The average number of employees during the year was 2

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2022**

	£	£
	<u>2021-2022</u>	<u>2020-2021</u>
<b>6 Bank charges</b>	26	0
<b>7 Debtors</b>	<u>2021-2022</u>	<u>2020-2021</u>
Gift Aid	668	484
HMRC JRS grant	0	863
HMRC PAYE Employee Tax Refund	41	158
	<u>709</u>	<u>1,505</u>
<b>8 Creditors</b>		
Artist's Payments for Sales	2,792	0
Cleaning	60	0
Edf Arrears	160	144
Credit card charges	71	0
Bank charges	8	0
Bampton archives (sale of maps)	13	0
HMRC PAYE NI contributions	497	0
	<u>3,600</u>	<u>144</u>
<b>9 Expenses deferred to following year</b>		
Affiliations	0	285
	<u>0</u>	<u>285</u>
<b>10 Income deferred to following year</b>		
Exhibition fees	2,114	2,708
Sponsorship	250	0
	<u>2,364</u>	<u>2,708</u>
<b>11 Bad Debts</b>		
There were no bad debts during 2021-2022		
<b>12 Trustee expenses</b>		
No Trustees claimed any expenses for their trustee duties during the year.		
<b>Restricted funds at 31<sup>st</sup> March</b>		
Bampton Community Shop (signage)	589	955
Bampton Community Shop (Drawing from life,workshops)	391	479
Bampton Community Shop (It, website,public relations)	881	1000
Birkhead Trust (Maintenance)	522	522
Bampton Community Shop (upgrading of gallery shop)	134	0
Bampton Community Shop	500	0
Bampton Community shop (Painting of walls)	966	1000
<b>TOTAL</b>	<u>3,983</u>	<u>3,956</u>

**WEST OX ARTS****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31<sup>st</sup> MARCH 2022****13 Impact of Covid 19 Outbreak**

The financial year started in Lockdown 3 with the Gallery still closed for national restrictions. On the 12th of April we were allowed to reopen our doors and immediately started setting up the 1st exhibition of 2021: Artweeks. It includes WOA's entry in the Oxfordshire Artweeks festival. The Oxfordshire Artweeks Festival format was affected by Covid restriction (for eg. no printed guide, studio visits by appointment,..). This was reflected in the reduced number of visitors.

WOA's exhibition programme was disrupted due to repeated lockdowns in 2020 and early 2021, when we had to cancel and postponed exhibitions. Two pop-up exhibitions filled the gaps.

No official restrictions were introduced during the winter wave of the pandemic, but the strong advise on not socialising and restricting activities whenever possible affected the run up to Xmas, one of the most profitable times of the year. We received a Discretionary restart grant from WODC which allowed us to confidently plan a programme for the following months and helped us to reach the positive result at the end of the financial year.

**Outlook for the financial year ending on 31<sup>st</sup> March 2023**

There are new challenges for the 2022-2023 financial year as well as the ongoing covid pandemic. High inflation and energy costs will increase our running costs and affect spending power.

It is likely we will have to utilise part of our reserves.

Grants and funding possibilities are actively being looked at.

The situation is under constant review along with the cashflow.

Different business models, including reviewing staffing hours, opening times, and volunteers contribution to the running of WOA will be continuously evaluated.

Our policy is to keep at least 3 months reserves and not to borrow money.

**WEST OXFORDSHIRE ARTS ASSOCIATION**

England & Wales - Charity number 266542

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# Accounts

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## **Chairman's Report**

**COVID :** This has been a nightmare for us, as for everyone else. One exhibition closed halfway through, the next, some months later, was also cut short – we hope now that things will continue with careful arranging, etc., as you will hear later. Staff, as you will have realised were furloughed – with all the complications that involved.

Being closed for such a long time had its effect in various ways – all of which will be referred to later. All this caused Laura much hard work.

**Membership :** we have about 150 members – ten years ago we had nearer 250 – this is something that makes quite a difference to WOA as a whole – if anyone has any bright ideas about this, they should certainly bring them forward, now or at a further meeting.

**Life Drawing** or Drawing from Life as it is to be called – started in Aston Village Hall in October 2019 and was very successful and lots of people came, until this too had to close.

Later it transmuted to drawing outside, in various people's gardens – with fewer people – all those who took part really enjoyed this.

There has been some summer outside drawing and we now plan to re-start once again in the Old School, using the Library space with its new movable bookstacks. Watch this space.

### **General Round-Up**

There are lots of positive things about WOA. It has been a very successful part of Bampton and the wider community for nearly 50 years, many thanks to everyone involved over that time. We certainly hope to continue successfully for years to come, in this lovely space – though I must also point out that the future is really up to the Members of WOA – not just the Trustees!

Lastly, the Trustees have, of course, been discussing the future of WOA – this will be addressed after the Treasurer's Report.

## **Treasurer's Report**

At the last AGM in September 2019 I reported for the financial year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> of March 2019 a loss of £601 for non-restricted funds.

In the financial year **2019-2020** the loss was re-addressed with a net balance for non-restricted funds of £3,571 due mainly to a reduction in expenses all over the board.

Income was similar to the previous financial year.

We received 2 grants (each of £1,000) from the Bampton Community shop to be used :

- to relaunch a workshop/drawing from life programme. Drawing from Life sessions were held at Aston Village Hall, but were stopped by the pandemic.
- for website improvement, IT and public relations.

The pandemic interfered with our plans but we intend to make good use of the money in the coming months

and

- £650 from the Bampton Parish Council.

To both many thanks for their continuous support.

Following Government guidelines for the Covid-19 outbreak the gallery suddenly closed on 17th March 2021.

A successful exhibition was abruptly interrupted and an £80 refund of exhibition fees was given to the artist.

Closing the gallery we lost all the possible income from sales of work for that exhibition. It is impossible to quantify as always variable and the majority of the sales happens on the day of opening. The financial impact of the Covid-19 outbreak for the financial year 2019-2020 was limited and the year ended with an unrestricted net balance of £3,571.

As soon as lockdown one was announced we took immediate action in

- agreeing with staff to work from home at reduced hours
- negotiating with providers more favourable terms so to reduce overheads .

We had to refund fees received for exhibition planned for the 2020-2021 financial year.

### **2020-2021 financial year**

The financial year started in lockdown 1 and ended in lockdown 3 with the income already depleted by the refund of exhibition fees planned for the first part of the year.

The exhibition calendar was repeatedly disrupted by lockdowns and local restrictions.

Celebrating Creative Work was the first, and as it turned out, the only exhibition of the year that had to be stopped twice and was shorter than planned. The exhibitions planned for the first 3 months of 2021 were postponed.

The income and expenditure account reflects our much reduced activities.

With the Gallery closed for lockdowns we lost all possible income from exhibition fees and sales of work and there was a decrease of income from membership.

The income from Activities that generate funds was down by 82% and without State help in the form of WODC Discretionary grant for lockdown 1, WODC ARG grants for lockdown 2 and 3 and the HMRC JRS grant we would have depleted our reserves to the point of closing the Gallery and even considering the dissolution of WOA.

We also received

- £520 various donations
- £650 grant from the Bampton Parish Council
- £1,000 from the Bampton Community shop for painting the walls of the Gallery – which we consider as restricted funds.

The positive surplus of unrestricted funds does not reflect the difficulties, worries, stress and hard work of the year, it is also an extremely deceptive snapshot of our funds taken at a point when everything was at a standstill with about 80% of the salaries covered by the furloughing scheme, non-essential expenses were delayed, lower payments for utilities negotiated and the heating at the bare minimum.

We applied without success for grants from the Art Funds, the Schroder Foundation and the Foyle Foundation

### **Outlook for the 2021-2022 financial year**

The new financial year started with the Gallery still closed for lockdown 3, and a shortened exhibition programme, with longer periods of inactivity between exhibitions to comply with Covid guidelines on social distancing and quarantine of stock, expenses delayed in the previous year as well as new ones to operate in a covid safe manner

We expect income from activities generating funds (exhibitions, workshops, shop) and membership to be lower than pre-pandemic levels.

A prudent cash flow for the period from the 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 indicates that we should reach the end of the financial year with roughly 4 months of reserves.

The amount of reserves left will depend on the success of resuming normal activities, the impact of future restrictions due to the pandemic, increased price of utilities, goods and services and the country economic climate.

Our policy is to keep 3 month's reserves.

Grants and funding possibilities are actively looked at.

Different business models such as, and including reviewing staffing hours, opening times, volunteers contribution to the running of WOA will be continually evaluated.

Laura Hounam  
2/11/2021

**WEST OXFORDSHIRE ARTS ASSOCIATION**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2021**

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**West Oxfordshire Arts Association Reg Charity No 266542**  
working names : West Ox Arts, WOA, West Ox Arts Association

**WEST OXFORDSHIRE ARTS ASSOCIATION****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Sarianne Durie

Leigh Henry

Laura Hounam

Pip Shuckburgh

Silvi Shaumloeffel

Diana Alcock

**Chair**

Sarianne Durie

**Secretary**

Leigh Henry

**Treasurer**

Laura Hounam

**Registered Address**

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

**Bankers**

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OXFORDSHIRE ARTS ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- 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**

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 seeking 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**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting

requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Ray Proctor (MBA)*

*21 June 2021*

Signed and dated:

**WEST OXFORDSHIRE ARTS ASSOCIATION****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 202**  
**INCOME AND EXPENDITURE ACCOUNT**

	2020-2021	2019-2020
	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	
Incoming resources	£	£
<b>Grants and Subscriptions</b>		
Membership subscriptions	3,588.00	4,010
HMRC small employers NI contribution grant	61	
Donations	520	91
WODC grants	16,675	
HMRC JRS grant	3,547	
Bampton parish Council	650	650
<b>Activities generating funds</b>		
Exhibitions sales	5,868	14,607
Exhibition Fees	1,040	5,185
Workshops	0	630
Robert Vesey Room	0	4,741
Shop sales	0	5,012
Summer and Christmas Fairs sales	0	6,092
Summer and Christmas Fairs fees	0	1,815
January sale donations	0	421
Jan Sale Artists	0	319
<b>Other Income</b>		
Sundries (includes sitters errors)	5	77
Gift Aid (4)	484	583
Bank Interest	10	32
HMRC credit	191	
	<u>32,638</u>	<u>44,264</u>
<b>Restricted funds</b>		
Bampton Community shop (Workshops))		<u>1,000</u>
Bampton Community shop (website, IT and public relations))	<u>1,000</u>	<u>1,000</u>
Bampton Community shop		
	<u>1,000</u>	<u>2,000</u>
<b>Total Incoming Resources</b>	<u><u>33,638</u></u>	<u><u>46,264</u></u>

**WEST OXFORDSHIRE ARTS ASSOCIATION****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2021  
INCOME AND EXPENDITURE ACCOUNT (Continued)**

	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	
<b>Resources expended</b>		
<b>Charitable expenditure</b>		
Exhibition payments to artists	4,108	11,438
Exhibition costs	346	496
January sale artist	0	223
Crafts exhibition costs	0	198
Crafts exhibition payment to artists	0	4,265
Shop payment to artists	0	3,485
Vesey Room artists	0	3,450
Electricity	836	1,441
Staff salaries (includes HMRC employees)	12,124	10,364
staff tax rebate	-233	
NI employers' contributions	61	
Staff accrued holidays	231	
Rent	1,750	1,750
Insurance	565	576
Repairs and maintenance	71	205
Cleaning	259	538
Equipment	374	0
	<u>20,491</u>	<u>38,429</u>
<b>Management and Administration</b>		
Publicity	175	461
Telephone & Internet	342	400
Affiliations	177	425
Postage	8	
Card charges	167	492
Photocopies & stationery	139	349
Hospitality and Public relations	10	69
Vesey Room expenses	0	67
	<u>1,019</u>	<u>2,263</u>
<b>Total resources expended unrestricted funds</b>	<u>21,510</u>	<u>40,692</u>
	<u>Restricted funds</u>	
Lighting and maintenance	0	40
Workshops (Drawing from life)	0	521
Signage	0	15
Life drawing float	0	100
	<u>0</u>	<u>675</u>
<b>Total resources expended</b>	<u>21,510</u>	<u>41,368</u>
<b>Net balance (All Funds)</b>	<u>12,129</u>	<u>4,896</u>
<b>Balance brought forward</b>	<u>21,355</u>	<u>16,459</u>
<b>Net accumulated income carried forward</b>	<u>33,484</u>	<u>21,355</u>

**WEST OXFORDSHIRE ARTS ASSOCIATION****BALANCE SHEET****AS AT 31 MARCH 2021**

	Notes	<u>2020-2021</u>		2019-2020
		£	£	
<b>Current assets</b>				
Debtors	(7)	1,505		582
Current Account		8,080		2,684
Deposit Account		26,574		18,564
Petty Cash/float		100		100
Cash at gallery		29		
<b>Total Current /Savings</b>			<u>36,288</u>	<u>21,930</u>
<b>Creditors: amounts falling due</b>				
within one year	(8)		-381	-215
Expenses deferred to following year	(8)		285	305
Income deferred to following year	(9)		-2,708	-665
<b>Net current assets</b>			<u>33,484</u>	<u>21,355</u>
<b>Net assets</b>			<u>33,484</u>	<u>21,355</u>
<b>Accumulated funds:</b>				
<b>Carried forward</b>				
<b>Unrestricted funds from previous year</b>		18,399		14,829
<b>Restricted Funds from previous year</b>		2,956		1,631
Balance from Birkhead trust grant for lighting				561
Bampton Community shop grant (signage)				970
<b>Restricted net balance</b>		1,000		
<b>Unrestricted Net Balance</b>		11,129		3,571
<b>Total accumulated funds</b>			<u>33,484</u>	<u>21,562</u>

The financial statements on pages 3 to 7 were approved by the trustees on  
 And signed on their behalf by:

Sarianne Dune  
 Chair

*Sarianne Dune*

*20th June 2021*

## **WEST OXFORDSHIRE ARTS ASSOCIATION**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.

#### **(b) Income and expenditure**

All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.

Unrestricted funds can be used in accordance with the charitable objectives of the discretion of the trustees.

Restricted funds are those which have been made available for specific projects.

#### **(d) Tangible assets and depreciation**

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

#### **(e) Analysis of expenditure**

Expenditure is attributed to specific activities and has been included in those cost categories.

Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

#### **(f) Voluntary Income**

West Oxfordshire Arts Association receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution.

#### **2 Grants & Donations**

The Birkhead Memorial Endowment Fund was established by WOA trustees as a permanent endowment fund for the benefit of West Oxfordshire Arts Association on 4th October 1989 with the initial sum of £10,000

The endowment fund has its own independent trustees to manage the funds. Donations from this fund are usually granted in respect of specific requests from WOA.

#### **3 Sundry Income**

Generally photocopying and sitters errors

#### **4 Other incoming resources**

Gift Aid is monies claimed back from Inland Revenue.

#### **5 Employee information**

The average number of employees during the year was 2

**WEST OXFORDSHIRE ARTS ASSOCIATION****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2021****6 Bank charges**

13

None this year

**7 Debtors**

	<u>2020-2021</u>	<u>2019-2020</u>
	£	£
Gift Aid	484	583
HMRC JRS grant	863	
HMRC PAYE Refund	158	
	<u>1,505</u>	<u>583</u>

**8 Creditors**

Artist's Payments for Sales	7	3
Cleaning	0	25
Edf arrears	144	187
Staff holidays accrued during maternity leave	231	
	<u>381</u>	<u>215</u>

**Expenses deferred to following year**

Affiliations	<u>285</u>	<u>305</u>
	<u>285</u>	<u>305</u>

**9 Income deferred to following year**

Exhibition fees	<u>2,708</u>	<u>665</u>
	<u>2,708</u>	<u>665</u>

**10****Bad Debts**

There were no bad debts during 2019-2020

**11****Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.

**12****Restricted funds at 31<sup>st</sup> March**

Bampton Community Shop (signage)	955	955
Bampton Community Shop (Drawing from life,workshops)	479	479
Bampton Community Shop (It, website,public relations)	1,000	1,000
Birkhead Trust (Maintenance)	522	522
Bampton Community shop (Painting of walls)	1,000	
<b>TOTAL</b>	<b>3,956</b>	<b>2,956</b>

**WEST OXFORDSHIRE ARTS ASSOCIATION****NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31<sup>ST</sup> MARCH 2021****Impact of Covid 19 Outbreak**

The financial year started in lockdown1 and ended in lockdown 3

The exhibition calendar was repeatedly disrupted by lockdowns and local restriction. The Xmas exhibition had to be stopped twice and exhibitions planned for the first 3 months of 2021 had to be postponed

With the Gallery closed for lockdowns we lost all the possible income from exhibition fees and sales and there was a decrease of membership

The income from Activities generating funds was down by 82.2%

Without state help in the form of WODC Discretionary grant for lockdown 1, ARG grants for lockdown2 and 3 and the HMRCH JRS grants we would have depleted our reserves to the point of having to close the Gallery, and considering the dissolution of WOA

**Outlook for the financial year ending on 31<sup>st</sup> March 2022**

The snap shot of our funds taken at the end of the financial year is extremely deceptive, as taken at a point when everything was at a standstill, with about 80% staff salaries covered by the furloughing scheme, non essential expenses delayed and lower payments for utilities negotiated.

The new financial years starts with the: Gallery still closed, a shortened exhibition programme, longer period of inactivities between exhibitions to comply with covid guidelines on social distancing and quarantine of stock, expenses that were delayed as well as ones to operate in a covid safe manner

We expect income from activities generating income (exhibitions, workshops, shop) and membership to be lower than pre pandemic levels.

A prudent cashflow for the period from 1<sup>st</sup> of April 2021 to 31<sup>st</sup> of March 2022 indicates that we should reach the end of the financial year with roughly 4 months of reserves

The amount of reserves left will depend on success of resuming normal activities and the impact of future restrictions due to the pandemic

Grants and funding possibilities are actively looked at.

The situation is under constant review and so is the cashflow.

Different business models, including reviewing staffing hours, opening times, volunteers contribution to the running of WOA will be continuously evaluated as will possible merging or closing.

Our policy is to keep at least 3 months reserves and not to borrow money