

## **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 in transmutated 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**

<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	6-13

**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 <u>Unrestricted Funds</u>	2019-2020 <u>Total</u>
<b>Incoming resources</b>	<b>£</b>	<b>£</b>
<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>33,638</u>	<u>46,264</u>

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

	<b>2020-2021</b>	<b>2019-2020</b>
	<b>Unrestricted Funds</b>	<b>Total</b>
<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
	<b>20,491</b>	<b>38,429</b>
<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
	<b>1,019</b>	<b>2,263</b>
<b>Total resources expended unrestricted funds</b>	<b>21,510</b>	<b>40,692</b>
	<b>Restricted funds</b>	
Lighting and maintenance	0	40
Workshops (Drawing from life)	0	521
Signage	0	15
Life drawing float	0	100
	<b>0</b>	<b>675</b>
<b>Total resources expended</b>	<b>21,510</b>	<b>41,368</b>
<b>Net balance (All Funds)</b>	<b>12,129</b>	<b>4,896</b>
<b>Balance brought forward</b>	<b>21,355</b>	<b>16,459</b>
<b>Net accumulated income carried forward</b>	<b>33,484</b>	<b>21,355</b>



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

	Notes	<u>2020-2021</u>	<u>2019-2020</u>
<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>			
Unrestricted funds from previous year		18,399	14,829
Restricted Funds from previous year		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>		<u>11,129</u>	<u>3,571</u>
<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*

*20 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