Oxfordshire Community Foundation

Financial Statements for the year ended 31 March 2008

Charity no. 1046432

Charity No.

1046432

Registered Office

Oxfordshire Community Foundation

3, Woodins Way

Oxford OX1 1HD

01865 798666 (tel) ocf@oxfordshire.org

Trustees

Colin Alexander

Glyn Benson *

John Briggs (Chairman)

Ann Buchanan *

Malcolm Cochrane DL *

Shree Hindocha Michael Lear Ian Lenagan Jane Mactaggart Anna Moon * Lady North DL *

Simon Probert (Hon. Treasurer)

Nigel Talbot-Rice Jane Wates OBE Nigel Williams * Ian Workman

Chief Executive

Barry Tanswell

Bankers

National Westminster Bank plc

Investment Brokers

Hargreave Hale

Auditors

King Loose & Co

^{*} Members of Grants Panel

TRUSTEES' REPORT

For the year ended 31 March 2008

Constitution

The Oxfordshire Community Foundation is governed by a trust deed dated 25 April 1995 and is a registered charity, number 1046432.

Vision: to be the lead partner for community based charitable grant making in Oxfordshire.

Mission Statement

To develop income streams and capital funds to support the unmet needs of Community groups working with disadvantaged people across the County.

Objects of the Foundation

OCF raises funds in the Community to support a grant making programme currently targeted at:

- Education and Employability
- Health
- Poverty relief
- Diversion from crime

Trustees' responsibilities for the financial statements

Charity law requires the Trustees to prepare financial statements that reflect a true state of affairs of the Foundation.

In preparing these statements the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Community Foundation will continue in business.

TRUSTEES' REPORT

For the year ended 31 March 2008

Financial Review

The Foundation enjoyed a stable year financially. Our total income, comprising donations and investment income, was £548,000 (2007-£582,000). This income supported our grant-making programme and our operational expenditure. Grants made (which are analysed in more detail in Appendix 1 to the financial statements) totalled £334,000 (2007-£385,000). Operating costs for the year were £132,000 (2007 - £123,000).

Our investment portfolio was diversified in 2006 with the acquisition of new office premises. The Foundation has sublet part of this office space to another charitable organisation since November 2006. This provides further financial benefit.

Other investments were affected by unfavourable market conditions but our portfolio of bonds and equities continues to be resilient.

Overall there was a year on year increase of 3% in the total capital funds of the Foundation.

Post Balance Sheet Events

Since year end the Foundation has been successful in the submission of a bid to the Office of the Third Sector. This bid is to manage a new funding programme called Grassroots Grants. This is a three year programme which will disburse approximately £230,000 per annum in grants. The administration fee will cover approximately 35% of the Foundation's running costs. Alongside this programme will be an endowment challenge where donors' funds will be matched on a 2:1 basis by the Office of the Third Sector. (For every £2 raised, £1 will be added.)

Projects

A total of 121 projects benefited from grants made by OCF. A breakdown appears in Appendix 1.

OCF received funding from a number of sources including individual donors, trust funds, companies, UK Government Local Network Fund, European Union European Social Fund and Sport Relief. The LNF and ESF programmes concluded in the financial year.

Future Developments

The Foundation recently reviewed and overhauled its internal organisation. A three year strategic delivery plan was created, which is being utilised to change the focus of the Community Foundation from primarily a grant making body to a professional fundraising

TRUSTEES' REPORT

For the year ended 31 March 2008

organisation. This plan is under an ongoing process of review by the Trustees. Fund Development and Corporate Committees have been set up, each chaired by the most appropriate Trustee and a range of strategies is in place which, together with a number of events, is designed to raise the profile of OCF. The Chief Executive continues to make progress in the media and this will be ongoing. The Trustees are playing an active role in the organisation and each now has specific responsibility for delivering a project. The Oxfordshire Community Foundation will continue to assist the Community Foundation Network lobby opinion formers in order to protect and enhance the interests of Community Foundations.

Grant making Policy

The Grants Panel identifies projects where our funds will make a real impact to locally based organisations. The process is highly targeted and designed to deliver a reasonable 'spread' of grants across the County. In 2007 – 2008 we ran the following grant programmes:

- Local Network Fund for children and young people, funded by the DCSF, granting up to £7,000 to projects benefiting young people suffering disadvantage.
- The Improving Employability Fund, granting up to £10,000 by the European Social Fund, supporting projects which increase the employability of certain target groups, e.g. women returners to work, people with disabilities.
- Buscot and Area Community Fund, money is derived from another Charitable Trust and is designed for use in the Faringdon area.
- Community Grant Fund, into which all unrestricted donations designated for grantmaking are pooled, allowing OCF to make grants for equipment or start up costs (up to £2,500)
- Emergency Small Grants Fund, under which small organisations can apply for up to £500 and we will respond within a month.
- JMC fund, making grants within the field of mental health.
- Mactaggart fund, granting to groups falling under the fund-holder's areas of interest.
- Sport Relief, granting up to £5,000, to distribute to community projects using sport and exercise to strengthen communities.
- Wantage and District Community Fund, set up with the assistance of the MP for Wantage.

The Grants Panel meets bi-monthly to consider applications and consists of five of the Foundation's Trustees, one of whom acts as chair. A rotating range of volunteers from the community assist in the deliberations. We aim to turn around applications in as short a time as possible.

TRUSTEES' REPORT

For the year ended 31 March 2008

Investment Policy

The capital funds of Oxfordshire Community Foundation are invested through our brokers, Hargreave Hale. In addition to the Long Leasehold Property owned by the Foundation, the fund is divided between equities and bonds. The performance of these equities and bonds resulted in a 3% drop in the endowment fund balance. However, this represented a more favourable return than the market as a whole.

Reserves Policy

The Trustees have agreed to maintain a minimum of three months cash reserve to cover commitments to operating costs.

Risk Statement

The Trustees have prepared a risk statement for the Foundation, which is regularly updated by the Chief Executive and reviewed. Although the Foundation has been successful in its bid for government funding, meeting the need for external fundraising will be key to the future success of the Foundation.

Organisation Structure

The Trustees meet quarterly. Subcommittees meet in between Trustee meetings with their recommendations discussed and approved at a full Trustee meeting. The day-to-day responsibility is delegated to the Chief Executive, who together with the Grants Manager, are full time employees. There was also a part time Outreach and Support Officer, contracted specifically to work on the Local Network Fund. A part-time administrator continues to manage the day to day office operation.

Trustee Changes

The following Trustees were appointed during the year:

Shree Hindocha

(October 2007)

Simon Probert

(January 2008)

In April 2008 Mrs. Jane Wates OBE was appointed to the Board of Trustees.

TRUSTEES' REPORT

For the year ended 31 March 2008

Connected charities

The Charity is a member of the Community Foundation Network, (charity number 1004630). This network promotes the work of Community Foundations throughout the United Kingdom but has no executive involvement with any individual members. The Foundation has also been accredited by the Community Foundation Network in line with agreed Charity Commission criteria.

The Oxfordshire Community Foundation acts as treasurer for a payroll giving consortium – Abingdon Charities Working Together. The consortium consists of: the Abingdon Bridge, the Local Youth Mentoring Scheme, the Friends of Abingdon Citizens Advice Bureau and PACT. This consortium represents a very small component of OCF's activities.

Auditors

The accounts have been audited by King Loose & Co who seek re-appointment at the Annual General Meeting.

Acknowledgements

The Trustees would like to place their thanks on record to all our donors, supporters, volunteers and staff.

On behalf of the trustees

John Briggs Chairman

October 2008

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF

OXFORDSHIRE COMMUNITY FOUNDATION

We have audited the financial statements of Oxfordshire Community Foundation for the year ended 31st March 2008, which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This auditors' report is made solely to the Trustees, as a body, in accordance with Section 43 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The Trustees' responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the statement of Trustees' responsibilities.

We have been appointed as auditors under Section 43 of the Charities Act 1993 and report in accordance with regulations made under Section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees report is not consistent with the financial statements, if the Charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read other information contained in the annual report, and consider whether it is consistent with the audited financial statements. This other information comprises only the report of the Trustees. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Charity's affairs as at 31st March 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Charities Act 1993, and the information given in the Trustees report is consistent with the financial statements.

St John's House 5 South Parade Summertown Oxford OX2 7JL

King Loose & Co Registered Auditors

PRINCIPAL ACCOUNTING POLICIES

For the year ended 31 March 2008

Basis of preparation

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investment fixed assets to market value, and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting for Charities", as revised in June 2005

Incoming resources - Grants and Donations

Income from grants is recognised when the terms of the grant have been met. Typically this is on a receivable basis. Income from donations is recognised when received.

Income received for restricted purposes is credited to specific restricted funds in accordance with any restrictions placed by the donor.

Incoming resources - Investment income

Income from investments is recognised on a receivable basis, other than dividend income, which is recognised on a received basis.

Investment income arising from endowment funds is available for unrestricted purposes.

Basis of allocation of Expended resources

Expended resources have been allocated between the expense heading on the Statement of Financial Activities to the activity, where possible, to which the expenditure directly relates.

Expenditure which relates to several expense headings has been apportioned between these on appropriate proportions of each expenditure which the activity utilises.

Costs of generating funds

This represents costs of events, publicity and 10% of employment costs

Charitable activities

Grants payable are recognised on a payable basis.

Support costs of charitable activities represent all other costs incurred in achieving the charity's objects, including 80% of employment costs

Governance costs

This represents the costs of the statutory audit, together with 10% of employment costs to represent time spent liaising with and supporting the trustees in discharging their governance obligations.

Fixed assets

Individual assets with an original cost of over £200 are capitalised.

Depreciation is provided to write off the cost of these assets to their residual amount over their useful economic lives as follows:

Fixtures, fittings and equipment

- over 4 years

IT equipment

- over 4 years

Leasehold property

- over term of the lease

Taxation

As a registered charity, the Community Foundation is not liable to taxation on its charitable activities. On the basis of these financial statements, no provision has been made for taxation.

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2008

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	2008 Total	2007 Total
		£	£	£	^	^
		τ.	Z.	2.	£	£
Incoming Resources						
Voluntary Income		58,885	395,751	27,542	482,178	533,457
Investment Income	1	65,002	-	-	65,002	49,002
Other incoming resources		465	.	*	465	-
Total Incoming Resources		124,352	395,751	27,542	547,645	582,459
Resources Expended			, ,,,,			
Costs of Generating Funds	2	15,790	-	-	15,790	18,041
Charitable Activities	3	96,952	342,666	-	439,618	479,423
Governance costs	4	10,250	-	-	10,250	10,291
Total Resources Expended		122,992	342,666		465,658	507,755
Net incoming resources		1,360	53,085	27,542	81,987	74,704
Gains and losses on investments	7	-	26	(35,834)	(35,834)	46,255
Transfers between funds	12	(21,501)	21,501	-	-	-
Net movement in funds		(20,141)	74,586	(8,292)	46,153	120,959
Fund balance at 1 April 2007		120,582	57,120	1,238,519	1,416,221	1,295,263
Fund balance at 31 March 2008	10	100,441	131,706	1,230,227	1,462,374	1,416,222

The Statement of Financial Activities has been prepared on the basis that all activities are continuing.

There are no recognised gains and losses other than those passing through the Statement of Financial Activities.

The accompanying accounting policies and notes form an integral part of these financial statements.

BALANCE SHEET

As at 31 March 2008

	Note	2008 £	2008 £	2007 £	2007 £
Fixed Assets					
Tangible Assets	6	280,082		281,847	
Investments	7	1,010,969		1,009,905	
		***************************************	1,291,051		1,291,752
Current Assets					
Debtors	8	15,171		4,283	
Cash at Bank and in Hand		164,958		188,314	
		180,129		192,597	
Creditors : amounts falling due within one year	9	(8,806)		(68,128)	
Net Current Assets			171,323		124,469
Net Assets			1,462,374		1,416,221
Funds					
Unrestricted	10		100,441		120,582
Restricted	10,11		131,706		57,120
Endowment	10		1,230,227		1,238,519
			1,462,374		1,416,221

The Trustees approved the financial statements on

Trustee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

	Unrestricted	Restricted	2008	2007
1. Investment income	£	£	£	£
Dividends	20,570	-	20,570	19,513
Rental income	17,407	-	17,407	11,239
Bank interest receivable and similar income	27,025		27,025	18,250
	65,002	-	65,002	49,002
	Unrestricted	Restricted	2008	2007
2. Costs of Generating Funds	£	£	£	£
Employment costs	8,924	-	8,924	8,353
Events costs	1,376	-	1,376	1,393
Printing, publicity and investment management costs	5,490	w	5,490	8,295
	15,790		15,790	18,041
3. Costs of Charitable Activities	Unrestricted	Restricted	2008	2007
3. COSIS OF CHARACTER ACTIVITIES	£	٤	£	£
Grants payable:				
Unrestricted and small grants	34,645	-	34,645	39,846
Restricted Grants (see note 11)	<u> </u>	299,131	299,131	345,109
	34,645	299,131	333,776	384,955
Support costs:				
Employment costs	39,672	31,722	71,394	66,820
Rent and Rates	11,182	3,831	15,013	10,585
Other costs	11,453	7,982	19,435	17,063
Total support of charitable activities costs	62,307	43,535	105,842	94,468
Total costs of charitable activities	96,952	342,666	439,618	479,423
4. Governance costs	Unrestricted	Restricted	2008	2007
. Coloniano dosio	£	£	£	£
Auditor's remuneration	1,326		1,326	1,938
Employment costs in support of trustees' meetings	8,924	-	8,924	8,353
	10,250	-	10,250	10,291

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

5. Employment costs	2008 £	2007 £
Wages and salaries	79,941	74,267
Social Security costs	6,812	6,235
Pension costs	2,490	3,023
	89,243	83,525

The average number of employees in the year was 3 (2007: 3)

No employee received emoluments of higher than £60,000 (2007: none)

No trustee received remuneration or reimbursement for expenditure during the year (2007: £nil)

Pension costs represent Charity contributions to personal pension schemes and to multi-employer defined benefit schemes. The individual assets and liabilities of these schemes represented cannot be separately identified, and therefore contributions during the year have been treated as for defined contribution schemes, in accordance with Financial Reporting Standard 17. There were no amounts outstanding at the year end in respect of pension costs (2007: £nil)

6. Fixed Assets	Leasehold property	Office Equipment	2008 Total £
Cost			
At 1 April 2007	282,500	6,876	289,376
Additions in the year		3,531	3,531
At 31 March 2008	282,500	10,407	292,907
Accumulated Depreciation			
At 1 April 2007	3,323	4,206	7,529
Charge for the year	3,324	1,972	5,296
At 31 March 2008	6,647	6,178	12,825
Net Book Value			
At 31 March 2008	275,853	4,229	280,082
At 31 March 2007	279,177	2,670	281,847
		2008	2007
7. Investments		£	£
Valuation of investments at 1 April 2007		1,009,905	1,122,074
Additions at cost		36,898	41,576
Disposals at carrying value		-	(200,000)
Realised and Unrealised (losses) / gains on revaluation		(35,834)	46,255
Valuation at 31 March 2008		1,010,969	1,009,905

All investments are managed by an investment broker and represent endowment funds. The cash balance held within investments was £60,878 (2007; £109,743).

Investment holdings representing over 5% of the portfolio balance were:

 EIB 4.5% Bond 2008
 £119,796

 Treasury stock 4.0% 2009
 £259,837

•NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

8. Debtors	2008 £	2007 £
	~	-
Grants and Donations Receivable	3,531	4,283
Other debtors	11,640	-
	15,171	4,283
9. Creditors : Amounts falling due within one year	2008 £	2007 £
Grants payable	0.00	25.07.
Accruals	6,305	65,374
Other creditors	2,501	1,175
	-	1,579
	8,806_	68,128

Other creditors include a balance of £nil (2007: £1,579) payable to the Milton Keynes and Buckinghamshire Community Foundations.

10. Analysis of net assets between funds

Funds are represented by the following assets:	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Tangible Fixed Assets Investment Fixed Assets	4,229	-	275,853 1,010,969	280,082 1,010,969
Net Current Assets .	96,211	131,706	(56,595)	171,322
	100,440	131,706	1,230,227	1,462,373

11. Restricted Funds

The charity holds the following restricted funds:

	Balance at 1 April 2007 £	Incoming Resources £	Expended Resources £	Transfers (note 12) £	Balance at 31 March 2008 £
Abingdon Charities Working Together	4,709	1,597	(992)	-	5,315
Adult Literacy Fund	36,049	-			36,049
Buscot and Area Community Fund	3,000	3,500	(1,250)	_	5,250
Improving Employability Fund	(8,009)	(3,515)	1,564	21,501	11,541
JMC Fund		25,655	-,00	21,001	•
Local Network Fund	(19,148)	328,207	(300,458)	-	25,655 8,601
Mactaggart Fund	-	18,000	(18,000)	-	0,001
Sport Relief	8,151	20,000	(14,619)	••	13,532
Wantage Fund	8,069	2,305	(8,911)	-	1.463
Other Restricted Funds	24,300	_	, o, o , , ,	<u>.</u>	24,300
	57,121	395,751	(342,666)	21,501	131,706

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

Abingdon Charities Working Together

This is a fund representing a consortium of Abingdon-based charities pooling together resources and contacts to build up payroll giving. OCF is acting as Treasurer and Banker for this fund and intends to build up an Abingdon Fund from which small grants can be paid.

Adult Literacy Fund

The Adult Literacy Fund in Oxfordshire was established to advance adult education and, in particular to advance adult literacy by provision of educational facilities in Oxfordshire in addition to those provided by the Local Education Authority.

Buscot and Area Community Fund

The Buscot and Area Community Fund makes grants to village based community groups mainly located within a ten mile radius of Buscot. Applications can be originated by the groups themselves or the Trustees of the Lord Faringdon Charitable Trust.

Improving Employability Fund

This was established by the European Social Fund and matched funding to be used towards helping target groups (such as the long term unemployed, people with disabilities, women returning to work after raising families) move towards employability. OCF is managing this fund on behalf of a partnership with Milton Keynes and Buckinghamshire Community Foundations. Within the fund is a contribution towards OCF's costs in distributing these funds.

Local Network Fund

This was established as part of the Children and Young People's Unit (now part of the DfCSF). This is a government initiative designed to support small voluntary and community groups working with children and young people aged 0 - 19 with grants of between £250 and £7,000.

Mactaggart Fund

The Mactaggart Fund was established by Jane Mactaggart to make grants to organisations from her field of interest, following research by the Foundation.

Sport Relief

This is a fund representing restricted grants received from the Sports Relief charity.

Wantage Fund

The Wantage Community Fund was established to make small grants specifically to groups in Wantage, Didcot, Grove and surrounting areas. The aim is to raise £10,000 per year from individuals in the Wantage Area.

Other restricted funds

These represent small, restricted donations from anonymous sources.

12. Transfers

A transfer of £21,501 has been made from unrestricted funds to the Improving Employability restricted fund in respect of amounts recognised in previous years through incorrect funds. No prior year restatement has been made as it has not been possible to identify in which periods since the inception of the grant programme these incorrect allocations were made.

13. Commitments

The Charity had no capital commitments at 31 March 2008.

14. Related Party Transactions

Where a Trustee of the Charity has an interest in other charitable organisations, the policy of the Board is to have the interest declared and for the Trustee to take no part in discussions or decision making process involving that charitable organisation.

Where a Trustee's related charity or organisation stands to benefit from an allocation of the Charity's funds, they are not allowed to participate in the decision making process. Where they have personally, or through a related charity, donated the funds concerned, they are allowed to participate in the decision making process in accordance with the Charities Act 1993.

Appendix 1 – Grants 2007 – 2008

16 individual grants of over £6,000:	
Abingdon Bridge	7,000
Azad Hill FC	6,852
Chabad	7,000
Cutteslowe Community Association	7,000
Faringdon Sk8 Park	7,000
Fusion	6,180
Goring on Thames Sailing Club	7,000
Let's Play Project	6,524
Mortimer Hall Preschool	6,706
Oxford Concert Party	6,600
Oxford United Football in the Community	6,550
Parasol Project	6,750
Steeple Aston Youth Club	7,000
Sunflower Toddler Group	7,000
UK Dads & The Potential Project	7,000
Young Mums Group Carterton	6,185
29 grants between £3,001 and £6,000:	127,981
53 grants between £1,001 and £3,000:	93,726
23 grants of £1,000 or less:	13,124
121 grants totalling:	334,000
Funded by:	
69 LNF grants	257,000
52 grants from own resources	77,000
121 grants totalling:	334,000