

PF
02370

CIO No. 1151621

Oxfordshire Community Foundation

Financial Statements

for the year ended

31st March 2020

Wenn Townsend

Chartered Accountants

Oxford

Oxfordshire Community Foundation

Contents

	Page
Charity Information	1
Chair's Summary	2 - 3
Trustees' Report	4 - 13
Independent Auditor's Report	14 - 15
Statement of Financial Activities	16
Balance Sheet	17
Statement of Cash Flows	18
Notes to the Accounts	19 - 33

Oxfordshire Community Foundation

Charity Information

Charity Registered Number	1151621
Registered Office	Oxfordshire Community Foundation 3 Woodin's Way, Oxford OX1 1HD 01865 798666 ocf@oxfordshire.org
President	Tim Stevenson OBE, Lord Lieutenant of Oxfordshire
Trustees	Nicholas Case (Chair) Glyn Benson Laura Chapman Anne Davies Paul Donovan Kate Fyson Neil Preddy David Rossington Chris Underwood (resigned 9th December 2019) John Taylor (resigned 31st March 2020)
Patrons	Sir Hugo Brunner KCVO Jane Wates OBE (died 1st August 2020)
Chief Executive	Jayne Woodley (resigned 30th June 2020) Adrian Sell (appointed Interim CEO 1st July 2020)
Bankers	National Westminster Plc Nationwide Building Society
Investment Brokers	Brompton Asset Management CCLA
Auditors	Wenn Townsend, Oxford

Oxfordshire Community Foundation

Trustees' Annual Report for the year ended 31st March 2020

Chair's summary

Jane Wates

It is with great sadness that we learned of the death of our Patron, Jane Wates, on 1st August 2020. A co-founder of the Oxfordshire Community Foundation ['OCF' or the 'Foundation'], she was a tireless champion of OCF throughout its first 25 years both as a Trustee and latterly as a champion of our Growing Minds programme. Her willingness to make a substantial financial commitment to the programme during its planning stages was a vital contributor to its successful launch in January 2020.

Former Chair

After more than four years as Chair, John Taylor decided to step down as the Chair and as a Trustee of OCF as from 31st March 2020. On behalf of the whole Board I would like to thank John for the energy and vision that he brought to OCF during his time with us. His leadership played a vital role in transforming OCF from a passive grant maker to an organisation focused on tackling some of the county's most pressing social problems. He also brought a new rigour to the areas of governance and oversight across all aspects of the Foundation's operating practices.

During his time as Chair he oversaw the publication in 2016 of the seminal 'Oxfordshire Uncovered'. This report highlighted the areas of homelessness, educational disadvantage and loneliness and isolation as issues that OCF should address through the establishment of strategic programmes based on cross-sector partnerships designed to achieve long-term preventative change.

Having thrown himself into the campaign to save from closure a number of children's centres across the county, he was deeply involved in the development of our Growing Minds programme, designed to address educational disadvantage at two pilot sites in Oxfordshire. This involvement included a significant financial investment in the early infrastructure which was crucial in bringing the whole programme into existence and then developing a web of activity around the hub in Berinsfield, in the south of the county.

He saw grant making exceed £1 million for the first time in 2017/18, a target that has been exceeded in each of the following two years. We will miss his drive and enthusiasm and wish him well.

Summary of 2019/20

The overall income for the year, at £2,255,959, was lower than the previous year when we received a small number of exceptional donations, most notably a freehold property. It must be emphasised that the stewardship of high-level gifts and their contribution to our income often extends across more than one financial year so it is somewhat invidious to make year on year comparisons.

Despite the breadth of our ambitions to make a real difference, we believe we will be able to continue to expand the scope and effectiveness of our activities in Oxfordshire. We are confident that OCF will continue as a going concern and that we will continue to attract the support needed to fulfil its ambitions.

During the year we awarded grants totalling £1,225,576 to over 140 organisations through our grants rounds and to partners in our strategic programmes. On 1 January 2020 we launched our Growing Minds programme, aimed at improving the life chances of children from disadvantaged backgrounds through encouraging literacy and increased social interaction from an early age. Fuller details can be found under Activities and Achievements below. We developed further the Oxford Homeless Movement ['OHM'] partnership, now renamed the Oxfordshire Homeless Movement, as the leading partnership tasked with helping alleviate homelessness and rough sleeping across the county. We continued to support the Age Friendly Banbury partnership together with Age UK Oxfordshire and other local bodies.

COVID-19

As a result of the continuing spread of the coronavirus infection, on 23rd March 2020 the UK Government announced severe restrictions on travel, working arrangements and public gatherings across the country. This led to OCF having to take a number of significant decisions, most notably that all staff would be working from home until further notice. The logistical and practical ramifications of this have been considerable but the staff have adapted to the new environment with minimum disruption, for which the Board wishes to thank them.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Chair's summary (continued)

The move to a 100% working from home has also brought complications for the operation of the Board committees, most notably that responsible for the distribution of grants. At the end of March 2020 we were extremely fortunate to receive a donation of £500,000 from The Indigo Trust, with whom we have been in close contact for a number of years. The donor made it clear that these funds were totally discretionary but should be used as appropriate to help OCF be most effective in relieving the suffering caused by the impact of the coronavirus outbreak. This initial donation was supplemented with regular donations from the National Emergencies Trust ['NET'], established in the aftermath of a number of disasters in different parts of the UK in 2017, and other donations.

Having established this Community Resilience Fund ['CRF'], the team and Trustees agreed a clear plan to identify which sectors should be our prime focus and within each sector those charities we should work with to ensure the funds could be deployed most effectively. During our initial response to the outbreak we distributed grants in excess of £500,000 to organisations across Oxfordshire. As the number of applications decreased, with organisations developing their own responses, we put a temporary hold on further distributions.

We believe the support we received and our measured response to COVID-19 has been a clear demonstration of the convening power that OCF has within the voluntary sector in Oxfordshire. One clear side effect is the increased visibility that the Foundation now has across the county. Together with our status as her charity of the year nominated by this year's High Sheriff, this presents us with an unparalleled opportunity to cement our position as one of the leading organisations in Oxfordshire both willing and now increasingly able to make a real difference to the lives of those at risk of being left behind.

Chief Executive

After leading OCF for 10 years as Chief Executive, Jayne Woodley has decided to step down to pursue other challenges as from 30th June 2020. She has led the transformation of OCF from a small grant making body with extremely limited resources to the ambitious sector leading organisation of today.

We will miss the unbounded enthusiasm and drive that she brought to the organisation. Her achievements over the last 10 years include:

- Increasing annual income from £795k [2010/11] to £2.25m [2019/20] and grants distributed from £262k to £1.225m over the same period
- Championing early adoption of digital technology with OCF as the first amongst its UKCF peers to embrace Salesforce in 2012 as a proprietary CRM system, and enhancing OCF capabilities to identify priority areas of need through partnerships with 3rd party organisations 360 Giving and Local Insights
- Commissioning core research leading to the publication in 2016 of Oxfordshire Uncovered, a report that highlighted three key strategic areas of need across the county of educational disadvantage, homelessness, and loneliness and isolation. This kickstarted the development of OCF strategic programmes to find local solutions to these issues
- Building and developing a dedicated team, who share a deep commitment to the organisation's potential to 'join the dots' and constantly look to bring together partners from across all sectors to achieve more for the county
- Most recently Jayne led OCF's response to the COVID-19 pandemic, setting up the CRF to support Oxfordshire's charities and bring relief to those most in need.

We are fortunate to have found in Adrian Sell an excellent candidate to take on the role of Interim Chief Executive from 1st July 2020. Adrian has a background in crisis response around the world and more recently he has built strong connections in the local community and voluntary sector across Oxfordshire through his work for Oxfordshire County Council and a range of charities including East Oxford Action, Age UK Oxfordshire and OXPIP where he was executive director. Most recently he was CEO of the international mental health charity BasicNeeds.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

The Trustees submit their annual report and audited financial statements for the year ended 31st March 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

On the 1st March 2013 OCF, formerly a registered charity number 1046432, became a Charitable Incorporated Organisation ['CIO'] with registered number 1151621. All previous Annual Reports of the former registered charity may be found on <http://oxfordshire.org/about-us/annual-reports-accounts/>.

The Trustees meet a minimum of six times a year as a Board, with the Chief Executive of the organisation in attendance. At every Board meeting time is set aside for discussion by Trustees of any matters not requiring the presence of the CEO or which may otherwise be of a sensitive nature.

Board committees meet in between Trustee meetings, with any recommendations discussed and approved at a full Trustee meeting. All Trustees sit on one or more of the Board committees:

- Finance,
- Distribution of Charitable Funds,
- Philanthropy & Marketing, and
- Nominations & Remuneration.

As part of our outreach commitment Board meetings often take place at different venues in the community throughout the county and incorporate a visit to a local charity to learn more about their work and the challenges facing them. Trustees would like to thank those charities and businesses for their support and time taken in hosting them. During the year we were hosted by Age UK Oxfordshire and Oxfordshire Youth.

Committee and panel meetings are also frequently hosted by 3rd parties and in this connection we would like to extend our thanks to Blake Morgan, Camerons, Courtyard by Marriott, Critchleys, Elsevier and Royds Withy King.

Management

The Trustees consider that the Board and the Chief Executive together comprise the key management personnel of the charity in charge of strategy, governance and running the charity on a daily basis. The day-to-day management of OCF is delegated to the Chief Executive who, supported by a small team, manages all aspects of the organisation's community leadership activities, including the development of new and existing philanthropic relationships, as well as OCF's charitable distribution of funds and general office administration.

All Trustees give their time freely and no Trustee remuneration was paid in the year. Note 6 to the accounts provides details of Trustee expenses and any related party transactions.

We are also greatly assisted by a number of volunteers who support the Foundation through sitting on grants panels and other committees where their local knowledge greatly strengthens the discussions and decision making processes. The time and commitment of these volunteers is essential in the overall running and development of the Foundation and its work. The Board would like to record its appreciation to all these volunteers for their help and dedication.

Trustees and the Chief Executive are required to disclose all relevant interests, and in accordance with the Foundation's policy withdraw from decisions where a conflict of interest arises.

Four Trustees sit on the Nominations and Remuneration Committee that meets annually to review staff salaries, to ensure remuneration is fair by benchmarking against similar roles in other UK Community Foundations and across the sector locally, and to approve proposals for any increases.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Board Development

The composition of the Board is constantly under review and as Trustees approach the end of their terms we try to ensure that the overall balance of skills and experience is further enhanced through the identification and appointment of new Trustees. We endeavour to ensure that the Board is able to represent all sections of society through actively seeking out individuals with the background, profile and skills that can best serve communities across Oxfordshire.

In recent years we have participated in the Oxford Hub Young Trustee scheme. OCF has now welcomed two of their Young Trustees to shadow our Board activities and contribute to our strategic thinking. We greatly valued the contribution made by our most recent Young Trustee, Chris Underwood, who left the Board in December 2019.

Induction of new Trustees includes meetings with the Chair and Chief Executive to clarify the Foundation's expectations of a new Trustee as well as their specific role. They are provided with copies of Charity Commission guidance for new Trustees together with the OCF Memorandum and Articles of Association, most recent Financial Statements and a copy of its policies. They also sign a Trustee Declaration which encompasses a Code of Conduct and receive further orientation relevant to their role within the larger Board.

Fundraising Standards Information

The Foundation is registered with the Fundraising Regulator and is compliant with that organisation's voluntary regulation scheme. During the year no complaints were received about our fundraising activities. OCF does not employ third parties to undertake fundraising activities and every attempt has been made to protect vulnerable people and other members of the public from unreasonable intrusion on their privacy, unreasonably persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity or placing undue pressure on a person to give money to the charity.

Permanent Endowment Invested on Total Return Basis

Endowment funds aside from those held with Brompton Asset Management (and shown as 'Main Endowment') are invested with CCLA where they are held in separate named funds and accounted for on a total return basis with the RPI indexed value of the original endowment monitored by CCLA for each fund.

Any amounts in excess of the RPI index value, are considered annually by the Trustees and allocated to income as seen fit or as required to support the charitable objectives of the fund.

Objectives and Activities

The charitable objectives of OCF are:

- The promotion of any charitable purposes for the benefit of the community in the area currently known as the County of Oxfordshire and its immediate neighbourhood and in particular the advancement of education, the protection of good health, both mental and physical, and the relief of poverty and sickness
- Other charitable purposes in the United Kingdom and elsewhere, which are in the opinion of the Foundation beneficial to the community, with a preference for those in the area of benefit

OCF fulfils its charitable purpose and meets the public benefit requirement by:

- Making financial grants either from its own unrestricted income or on behalf of a Donor Advised Fund ['DAF'] to registered charities, constituted groups or social enterprises/CICs to improve the quality of life for Oxfordshire residents by increasing educational opportunities, ending homelessness and reducing social isolation
- Bringing together, or supporting, other Oxfordshire stakeholders to form partnerships tackling complex problems of social need in these areas and by building a thriving and resilient local voluntary sector

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Objectives and Activities (continued)

Trustees have reviewed the guidance issued by the Charity Commission with regard to public benefit and they believe that the above charitable purposes of OCF continue to be in line with that guidance.

Our **Vision** is to promote and help provide a better life for everyone in Oxfordshire. We aim to realise this through the distribution of grants and the development of strategic programmes designed to tackle some of the underlying issues affecting the most disadvantaged across the county.

Our **Mission** is to inspire local philanthropy in the development of community-based solutions. To achieve the ambitions implicit in this mission we plan to:

- Encourage collaborative philanthropy,
- Work in partnership to develop community-based solutions, and
- Develop a knowledge hub for the voluntary sector across Oxfordshire that will help connect those in need with those who can help.

Achievements and Performance

For the year ended 31st March 2020 key achievements included:

- A grant of £500,000 from The Indigo Trust, for the relief of suffering caused by COVID-19, matched the single largest unrestricted donation in OCF history
- For a fourth consecutive year OCF exceeded its target to distribute at least £1 million in grants, with £1,225,576 awarded to charities and community organisations [2019/20 - £1,033,506]
- The Oxfordshire Homeless Movement, formally launched in October with OCF as one of its founder partners, was the beneficiary of our second Christmas match fund appeal which raised over £150,000 for charities working with the homeless
- We launched our Growing Minds strategic programme, designed to reduce educational disadvantage through focussing on the home learning environment, working in partnership with Home-Start, Peeple and the Imagination Library
- Through our High Sheriff DAF, we are delighted to have worked alongside Lady Sylvia Jay in 2019/20 and to have been chosen by Amanda Ponsonby, High Sheriff of Oxfordshire for 2020/21 as her nominated charity to coincide with the celebration of our first 25 years

Total grants of £1.225m represents a significant investment in communities across Oxfordshire and was ahead of the target figure of £1m. In addition, restricted donations gifted specifically to cover a proportion of OCF's operating costs have enabled investment in our community leadership activities to convene the local charitable sector and to inspire more Oxfordshire based philanthropy.

Distribution of Funds

Overall responsibility for the distribution of charitable funds by OCF lies with the Distribution of Charitable Funds Committee ['DCF']. The first meeting of the DCF was held in December 2019, following the Board decision at its October meeting to establish it as the body with delegated responsibility to oversee all OCF charitable activities.

The Chair of the Committee must be a Trustee of the OCF Board and is appointed by the Board for a term of three years. The Chair will present an annual plan of OCF Distribution of Funds for Board approval, which will identify:

- Intended community impact of activities,
- How the plan supports OCF's strategic objectives,
- Any significant changes to current eligibility or assessment process, and
- Funds available for distribution for the year.

Community Impact/Small and Vital Grants

Grants from OCF's own unrestricted income and, on occasion, from money received other than from DAFs are considered by a Community Impact Panel. These panels consist of both Trustees and volunteers with relevant policy expertise. They have clear terms of reference and criteria for decision making and are themed on different social needs.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Distribution of funds (continued)

During 2019/20 OCF held two Community Impact Panels to award grants of up to £10,000:

- Community Cohesion (September 2019) to support local community organisations working to encourage greater understanding and interaction among members of diverse racial, ethnic, religious, age and socio-economic groups, and
- Education and Skills (February 2020) to tackle education inequality by prioritising projects that support older primary children through to young people, aged 7 to 21 years, in their academic and practical learning.

These two Panels awarded grants totalling £123,518 to 23 charities.

In addition to these larger grants, OCF also awarded 20 Small and Vital Grants with a maximum value of £1,500 to small community organisations which offer very local support and services to many elderly, isolated and disadvantaged people in the county. The total value of these grants in 2019/20 was £15,561.

Donor Advised Funds

Grants listed under OCF charitable expenditure also include those made from DAFs. OCF holds these restricted funds on behalf of single individuals, donor circles, businesses or other organisations with whom a Memorandum of Understanding ['MoU'] is signed. Distributions of funds will be in line with individual eligibility criteria as set out in the MOU and as signed off by the Chair of the DCF committee. The DAF recommends how the monies will be disbursed for eligible charitable activities, and OCF provides the administration and legal framework to ensure donor ease, legal compliance and cost-effectiveness.

OCF hosts 16 DAFs, ranging from small family funds or the charitable funds of small businesses to donor circles where the value of a single fund has exceeded £1m. The value of grants made by OCF on behalf of its DAFs in 2019/20 was £703,569. These grants have helped to improve the quality of life for many of Oxfordshire's residents and are a very important part of OCF's community impact.

An excellent example of the potential for community benefit and donor satisfaction that a DAF offers to those who want to make a real difference to the lives of disadvantaged residents of Oxfordshire is the Step Change Fund ['SCF'] which was established as a donor circle in 2014. The Fund's panel, comprised of donors and suitably qualified supporters, awards grants for transformational change for local charities with inspirational leadership by supporting projects that will strengthen the charity's financial sustainability or develop new services that will broaden or increase its client base. All SCF grants focus on improving the lives of Oxfordshire residents, especially those who face disadvantage, social exclusion or limited life opportunities.

Since the fund was established, it has awarded £1,173,973 of grants to 41 charities. Donors know that their funds have been carefully targeted to make the maximum impact and these grants have an exceptionally high success rate in delivering the transformational changes promised in the application. The partnership between OCF and SCF has been an outstanding success for both parties. Donors that might not otherwise have become involved directly with OCF have been introduced to the Foundation and in turn SCF has benefitted from the service provided in terms of the administration of donations and panel meetings as well as close involvement with the production of the fund's Annual Report.

Strategic Programmes

Following OCF's 2016 Strategic Review, the Foundation recognised that it had the potential to deliver greater and more fundamental social change than would be possible with a single charitable project grant. It could adopt a new role, not solely that of a passive funder of project applications received from local Oxfordshire charities but that of a central convenor of Oxfordshire's stakeholders, public, private and voluntary sector, to lead in forming partnerships to find long-term, preventative solutions to complex problems of social need.

Its independence and in-depth detailed knowledge of the county's socio-economic characteristics and voluntary sector allows OCF to play a central role in encouraging collaborative initiatives. Its access to skills and local philanthropists allows OCF to help deliver the vision of fundamental change through a series of programmes and partnerships. In 2019/20 these included:

- Growing Minds
- Oxfordshire Homeless Movement
- Age Friendly Banbury

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Growing Minds

The highlight of OCF's charitable activities during the year was the launch of Growing Minds, an innovative, place-based partnership to improve the early home learning environment of disadvantaged children. On the measure used to assess school readiness, children from disadvantaged homes are typically 4.3 months behind their classmates. Experts agree school readiness is one of the most important factors in determining a child's success with formal education. For children from a disadvantaged background, not only do they suffer the blow to their self-confidence of beginning behind their peers, they rarely catch up and instead fall further and further behind.

Partners including the Register Office, the Health Visiting Service, the Imagination Library, Peeples Learning Together, Home Start and village hubs in Berinsfield and Littlemore identify pre-schoolers who would benefit from the project and offer a range of mutually supportive services to help pre-school children reach the targeted level of school readiness. By closing the gap before they fall further, children will be much more likely to gain the academic and skills qualifications needed for employment and social well-being.

Over a 12 month period OCF led on the programme design, engagement of partners and fundraising for the initiative. Growing Minds was launched in January 2020. If the pilot phase is successful, the project will run for seven years, with an anticipated total cost of just under £1m. We believe that it could impact upon the lives of over 800 children during that period. The test of its success will be measured by the percentage of children engaged with Growing Minds who achieve a 'Good Level of Development' in their first year at school.

Oxfordshire Homeless Movement

This is a partnership of some 40 local Oxfordshire organisations including Homeless Oxfordshire, Oxford City Council, Crisis, University of Oxford, The Gatehouse, St. Mungo's, Thames Valley Police, Aspire and Oxfordshire Community Foundation who make up the Steering Group, launched in 2019, collaborating to deliver a new approach to tackling rough sleeping and homelessness in Oxfordshire. As well as being a founding partner of OHM, OCF provides essential administrative support through our OHM Project Manager. We plan to establish a dedicated DAF to act as a focal point for defining more closely the ambitions of the partnership and to hold all funds raised. OCF designed and led the matched fundraising campaign held in December 2019 that raised, with matched funding from other OCF donors, a total of £150,000. These funds were awarded to charities meeting the needs of Oxfordshire's homeless.

Age Friendly Banbury

OCF is also a founding partner of the Age Friendly Banbury initiative which seeks to improve the services available and quality of life for local Banbury residents as they grow older. Its work follows the World Health Organisation's model for the Global Network for Age Friendly Cities and Communities and hopes to join the 25 Age Friendly cities in the UK as the first member town. OCF continues to be represented with a small staff presence in the Age Friendly Banbury partnership to support further plans.

Community Resilience Fund [CRF]

Formally established as a separate fund on 20th March 2020, the launch of our CRF was boosted substantially with the award of a major grant from The Indigo Trust, received on 24th March 2020. Further funds have been received in the subsequent weeks from NET and other donors.

From the outset the Board determined that whilst it would be easy to disburse grants to all applicants in need of immediate support, whether for onward distribution or to help them meet their own core costs, it was essential that we look further ahead and retain the ability to invest in communities for the longer term. For that reason the approach agreed was to allocate a proportion of total available funds for the initial Response to immediate needs with the balance to be set aside to help communities Recover stronger. Whilst NET funds were initially restricted to the former, other donors were not so proscriptive.

The Board also encouraged the DCF to target a clearly defined set of areas on which to focus, especially for the Recover phase. These include food distribution together with providing support for the homeless, children at risk, those facing a catastrophic loss of income and those excluded from central government support. In each case the strategy has been to provide this support through well managed third parties with a track record of delivering effective support. Funds have been set aside to support smaller charities, whose value is clearly recognised, that may be in danger of collapse.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the year ended 31st March 2020

Summary

In total, OCF made charitable grants of £1,225,576 and incurred direct charitable expenditure of £115,996 through:

- Staff project development time and support for Growing Minds, OHM and Age Friendly Banbury [£62,300],
- Acting as a lead for the charitable sector across the county through research [£13,541] and promotion of community solutions supported through local philanthropy [£40,155]

OCF incurred fund development costs of £96,890 which includes costs associated with events, marketing, networking and membership of professional organisations.

Within support costs of £203,500 which represent the balance of total costs, the largest part [£81,898] represents costs associated with the administration of grant applications, grant disbursements and donor care.

During the year to 31st March 2020 the committee welcomed 3 donors and 2 subject experts to observe proceedings and offer their experience. This is not just best practice but is also extremely valuable in bringing transparency and robustness to the decision-making and approval process. We would like to take this opportunity to thank all those who supported the committee.

Where OCF enters into agreement with named fund holders, distribution of funds will be in line with individual eligibility criteria as set out in the MOU for each DAF and as signed off by the Chair of the panel. The panel has oversight of any grants made on behalf of named fund holders by ratifying decisions at their regular meetings.

OCF publishes details of all the organisations it has supported via 360 Giving, the open data source for grant funders. A full list for the year to March 2020 is available at:
<http://grantnav.threesixtygiving.org/publisher/360G-ocf>.

Financial Review

Summary

Total income including from endowments in the financial year was £2,255,959 (2018/19: £2,822,681) compared with total expenditure of £1,645,286 (2018/19: £1,385,135). This led to net income in 2019/20, after investment losses due to the economic effects of COVID-19, of £280,106.

Notwithstanding the investment losses, net assets increased over the year to some £7.9m on 31st March 2020 (2019: £7.6m). Cash and cash equivalents on 31st March 2020 were just over £2.4m (2019: £1.6m). Unrestricted reserves were £190,744, above the amount needed to meet the charity's policy of holding more than 4 months' of unrestricted expenditure in such reserves. OCF therefore ended the 2019/20 financial year in a good financial position.

Expenditure – detail

Grants paid from restricted funds increased by over 18% to £1,225,576 (2018/19: £1,033,506). The Trustees are pleased that once again more than £1m has been disbursed in grants via OCF.

Operating costs also increased. In 2019/20, the costs of charitable activities and of fundraising were £416,386 compared to £348,305 in 2018/19, an increase of 19.5%. This was due primarily to OCF increasing its staffing as it geared up to becoming a more influential organisation with strategic programmes of its own, as well as providing grants on application from other bodies.

The increased operating costs required a £100,000 transfer from expendable endowments valued at £400,000 on 1st April 2019, agreed as part of the 2019/20 budget by Trustees. In the long run, if OCF is to grow, it will require a variety of regular and consistent funding streams, rather than just depending on one off expendable endowment funds. This is a focus for Trustees and for the executive staff.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the period ended 31st March 2020

Reserves

As at 31st March 2020, OCF held the following reserves:

• Endowment Reserves	£5,508,906	(2019: £5,921,690)
• Restricted Reserves	£2,209,222	(2019: £1,479,140)
• Unrestricted Reserves	£190,744	(2019: £227,936)

Endowment Reserves comprise the total value of any property assets held together with the capital sums of any funds invested with Brompton Asset Management ['BAM'] and CCLA. Where any Endowment Reserves relate directly to a DAF, an MoU confirming any specific wishes of the donor as regards future charitable expenditure is agreed.

Restricted Reserves, sometimes known as flow through funds, comprise cash funds available for charitable expenditure in accordance with the donor's philanthropic strategies for giving. It is an aspiration to see these funds typically expended over a two to three year period.

Unrestricted Reserves are the balance of OCF's funds, not designated for any particular purpose by the donor and therefore freely available to the Trustees for any of the charity's purposes. OCF's policy is to maintain a minimum of four months budgeted expenditure. At 31st March 2020, our general reserves represented just over 5 months budgeted expenditure satisfying this requirement.

Investment Policy and Performance

Both BAM and CCLA invest across regions and asset classes, although CCLA has a heavy equity bias, while BAM's portfolio is split between equity funds and funds invested in other asset classes. Both have a bias towards income-producing investments. OCF additionally holds direct property assets – a long leasehold on its office property and a residential property received as a donation. The latter is in the process of being sold, with proceeds designated for grant making.

Returns to global risk assets were mainly negative in the year to March 2020, following a sharp downturn in financial markets in March 2020 in reaction to the COVID-19 pandemic. This overall market performance however masks significant underlying variation across different sectors. Energy, materials, industrials and financials were significantly down while technology, consumer staples and health care sectors proved more resilient. By region, the UK and areas of Europe were especially weak. By asset class, risk assets – including equities and risky corporate bonds – underperformed 'safe haven' assets, such as sovereign bonds. Returns for Sterling investors were helped by a weakening of Sterling against many major currencies over the period. For reference, UK consumer price inflation was 1.5% in the 12 months to March 2020.

Against this backdrop CCLA returned -0.05% net of fees in the 12 months to March 2020, outperforming their comparator return (a composite of relevant market indices) of -6.44%. BAM returned -9.66% net of fees vs a return for their relevant benchmark of -7.26%. CCLA added value through both stock selection and effective sector positioning, by holding above average exposure to technology and health care sectors during the period and lower exposure to banking and energy. Performance also benefitted from CCLA's relatively low exposure to the UK market and higher exposure in North America.

Trustees continue to actively monitor and review fund managers within the investment portfolio. The Finance Committee undertakes a quarterly review of endowment investments held, with individual fund managers attending meetings at least once a year.

Plans for Future Periods

In the coming year we will continue to work towards our strategic priority areas as set out above. This will be complemented by our response to the COVID-19 crisis which has allowed us to develop further our knowledge and understanding of local community and voluntary groups. We have been at the heart of local efforts to both mitigate the risks and negative impacts of the crisis and to identify opportunities to seed new collaborations, partnerships and other ways of working that will bring benefits to the people of Oxfordshire.

It has become clear that the COVID-19 pandemic and its effects on society and the economy will be a prime focus for OCF and similar organisations for a long time to come. We are committed to ensuring we do all in our power to continue to provide support and financial assistance to those in the county who have been most affected by this worldwide crisis.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the period ended 31st March 2020

Plans for Future Periods (continued)

We will continue to promote the benefits of DAFs as the best way for donors to access opportunities for supporting causes that match their particular interests. We plan to establish themed funds to sit alongside our programmes and partnerships, seeking support from the corporate sector as well as individuals and charitable organisations. We will develop further our donor care programme to ensure that we offer best in class service to all our supporters.

Like many voluntary organisations, OCF experiences an uneven pattern of income which challenges our ability to maintain continued growth in our fund development activities so that they can keep pace with both an increase in demand from the sector and our own plans. Perhaps the most important task for us in 2020/21 and beyond is to improve the overall sustainability of the Foundation, so that we are able not just to maintain our existing operations but to extend them further so as to improve the lives of individuals across Oxfordshire.

OCF celebrates its 25th anniversary in 2020. We are fortunate and very grateful that the High Sheriff of Oxfordshire, Mrs Amanda Ponsonby, has chosen OCF as the charity to support during her shrieval year. During the year we plan to launch a Patrons Programme with the aim of expanding our network of donors and supporters, at a range of different levels to suit each individual's circumstances.

This will allow OCF to develop relationships with an increasing number of donors and philanthropists with whom we will collaborate to develop local philanthropy in the context of place-based giving. The commitment represented by these networks of supporters who feel inspired to earmark funds for investment in priority areas identified by OCF will help to ensure we have the strength and stability required to support and benefit communities across Oxfordshire.

Risk Management

The Trustees monitor and review the numerous risks to which OCF is exposed by conducting a risk review as an integral part of the organisation's business planning process, combining this with the maintenance of a risk matrix which is reviewed by the Finance Committee. Where specific risks are identified these are referred for further consideration by other relevant committees prior to submission to the Board for full approval and annual updating.

Risks are identified and included where they are considered to have the potential to significantly disrupt achievement of either the organisation's strategic objectives or more routine operational activities. The Trustees acknowledge that the aim of a risk statement is not to eliminate risk but rather to ensure that the organisation makes every effort to manage and mitigate risk appropriately.

The Trustees are satisfied that procedures and adequate controls are in place to minimise the adverse impact of the risks they have assessed, thereby improving the probability of the organisation achieving its objectives and making better informed decisions to maximise any potential opportunities.

The main risks identified for 2020/21, together with actions to mitigate them, are:

- **Effects of COVID-19**

Income, including that available to cover the core costs of running OCF, may be diminished as some potential donors focus their giving on the more immediate needs presented by COVID-19 or else reduce their giving in a direct response to the diminution, real or perceived, in their wealth. For OCF this may require a more conservative approach to the distribution of funds so as to allow us to retain a larger buffer of funds available for distribution. We believe that, so long as we are able to make a strong case for supporting OCF and continue to provide leadership within the voluntary sector across Oxfordshire, we will continue to attract a sufficient level of support to allow us to continue to provide support for the disadvantaged in the county.

- **Managing growth and fund development**

The sustainable growth of OCF requires a persistent focus on allocation of available resources alongside the adoption of continuous improvement in robust systems and streamlined processes. An uneven income stream makes it important that OCF builds on its existing core of active, preferably repeat, donors.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the period ended 31st March 2020

Plans for Future Periods (continued)

If the organisation is to succeed in encouraging collaborative philanthropy to deliver on this, it has to increase its reach amongst potential new donors and accelerate investment in its key strategic objectives. Successful implementation will require us to:

- Increase our relevance in the social change ecosystem through broadening our network of collaborations and partnerships and acting as a trusted convener between fragmented players in specialist areas of service provision, and
- Increase the number of DAF accounts managed by providing a clear pathway for philanthropists wishing to invest in our core strategic areas.

• **Reputational and financial risk**

Financial loss arising through failure of internal controls within the organisation continues to be of significant concern for the general activities of the charity. No system of controls, however elaborate, can guarantee to protect a charity fully against potential loss, data breach, waste, bribery, theft or fraud, mistakes or mismanaged conflicts of interest.

Trustees acknowledge that any one of these could seriously damage the reputation of OCF and have a negative impact on the level of public trust and perception of the organisation. The Board committee structure allows for regular review of the internal and financial controls in place, with priority given to consider whether their cost and effectiveness are proportionate to the size of the organisation and the probability of the risk.

Given the premium attached to data protection and transparency in the digital environment in which the charity operates, the Trustees are mindful to ensure all activities have an appropriate level of planning and due diligence, all processes are well documented and all communications are well considered and any statements can be easily verified. The organisation is committed to seeking independent advice on any matters where the Trustees consider that further clarification is necessary to ensure protection for the charity's assets and funds.

Connected Charities

The charity is a member of UK Community Foundations ['UKCF'], charity number 1004630, which proactively promotes the work of community foundations throughout the United Kingdom, although they have no executive involvement with any individual members.

UKCF requires individual community foundations to undertake Quality Accreditation once every three years, as part of an external and independent process to review standards against guidelines recommended by the Charity Commission and the Charity Governance Code.

OCF achieved Quality Accreditation (QA4) in October 2017 with an exemplar assessment, and recorded a score of 53 out of a possible 55 points across eleven core standards. This evidences best practice of governance and good financial management and provides our donors and supporters with reassurance that OCF will handle funds and relationships with the utmost professionalism.

Oxfordshire Community Foundation

Trustees' Annual Report (continued) for the period ended 31st March 2020

Trustees' responsibilities for the financial statements

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- 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 the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Acknowledgements

The Trustees would like to place their thanks on record to all our donors, supporters, volunteers and staff for their contribution to the achievements of the OCF.

This report was approved by the Board on behalf of the Trustees on 14th September 2020.



Nicholas Case
Chair

Oxfordshire Community Foundation

Independent Auditors' Report to the Trustees of Oxfordshire Community Foundation

Opinion

We have audited the financial statements of Oxfordshire Community Foundation (the 'charity') for the year ended 31st March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2020, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Oxfordshire Community Foundation

Independent Auditors' Report to the Trustees of Oxfordshire Community Foundation

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 13, the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Wenn Townsend, Statutory Auditor

14th September 2020

Wenn Townsend is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Oxfordshire Community Foundation

Statement of Financial Activities
for the year ended 31st March 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Endowment Funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Endowment Funds 2019 £	Total 2019 £
Income and endowments from:									
Donations and legacies		38,294	1,906,582	114,421	2,059,297	202,397	1,403,601	1,021,736	2,627,734
Investments	2	85,744	110,918	-	196,662	86,234	108,713	-	194,947
Total income and endowments		124,038	2,017,500	114,421	2,255,959	288,631	1,512,314	1,021,736	2,822,681
Expenditure on:									
Raising funds	3	96,890	-	-	96,890	74,346	-	-	74,346
Charitable activities	4	319,496	1,225,576	3,324	1,548,396	273,959	1,033,506	3,324	1,310,789
Total expenditure		416,386	1,225,576	3,324	1,645,286	348,305	1,033,506	3,324	1,385,135
(Losses)/gains on investments	8	(17,628)	-	(312,939)	(330,567)	14,637	-	183,907	198,544
Net (expenditure)/income		(309,976)	791,924	(201,842)	280,106	(45,037)	478,808	1,202,319	1,636,090
Transfers between funds	13/14	272,784	(61,842)	(210,942)	-	115,956	(83,406)	(32,550)	-
Net movement in funds		(37,192)	730,082	(412,784)	280,106	70,919	395,402	1,169,769	1,636,090
Funds balance at 1st April 2019		227,936	1,479,140	5,921,690	7,628,766	157,017	1,083,738	4,751,921	5,992,676
Funds balance at 31st March 2020		190,744	2,209,222	5,508,906	7,908,872	227,936	1,479,140	5,921,690	7,628,766

All income and expenditure derive from continuing activities.

Oxfordshire Community Foundation

Balance Sheet As at 31st March 2020

		2020		2019	
	Note	£	£	£	£
Fixed Assets					
Tangible assets	7		247,969		1,077,081
Investments	8		4,914,412		5,126,060
			<u>5,162,381</u>		<u>6,203,141</u>
Current Assets					
Property held for sale	7	830,000		-	
Debtors	9	68,929		105,868	
Cash at bank and in hand		2,408,797		1,579,738	
		<u>3,307,726</u>		<u>1,685,606</u>	
Creditors: amounts falling due within one year	10	(551,610)		(246,856)	
Net Current Assets			<u>2,756,116</u>		<u>1,438,750</u>
Total assets less current liabilities			<u>7,918,497</u>		<u>7,641,891</u>
Creditors: amounts falling due after more than one year	11		(9,625)		(13,125)
Net Assets			<u><u>7,908,872</u></u>		<u><u>7,628,766</u></u>
Funds					
Unrestricted	12		190,744		227,936
Restricted	12/13		2,209,222		1,479,140
Endowment	12/13		5,508,906		5,921,690
			<u>7,908,872</u>		<u>7,628,766</u>

The Trustees approved the financial statements on 14th September 2020.



Nicholas Case
Chair

Oxfordshire Community Foundation

**Statement of Cash Flows
for the year ended 31st March 2020**

	Note	2020 £	2019 £
Net cash flow from operating activities	16	647,377	199,753
Cash flow from investing activities			
Payments to acquire investments		(118,919)	(189,251)
Payments to acquire tangible fixed assets		(10,482)	(841,886)
Interest received		14,090	9,263
Dividends received		182,572	185,684
Net cash flow from investing activities		67,261	(836,190)
Cash flow from financing activities			
Receipt of endowment		114,421	1,021,736
Net cash flow from financing activities		114,421	1,021,736
Net increase in cash and cash equivalents		829,059	385,299
Cash and cash equivalents at 1st April 2019		1,579,738	1,194,439
Cash and cash equivalents at 31st March 2020		2,408,797	1,579,738
Cash and cash equivalents consists of:			
Cash at bank and in hand		2,408,797	1,579,738
Cash and cash equivalents at 31st March 2020		2,408,797	1,579,738

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

1. Summary of significant accounting policies

(a) General information and basis of preparation

Oxfordshire Community Foundation is a charitable incorporated organisation in the United Kingdom. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are noted in the Trustees Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All income is included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No further amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

1. Summary of significant accounting policies (continued)

(b) Income recognition (continued)

Investment income is earned through holding assets for investment purposes such as managed investment funds. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend income is recognised as the charity's right to receive payment is established.

(c) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the cost of events publicity and a relevant portion of employment costs;
- Expenditure on charitable activities includes the charitable grants awarded.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(d) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(e) 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
Freehold / Leasehold property	- nil / over the expected useful life

(f) 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.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

1. Summary of significant accounting policies (continued)

(g) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which are held by the charity, principally investments. Income arising on the general endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Where such income arises on any 'named' endowment funds this is applied in accordance with any agreements held between the named fundholder and OCF. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

(h) Investments

Listed investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Property held for sale is included at fair value, based on a prudent estimate of net realisable proceeds compared to the listed market price of the property.

(i) Operating leases

Rentals applicable to operating leases are charged to the SoFA over the period in which the cost is incurred.

(j) Pension costs

The charitable company operates a defined contribution scheme for the benefit of some of its employees. The costs of contributions are written off against profits in the year they are payable.

(k) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

1. Summary of significant accounting policies (continued)

(I) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, including a revision of expectations for the potential impact of COVID-19 on the charity. They have concluded that the budgeted income and expenditure is sufficient with the level of reserves held for the charity to be able to continue as a going concern.

2. Investment income

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £	2019 Total £
Dividends	71,654	110,918	-	182,572	185,684
Bank interest receivable	14,090	-	-	14,090	9,263
	<u>85,744</u>	<u>110,918</u>	<u>-</u>	<u>196,662</u>	<u>194,947</u>

3. Costs of raising funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £	2019 Total £
Employment costs	71,105	-	-	71,105	50,145
Fund development	25,785	-	-	25,785	24,201
	<u>96,890</u>	<u>-</u>	<u>-</u>	<u>96,890</u>	<u>74,346</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

4. Costs of charitable activities

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £	2019 Total £
Grants payable					
Restricted grants (see note 13)	-	1,225,576	-	1,225,576	1,033,506
Community leadership					
Employment costs	109,272	-	-	109,272	86,146
Other costs	6,724	-	-	6,724	13,913
Total direct charitable activities costs	<u>115,996</u>	<u>1,225,576</u>	<u>-</u>	<u>1,341,572</u>	<u>1,133,565</u>
Support costs					
Employment costs re grants	81,898	-	-	81,898	76,600
Rent and rates	3,474	-	-	3,474	3,792
Governance costs	49,164	-	-	49,164	28,969
Fund development	25,784	-	-	25,784	24,201
Other costs	43,180	-	3,324	46,504	43,662
Total support of charitable activities costs	<u>203,500</u>	<u>-</u>	<u>3,324</u>	<u>206,824</u>	<u>177,224</u>
Total costs of charitable activities	<u>319,496</u>	<u>1,225,576</u>	<u>3,324</u>	<u>1,548,396</u>	<u>1,310,789</u>

Oxfordshire Community Foundation publishes full details of all the organisations it has supported via 360 Giving, the open data source for grant funders. For a full list for the year ended March 2020 <http://grantnav.threesixtygiving.org/publisher/360G-ocf>

5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £	2019 Total £
Auditor's remuneration	4,453	-	-	4,453	3,756
Employment costs	44,711	-	-	44,711	25,213
	<u>49,164</u>	<u>-</u>	<u>-</u>	<u>49,164</u>	<u>28,969</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

6. Employment costs

	2020 £	2019 £
Wages and salaries	270,326	211,414
Social security costs	19,385	17,335
Pension costs	17,275	9,355
	<u>306,986</u>	<u>238,104</u>

The average number of employees, and the number of full time equivalents, in the period was 8 (2019: 7).

One employee received emoluments of between £60,000 - £70,000 (2019: one).

No Trustee received remuneration or reimbursement for expenditure during the year.

Pension costs above represent charity contributions to defined contribution personal pension schemes. There were no amounts outstanding at the year end in respect of pension costs aside from the remaining balance on the £35,000 negotiated exit costs from the OCC fund on retirement of a former employee, as detailed in note 11.

The total amount of employee benefits received by key management personnel is £67,300 (2019: £64,800). The charity considers its key management personnel comprise the Board of Trustees and the Chief Executive.

7. Fixed assets

	Freehold property £	Leasehold property £	Office equipment £	Total £
Cost				
At 1st April 2019	830,000	282,500	38,904	1,151,404
Additions	-	-	10,482	10,482
Transfer to current assets	(830,000)	-	-	(830,000)
	<u>-</u>	<u>282,500</u>	<u>49,386</u>	<u>331,886</u>
At 31st March 2020	-	282,500	49,386	331,886
Accumulated depreciation				
At 1st April 2019	-	43,738	30,585	74,323
Charge for the year	-	3,324	6,270	9,594
	<u>-</u>	<u>47,062</u>	<u>36,855</u>	<u>83,917</u>
At 31st March 2020	-	47,062	36,855	83,917
Net book value				
At 31st March 2020	-	235,438	12,531	247,969
	<u>830,000</u>	<u>238,762</u>	<u>8,319</u>	<u>1,077,081</u>
At 31st March 2019	830,000	238,762	8,319	1,077,081

A decision was made prior to the year end to sell the freehold property listed above, and this has therefore been transferred to current assets in these accounts at the year end date.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

8. Investments

	2020 £	2019 £
Valuation at 1st April 2019	5,126,060	4,738,265
Additions at cost	118,919	189,251
(Losses/gains on revaluation)	(330,567)	198,544
Valuation at 31st March 2020	<u>4,914,412</u>	<u>5,126,060</u>

All investments are managed by investment fund managers. The cash balance within investments was £111,096 (2019: £26,258).

9. Debtors

	2020 £	2019 £
Prepayments and accrued income	36,929	54,356
Other debtors	32,000	51,512
	<u>68,929</u>	<u>105,868</u>

10. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	15,560	7,217
Pension liability	3,500	3,500
Grants payable	532,550	236,139
	<u>551,610</u>	<u>246,856</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

11. Creditors: amounts falling due after one year

	2020 £	2019 £
Pension liability	9,625	13,125

The pension liability in notes 10 and 11 above totalling £13,125, is a settlement for £35,000 originally owed to the Oxfordshire County Council (OCC) re a potential pension liability that crystallised on the retirement of a former OCF employee. It is being repaid over a 10 year period.

12. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £
Funds are represented by the following assets:				
Tangible fixed assets	12,531	-	235,438	247,969
Investment fixed assets	172,838	283,106	4,458,468	4,914,412
Net current assets	15,000	1,926,116	815,000	2,756,116
Long term liabilities	(9,625)	-	-	(9,625)
	<u>190,744</u>	<u>2,209,222</u>	<u>5,508,906</u>	<u>7,908,872</u>

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2019 Total £
Funds are represented by the following assets:				
Tangible fixed assets	8,319	-	1,068,762	1,077,081
Investment fixed assets	232,742	40,390	4,852,928	5,126,060
Net current assets	-	1,438,750	-	1,438,750
Long term liabilities	(13,125)	-	-	(13,125)
	<u>227,936</u>	<u>1,479,140</u>	<u>5,921,690</u>	<u>7,628,766</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

13. Funds held**

- a) The charity holds the following restricted funds, with the donations having originated from the sources as shown:

OCF trustees ratify distribution of all funds and any expenditure via the following panels:

	Individuals	Business	Trusts & Foundations	Total Named Funds	
				As at 2020	As at 2019
Community Impact Panel	12	6	3	21	24
Donor Advised Panel	8	1	3	12	11
Bespoke Panel	2	2	-	4	4
	<u>22</u>	<u>9</u>	<u>6</u>	<u>37</u>	<u>39</u>

	Balance at 1st April 2019 £	Income £	Expenditure £	OCF contribution transfer £	Transfers between funds £	Balance at 31st March 2020 £
Community Cohesion Fund	5,295	-	-	-	(5,295)	-
Fund for Sankalpa*	27,499	152,883	(144,477)	(15,401)	29,636	50,140
Step Change Fund	776,627	446,750	(430,863)	(22,338)	-	770,176
David and Claudia Harding*	5,064	26,153	(39,548)	(8,352)	27,893	11,210
Daymark Fund	100,000	102,184	(42,521)	(7,153)	-	152,510
High Sheriff of Oxfordshire*	7,912	15,271	(5,718)	(1,027)	2,550	18,988
Jane Wates	66,500	-	-	-	(30,000)	36,500
John Lewis Westgate Fund	74,973	-	(8,375)	-	(40,000)	26,598
MacTaggart	-	15,375	(13,031)	(2,038)	-	306
Maggie Evans*	10,437	6,815	(12,000)	(2,117)	6,571	9,706
Midcounties Cooperative*	7,809	8,756	(22,030)	(2,798)	9,828	1,565
Our Common Good	88,412	26,250	(25,000)	(1,838)	-	87,824
Relate Revenue*	32,206	-	(825)	-	-	31,381
Surviving Winter*	3,475	1,897	(6,311)	(396)	1,394	59
The Taylor Family Fund	93,195	47,022	(17,300)	(3,292)	(20,000)	99,625
Community Resilience	-	523,750	-	(1,500)	15,000	537,250
Oxford Homeless Movement	-	83,082	(59,679)	(744)	75,000	97,659
Tim Stockdale Foundation	-	100,071	(3,660)	(307)	-	115,141
Growing Minds	-	113,250	(110,667)	-	57,000	59,583
Other grant making funds*	179,736	347,991	(283,571)	(38,158)	(83,960)	103,001
	<u>1,479,140</u>	<u>2,017,500</u>	<u>(1,225,576)</u>	<u>(107,459)</u>	<u>45,617</u>	<u>2,209,222</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

13. Funds held** (continued)

	Balance at 1st April 2018 £	Income £	Expenditure £	OCF contribution transfer £	Transfers between funds £	Balance at 31st March 2019 £
Community Cohesion Fund	11,295	-	-	-	(6,000)	5,295
Fund for Sankalpa*	28,915	153,177	(142,194)	(12,399)	-	27,499
Step Change Fund	511,030	461,750	(253,159)	(23,088)	80,094	776,627
David and Claudia Harding*	5,278	26,520	(12,022)	(7,783)	(6,929)	5,064
Daymark Fund	-	148,750	-	(8,750)	(40,000)	100,000
High Sheriff of Oxfordshire*	10,095	2,331	(4,653)	(361)	500	7,912
Jane Wates	-	70,000	-	(3,500)	-	66,500
John Lewis Westgate Fund	113,000	-	(38,027)	-	-	74,973
MacTaggart	-	20,000	(7,500)	(2,000)	(10,500)	-
Maggie Evans*	12,921	12,229	(12,000)	(2,213)	(500)	10,437
McLintock Family Fund	80,082	-	-	-	(80,082)	-
Midcounties Cooperative*	30,731	8,895	(29,207)	(2,610)	-	7,809
Our Common Good	-	56,250	(3,900)	(3,938)	40,000	88,412
Relate Revenue*	-	32,206	-	-	-	32,206
Surviving Winter*	7,014	4,027	(7,196)	(370)	-	3,475
The Taylor Family Fund	86,423	50,293	(40,000)	(3,521)	-	93,195
Other grant making funds*	186,954	465,886	(483,648)	(34,123)	44,667	179,736
	<u>1,083,738</u>	<u>1,512,314</u>	<u>(1,033,506)</u>	<u>(104,656)</u>	<u>21,250</u>	<u>1,479,140</u>

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

13. Funds held** (continued)

b) The charity holds the following endowment funds:

OCF General	Individuals	Business	Trusts & Foundations	Total Named Funds	
				As at 2020	As at 2019
3	5	6	2	16	16
=====	=====	=====	=====	=====	=====

Quarterly income and any net indexed gain that is withdrawn on any of the endowment funds in 13b) are transferred to a corresponding named fund, which is also included in 13a) above and marked with an *.

	Balance at 1st April 2019 £	Income £	Expenditure £	Transfers between funds £	Investment gains/ (losses) £	Balance at 31st March 2020 £
Beard Charitable Foundation	273,624	80,000	-	-	(19,797)	333,827
Brethertons	56,667	4,421	-	-	(2,069)	59,019
Business Cares Fund	82,492	-	-	(2,852)	(2,402)	77,238
David & Claudia Harding	806,615	-	-	(27,893)	(23,487)	755,235
Sankalpa	857,016	-	-	(29,636)	(24,955)	802,425
High Sheriff of Oxfordshire	23,061	-	-	-	(727)	22,334
HS Getting Court	16,092	-	-	-	(507)	15,585
Jubilee Endowment	375,778	-	-	(10,845)	(6,571)	358,362
Maggie Evans Fund	204,516	-	-	(7,071)	(5,955)	191,490
Main Endowment	1,768,368	-	(3,324)	(116,152)	(203,328)	1,445,564
Meech Centenary Trust	158,604	10,000	-	(3,000)	(6,187)	159,417
Midcounties Cooperative	270,533	-	-	(9,828)	(7,845)	252,860
Relate Property	815,000	-	-	-	-	815,000
Saunders Family	118,460	20,000	-	(500)	(5,961)	131,999
Surviving Winter	38,301	-	-	(1,394)	(1,110)	35,797
Withy King Fund	56,563	-	-	(1,771)	(2,038)	52,754
	5,921,690	114,421	(3,324)	(210,942)	(312,939)	5,508,906

** A full list of all OCF named funds and their philanthropic objectives can be found on our website <http://oxfordshire.org/about-us/annual-reports-accounts/>.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

13. Funds held** (continued)

	Balance at 1st April 2018 £	Income £	Expenditure £	Transfers between funds £	Investment gains/ (losses) £	Balance at 31st March 2019 £
Beard Charitable Foundation	253,594	-	-	-	20,030	273,624
Brethertons	13,345	44,712	-	(1,491)	101	56,667
Business Cares Fund	76,453	-	-	-	6,039	82,492
David & Claudia Harding	747,568	-	-	-	59,047	806,615
Sankalpa	794,279	-	-	-	62,737	857,016
High Sheriff of Oxfordshire	21,373	-	-	-	1,688	23,061
HS Getting Court	14,914	-	-	-	1,178	16,092
Jubilee Endowment	352,605	5,000	-	-	18,173	375,778
Maggie Evans Fund	189,545	-	-	-	14,971	204,516
Main Endowment	1,825,179	-	(3,324)	(16,059)	(37,428)	1,768,368
Meech Centenary Trust	128,876	20,000	-	-	9,728	158,604
Midcounties Cooperative	250,729	-	-	-	19,804	270,533
Relate Property	-	830,000	-	(15,000)	-	815,000
Saunders Family	-	117,024	-	-	1,436	118,460
Surviving Winter	35,497	-	-	-	2,804	38,301
Withy King Fund	47,964	5,000	-	-	3,599	56,563
	<u>4,751,921</u>	<u>1,021,736</u>	<u>(3,324)</u>	<u>(32,550)</u>	<u>183,907</u>	<u>5,921,690</u>

14. Fund transfers

A contribution to OCF core costs is transferred from OCF's funds. The amount is agreed with the donor and is either an annual percentage of the capital value of any endowment funds held or as detailed in the Memorandum of Understanding for each fund. OCF has various contribution arrangements depending on; discretion available, level of involvement required, amount of original donation.

Total contributions for the period were £16,152 (2019: £16,059) on the main endowment fund and £107,459 (2019: £104,656) on other restricted funds. These deductions are shown in notes 13a) and 13b).

As at 1st April 2019, £400,000 of the main endowment fund was expendable endowment. During the year £100,000 of this was transferred to the general fund and is included in the fund transfer total in note 13b).

£94,290 (2019: £Nil) was also transferred from selected endowment funds into their corresponding restricted income funds, under the total return method. This is shown in note 13b), and detailed in note 15 below.

Other transfers between funds in the period are monies made available by fundholders to support OCF's strategic programmes.

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

15. Permanent endowment invested on a total return basis

The charity has exercised its rights by the Trustees under section 104A of the Charities Act 2011. This power permits the Trustees to invest permanently endowed funds to maximise total return and therefore apply an appropriate portion of the unapplied total return to income. The unapplied total return remains invested as part of the permanent endowment until that power is exercised. When exercised it allows the Trustees to apply an appropriate portion of the unapplied total return to income each year.

The position on these funds is summarised as follows:

	Endowment for investment £	Unapplied total return £	Total endowment £
At 1st April 2019:			
Gift component of permanent endowment (indexed value)	2,701,071	-	2,701,071
Unapplied total return	-	149,347	149,347
	<hr/> 2,701,071	<hr/> 149,347	<hr/> 2,850,418
Movements:			
Gift of endowment funds (total return funds only)	10,000	-	10,000
Reallocation of funds not included in total return holding	-	(51,999)	(51,999)
Dividend return	-	92,809	92,809
Losses on investment values	-	(80,551)	(80,551)
Indexation in year	71,419	(71,419)	-
	<hr/> 81,419	<hr/> (111,160)	<hr/> (29,741)
Unapplied total return allocated to income in year	-	(94,290)	(94,290)
Dividend return included in restricted income fund	-	(92,809)	(92,809)
	<hr/> -	<hr/> (187,099)	<hr/> (187,099)
Gift component of permanent endowment (indexed value)	2,782,490	-	2,782,490
Unapplied total return	-	(148,912)	(148,912)
Total at 31st March 2020	<hr/> <hr/> 2,782,490	<hr/> <hr/> (148,912)	<hr/> <hr/> 2,633,578

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

15. Permanent endowment invested on a total return basis

	Endowment for investment £	Unapplied total return £	Total endowment £
At 1st April 2018:			
Gift component of permanent endowment (indexed value)	2,611,128	-	2,611,128
Unapplied total return	-	12,388	12,388
	<hr/> 2,611,128	<hr/> 12,388	<hr/> 2,623,516
Movements:			
Gift of endowment funds (total return funds only)	30,000	-	30,000
Dividend return	-	93,384	93,384
Gains on investment values	-	196,902	196,902
Indexation in year	59,943	(59,943)	-
	<hr/> 89,943	<hr/> 230,343	<hr/> 320,286
Unapplied total return allocated to income in year	-	-	-
Dividend return included in restricted income fund	-	(93,384)	(93,384)
	<hr/> -	<hr/> (93,384)	<hr/> (93,384)
Gift component of permanent endowment (indexed value)	2,701,071	-	2,701,071
Unapplied total return	-	149,347	149,347
	<hr/> 2,701,071	<hr/> 149,347	<hr/> 2,850,418
Total at 31st March 2019	<hr/> <hr/> 2,701,071	<hr/> <hr/> 149,347	<hr/> <hr/> 2,850,418

Oxfordshire Community Foundation

Notes to the Accounts for the year ended 31st March 2020

..... continued

16. Reconciliation of net income to net cash flow from operating activities

	2020 £	2019 £
Net income for year	280,106	1,636,090
Dividends received	(182,572)	(185,684)
Interest receivable	(14,090)	(9,263)
Depreciation of tangible fixed assets	9,594	10,809
(Losses)/gains on revaluation of investments	330,567	(198,544)
Receipt of endowment	(114,421)	(1,021,736)
Decrease in debtors	36,939	33,781
Increase/(decrease) in creditors	301,254	(65,700)
Net cash flow from operating activities	<u>647,377</u>	<u>199,753</u>

17. Related party transactions

During the previous year grants totalling £40,000 were made to Employment Action Group (Berinsfield) Limited (registered charity number 292526). One of the trustees of OCF, Mr J Taylor, was also a trustee of this charity. No amounts were paid during the current year.

In each case above, the trustee noted was not involved in the decision making process regarding the grants awarded.

Donations to the charity from the Trustees totalled £109,846 (before gift aid) in the year (2019: £232,288).