

PHOTOGRAPHY OXFORD  
TRUSTEES' REPORT AND AUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2019

TRUSTEES	Professor Uwe Ackermann Dr Mark Alexander Mr Paul Inman (Chair) Mr Jeremy Lewis Mogford Dr Lena Fritsch Mr Richard Ovenden Sir Brian Pomeroy Mr. Robert John Price Mr Benet Slay Ms. Katy Barron Ms. Taous Damani
DIRECTOR	Ms. Danielle Battigelli
CHARITY NUMBER	1154142
PRINCIPAL ADDRESS	20 Yarnells Hill OXFORD Oxfordshire OX2 9BD
INDEPENDENT EXAMINER	Mr. Yong Feng Han 5 Manor Farm Barns Church Lane Charlton-on-Otmoor Oxfordshire OX5 2UA
BANKERS	The Co-Operative Bank 13 New Road Oxford OX1 1LG

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The Trustees present their report and accounts for the year ended 31 August 2019.

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

### **Structure, governance and management**

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

The Trustees who served during the year were:

Professor Uwe Ackermann

Dr Mark Alexander

Mr Paul Inman (Chair)

Mr Jeremy Mogford

Mr Richard Ovenden

Sir Brian Pomeroy

Mr Robert John Price

Mr Benet Slay

Dr Lena Fritsch

### **Organisation**

The charity is governed by a Board of Trustees that must have a minimum of three individuals. There is no maximum number of Trustees. The Trustees meet on a regular basis to agree the strategic direction and policy of the organization. They also ensure that the charity fulfills its objectives and complies with the requirements of the Charities Commission.

In years when the Charity's activities include the staging of a Festival of photographic exhibitions and talks, day-to-day management is delegated by the Board to the Director/Project Manager, who attends Board meetings to update trustees on developments, finance, risks and to seek approval on future strategy.

### **Appointment of trustees**

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

None of the Trustees has any beneficial interest in the charity. All of the Trustees are members of the Charitable Incorporated Organisation, and the only persons eligible to be members of the CIO are its trustees. If the CIO is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## Objectives and Activities

Photography Oxford is a charity that works to bring high quality photography and photographic debate to the city of Oxford and its environs, benefiting both local residents and visitors to the area, while drawing in a wider arts audience, furthering debate, and celebrating the art of photography.

Our aim is to advance education by promoting and providing opportunities for the appreciation, understanding and enjoyment of photography and the arts, in particular through the promotion and running of a photography festival in Oxford.

Our objectives include:

- Delivery of an ambitious creative programme working to a high level of excellence, informed by current and historical photographic research.
- Creation of an expansive public programme designed to engage all members of the community, with an emphasis on developing new audiences.
- Connecting visual arts venues across Oxford and raise their profile through Photo Oxford being the only professionally curated visual arts festival in the city.
- Fostering international collaborations.
- A range of educational outreach initiatives, partnering with local schools, the University of Oxford and Oxford Brookes University, local photographic societies, community and arts organisations and a broad online constituency to widen engagement.
- Nurturing and supporting young professional talent by providing a series of professional development opportunities.
- Use of the Festival theme to open up new perspectives and opportunities, in particular in 2020 to raise awareness of the contribution of women to photography.
- Promoting investment in the sector by encouraging photographic sales and collecting, by building relations with the corporate sector to develop opportunities for collaboration and sponsorship and by encouraging membership, patron endorsement and philanthropic giving.
- Working towards financial and environmental sustainability.

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

## Achievements and Performance

Building on the success of the Photo Festivals delivered by the Charity in 2014 and 2017 our activity during the year ending 31 August 2019 was preparation and planning for the 2020 Festival with the theme, **'Women and Photography'**. This included review of venue and audience feedback from the 2017 festival, appointment of a Festival Director, consultation with potential partners and venues, programme planning and fundraising.

### Financial Review

Total incoming resources for 2018-19 were £3,250. This is a decrease of £9,090 from the preceding year. The reason for the decrease is explained mainly by the cycle of work leading up to a 2020 Festival: the bulk of the fundraising effort to deliver the autumn 2020 Festival took place from September 2019 onwards, once the outline plans for the festival had been developed.

All of the income of £3,250 derived from donations.

Resources expended in 2018-19 were £4,117. This is a decrease of £17,423 from the preceding year. The reason for the decrease is that budget year 2017-2018 included the 2017 Festival and included, therefore, Festival-related expenses for staff, speakers, venue hire, art transport, photo printing and programme evaluation. 2015-2016 was a year of planning for the 2017 Festival. The main area of cost during this current year (2018-2019) was remuneration for our Festival Director.

For the year 2018-2019 the difference between total income and total expenses was £867 and this was covered by our cash reserves from the preceding year.

## Plans for the Future

In 2018 – 2019 we began to build on the success and high quality of Photo Oxford 2017 by developing relationships with potential venues including Arts at The Old Fire Station; The North Wall; Oxford University library, museums, institutes and colleges, Oxford Brookes University, Fusion Arts, the Gatehouse project for the Homeless, Oxford City Council and Oxford International Links (Oxford's twin cities).

Following recommendations emerging from the evaluation of the 2017 Festival we decided to change the planning and delivery structure from one whereby Photography Oxford appointed curators to select exhibitions and then sought venues to house these exhibitions. For 2020 the Festival programme is developed in collaboration with venues and partners, working to the Festival theme, and curated by the Festival Director in consultation with trustees.

We also decided to move the dates for the Festival to within university term times, in response to audience feedback and to enable wider participation and attendance by students.

In view of 2020 being the 100<sup>th</sup> anniversary of women graduating from the University of Oxford, the theme for the 2020 Festival was chosen as Women AND Photography – Ways of seeing and being seen.

By the end of this reporting year (August 2019) our plans had been defined to this extent:

- The 2020 Festival will run from 16 October to 16 November in various venues across Oxford, with the opening weekend featuring a high profile launch, a range of artist and other talks and forums for discussion, including a conference.
- This, the third Festival, will feature a creative programme, introducing the work of internationally renowned photographers, exploring archives, opening research to new audiences, sparking photographic debate, developing local talent and encouraging everyone to investigate and enjoy the world of photography and photography as an art form.
- The 2020 Festival will be headlined by an exhibition featuring the work of Helen Muspratt, one of Britain's leading women photographers of the 1900's. Oxford was her base from 1937 until the end of her working life.
- In keeping with our commitment to education, outreach and widening access, our plans for 2020 include partnering with local community groups, the University of Oxford and Oxford Brookes University, local photographic societies, and a broad online constituency, to reach hundreds of people of all ages and backgrounds, and contribute to their learning and artistic development.
- To work with and create a map for visual arts venues across the city for use beyond the Festival.
- To build on the successes of our two previous Festivals, in collaboration with local, national and international partners, to bring examples of photographic excellence to the region, develop new audiences, nurture talent, and promote investment within the sector.
- We will diversify our audience base and deepen levels of involvement through increased outreach.
- We will invite people of all ages and backgrounds to experience and be inspired by a wide range of photographic practice. We will open up Oxford's rich resources in archives and research, providing platforms for display and discussion, enabling people to view and participate in the art of photography.'

- We will Identify and secure more diverse income streams to increase the charity's financial resilience and afford the development of reserves sufficient to cover forward costs for a 6-month period.

Our plans include the appointment of an experienced, independent evaluator who will assess to what degree Festival aims were achieved with respect to a number of detailed criteria to be determined.

Global measures of success will include delivery of a core festival, including exhibitions, a talks programme, outreach programmes; increased footfall at our exhibitions and events; broad press coverage and the Festival becoming a focus for photography on the local, national and international arts scene; good numbers of submissions to our open call; positive feedback from visitors to the festival; the discovery of new talent and the inclusion of work from an international and diverse group of artists; the development of strong partnerships in the city, its twin cities and beyond; and the securing of grant, sponsorship and donated income sufficient to secure the future work of the charity.

On behalf of the Board of Trustees

A handwritten signature in black ink, appearing to read 'Paul Inman', with a stylized, flowing script.

Paul Inman  
Chair of Trustees  
Dated: 22 June 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent, and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



PHOTOGRAPHY OXFORD

INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED 31 AUGUST 2019

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Yong Feng Han  
5 Manor Farm Barns  
Church Lane Charlton-  
on-Otmoor Kidlington  
OX5 2UA

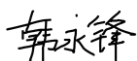
26-May- 2020

To Whom It May Concern:

Re: Photography Oxford Accounts Review for the period from 01  
September 2018 to 31 August 2019.

I can confirm that I have performed an independent check of the Photography  
Oxford accounting records for the period from 01 September 2018 to 31 August  
2019. I can confirm that the transactions have been correctly recorded for the  
purpose of reporting income and expenditure in this period.

Yours faithfully



Yong Feng Han

PHOTOGRAPHY OXFORD

STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

		Unrestricted funds	Designated funds	Restricted funds	Total 2019	Total 2018
INCOMING RESOURCES	Not e	£	£	£	£	£
Incoming resources from generated funds						
Voluntary income	2	3,250	0	0	3,250	8,500
Incoming resources from charitable activities	3	0	0	0	0	0
Other incoming resources		0	0	0	0	0
Total incoming resources		3,250	0	0	3,250	12,340
RESOURCES EXPENDED	4					
Cost of generating voluntary income		0	0	0	0	0
Cost of generating funds		0	0	0	0	250
Cost of charitable activity		3,992	0		3,992	21,190
Governance costs		125	0	0	100	100
Other resources expended		0	0	0	0	0
Total resources expended		4,117	0	0	4,117	21,540
Net movement in funds		-867	0	0	-867	-9,200
Reconciliation of funds						
Funds as at 31 August 2018		5,657				5,657
Funds as at 31 August 2019		4,789	0		4789	
The notes on pp 16 to 18 form part of these statements						

## BALANCE SHEET

AS AT 31 AUGUST 2019

Balance sheet:

	Notes	2019	2018
<u>Assets</u>		£	£
Fixed assets		0	0
Current assets			
Cash at bank		4,789	5,657
<b>Net current assets</b>		<b>4,789</b>	<b>5,657</b>
Less: <u>Liabilities</u>			
Creditors (carrying no due date for payment)	9	(22,684)	(22,684)
<b>Net assets</b>		<b>(17,895)</b>	<b>(17,027)</b>

For the financial year ending 31 August 2019 gross income of the charity was less than £250,000. As a result, these accounts were examined by an independent examiner, described in section 43(3)(a) of the 1993 Act as 'an independent person who is reasonably believed by the Trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts'.

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

The accounts were approved by the Board on 23 April 2020.



Paul Inman  
Chair of Trustees



Uwe Ackermann  
Trustee

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

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

1.2 Incoming resources

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

(i) Donations and grants

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

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

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

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

1.3 Resources expended

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

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

Costs of generating funds comprise the costs associated with fundraising.

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

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

2. Voluntary income

	<b>Total 2019</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>
<b>VOLUNTARY INCOME</b>		
<b>Donations and gifts, unrestricted</b>	3,250	8,500
<b>Donations and gifts, restricted or designated</b>	0	0
<b>Grants</b>	0	
<b>Loans</b>		
<b>Total voluntary income</b>	<b>3,250</b>	<b>8,500</b>

3. Incoming resources from charitable activities

	<b>Total 2019</b>	<b>Total 2018</b>
Sale of talks tickets	0	1,161
Share of Open Call Entry Fee	0	2,679
	<b>0</b>	<b>3,840</b>

4. Total resources expended

	<b>Total 2018</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>
<b>Cost of generating funds</b>	0	250
<b>Costs of generating voluntary income</b>	0	0
<b>Cost of charitable activity</b>		
Exhibition costs (printing, framing, shipping, installation, etc)	0	11,072
Talks costs (speaker expenses, venue hire)	0	1,512
Staffing (Proj. Manager; Artistic Directors incl expenses; Tech Spprt)	3,992	7,127
Marketing	0	1,457
Website	0	0
Catalogue	0	0
Print, postage, stationery		0
Other resources expended		0
<b>Governance costs</b>		
Legal	0	0
Independent examination of accounts	125	100
<b>Other resources expended</b>		
Bank charges	22	0
<b>Total resources expended</b>	<b>4,117</b>	<b>21,540</b>

5. Trustees  
None of the Trustees (or any persons connected with them) received any remuneration during the year, nor were they reimbursed any travelling expenses.
6. Employees  
The charity employed, on a freelance basis and during part of the period covered by this report, a Festival Director.
7. Tangible fixed assets  
The charity has no tangible fixed assets.
8. Debtors  
The charity has no debtors.
9. Creditors  
The Founding Director contributed a total of £15,000 in 2014 plus £7,684 in 2015 as an interest-free loan to the charity, repayable only when charitable surpluses permit.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Photography Oxford

No (if any)  
1154142

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Sep-18		31-Aug-19


### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donation: Uwe Ackermann	1,000	-	-	1,000	500
Donation: Remenham Consulting	1,250	-	-	1,250	1,000
Donation: Sir Brian Pomeroy	1,000	-	-	1,000	1,000
		-	-	-	1,000
		-	-	-	5,000
		-	-	-	2,679
		-	-	-	1,161
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,250</b>	<b>-</b>	<b>-</b>	<b>3,250</b>	<b>12,340</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,250</b>	<b>-</b>	<b>-</b>	<b>3,250</b>	<b>12,340</b>
<b>A3 Payments</b>					
Support Staff Remuneration	3,950	-	-	3,950	3,175
Support Staff Travel	42	-	-	42	769
Accountancy/Bank charges	125	-	-	125	122
Artist's/Speakers'/Judges' Fees, Travel and Accommodation		-	-	-	1,007
Competition prizes		-	-		1,000
Art Transport and Insurance		-	-		928
Photo Printing; Venue Hire; Supplies		-	-		14,314
Marketing (Sponsors; Dinner)		-	-		225
	-	-	-	-	-
<b>Sub total</b>	<b>4,117</b>	<b>-</b>	<b>-</b>	<b>4,117</b>	<b>21,540</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,117</b>	<b>-</b>	<b>-</b>	<b>4,117</b>	<b>21,540</b>
<b>Net of receipts/(payments)</b>	<b>- 867</b>	<b>-</b>	<b>-</b>	<b>- 867</b>	<b>- 9,200</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,656</b>	<b>-</b>	<b>-</b>	<b>5,656</b>	<b>5,656</b>
<b>Cash funds this year end</b>	<b>4,789</b>	<b>-</b>	<b>-</b>	<b>4,789</b>	<b>3,544</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		4,789	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	4,789	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Uwe Ackermann	26/05/2020





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Photography Oxford

On accounts for the year  
ended

31 August 2019

Charity no  
(if any)

1154142

Set out on pages

To be determined

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 26-05-2020

Name:

Yong Feng Han

Relevant professional  
qualification(s) or body  
(if any):

Business Support Manager, Faculty of Health and Life Sciences  
Oxford Brookes University

Address:

5 Manor Farm Barns, Church Lane

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**