

We have been trying to work out how to manage our AGM; but it turns out that Charities like ours are not obliged to hold AGMs until it is properly possible to do so.

At least, with the careful guidance of Laura Hounam, we are solvent. She managed to get a Discretionary Grant for WOA from West Oxfordshire District Council and, of course, there have been very reduced outgoings for running the Gallery whilst it has been closed. Our accounts will be submitted to the Charities Authority as usual.

Membership did start to pause, but luckily and sensibly many Members realise that something like West Ox Arts cannot keep going either for their own benefit, or for the general benefit of the community, without the renewal of membership, so we are nearly back to earlier numbers.

Now for a roundup of this last year, where we are now, and what is planned for the future :

Since I became Chair in September last autumn there was an thought-provoking photographic show by Peter Jordan, a varied and interesting exhibition by the Oxford Literarties, the Christmas show for members, and a multi-faceted show by Carola Colley, which was unfortunately brought to a sudden close by lockdown. We also had three smaller shows at The Vesey Room, which were very much appreciated by tourists and locals.

The Gallery has now been deep-cleaned and we are ready to open again on 17th October with a Members' exhibition that will run, to the best of our ability, till Christmas – taking into account what may or may not be in store for us all.

This we hope will be followed by a Pottery exhibition; partly in memory of Leslie Williams, who died last year. She had been a strong and helpful Member of WOA for many years; contributing as a Trustee as well as an exhibitor. There will be other potters, new and old, in the show, which will open in January 2021.

Then we are delighted to say Jane Duff will have the show she had to give up on earlier in the year, from February into March.

This will be followed by The Art of The Landscape – much of this is yet to be finalised, then Artweeks . . .

So there is lots to look forward to this coming year.

Other matters to cover are that we put out to the Membership on-line the preference that only four Trustees should be essential. The majority vote was in favour of this, with no objections. We are treating this as being the case – although it will have to be ratified in order for the Constitution to be altered when we do eventually have a real-life AGM.

This means Jay Fox Davies let us know she cannot continue as a Trustee; Vanessa Argles and Heather Rosario have also not renewed their membership so are no longer eligible as Trustees.

There are several other people who take an active and very helpful part in the meetings and decisions we take – and we always need more people to volunteer their advice, assistance,

bright ideas, to WOA. And we owe many thanks for those who already to so much for WOA.

We are in the process of appointing a Gallery Manager in order to help carry out the work of the Gallery and its outreach ideas. Leigh Henry has been tireless in pursuing this process – and managing the staff we already have. Gallery Assistants such as Jenn, who can be met in the Gallery, and who looks after Membership, the Webpage, and many other aspects of WOA's 'invisible' needs.

Jenny Smith has re-started Life Drawing – at the idea of some of our models; so far in people's gardens. We also hope we can re-start in a larger space in Aston Village Hall. Watch this space!

It also seems that when The Archive has had their proposed work done on the Old School, including the Library and The Vesey Room, West Ox Arts will be welcome to continue exhibiting there in an arrangement similar to before. This could also be a very good space for Workshops and possibly even Life Drawing, in due course. If you would like to run a Workshop with the support of WOA to let us know and get involved, in the past there have been book-binding days, etching, and all sorts of other activities.

We believe West Ox Arts has a healthy and exciting future – so Remember to Join us, or Renew your Membership. Who knows what will happen in the next few months with this tiresome pandemic/epidemic – but do stay in touch!

Sarianne Durie
Chair to West Ox Arts

WEST OX ARTS

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2020

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

Sue Turner (until 4 September 2019)

Sonja Coles (until 4th September 2019)

Nik Standbridge (until 4th September 2019)

Pip Shuckburgh

Jenny Smith (from 4th Sept to 10 Dec. 2019)

Heather Williams

Silvi Shaumloeffel

Diana Alcock

Sarianne Durie

Jo Marshall (until 4th September 2019)

Sue Helm (until 4th September 2019)

Natalie Day (until 4th September 2019)

Laura Hounam

Debbie Martin (from 4th Sept. 2019 to Jan. 2020)

Janet Fox Davis

Leigh Henry

Vanessa Argles

Chair

Sue Turner (until 4 September 2019)

Sarianne Durie

Secretary

Leigh Henry

Treasurer

Laura Hounam

Registered Address

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

Bankers

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

Witney

Oxfordshire

OX8 7BG

See attached documentation

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF WEST OX ARTS

I report on the accounts of the Trust for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

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

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

requirements of the 2011 Act have not been met; or

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

Ray Proctor, M.B.A.

Signed and dated:

17 July, 2020

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2020**
INCOME AND EXPENDITURE ACCOUNT

	2019-2020 <u>Unrestricted Funds</u>	2018-2019 <u>Total</u>
	£	£
Incoming resources		
Grants and Subscriptions		
Membership subscriptions	4,010	3,933
Donations	91	120
Special donations and sponsorships		442
Bampton parish Council	650	650
Activities generating funds		
Exhibitions sales	14,607	14,595
Exhibition Fees	5,185	4,840
Workshops	630	225
Life Drawing Classes (Donations)	0	237
Craft Group (Donations)	0	9
Still life group (Donations)	0	27
Robert Vesey Room	4,741	4,678
Shop sales	5,012	5,114
Summer and Christmas Fairs sales	6,092	7,207
Summer and Christmas Fairs fees	1,815	1,290
January sale donations	421	982
Jan Sale Artists	319	317
Other Income		
Sundries (includes sitters errors)	77	-17
Gift Aid (4)	583	624
Bank Interest	32	17
	<u>44,264</u>	<u>45,290</u>
Restricted funds		
Bampton Community shop (Workshops))	<u>1,000</u>	
Bampton Community shop (website, IT and public relations))	<u>1,000</u>	
Bampton Community shop (signage)		1,000
Birkhead Trust (lights -maintenance)		5,000
Life Drawing classes (Monday float)		100
	<u>2,000</u>	<u>6,100</u>
Total Incoming Resources	<u>46,264</u>	<u>51,390</u>

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2020**
INCOME AND EXPENDITURE ACCOUNT (Continued)

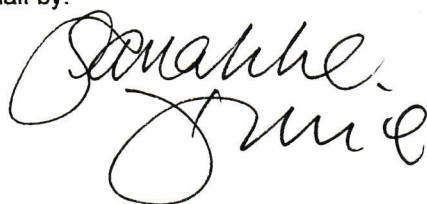
	2019-2020	2018-2019
	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	
Resources expended		
Charitable expenditure		
Exhibition payments to artists	11,438	10,756
Exhibition costs	496	839
January sale artist	223	222
January sale costs	0	50
Crafts exhibition costs	198	177
Crafts exhibition payment to artists	4,265	5,040
Shop payment to artists	3,485	3,563
Vesey Room artists	3,450	3,567
Workshop costs		160
Electricity	1,441	1,596
Staff salaries and consultancy	10,364	11,157
Rent	1,750	1,750
Insurance	576	543
Repairs and maintenance	205	1,629
Cleaning	538	575
Equipment	0	699
	38,429	42,324
Management and Administration		
Publicity	461	883
Telephone & Internet	400	794
Affiliations	425	463
Postage	1	160
Card charges	492	447
Photocopies & stationery	349	558
Hospitality and Public relations	69	198
Sundries	0	64
Vesey Room expenses	67	
	2,264	3,568
Total resources expended unrestricted funds	40,692	45,891
	<u>Restricted funds</u>	
Lighting and maintenance	40	4,439
Workshops (Drawing from life)	521	
Signage	15	30
Life drawing float	100	
	675	4,469
Total resources expended	41,368	50,360
Net balance (All Funds)	4,896	1,030
Balance brought forward	16,459	15,429
Net accumulated income carried forward	21,355	16,459

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2020**

	Notes	2019-2020		2018-2019
Current assets		£	£	
Debtors	(6)	582		694
Current Account		2,684		7,699
Deposit Account		18,564		13,532
Petty Cash/float		100		100
Cash at gallery				433
Total Current /Savings			21,930	22,458
Creditors: amounts falling due				
within one year	(7)	215	-215	-3,153
Expenses deferred to following year	(8)	305	305	295
Income deferred to following year	(9)	665	-665	-3,140
Net current assets			21,355	16,460
Net assets			21,355	16,460
Accumulated funds:				
Carried forward				
Unrestricted funds from previous year			14,829	15,429
Restricted Funds from previous year			1,631	
Monday life drawing float				100
Balance from Birkhead trust grant for lighting				561
Bampton Community shop grant (signage)				970
Restricted net balance			1,325	
Unrestricted Net Balance			3,571	-601
Total accumulated funds			21,355	16,459

The financial statements on pages 3 to 7 were approved by the trustees on 13 July, 2020
 And signed on their behalf by:

Sarianne Durie
 Chair



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

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

(b) Income and expenditure

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

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

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

(d) Tangible assets and depreciation

Tangible assets are included at original cost less accumulated depreciation.

There are no assets that are being depreciated.

(e) Analysis of expenditure

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

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

(f) Voluntary Income

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

2 Grants & Donations

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

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

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

3 Sundry Income

Generally photocopying and sitters errors

4 Other incoming resources

Gift Aid is monies claimed back from Inland Revenue.

5 Employee information

The average number of employees during the year was 2

WEST OX ARTS**NOTES TO THE FINANCIAL STATEMENTS - continued****YEAR ENDED 31st MARCH 2020****6 Bank charges****13**

None this year

7 Debtors**2019-2020** **2018-2019**

£

£

Gift Aid

583

624

Wednesday Life Drawings

70

583**694****8 Creditors**

Artist's Payments for Sales

3

2,738

Cleaning

25

50

Edf arrears

187

366

215**3,153****Expenses deferred to following year**Publicity for exhibitions
affiliations

250

305

45

305**295****9 Income deferred to following year**

Exhibition fees

665

3,140

665**3,140****10 Bad Debts**

There were no bad debts during 2019-2020

11 Trustee expenses

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

12 Restricted funds at 31st March

Bampton Community Shop (signage)

955

970

Bampton Community Shop (Drawing from life,workshops)

479

Bampton Community Shop (It, website,public relations)

1,000

Birkhead Trust (Maintenance)

522

561

Life Drawing float

100

TOTAL**2,956****1,631**

WEST OX ARTS

NOTES TO THE FINANCIAL STATEMENTS - continued

YEAR ENDED 31st MARCH 2020

Impact of Covid 19 Outbreak

Following government guidelines the Gallery suddenly closed on 17th of March 2020

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

Closing the Gallery we lost all the possible income from sales of work, but it is impossible to quantify, as always variable and the majority of the sales happens on the day of the opening of the exhibition

The financial impact for the year 2019-2020 was limited and the period ended with an unrestricted net balance of £3571

Immediate actions was taken in

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

Outlook for the financial year ending on 31st March 2021

The impact will depend on the length of the pandemic, the reappearance second waves and the economic climate

With the Gallery closed the only source of income is membership subscription.

To encourage renewal we have extended from 12 to 15 month the length of subscription, nevertheless we expect a reduction of 60%, as most of the members join to have a physical platform for their work

The cashflow for the period from 31st of March 2020 to 31st of March 2021 indicates that our reserves should be able to see us to the end of the financial year. The amount of reserves left will depend on the timing and success of resuming normal activities. If safe and feasible the reopening is planned for October/November following a tested pattern of exhibitions

Grants and founding possibilities are actively looked at.

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

Different business models, including reviewing staffing hours, opening times, volunteers contribution to the running of WOA will be looked at as the pandemic develops. Possible merging or closing will also be taken into consideration

Our policy will be to keep 3 months reserves and not to borrow money