

WEST OX ARTS

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2018

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

Sue Turner

Diana Homer

Laura Hounam

Martin Beek

Tricia Waples

Justine Sutcliffe

Kathy Philson

Pip Shuckburgh

John Barnes (from 1/4/2017 to 14/9/2017)

Rona Marsden (from 1/4/2017 to 14/9/2017)

Chair

John Barnes (from 1/4/2017 to 14/9/2017)

Sue Turner from 14/9/2017

Secretary

Kathy Philson

Treasurer

Laura Hounam

Registered Address

The Gallery

Town Hall

Market Square

Bampton

Oxfordshire

OX18 2JH

Bankers

HSBC plc

Market Square

Witney

Oxfordshire

OX8 7BG

See attached documentation

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

I report on the accounts of the Trust for the year ended 31 March 2018, 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.

Signed and dated:

N Wallis

15 Aug 2018

WEST OX ARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2018**
INCOME AND EXPENDITURE ACCOUNT

		2017-2018	2016-17
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	
Incoming resources		£	£
Grants and Subscriptions			
Bampton Parish Council		650	650
Bampton Community shop		2,200	
Endowment Income	(2)	946	631
Membership subscriptions		4,383	3,701
Donations		92	554
Special donations		805	
Activities generating funds			
Exhibitions sales		11,769	9,399
Exhibition Fees		3,544	2,592
Workshops		144	425
Life Drawing Classes		647	957
Craft Group		87	
Still life group		120	
Artist led workshops		200	
Robert Vesey Room		1,265	976
Shop sales		6,403	7,384
Events		75	138
Summer and Christmas Fairs sales		6,577	4,152
Summer and Christmas Fairs fees		1,005	951
January sale donations		554	
Jan Sale Artists		98	682
Other Income			
Sundries (includes sitters errors)	(3)	-1	34
Gift Aid	(4)	690	1,354
Bank Interest		5	5
		42,257	34,585
Resources expended			
Charitable expenditure			
Payments to Artists			14,957
Exhibition payments to artists		8,240	
Shop payments to artists		4,481	
Craft exhibitions payment to artists		4,582	
Jan Sale payment to artists		69	
Exhibition Costs		1,160	1,093
craft exhibitions costs		130	
Vesey Room payment to artists		156	
Workshop Costs		0	308

WEST OXARTS**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2018**
INCOME AND EXPENDITURE ACCOUNT (Continued)

	2017-2018	2016-17
	<u>Unrestricted</u>	
	<u>Funds</u>	<u>Total</u>
Charitable expenditure (continued)		
Life Classes	0	421
Events	120	60
Staff Salaries	9,239	7,754
Staff Travel	0	76
Rent	1,750	1,750
Insurance	686	672
Electricity	1,595	1,645
Repairs and Maintenance	3,199	659
Cleaning	550	650
Equipment	1,731	541
	37,687	30,586
Management and Administration		
Publicity	328	923
Telephone & Internet	591	507
Postage	39	50
Affiliations	254	128
Card charges	440	367
Photocopies & stationery	345	599
Sundries	40	78
	2,037	2,652
Total resource expended	39,723	33,238
Net balance	2,533	1,347
Balance brought forward	12,896	11,549
Net accumulated income carried forward	15,429	12,896

WEST OX ARTS**BALANCE SHEET****AS AT 31 MARCH 2018**

	Notes	2017-2018		2016-17
		£	£	
Current assets				
Debtors	(6)	689		1,106
Current Account		4,540		4,769
Deposit Account		12,515		9,010
Petty Cash/float		100		100
Cash at gallery		798		158
Total Current /Savings		18,641		15,143
Creditors: amounts falling due within one year	(7)	-1,557		-1,953
Expenses referred to 2017-2018				491
Expenses referred to 2018-2019	(8)	144		
Income referred to 2017-2018				-785
Income referred to 2018-2019	(9)	-1,800		
Net current assets			15,429	12,896
Net assets			15,429	12,896
Accumulated funds:				
Unrestricted			15,429	12,896

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

11/8/2018



Sue Turner
 Chair

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

- (a) The financial statement 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 cost have been categorised as charitable expenditure as this more fairly represents the activities of the charity.

(f) Voluntary Income

West Oxfordshire Art Association receives the assistance of many volunteers who do not take full payment for their time and effort. No effort has been made to quantify their contribution full payment for their time and effort. No effort has been made to quantify their and the accounts have been prepared without including any provision for this income. 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 2018****6 Bank charges**

None this year

7 Debtors

	2017-2018	2016-17
	£	£
Gift Aid	690	725
Birkhead Endowment Fund Payment for tables		381
	690	1,106

8 Creditors

Artist's Payments for Sales	1,043	1,435
Cleaning	50	50
Edf arrears	464	468
	1,557	1,953

Expenses referred to following financial year

Art weeks		305
Publicity for exhibitions	144	186
	144	491

9**Income referred to following financial year**

Exhibition fees	1800	785
	1,800	785

10 Bad Debts

There were no bad debts during 2017-18

11 Trustee expenses

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



Trustees' Annual Report for the period

Period start date				Period end date			
From	1	April	2017	To	31	March	2018

Section A Reference and administration details

Charity name West Oxfordshire Arts Association

Other names charity is known by West Ox Arts

Registered charity number (if any) 266542

Charity's principal address Market Square

Bampton

Oxfordshire

Postcode

OX18 2JH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sue Turner	Chair		
2	Laura Hounam	Treasurer		
3	Kathy Philson	Secretary		
4	Martin Beek			
5	Diana Homer			
6	Tricia Waples			
7	Pip Shuckburgh			
8	Justine Sutcliffe			
9	John Barnes	Chair	1/4/2017 – 14/9/2017	
10	Rona Marsden		1/4/2017 – 14/9/2017	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 19 th July 1993
How the charity is constituted (eg. trust, association, company)	Association of members
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by members at the AGM

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Association shall be to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the inhabitants of West Oxfordshire and adjoining districts.

Summary of the main activities undertaken for the public benefit in relation to these objects

In planning our activities for the year we kept in mind the Charity Commissions guidance on public benefit.

The focus of our activities remains hosting regular art and craft exhibitions, drop-in art classes, workshop and talks. All of our exhibitions are free and we encourage groups to visit, especially local schools.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are hugely indebted to our member volunteers who assist in the running of our exhibitions. We would not be able to open at the weekends without their valuable support.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Exhibition Programme

During this year we have held a very respectable 11 exhibitions. We started in April with a solo exhibition 'Weathered Landscapes' showing large scale paintings and ceramics by Paul Redfern. Oxfordshire Artweeks followed and at the gallery we took the concept of Trilogy and asked our contributing artists to submit 3 related works using their own theme. During this exhibition we welcomed children from our local primary school who spent an hour or so sketching what they had seen.

In June we worked with The Heartstone Fund who used the gallery along with local gardens for an excellent sculpture focused exhibition. We were especially pleased to be supporting them as their fund mentors young people making the transition to professional artists. Another solo exhibition followed in July with Abstract Paintings by JB Lowe.

Our very successful Contemporary Craft Exhibition was held in August where once again we sought out high quality local artists to represent a large variety of crafts. Twice a year we hand our exhibition space over to our members and in September we presented An Observation of Blue which explored their perception of blue in a variety of hues and materials.

Five Oxford Artists came together in 'Natural Flow' during October each with their own approach to capturing the natural world, we enjoyed sculpture, drawing, painting and photography. During the early part of November we gave over a week to hosting Christmas Craft Workshops where participants made cards, decorations and gifts. Our final event of the year was our Christmas Craft Fair where our very talented members offered a wide range of art and craft suitable for Christmas gifts.

In January we held our Annual Art Sale where bargains could be found along with postcard sized works of art. Our 2nd members exhibition followed where we celebrated Music, Movement and Dance. Our final exhibition of the year hosted six photographers each showing their interpretation of the 'Urban' landscape.

Events

During the year we have run drop-in life drawing, still life and craft sessions and held several art related talks.

Gallery Maintenance

A good start was made this year on upgrading the Gallery, in January we gave the entrance stairwell a make-over in bright welcoming colours. With a very timely grant from the Bampton Community Shop we were able to replace the ageing and failing night storage heaters with efficient new heaters.

IT

Our IT systems were completely over hauled with the purchase of a new iMac computer and implementation of G-suite providing cloud based document storage and email this software was free being donated from Google via their not for profit programme. This has made a significant improvement on the behind the scenes running of the organisation.

Section E

Financial review

Brief statement of the charity's policy on reserves

We aim to have 6 months of running costs in unrestricted funds on reserve.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are membership fees, exhibition fees and commission on sales. We have a small grant of £650 from Bampton Parish Council and have had generous support from Bampton Community Shop grants.

Our income is used for art exhibition related activities and the upkeep of the Gallery. Our main costs are staff and gallery running costs. We keep our staff costs down by using volunteers at the weekends.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

SUE TURNER

Position (eg Secretary, Chair, etc)

CHAIR

Date

16/9/2018