



Oxfordshire Community and Voluntary Action

Report and financial statements

31 March 2014

Trustees' Annual Report

The Trustees present their report and the audited financial statements for the year ended 31 March 2014, which have been prepared in accordance with Charity Law and the Statement of Recommended Practice: Accounting and Reporting by Charities.

Reference and administrative details

Oxfordshire Community and Voluntary Action is a registered charity number 1108504 and a company limited by guarantee number 5363946, registered in England and Wales. It also uses the name Volunteer Centre Oxfordshire.

Trustees

The Members holding office as at 31 March 2014 and changes in the year were:

Helen Baker <i>Chair</i>	Kath Dunn(resigned 14.10.13)
Modupe Adefala	Maureen Elliott
Julie Baker	Jim Flux MBE (resigned 14.10.13)
Kiera Bentley-Mouat	Benedict Leigh(resigned 14.10.13)
Noel Costello (resigned 18.02.14)	David Agnew (co-opted 18.02.14)
Adrian Sell (co-opted 18.02.14)	John McLaughlin (co-opted 06.05.14)

The Trustees are elected at the Annual General Meeting from those who are nominated by member organisations or who are individual members.

Chief Executive

Kathy Shaw

Registered office and principal address

The Old Court House, Floyds Row, St Aldates, Oxford OX1 1SS

Auditors

Critchleys LLP
Greyfriars Court
Paradise Square
Oxford
OX1 1BE

Legal advisers

Blake Laphorn
Seacourt Tower
West Way
Oxford
OX2 0FB

Bankers

Unity Trust Bank
Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Pension fund managers

Oxfordshire County Council
New Road
County Hall
Oxford
OX1 1ND

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
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ME19 4JQ

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Introduction from the Chair

This has been a year of changes for OCVA. A number of staff moved on, including Alison Baxter who left us at Christmas after ten years as Chief Executive. She played a key role in increasing the reach and impact of OCVA and the influence of the sector more widely. A number of trustees also stood down, in particular Jim Flux and Benedict Leigh who had both been on the Board for many years. I would like to thank everyone who has left for their time, energy and vision. We wish them all well for the future.

We have also, of course, been extremely pleased to welcome new staff joining us, not least Kathy Shaw who took over as Chief Executive in December, bringing with her from Manchester many years of highly relevant leadership experience in the public and voluntary sectors. We have had excellent new nominations for the Board from member organisations who will positively extend the trustees' knowledge and understanding of what really matters to the VCS locally.

In this tough financial climate, and with the ending of one substantial grant in particular, the Board, Kathy, our staff and volunteers have had to think quite radically about how to ensure that OCVA can best continue to deliver its core purpose of enabling a diverse voluntary and community sector to flourish in the county. We have focused on identifying what to protect as core, driven by our values, whilst also testing new initiatives and ways of working which could help us to address the ongoing challenge of delivering increasing value for less money. Kathy's report describes some of these in more detail. This pressure to change whilst continuing to deliver the day job has made considerable demands of the staff team and volunteers, but they have, as always, stepped up and worked exceptionally hard to keep us on track.

OCVA finished the year in good financial control, having also addressed a significant pension risk and with strong plans developing around diversifying sources of funding. This included work on increasing earned income without compromising the commitment to keeping our services accessible to all individuals, organisations and communities who need them – quite a challenge but one we intend to achieve.

We are very grateful to the commissioners who have continued their commitment to work with and fund us over the past year. Building and strengthening partnerships across and beyond the VCS remains a critical priority for OCVA and we have worked particularly hard this year with colleagues to try to find new ways to build alliances based around our shared purpose. Thank you to the many partners who have supported and inspired us to continue to raise the voice, capacity and impact of the voluntary and community sector for the benefit of all the communities of Oxfordshire.

Helen Baker, Chair of Trustees

Introduction from the Chief Executive

I am pleased and excited to be writing my first Annual Report for OCVA, having joined the team in December 2013 to replace Alison Baxter. Alison moved on at the end of 2013 after 10 years of leading OCVA .

Having recently moved to Oxfordshire from Manchester, I have been spending time getting to know the geographical area as well as many people within the sector and across partner organisations. In my first few weeks in post I saw the presentation of the High Sheriff's Awards to a small number of community groups delivering creative projects ...very inspiring.

A number of OCVA's funding streams were due to end or to be reassessed for 2014/5, so one of my first tasks was to identify and review services; to begin to seek alternative sources of funding where the work needed to continue, as well as identifying new work and resources to take OCVA into its next stage of development. OCVA, like many organisations around us, continues to be affected by the economic climate. As the needs of the Voluntary and Community, Faith, and wider not-for-profit sector's change, so OCVA's services must change to reflect these differing expectations. There is a need for some of our services to be updated in response to this, as well as the development of some new and innovative services for the sector.

Changes in funding availability have resulted in the Volunteer Centre having to reduce its capacity. However we have been developing other work to compensate for this and to respond to demand. This has included the development of the Community Ambassador Project, supporting and training link volunteers in communities who can signpost, both to OCVA services and to those of wider partners. This is a relatively new initiative, but early indicators are positive and we hope to develop this further in the future.

We have been reviewing and changing our overall programme of training in response to changes in legislation and feedback from the sector. We hope to continue to build on this over the coming year so that we can be more responsive as well as offering more accredited training, internally and in partnership with other training providers. One area we have particularly been working on is Quality Assurance. Staff are currently training as PQASSO mentors (the Practical Quality Assurance Scheme for Small Organisations). In the coming year we hope to offer groups both training and practical support to implement this in their organisations as well as championing it to potential sector funding bodies.

Another area of work we have been investing in for the future is improved collection and collation of data to better profile the sector, working closely with partners such as the Oxfordshire Rural Community Council and the Oxfordshire Community Foundation. This will not only help OCVA to better represent the sector on key issues, but will also be a future resource for groups to help with funding applications and similar.

OCVA has in the past been heavily reliant on grants for its survival and another key area of work for us moving forward will be developing an income generation strategy. We have been working on how to make better use of sponsorship, to extend access to contracts and service level agreements as well as to build on fund raising. We have also been exploring the 'offer' of a package of services available to partners and organisations in surrounding areas that might allow us to increase our financial capacity to work with our local member groups. In a period of such financial austerity we will need to continue to charge those organisations who can afford this for some of our

services in order to be able to continue to offer services without charge to those who can't. This has always been a controversial issue across the Voluntary and Community Sector. We are particularly mindful of this and of how fundamental it is to retain our core values and commitment to being accessible to all organisations and individuals who need our services. We will continue to try to find effective ways to manage this difficult tension in the year ahead.

If we are going to continue to be fit for purpose in the future we need to improve our communication and the ways we interact with the sector. During the next year we are planning to develop new opportunities for us to do this. I am keen to meet and work with more representatives in the sector and to listen to and respond to your views, so that we can continue to change and adapt as required. Although this is a challenging time, it is also a time of opportunities to change, to learn new things, working with other key players in the sector, to pool resources, share skills and knowledge and support each other.

Finally I would like to thank the Board of Trustees and the staff and volunteer team, as well as all our partners for making me so welcome. I look forward to getting to know more of the sector and to working with you all in the future to ensure that Oxfordshire stays firmly on the map as a strong and positive community.

Kathy Shaw, Chief Executive

Structure, governance and management

The governing document of OCVA is the Memorandum and Articles of Association of the company. The OCVA Board of Trustees comprises not less than five nor more than 15 members. Trustees are elected at the Annual General Meeting. Nominations are made in writing before the meeting. All Board members must be over 18 years of age and be a member or a representative of a member organisation of OCVA. At each AGM one third of the Board Members, made up of those who have served the longest, are required to retire. However, a Board Member who retires may, if willing to act, be re-elected for a maximum of three consecutive terms. The Board may from time to time appoint any member of the Charity to be a member of the Board provided that the maximum is not exceeded. Any such Board Member holds office only until the next Annual General Meeting but is then eligible for re-election.

All Trustees are given an induction pack containing copies of relevant Charity Commission publication and key information about OCVA including the Memorandum and Articles of Association, Trustee minutes, the current business plan and budget, a staff chart and employment policies and procedures. Trustees are required to sign a Declaration re any conflicts of interest, a company director form and a Trustee Declaration. Role descriptions are in place for Trustees and for the Chair and Treasurer.

All Trustees give their time voluntarily and receive no personal benefits from the organisation. Any expenses reclaimed are set out in Note 7 to the accounts.

The Trustees are financially and legally liable for OCVA but their liability is limited as defined by the Memorandum and Articles of Association of the limited company. The Trustees agree any delegation of their powers. Such delegations include those to the Finance and General Purposes Committee, elected annually and comprising at least two Trustees with the Chief Executive in attendance. This deals with the details of budget setting and financial management as well as staffing matters and reports and makes recommendations to the Board for decision unless any decision is explicitly delegated to that committee by the Board. The committee's terms of reference are reviewed annually by the Board of Trustees.

The Chief Executive is appointed by the Board and is responsible for advising the Trustees and for carrying out the policies and implementing the plans of OCVA. Other staff are appointed by the Chief Executive. Job descriptions and contracts of employment are in place and a staff appraisal scheme is in operation.

Since 2004 OCVA has cooperated with the other members of the Oxfordshire Stronger Communities Alliance (OSCA) to plan and implement improvements to infrastructure support for voluntary organisations and community groups in Oxfordshire. In addition to the Terms of Reference, formal Partnership Protocols are in place between the voluntary sector members of the Partnership.

Risk management

The Trustees have identified the risks facing the Charity. They review them regularly and put systems in place to mitigate these risks.

Objectives and activities

The OCVA vision

OCVA looks forward to a time when Oxfordshire is a county where all communities are valued and everyone has a chance to contribute.

The OCVA mission

Enabling a diverse voluntary and community sector to flourish in Oxfordshire

We do this by: providing advice, information and training, acting as advocates and representatives, and building partnerships.

We have referred to the public benefit guidance published by the Charity Commission in reviewing our aims and objectives. The Board particularly pays attention to its commitment to make its services accessible to the wide range of individuals and organisations, voluntary and community organisations who need its services

The objects of the charity as stated in the memorandum and articles of association are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Oxfordshire and its environs (hereinafter called the “area of benefit”) and, in particular, build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

In 2013/14 the strategic aims of the charity were reviewed and remained the same as the previous year as follows:

1. Support for voluntary and community group development and capacity building so that:

- charities and social enterprises are enabled to deliver high quality services by successfully securing income, improving joint working, and achieving quality standards
- voluntary and community organisations have the practical information they need to function effectively
- communities are supported to set up and develop structures and projects that enable them to bid for and run community services successfully where they wish to do so
- communities at risk of exclusion are empowered to participate fully in developing services that affect them

2. Support for volunteering so that:

- voluntary and community organisations are enabled to recruit and retain sufficient volunteers for existing and new services and to manage these volunteers to a high standard
- communities are supported to provide self-help
- volunteers and potential volunteers are enabled to improve their skills and life chances
- groups that are under-represented in volunteering increase their participation

3. Support for improved communication, networks, voice and engagement so that:

- voluntary and community organisations have appropriate information about policy and strategy that affects them and are supported to voice their responses
- voluntary and community organisations are enabled to work effectively together
- the voluntary, public and private sectors are well-networked and supported to engage with one another and work effectively together
- residents of Oxfordshire in general and local politicians and media are fully aware of the contribution made by voluntary organisations and take this into account in planning and decision making
- the voice of Oxfordshire's voluntary sector is recognised nationally and is seen to influence policy

This annual report reviews the progress we have made against each of these aims and the benefits this has brought to the people and communities of Oxfordshire.

Strategic aim 1 was delivered through:

- a) the Development Team, who give advice on funding and development, provide tailored support and information, and maintain the Resource Centre;
- b) OCVA training courses and events, including day and half-day workshops, and longer accredited programmes for staff and volunteers;
- c) the good practice work of the Volunteer Centre with volunteer-involving organisations;
- d) the Networks and Communities Team, who provide information through newsletters, mailings and the website.
- e) The set up and piloting of a new Community Ambassador Project, recruiting, training and supporting volunteers to work in their local community to support and signpost small community groups to services and resources.

Strategic aim 2 was delivered mainly through Volunteer Centre Oxfordshire, with support from colleagues in the other teams. The Centre recruits volunteers for organisations, promotes the importance of volunteering, helps volunteer-involving organisations work more effectively with their volunteers, and provides training and support to volunteers themselves.

Strategic aim 3 was delivered through:

- a) the work of the Chief Executive and team, who represent the interests of voluntary and community groups on various local and regional partnerships and provide regular policy briefings;
- b) various networking events and forums including the Charity and Volunteer Awards;
- c) the work to gain media coverage and raise the profile of voluntary and community groups in the county.
- d)

Membership and charging policy

OCVA services are provided to any voluntary or community group working for the benefit of the people of Oxfordshire, and to those individual residents of Oxfordshire who wish to volunteer. Membership is open to all voluntary or community groups and

individuals who support our work. We have consulted members on our charging structure and membership is free to any group with less than £5,000 annual income, thus ensuring that no one is excluded by an inability to pay. However, you do not need to be a member to access our support. We make a charge for most of our training and events and for hire of our meeting room but remit the fee for groups with little or no income and have a system of bursaries in place to cover travel and childcare costs for learners who would otherwise have difficulty accessing our training. There will be some changes to the levels of access during 2014/15 in line with changes to funding available to us. This will include staged charges of membership, depending on income and development of new membership benefits.

Equality of access

We monitor the take up of our services by different categories of group and have put in place a structured programme of outreach to rural areas and outlying estates in Oxford in order to ensure geography is not a barrier to potential clients. Our Volunteer Centre monitors potential volunteers by age, ethnicity, disability and employment status and we review these statistics in order to set targets for improved access. OCVA leaflets are available in other community languages.

Volunteer services, donations and gifts in kind

Volunteers have provided valuable assistance with the administration of OCVA and the Volunteer Centre. We are grateful to those people who provide their skills to the charity at no charge. The Trustees are also grateful for donations of materials as well as gifts in kind. No monetary value has been placed on these and therefore they are not included in the financial statements.

Achievements and performance

Strategic aim 1: Support for voluntary and community group development and capacity building

Resource centre and information service

We are committed to ensuring that our resources are available through a variety of routes (phone, internet, email, and in person) and that our premises are accessible to people with disabilities. The Resource Centre is open from 09.30 to 16.30 Mondays to Fridays and is advertised on our web portal, www.oxnet.org.uk.

Appointments continue to be taken for visitors to browse through our wide range of publications that cover topics for voluntary and community groups including volunteering, funding, organisational development and general management. New publications are added throughout the year, and the catalogue of resources is kept up-to-date. Books are also available on a loan system.

The OCVA team responded to daily requests for information by phone, email and post on a wide range of subjects including business planning, constitutions, and insurance. OCVA members now receive a monthly email newsletter and we also send out a fortnightly email digest to a wider audience. The Volunteer Centre has its own email newsletter and Facebook page.

Funding and development advice

We have continued to refine and update *The Guide to Funding Opportunities in Oxfordshire* and, as well as being available in hard copy, it is available on our website in a way which means each of its component sections can be downloaded easily. OCVA collates information from the County, City and District Councils as well as

updating information on funding from grant-making trusts and companies. The *Guide* is supplemented by a monthly funding newsletter, which is available as a download from the members' section of the website.

The Development Team, continued to be funded by BASIS lottery funding until March 2014, when it ended. Local authorities funding has continued into 2014/15. This year the team has continued to deliver a responsive and high quality service to community groups and voluntary organisations and this has seen a steady increase in numbers throughout the year, with over 300 organisations accessing our services during that time.

The team has worked with groups across the county, supporting them with one-to-one funding and development advice delivered by phone, email and in person. The team has been responsive to different needs, often travelling around the county to meet people, as well as within the OCVA offices.

Continued funding from the Vale of White Horse District Council and South Oxfordshire District Council has been available this year. OCVA supported 45 community groups and voluntary organisations in the Vale of White Horse and 53 in South Oxfordshire. Oxford City Council also continued its funding to OCVA; the team worked with 125 groups in the City.

In a survey of groups the team worked with during the year, they were asked to list the outcomes they had achieved. These included: increased funding, registration as a charity or CIC, a better understanding of the roles and responsibilities of trustees, writing a strategic plan, restructuring of organisations, reviewing budgets, appropriate role descriptions for committee members and improved health and safety guidelines, as well as increased numbers of volunteer opportunities. Further development of the OCVA Health Check has been undertaken and offered to groups undergoing change. The list is an illustration of the range of assistance the Development Team is able to offer.

Training and events

During the year we have continued to review and develop our training offer, also continuing to be an Approved Centre by the Institute of Leadership and Management. Courses run during the year have included general, volunteer and HR management and courses to encourage income generation. Our full range of courses on offer can be accessed online via our website or from a member of staff.

Moving forward into 2014/15 we hope to develop partnerships with other training providers to improve the offer to the sector as well as develop a range of new and bespoke training for groups. Our training is available where appropriate to statutory and private sector organisations as well as groups outside the county.

Community Action

OCVA has continued to play an active role in being an advocate for the sector as well as supporting active communities in their decision making processes. This will continue to be a key role for us moving forward, ensuring that the sector has an effective voice in decisions made locally. We hope to develop further opportunities for the sector to come together pro-actively to share experiences, resources and knowledge as well as to collaborate on key issues within Oxfordshire.

OCVA is committed to working with other infra-structure providers to better support the sector, including the delivery of the Oxfordshire County Council Infra-structure contract with ORCC as a key partner.

OCVA, ORCC and Oxfordshire Community Foundation are working towards a joint approach to issues facing the sector along with other key organisations in the county, and we will together continue to champion the views and opinions of the sector.

European Social Fund Community Grants

OCVA continued to be responsible for the management of the Community Grants programme across the Thames Valley during 2013/14, as well as the administration of the grants process and the monitoring of successful applicants, OCVA has developed and delivered workshops on how to write the best possible application

Safer Future

Funding was secured this year from the Police and Crime Commissioner (PCC) for the Thames Valley to develop a network of voluntary and community sector groups to engage with them. Regular meetings took place where the PCC consulted the network on key issues. The funding supported the facilitation and management of the network.

High Sheriff Awards

OCVA had the privilege of administering the High Sheriff Awards this year, where a small number of groups secured a grant to carry out creative new pieces of work.

Strategic aim 2: Support for volunteering

The Volunteer Centre was mainly funded this year with BASIS Lottery funding and monies from Oxfordshire County Council Infra-structure contract. In 2011 we started a project in partnership with Volunteer Link Up and Cherwell CVS & Volunteer Bureau to support people who are unemployed into volunteering, funded by the Big Lottery in conjunction with Volunteering England. This has allowed us to increase our capacity to support people into volunteering. We recorded the following:

- 3,505 potential volunteers registered with the Centre.
- 297 individuals visited our offices or attended outreach sessions held in market towns for guidance about volunteering. This included 184 disadvantaged individuals, who needed additional support to access opportunities.
- 1,017 volunteering opportunities were advertised.
- 125 organisations received support in good practice and developing volunteering opportunities.

We continued to work closely with other volunteering bodies to ensure opportunities are registered throughout the county and to support them to use the online volunteering database (Vbase).

In the latter part of the year we launched a recruitment drive for Volunteer Community Ambassadors, to be our eyes and ears in local communities, signposting local groups to relevant services, via both OCVA and other organisations.

Strategic aim 3: Support for improved communication, networks, voice and engagement

During 2013/14 one of our key areas of work has been to increase our knowledge of the sector. We have started to do this through improving access to data and seeking contact with organisations previously unknown to us. As membership renewals are due in April every year this is a good time for us to review our data collection processes.

In the final 3 months of 2013/14 we increased our membership from 543 to 750 and added a further 250+ to our contact list, along with an increase in data about these organisations. We hope to continue this work into 2014/15 and beyond.

This in turn will allow us to get information out to a wider circle of organisations and groups as building our ability to represent the sector and their views to partners and decision makers.

Although we lost our dedicated communication role at the end of the year, due to a reduction in funding resource we have continued to maintain sector profile with partners and through the media etc. and hope to secure resources in the future to develop this further.

We continued to represent the interests of the voluntary and community sector on the Oxfordshire Partnership, the Oxfordshire Skills Board, and the Oxford Strategic Partnership. We also continued to advocate for the need to include the voluntary sector in the structure of the Health and Wellbeing Board.

At national level we have continued to be active members of NAVCA and NCVO (now including Volunteering England,) disseminating national news to our members and voicing local responses to national policy.

Our website www.ocva.org.uk continued to be developed with new content and an increase in visitor hits of 16.4% from the previous year to an average of 190 per day. News was updated almost daily and the calendar of events was populated with information regularly. The searchable Directory of Groups now holds details of over 1000 voluntary organisations and community groups.

The facility for groups to create their own website using the OCVA website continued. The 'Voluntary Voice' column in the *Oxford Times* continued to provide a channel each week for local voluntary groups to promote themselves and their activities.

OCVA's work with the media has continued throughout the year with regular slots for both ourselves and groups has continued. The number of press releases to promote OCVA and its members that were picked up by local television, radio or newspapers increased again through the year, ensuring that the voluntary sector groups were able to promote themselves more widely and that the role of OCVA in supporting these groups was also recognised. We also found local media approached us more to comment as experts on stories or to help find them charities and volunteers to talk to.

Our Twitter account continues to be popular and our tweeting continues to rise, as well as the numbers of our followers.

The regular programme of forums for voluntary and community organisations continued throughout the county with support from the district councils and Oxfordshire County Council.

The annual Charity and Volunteer Awards took place at Oxford Town Hall in October 2013. An audience of over 400 people saw 25+ charities and over 50 volunteers recognised for their contribution to the life of the county. We are grateful to our business sponsors and Oxford City Council for their support in making this event even bigger and more successful than when we launched it in 2010.

Oxfordshire Stronger Communities Alliance

The Alliance continued to meet on a regular basis throughout the year, managed and supported by OCVA with support from Oxfordshire County Council and local district councils, and benefits from a 'Cabinet' structure that allows for increased involvement of the portfolio holder for the voluntary sector. We are committed to developing the function of OSCA and championing its role as Compact lead.

Oxfordshire Learning Network

OCVA continued to play a significant role in leading the Oxfordshire Learning Network (OLN). Membership of the network continues to grow with over 100 names

registered as members. Through this work we secured funding and resources for an ESOL project in both Banbury and Oxford, giving valuable resources to training providers to deliver classes to local people where English is their second language, thus improving their chances of gaining qualifications and employment.

OCVA staff 2013/14

Hilary Burr, Development Team Manager

David Bates, Development Worker

John Hayes, Development Worker

Kanika Lang, Events and Promotions Officer

Liz Pride, Training Officer

Maisie Ash, Communications and Promotions Officer (from August 2013)

Kathy Thomas, Training Administrator (from June 2013)

Trevor Barton, Office Administrator (from March 2013)

Val Ireland, Volunteering Adviser (from October 2013)

Hannah Fenton, Volunteering Project Officer (from October 2013)

Lindsay Watts, Volunteer Centre Manager (to September 2013)

Enaty Redman, Finance Officer (to August 2013)

Cheryl Barnes, Finance Officer (from December 2013 to March 2014)

Sarah Beer, Networks and Communications Manager (to July 2013)

Rebecca Burton, Support into Volunteering Project Manager (to June 2013)

Alison Baxter, Chief Executive (to December 2013)

Kathy Shaw, Chief Executive (from December 2013)

OCVA volunteers

Chris Allen

Alison Burchett Di Mellish

Maria Gallagher Caroline Marques

Linda Baines Dave Butterworth

Tanya Berman Gillian Lever

Heather Alexandra Marigold Brown

Financial review

Overall resources at the year end were £273,871. Core income was received from Oxfordshire County Council, Oxford City Council, NHS Oxfordshire, and South Oxfordshire District Council to fund our strategic aims. Income was also earned from membership fees and the provision of training courses. For details of restricted funds see Note 12 to the accounts.

It is OCVA policy not to engage in public fundraising because this could put us in competition with our members.

Finance policy

The annual budget is prepared and approved by the Finance and General Purposes committee, and recommended to the trustees. It covers both income and expenditure. Bids for new funding are prepared by the Chief Executive, or by other members of staff, in which case they are approved by the Chief Executive. New funding received during the year is reported to trustees and if appropriate, new budget headings are put in place. Financial performance is measured against budgets at each meeting of the Finance and General Purposes committee and the Board using quarterly management accounts provided by the Chief Executive.

Reserves policy

Restricted funds: these are earmarked for particular projects and are carried over for expenditure from year to year as appropriate. The main restricted fund was the capital grant for the lease of the Old Court House and Mortuary, which is being amortised to the P&L account over 25 years.

Designated funds: A total of £20,000 has been designated to cover winding up costs including staff redundancies. In addition trustees have designated funding to cover predicted expenditure on delivering the training programme in future years. This currently has a balance of £14,284. The buildings contingency fund stands at £40,000 while £20,000 is designated as a contingency fund against predicted reductions in funding over the next two to three years (see note 13)

Unrestricted funds: OCVA aims to build up its unrestricted reserves to six months in order to cope with any unexpected downturn. The surplus brought forward at 31 March 2013 was £101,863 which decreased to £53,472 at 31 March 2014. This represents reserves equivalent to about two months' unrestricted expenditure.

Plans for future periods

The OCVA business plan for the period to 2015 assumes that we will continue to deliver services under our three strategic aims. We have plans for mitigating the impact of predicted reductions in funding so that we can continue to support voluntary and community action across the county. We expect to involve more volunteers, promote access to peer support, make increased use of technology and new media, and earn more of our income through charging those that can afford to pay. We aim to support existing organisations and their staff while stimulating social action so that new activities and services continue to be set up to meet the new challenges that face us all

Auditors

A resolution to appoint Critchleys LLP as auditors will be put to the Annual General Meeting of Oxfordshire Community and Voluntary Action.

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Trustees on 16th September 2014 and signed on their behalf by:

Helen Baker, Chair

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the 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; make judgements and accounting estimates that are reasonable and prudent; 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 adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

So far as the Trustees are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the charitable company's auditors are unaware; *and*

Each Trustee has taken all the steps that he/she ought to have taken as a director in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Independent auditors' report to the Members of Oxfordshire Community and Voluntary Action

We have audited the financial statements of Oxfordshire Community and Voluntary Action for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 17, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustee's annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us during the course of our audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the Trustees' Annual Report in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Colin Mills (Senior Statutory Auditor)
For and on behalf of Critchleys LLP
Statutory Auditor
Oxford

Statement of Financial Activities

for the year ended 31 March 2014

	Note	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
Incoming resources					
Incoming resources from generated funds					
Investment income – interest receivable		2,780	-	2,780	3,710
Incoming resources from charitable activities	2	302,381	162,930	465,311	427,743
Total incoming resources		305,161	162,930	468,091	431,453
Resources expended					
Charitable activities	3	369,826	181,162	550,988	503,722
Governance costs	5	5,117	-	5,117	5,159
Total resources expended		374,943	181,162	556,105	508,881
Net (resources expended) before transfers		(69,782)	(18,232)	(88,014)	(77,428)
Transfers between funds	12	(7,724)	7,724	-	-
Net incoming resources/ before other recognised gains and losses		(77,506)	(10,508)	(88,014)	(77,428)
Investment gains/(losses)	9	(885)	-	(885)	885
Net movement in funds		(78,391)	(10,508)	(88,899)	(76,543)
Total funds brought forward		226,147	136,623	362,770	439,313
Total funds carried forward		147,756	126,115	273,871	362,770

Balance sheet

31 March 2014

	Note	2014 £	2014 £	2013 £	2013 £
Tangible fixed assets	8		118,446		124,105
Current assets					
Investments	9	-		50,905	
Debtors	10	40,827		22,631	
Cash at bank and in hand		<u>179,909</u>		<u>235,257</u>	
		220,736		308,793	
Creditors: amounts falling due within one year	11	<u>(65,311)</u>		<u>(70,128)</u>	
Net current assets			<u>155,425</u>		<u>238,665</u>
Net assets			<u>273,871</u>		<u>362,770</u>
Funds					
Restricted funds	12		126,115		136,623
Unrestricted funds general			53,472		101,863
Designated	13		<u>94,284</u>		<u>124,284</u>
Total charity funds			<u>273,871</u>		<u>362,770</u>

These financial statements were approved and authorised for issue by the Trustees on _____ and are signed on their behalf by:

Helen Baker, Chair

Maureen Elliott, Treasurer

Registered Company No: 5363946

Notes to the financial statements

For the year ended 31 March 2014

1 Accounting policies

a) Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention. The financial statements have also been prepared in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (issued March 2005) and applicable UK accounting standards and the Companies Act 2006.

b) Donations and other forms of voluntary income

These are accounted for on a cash basis.

c) Tangible fixed assets

All fixed assets are stated at historical cost less depreciation. Assets costing under £2,000 are not capitalised unless this is a requirement of the funder.

Depreciation is provided on these assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful, as follows:

Leasehold Buildings	4% per annum on a straight line basis
Portal Licence	33.33% per annum on a straight line basis
All other assets	25% per annum on a straight line basis

d) Incoming resources

Incoming resources are generally included on a receivable basis. The only exception to this is where the donor has specified that the amount is to be expended in a following financial year in which case the amount that relates to the following financial year is deferred and included in creditors.

e) Grants payable

Grants payable are accounted for when awarded.

f) Resources expended

Expenditure is included on an accruals basis and includes irrecoverable VAT.

The overheads of the Charity are allocated wherever possible to the relevant funds.

Where expenditure cannot be allocated specifically, this is apportioned between funds on an estimate of usage.

g) Fund accounting

Restricted funds are those where the donor has imposed restrictions on how the money can be spent. Designated funds are unrestricted funds set aside by the Trustees for specific purposes.

h) Pensions

Retirement benefits to employees provided by a defined contribution scheme and a defined benefit scheme, which is funded by contributions from the charity and employees. For the reasons explained in note 15, contributions are charged to statement of financial activities in the year on which they are payable.

i) Taxation

Oxfordshire Community and Voluntary Action is a charitable institution with exemption from UK taxation under section 505 of the Income and Corporation Taxes Act 1998.

j) Investments

Investments are included at valuation with any changes in value being reflected in the Statement of Financial Activities.

2 Incoming resources from charitable activities

	2014	2013
	£	£
Support for voluntary and community group development and capacity building (Strategic aim 1)	290,074	235,203
Support for volunteering (Strategic aim 2)	94,936	100,647
Support for improved communication, networks, voice and engagement (Strategic aim 3)	80,301	91,893
	<u>465,311</u>	<u>427,743</u>

3 Resources expended on charitable activities

	Grants payable	Direct costs	(Note 4) Support Costs	Total 2014	Total 2013
	£	£	£	£	£
Support for voluntary and community group development and capacity building (strategic aim 1)	10,042	310,795	56,155	376,992	309,603
Support for volunteering (Strategic aim 2)	11,875	63,104	21,907	96,886	106,553
Support for improved communication, networks, voice and engagement (Strategic aim 3)	11,273	46,102	19,735	77,110	87,566
	<u>33,190</u>	<u>420,001</u>	<u>97,797</u>	<u>550,988</u>	<u>503,722</u>

4 Support costs

	Aim 1	Aim 2	Aim 3	Total 2014	Total 2013
	£	£	£	£	£
Indirect staff costs	29,684	12,876	7,738	50,298	46,470
General overheads	26,471	9,031	11,997	47,499	49,399
	<u>56,155</u>	<u>21,907</u>	<u>19,735</u>	<u>97,797</u>	<u>95,869</u>

Support costs are allocated in accordance with direct service level employee numbers.

5 Governance costs

	2014	2013
	£	£
Audit fee	4,500	4,500
Accountancy and other fees	255	449
Trustee expenses and other governance costs	362	210
	<u>5,117</u>	<u>5,159</u>

6 Staff costs

	2014	2013
	£	£
Wages and salaries	257,785	285,119
Social security costs	22,350	25,804
Pension costs (see note 15)	77,051	19,973
	<u>357,186</u>	<u>330,896</u>

The average monthly number of full time equivalent employees is as follows:

	2014	2013
Charitable activities		
Support for voluntary and community group development and capacity building	3.0	5.0
Support for volunteering	1.5	2.0
Support for improved communication, networks, voice and engagement	1.0	1.5
Support functions	0.5	1.5
	<u>6.0</u>	<u>10.0</u>

No employee's emoluments exceeded £60,000 in the period.

7 Trustees' emoluments

One trustee was reimbursed for expenses amounting to £278 (2013: £77). No trustees received any remuneration (2013: £nil).

8 Tangible fixed assets

	Leasehold buildings £	Equipment £	Total Cost £
Cost			
Cost at 1 April 2013	221,620	47,872	269,492
Additions	-	4,273	4,273
	<u>221,620</u>	<u>52,145</u>	<u>273,765</u>
At 31 March 2014			
Depreciation			
At 1 April 2013	97,515	47,872	145,387
Charge for the period	8,865	1,067	9,932
	<u>106,380</u>	<u>48,939</u>	<u>155,319</u>
At 31 March 2014			
Net book value			
At 31 March 2014	<u>115,240</u>	<u>3,206</u>	<u>118,446</u>
At 31 March 2013	<u>124,105</u>	<u>-</u>	<u>124,105</u>

Depreciation rates are set out in the Accounting Policies in note 1.

All fixed assets are purchased by the fund utilising the asset and are used solely by that project except for the equipment purchased by the general account, which is used by all of the projects.

9 Investments

Brought forward at 1 April 2013	£ 50,905
Disposal in the year	(50,020)
Realised loss	(885)
Carried forward at 31 March 2014	<u>-</u>

10 Debtors

	2014 £	2013 £
Trade debtors	29,383	12,317
Prepayments and accrued income	6,765	1,966
Other debtors	4,679	8,348
	<u>40,827</u>	<u>22,631</u>

11 Creditors: amounts falling due within one year

	2014	2013
	£	£
Trade creditors	9,020	47,660
Grants payable	1,200	-
Accruals	20,091	5,854
Deferred income	-	7,123
Other taxes and social security	-	5,553
Other creditors	35,000	3,938
	<u>65,311</u>	<u>70,128</u>
Deferred income brought forward	7,123	27,859
Released in the year	(7,123)	(27,859)
Deferred in the year	-	7,123
	<u>-</u>	<u>7,123</u>

12 Restricted funds

	Balances			Transfer	Balances
	at 31	Incoming	Resources	(to) / from	at 31
	March	resources	expended	unrestricted	March
	2013	£	£	£	2014
	£	£	£	£	£
Capital grant	124,105	-	8,865	-	115,240
Vale funding advice	-	5,000	5,000	-	-
BASIS	4,167	74,543	84,209	5,499	-
ESF – grant management	-	10,588	10,250	-	338
ESF – capacity building	-	8,736	9,044	308	-
ESOL Banbury	3,000	-	3,000	-	-
ESOL Oxford	2,450	-	2,447	-	3
ESOL phase2	-	20,000	12,410	-	7,590
Lottery volunteers	2,901	26,263	31,081	1,917	-
Safer future	-	9,600	7,156	-	2,444
High Sheriff	-	8,200	7,700	-	500
	<u>136,623</u>	<u>162,930</u>	<u>181,162</u>	<u>7,724</u>	<u>126,115</u>

Notes on restricted funds

Capital Grant

This represents the net book value of the charity's leasehold buildings (see note 8).

Vale of White Horse District Council (funding advice)

This funding was allocated to the giving of funding advice to voluntary and community sector groups in the area, and funded staff time and expertise, staff expenses development of funding advice and resources.

Supporting Change (BASIS)

The grant was extended for a further year to fund development of services and to further develop the exit strategy.

European Social Fund (Management)

The funding received provided all the back up support for the administration of the grants allocated to organisations directly from Surrey Community Action, including administration, contract monitoring, resources, staff time and expenses and organisational overheads.

European Social Fund (Capacity Building)

The funding received provided training for organisations to build capacity and workshops to support the application process.

ESOL Banbury

The funding for this project was received from the Oxfordshire Skills Board in 2012/13 and continued to be delivered in the financial year 2013/14. The funding was given out in grants to training providers to deliver classes, with an element of management costs for OCVA staff time.

ESOL Oxford

The funding for this project was received in the previous financial year from the Oxford Strategic Partnership, and continued to be delivered in the financial year 2013/14. The funding allocated grants to training providers to deliver ESOL classes to residents, with an element of management costs for OCVA staff time.

ESOL Phase 2

During 2014/15 OCVA will be carrying out an evaluation of the ESOL work carried out in 2013/14 in Banbury and Oxford, highlighting lessons learnt from the work.

Lottery Volunteers

The grant received from Volunteering England (NCVO) on behalf of the Big Lottery to support unemployed people into Volunteering. Delivered in partnership with Volunteer Link Up and Cherwell CVS & Volunteer Bureau.

Safer Future

Funding received to develop the network of voluntary and community sector groups to engage with the Police and Crime Commissioner for the Thames Valley. This included management costs, venue associated costs, administration etc.

High Sheriff Awards

OCVA administered the allocation of the High Sheriffs Awards for the financial year 2013/14. One project was unable to deliver during the year and will be delivering the work during the coming year.

13 Designated funds

	2014	2013
	£	£
Staff contingency fund	20,000	20,000
Training fund	14,284	14,284
Buildings contingency fund	40,000	40,000
Pensions reserve	-	30,000
Contingency reserve	20,000	20,000
	<u>94,284</u>	<u>124,284</u>

The Staff contingency fund was set up to cover the estimated redundancy and winding up costs which would be required to be paid if the company were to cease its activities or have its funding withdrawn.

The Training fund is to cover delivery of this service in the next financial year. Plans are underway to effectively use this to the benefit of the sector.

The Buildings contingency fund is held against repairs to the premises. This amount remains the same as the previous year, given the age of the buildings, which the charity has now occupied for a number of years.

The pensions reserve was utilised in the year (see note 15).

The Contingency reserve is to protect the organisation against predicted reductions in funding.

14 Analysis of net assets between funds

	Restricted	Unrestricted	Total
	£	£	£
Fixed assets	115,240	-	115,240
Net current assets	10,875	147,756	158,631
	<u>126,115</u>	<u>147,756</u>	<u>273,871</u>

15 Pension contributions

Oxfordshire Community and Voluntary Action (OCVA) was an admitted body within the Local Government Pension Scheme administered by Oxfordshire County Council. This is a defined benefit scheme. OCVA pay an admitted body composite contribution rate.

Employer contribution rates were 13.7% with an additional contribution of £3,000 per annum.

The multi-employer defined benefit Scheme has been accounted for as a defined contributions scheme and contributions to the scheme by the employer and charged in the accounts in the year ending 31 March 2014 totalled £6,886 (2013: £12,411).

During the year there ceased to be any active members of the pension scheme and an amount of £65,000 was agreed with the Pension Scheme to settle OCVA's liabilities as a result of this event. £30,000 of this was funded from the designated pension reserves. Outstanding pension contributions payable at the year-end were £35,000 (2013: £1,029), the amount falling due within one year, and funded from investments.

In addition the charity made employer contributions to a separate defined contribution scheme totalling £5,165 (2013: £7,562). Outstanding employer contributions payable at the year-end were £nil (2013: £496).

Member Organisations of OCVA

10th Oxford (Marston) Scout Group
1315 Kidlington Air Training Corps
1861 Sqn (Wantage) Air Training Corps (ATC)
1st Appleton Rainbow Guides/9th Abingdon Scout Group
A2Dominion (Simon House)
Abbeyfield Oxford Society Ltd
Abingdon Breakaway Club
Abingdon Bridge
Abingdon Carbon Cutters
Abingdon Community Hospital
Abingdon Green Gym
Abingdon Health Walks
Abingdon Town Amateur Boxing Club (ABC)
ABLE Open Learning Centre
ACT! (Aldates Community Transformation Initiative)
Action for Carers Oxfordshire Ltd (Main Record)
ADHD Oxfordshire
Adventure Plus
Adviza
African & African-Caribbean Kultural Heritage Initiative
African and Caribbean Womens Art Collective
Age UK Oxfordshire
Agewell (Oxon)
Al Huda Oxford
Alb International Aid
Allen Associates
Alzheimer's Society (Oxfordshire Main Record)
AMICE
Anjuman-e-Adab
Ann Spokes Symonds
Architecture Sans Frontieres - UK (ASF)
Ark T Centre
Asian Cultural Centre
Aspire Oxford
Assisted Reading for Children in Oxfordshire (ARCh)
Asylum Welcome
Attaining the Peak, Oxford
Autism Family Support (Children in Touch)
B.K. LUWO
Balsam Family Project
Banbury Evergreens
Bangladesh Association Oxfordshire
Barack Social Enterprise
Barnardo's
Barnardo's (Cowley Road Shop)

Barnes Memorial Hall
Barton Community Association
Base 33 (The Witney Ecumenical Youth Trust)
BBC Radio Oxford
BCHA (Bournemouth churches housing association)
Beacon Centre (Banbury Housing Association)
Beckley Village Hall
Berinsfield Information and Volunteer Centre (BIVC)
Berinsfield Voluntary Day Centre
Berks, Bucks & Oxon Counties Fencing Union
Berkshire Education & Youth Centre
Bicester Children's Centre Brookside
Bicester Green
Bicester Talking Newspaper
Big Lottery Fund
Blackbird Leys Adventure Playground (BLAP)
Blackbird Leys Choir
Blackbird Leys Credit Union Ltd.
Blackbird Leys Neighbourhood Support Scheme (Agnes Smith Advice Centre)
Blake Laphorn Solicitors
Bletchington Thursday Club
Bomber Command Heritage
Bookfeast
BOP Samba Band
Brand New Start
Bridewell Organic Gardens
British Red Cross (Oxfordshire/Thames Valley)
British Thyroid Foundation
Bullington Community Centre
BYHP (Supporting Young People in Housing Need)
Caroline Zvegintzov
Catholic Handicapped Fellowship (Oxford Group)
Catkin
Causeway Carers
Chadlington Sports Club
Chalgrove Village Plan
Charlbury Day Centre
Chauncy Maples Malawi trust
Cheney Over 50's Club
Cherry Tree Nursery
Cherwell CVS
Cherwell District Council
Cherwell District Council (Environmental Services Department)
Child Poverty Action Group
Children of Darfur Football Team
Chinnor Good Neighbours Scheme
Chipping Norton Methodist Tuesday Fellowship Group
Chipping Norton Skater Hockey Club

Chipping Norton Theatre
Cholsey Community Development Trust
Christian Action UK
Citizens Advice Oxfordshire
Clear Sky Childrens Foundation
Climate Outreach and Information Network (COIN)
Cllr Susanna Pressel
Cllr Timothy Hallchurch, MBE
Cluster Care Group
Community Development Network
Community Emergency Foodbank
Community Glue
Connection Floating Support Team (Connection FS)
Contented Dementia Trust (Previously SPECAL)
Cowley Air Cadets
Cowley Child Contact Centre
Cowley Road Methodist Church (Jeune Street Parent and Toddler Group)
Cowley Road Works and Carnival
Crisis (Skylight)
Cristina Bevir Constellations (Freelance)
Cruse Bereavement Care (Oxfordshire Branch)
Cumnor Conservation Group
Cutteslowe Community Association (CCA)
Cutteslowe Community Farm
d:two centre
Dame Elizabeth Holford's Charity
Daybreak Oxford
Dean Court Community Centre Working Group
Didcot Railway Centre
Didcot Train Detached Youthworker Project (TRAIN)
Didcot Volunteer Centre
Diocese of Oxford
Diocese of Oxford Rural Team
Donnington Doorstep Family Centre
Dovecote Voluntary Parent Committee
Down's Syndrome Oxford
Dr Radcliffe's Almshouse Trust
Drayton Community Trust (Drayton Chronicle)
Dyslexia Research Trust
Earth Trust (Previously the Northmoor Trust)
East Hendred Heritage Trust
East Oxford Farmers' and Community Market
Elmore Community Services
Emmaus Oxford
Employment Action Group (Berinsfield) Ltd
Enactus Oxford
Engage (part of Oxfordshire Community Churches)
ENRYCH Oxfordshire (formerly Ryder-Cheshire Volunteers)

Ethnic Minorities Enterprise Developments Limited (Ethnic Minority Business Service) (EMBS)
European Union (European Social Fund)
Eve Women's Wellbeing Project
Everyone's An Artist
Eynsham Area Waste Watchers
FACE (Family & Children Enterprise)
Falcon Trust
Family Action Oxford
Family Links
Faringdon Area Project
Faringdon Folly Tower Trust
Faringdon Free Food
Faringdon Town Football Club
Farm Ability - Part Of FACT (Farm Animal Care Trust)
Fernham Village Trust (previously Project Inspire)
Filipino Community of Oxfordshire
Fish Volunteer Centre
Flexicare(Oxford & Abingdon)
Florence Park Community Association and Centre
FOCAL (Friends of the Community of Adderbury Library)
Folk Arts Oxford & Folk Weekend Oxford & FolkInOxford.co.uk
Folley Park View Residents' Association
Footsteps Foundation
Forest Hill Sports & Social Club
Free Cakes for Kids UK (Oxford)
Free Cakes For Kids West Oxfordshire
Free English Language Lessons for Overseas Workers (FELLOW)
Free University @ Oxford
Friends of Barton Green Spaces
Friends of Folly Park
Friends of Holywell Cemetery
Friends of Hook Norton Community Library (Keep Hooky Booky)
Friends of OSCAR
Friends of Stonesfield Library (FOSL)
Friends of Stowford
Full Circle
Funsani Kids 4 Kids
Fusion Arts
Gatehouse
Global youth for Talent in Diversity
Goring & Streatley Festival
Goring Library Volunteers
Guideposts Trust
Harmony Inspires
Harwell Village Hall
Headington Committee for Development Action
Headway Oxfordshire
Heart of the Wildwood

Helen & Douglas House
Henley Borama Friendship Association
Henley Good Neighbours
Henley Youth Centre (Thamesfield Youth Association)
Henley Youth Festival
HENRY
Hinksey Sculling School
Hogacre Common Eco Park
Holy Family Church
Home-Start Banbury & Chipping Norton
Home-Start Oxford & Bicester
Home-Start Southern Oxfordshire
Hook Norton Day Care Group
HOPE
Hope for Children in Uganda
Horizon Ranger Guide Unit
Horizons
HOST
Hub
Huntington's Disease Association Oxfordshire Branch
IMB Bullingdon
Inclusive Mosque Initiative
Independent Monitoring Board (IMB)
Infineum UK Ltd
Institute for Food, Brain and Behaviour
Intercessors for Oxford
Island Farm Donkey Sanctuary
Jacari
Jayed Association
Jennings (Main Record)
Jennings (Monument Trust)
Jericho Community Association
Jericho Living Heritage Trust
John Spencer-Churchill
Julie Baker
Kath Dunn
Kennington Health Walks
Kennington Strollers
Kidlington and District Information Centre
Kidlington Art Group
Kidlington Evening Townswomen's Guild
Kiera Bentley-Mouat
Kuumba Nia Arts Ltd
L.O.V.E Project Ltd (L.O.V.E. Care Farming Project)
League of Friends John Radcliffe Hospital
Let's Play Project
Leys News Ltd
Life Education Centres

Life Pregnancy Care Charity
Lifeline Recovery Service
Little Pippins Pre-school
Littlemore Village Hall
Long Wittenham Local History Group
Low Carbon Oxford North (LCON)
Low Carbon South Oxford
Low Carbon West Oxford
MacIntyre Charity
MADD
Madley Park Residents Association
Magdalen Road Studios
Mates 'N' Dates
Maureen Elliott
McTimoney Trust
MEET in Oxford
Mencap - Oxford and District
Mencap (South West Oxfordshire)
Mencap Society (South Oxfordshire)
Michael Hardinge's Charity For A School
Minster Lovell Playgroup
Mobility Issues Group - Wallingford (MIGWAL)
Mr. David Young
Mrs. Modupe Adefala
Ms. Helen Baker
Ms. Lord Mayor Sinclair
Ms. Nadia Brown
Multi-Community Research Initiative (MCRI)
Multiple Sclerosis Society (Banbury)
Multiple Sclerosis Therapy Centre Oxford
My Life My Choice
National Association for Voluntary and Community Action (NAVCA)
National Federation of Womens Institutes Unit
National Trails:The Ridgeway and Thames Path
Nepalese Community Oxfordshire (NCO)
New Internationalist Partnership (NIP)
New Marston 50+ Club
New Marston Pre-School
NHS Oxfordshire
Noel White
Noel Costello
Nomad Youth & Community Project (& Henley Sensory Room)
North East Abingdon Community Association
North Hinksey Youth Club
North Oxford Association
North Oxfordshire Community Foodbank
North Oxon Blind Bowlers Society
OASIS (Oxfordshire Autistic Support & Information Service)

One Eighty
One World Therapy and Training Services
Open Access
Open Door
Orinoco - The Oxfordshire Scrapstore
Otmoor Archaeological & Historical Society
Our Lady of Lourdes Catholic Primary School
Ox Fizz
Oxfam GB (UK Poverty Programme)
Oxford & District Esperanto Society
Oxford & District Support Group of National Osteoporosis Society
Oxford & District Table Tennis Association
Oxford Afghan Community
Oxford African Refugees and Families Development Community
Oxford and District Group Diabetes UK
Oxford Arabic Women's Group
Oxford Association of the East Timor Community
Oxford Burma (Myanmar) Benefit Fund
Oxford CAB
Oxford Caribbean Cricket Club
Oxford Chinese Academy
Oxford Citizens Housing Association (OCHA) (Green Square Group)
Oxford City Council
Oxford City Council (Chief Executive's Department)
Oxford City Council (Communities & Neighbourhoods)
Oxford City Council (Parks & Open Spaces)
Oxford City Council (Positive Futures)
Oxford City Council (Sports Development)
Oxford City Council (Tenant Involvement Team)
Oxford City Farm
Oxford Coasters
Oxford Community Soup Kitchen
Oxford Conferences
Oxford Conservation Volunteers
Oxford Credit Union
Oxford Deaf and Hard of Hearing Centre
Oxford Diocesan Council for the Deaf and Hard of Hearing (ODCD)
Oxford Draughts & Checkers Club
Oxford Film and Video Makers LTD
Oxford Friend - Lesbian & Gay Helpline
Oxford Fringe
Oxford Gnostic Fellowship
Oxford Health NHS Foundation Trust
Oxford Hindu Temple and Community Centre Project (OHTCCP)
Oxford Historical Dance Society
Oxford Homeless Medical Fund
Oxford Homeless Pathways (OxHop)
Oxford Humanists

Oxford Inspires
Oxford International Rotary E-Club
Oxford Isis Lions Club
Oxford IT Hub
Oxford Learning Collaboration
Oxford Malayalee Club
Oxford Mosque Society
Oxford Nepalese Society
Oxford Otters
Oxford Pastors Forum
Oxford Polish Association
Oxford Preservation Trust
Oxford Pride Group (Oxford Pride Festival)
Oxford Pukhtoon Foundation (OPF)
Oxford Ramallah Friendship Association
Oxford Sexual Abuse & Rape Crisis Centre (OSARCC)
Oxford Sports Council
Oxford Sudanese Supplementary School
Oxford Swahili Community
Oxford Swans Swimming Club
Oxford Tamil Society
Oxford University Hospitals NHS trust
Oxford University Museum of Natural History
Oxford University Student Union (Charities and Community)
Oxford Urban Wildlife Group
Oxford Wheels Project
Oxford Women's Centre
Oxford Young Steps
Oxford Youth Works
Oxford Zen Group
Oxfordshire Advocacy
Oxfordshire Association for the Blind
Oxfordshire BME Community Champions
Oxfordshire Children and Voluntary Youth Services (OCVYS)
Oxfordshire Chinese Community and Advice Centre
Oxfordshire Clinical Commissioning Group (OCCG) (NE Locality Public & Patient Health Forum)
Oxfordshire Community Foundation
Oxfordshire Community Land Trust
Oxfordshire County Association of Trades Union Councils (Umbrella for all TUCs in county) (OCATUC)
Oxfordshire County Council
Oxfordshire County Council (Adult Learning)
Oxfordshire County Council (Adult Placement Services)
Oxfordshire County Council (Banbury Health & Wellbeing Centre)
Oxfordshire County Council (Blackbird Leys Community Centre - formerly Association)
Oxfordshire County Council (Business Continuity)
Oxfordshire County Council (Childcare Development)

Oxfordshire County Council (Children's Centres)
 Oxfordshire County Council (Cultural and Community Services)
 Oxfordshire County Council (Day Centre)
 Oxfordshire County Council (Early Intervention Service/ Children Families and Education)
 Oxfordshire County Council (Early Years)
 Oxfordshire County Council (Fire & Rescue Service)
 Oxfordshire County Council (Fire & Rescue)
 Oxfordshire County Council (Law & Governance)
 Oxfordshire County Council (Outdoor Learning Service & Hill End Centre)
 Oxfordshire County Council (Oxfordshire Outdoor Learning Trust)
 Oxfordshire County Council (Parent Partnership Service)
 Oxfordshire County Council (Public Health)
 Oxfordshire County Council (Road Safety Team)
 Oxfordshire County Council (Shared Services)
 Oxfordshire County Council (Social & Community Services)
 Oxfordshire County Council (Social and Health Care)
 Oxfordshire County Council (Social and Health Care) (previously Access Team)
 Oxfordshire County Council (The Oxfordshire Museum)
 Oxfordshire Deaf Children's Society
 Oxfordshire District Mencap Committee
 Oxfordshire Drama Network (ODN)
 Oxfordshire Dyslexia Association
 Oxfordshire Family Mediation
 Oxfordshire Family Support Network
 Oxfordshire Fire Cadets
 Oxfordshire Guide Association: West Oxford District
 Oxfordshire Kurdish Women's Group
 Oxfordshire M.E. Group for Action (OMEGA)
 Oxfordshire Macular Group
 Oxfordshire Mind (Main Record)
 Oxfordshire Mind (Wellbeing Service)
 Oxfordshire Nature Conservation Forum (ONCF)
 Oxfordshire Older Chinese People Centre (Happy Place)
 Oxfordshire Parenting Forum (OPF)
 Oxfordshire Partnership
 Oxfordshire Pensioners Action Group (XPAG)
 Oxfordshire Play Association
 Oxfordshire Playbus
 Oxfordshire Playing Fields Association
 Oxfordshire Railway Society
 Oxfordshire Recovery Network
 Oxfordshire Rural Community Council (ORCC)
 Oxfordshire Somali Forum
 Oxfordshire South and Vale Citizen's Advice Bureaux (CAB, or OSVCAB)
 Oxfordshire Transport and Access Group (OXTRAG)
 Oxfordshire Vasculitis Support Group
 Oxfordshire Visual Arts Development Agency (OVADA)
 Oxfordshire Youth (formerly Oxfordshire Association for Young People (OAYP))

Oxmas
 OXPIP (Oxford Parent Infant Project)
 Oxpots Oxon Pottery
 OXSRAD
 OXTALK
 OXTECH
 OXVEG
 OxVeg (Oxfordshire Vegetarians and Vegans)
 OYAP Trust
 Pamoja Oxford Community
 Parents Early Education Partnership (PEEP)
 PATH Ability
 Pegasus Theatre
 PETER TRAVIS
 Probus Club of Chipping Norton
 RABI (Royal Agricultural Benevolent Institution)
 Radley Good Neighbours Scheme
 Rainbow House
 Raw Diva
 Ray Valley Benefice Church of England
 Reading Quest
 Reducing the Risk of Domestic Abuse ('Reducing the Risk' / IDVA)
 Re-energize
 Refugee Resource
 Regent's Park College - The Angus Library & Archive
 Relate Oxfordshire
 Response
 Restore (Main Record)
 Rethink Mental Illness
 Risinghurst Community Centre
 Riverside Counselling Service
 Root & Branch
 Rose Hill and Donnington Advice Centre Ltd
 Rose Hill Read Swap Library
 Roshni Asian Women Association
 Royal British Legion (Main Record)
 Royal Voluntary Service Oxfordshire (RVSO) (formerly WRVS) (Main Record)
 Rt Revd Bishop Colin Fletcher
 Rt Revd John Pritchard
 SAFE! Support for young people affected by crime
 Sandford Talking Shop
 Sant Nirankari Mandal (Universal Brotherhood)
 SAPERE
 Saskya Huggins
 Save The Children
 SEAP
 SeeSaw
 Shires Spectrum Support Group

Shotover Wildlife
Sinodun Players
Skills Funding Agency (Department for Business Innovation and Skills)
SMART CJS
Sobell House Hospice Charity Ltd (Sir Michael Sobell House Bereavement Service)
Sound Resource
Soundabout Ltd
South and Vale Carers Centre
South Oxford Community Centre
South Oxfordshire District Council (SODC) (Also see VOWH)
South Oxfordshire District Council (SODC), Vale of White Horse District Council (VOWH)
(Grants Officers' Department)
SpecialEffect
Spelling Limited
Spurgeons (The Shout Project)
St Margaret's Institute Community Centre
St Mary and St John Churchyard Group
St Nicolas' Church, Abingdon
Standlake Care Scheme
Starlight Community Project CIC
Stonham - Homegroup
Streets Revolution
Style Acre
Sudanese Community
Sudanese community Oxfordshire
Sue Ryder Befriending Service (Reading)
Sunrise Multicultural Play Project
Surrey Community Action
Sustainable Wantage Ltd
Tandem Mental Health Befriending
TARMAAH
Team Up (formerly Yelp Students)
Team V Oxford (V Inspired)
Testa
Thame and District Day Centre
Thame Community Hospital League of Friends
Thame Players Theatre Company
Thame Society for the Visually Handicapped
Thames Valley and Chiltern Air Ambulance
Thames Valley Farmers' Market Co-operative Ltd
The 13th Theatre Company
The Abbey (Sutton Courtenay)
The Archway Foundation
The Banbury Polish Association
The Big Issue Foundation (Oxford)
The Centre for Sustainable Healthcare
The Children's Society in Oxford
The Chiltern Centre for Disabled Children

The Comfort Trust
The Council of Christians and Jews (Oxfordshire)
The FASD Trust
The First Bell Russian Learning Centre
The Foundation Studies Store
The Future
The Hanneys Flood Group
The Independent Advice Centre (Wantage)
The Kingwood Trust (including Aspiration)
The Listening Centre
The Nature Effect
The OASIS Partnership
The Porch Steppin' Stone
The Sciencebook Trust
The Sports for Streets Initiative (Sports for Streets)
The Story Museum
The StudyVox Foundation
The Training Effect
The Valentine Club
The Wallingford Club
The Wantage Nursing Home
The Way Ahead
The Ways and Means Trust
The Wessex Panel Lay Observers
Thomas Giffords Charity
Thomley Activity Centre
Tim Stevenson
TMB Events Ltd
Towards Independence
Training & Employability Academy CIC
Trax Motor Project
Udayan
UGACOX (Ugandan Community in Oxford)
University Church of St. Mary the Virgin
University of the Third Age (U3A) - Bicester
Unlimited Oxfordshire (formerly Oxfordshire Unlimited)
Vale of White Horse District Council (VOWHDC) (Also see SODC)
Vale of White Horse Schools Football Association
Victim Support Thames Valley (formerly Berks Oxon and Bucks)
Villager Bus Services Ltd
VIP+
VIVA (Volunteer Independent Visiting and Advocacy)
Volunteer Link-Up
Volunteering England
VSO Oxfordshire supporter group
Wallingford Community Association
Wallingford Day Centre
Wallingford Green Gym

Wallingford Sports Trust
Wantage Betjeman Festival of Literature and Poetry
Wantage Counselling Service
Wantage Music Festival Association
Wesley Memorial Methodist Church
West Oxford Community Association (WOCA)
West Oxfordshire CAB
West Oxfordshire Citizen's Advice Bureau (WOCAB / CAB Witney)
West Oxfordshire Multiple Sclerosis Society
Whitchurch-on-Thames Habitat Study Group
Wholeness International
Wilts & Berks Canal Trust: West Vale Branch
Winged Horse Trust
Winton Volunteers
Witney Buttercross Scout Group
Witney Buttercross Sugarcraft Club
Witney Road Runners
Witney Talking News
Witney Woodland Volunteers
Women In Touch (WIT)
Womens Community Business Network
Woodstock Youth Centre (Club)
Word Fountain Christian Ministry
Workers Educational Association (WEA) Southern Region
Wychwood Project
Yellow Submarine Holidays
YoungDementia UK
Zimbabwe Oxford Bereavement Society

OCVA is grateful for the support of its funders



and Surrey Community Action

Honorary officers of Oxfordshire Community and Voluntary Action

President: Lord Lieutenant of Oxfordshire

Vice presidents: Bishop of Dorchester, Lord Mayor of Oxford, Chairman of Oxfordshire County Council, Ann Spokes Symonds

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