



Oxford Poverty Action Trust

Annual Report

2006

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1 Chair's Report 2006

This AGM is being held less than 6 months after the last one because we decided to bring the date forward in order that in future it is held as soon as possible after the end of our financial year.

There have been several additions to our committee since the 2005-6 report: James Watts of English Churches Housing (although he has now, sadly, left ECHG and OxPat); Sister Anne Proudley, Chaplain to the Homeless; and, most recently, Jonathan Clark who has taken on particular responsibility for our web site.

Jonathan has created a brand new web site for us which will improve communication considerably; and Meg Movshon has produced a new leaflet. We are very pleased with both.

We continue to hold monthly meetings and have found that the Grants Policy introduced last year has worked well.

The following were successful in their applications to be Core Agencies for the 2007 calendar year: The Bridge / Gap; the Church of God of Prophecy Soup Kitchen; Connection Oxford; the Elmore Team; English Churches Housing Group; the Gatehouse; the Night Shelter; and Simon House. Agencies whose applications were not successful (Asylum Welcome, Aspire and Evolve) are encouraged to make individual applications as

before, and in general this policy seems to have worked well.

In its first ten years, OxPAT has raised well over £100,000, partly from collection boxes, partly from fund-raising events, but mostly from concerned citizens giving regularly by Gift-Aided bankers' orders. In January 2007 we held a celebratory meeting at Lucy Faithfull House to mark this milestone.

We have been kept in touch with the Network through the attendance of one of our committee members at their monthly meetings; and our programme of visits to client agencies continues. It was particularly interesting to be able to learn something of ECHG's work during a tour following the celebratory meeting.

We are extremely grateful to all our supporters, particularly our box collectors and – of course – the donors who give so generously in order that we may continue our efforts. We are also grateful to those organisations which have made grants towards our Administration Fund, thus enabling all the money received from donors to be distributed to agencies.

Deborah Ceadel Chair, March 2007

2 Legal Details

Trust

The object of the Trust is “for the relief of the effects of poverty, sickness, disablement and old-age” in accordance with a Trust Deed made on 28th June 1998.

The Trust has been granted registration as a charity by the Charity Commissioners. The Charity Number is 1070645.

The Inland Revenue has accepted the Trust as a charity within the definition of section 506 (1) Income and Corporation Taxes Act 1998, as a result of which the Trust’s income and gains are not taxable to the extent that they are applicable and applied to charitable purposes.

The registered address is 25 Woodstock Road, Oxford OX2 6HA.

During the calendar and accounting year **2006** the following acted as Trustees of the Oxford Poverty Action Trust (known as OxPAT) for some or all of the time:

Jerome Francis Antoninus Bertram
Stephen Brown
Deborah Jane Ceadel
Marieke Clarke
Bernard Jones
Andrew Lack

Patrick Mulvihill
Susanna Pressel

The Patron of the Trust is:
Hugo Brunner, Lord Lieutenant of Oxfordshire

Gross income during the year 2005 was £14,341.32
Expenditure during the year 2005 was £14,422.89

The Charity's Bankers are:
The Co-operative Bank, King's Valley, Yew Street,
Stockport, Cheshire, SK4 2JU

Officers during the year 2006 were:
Chair: Deborah Ceadel
Secretary: Jerome Bertram (till April 2006) Marieke
Clarke (after April 2006)
Treasurer: Stephen Brown

The Independent Examination of the Accounts was
carried out by: Jonathan Clark
Fundraising expenses during the year 2006
amounted to £0
The charity owns no functional property and there
are no connected companies.

3 Financial Report

Distribution Account

2006

INCOME

| | |
|---|------------------|
| INC - Boxes | |
| Blackwells | £336.05 |
| Celebrations | £8.57 |
| Central Library | £79.39 |
| Christchurch Porter's Lodge | £18.56 |
| LMC International | £17.69 |
| M&S, Summertown | £1,577.09 |
| Oxford Union Bar | £69.92 |
| Phoenix Cinema | £25.77 |
| Railway Station | £253.16 |
| Tourist Information Centre | £19.21 |
| Town Hall | £117.85 |
| TOTAL INC - Boxes | £2,523.26 |
| INC - Corporations | |
| Wychwood Breweries | £100.00 |
| TOTAL INC - Corporations | £100.00 |
| INC - Fund Raising | |
| Isis Chamber Orchestra | £150.00 |
| Oxford Pegasus Grange Residents Association | £64.00 |
| Oxford Waterside Residents Association | £388.62 |
| Somerville College | £129.72 |
| TOTAL INC - Fund Raising | £732.34 |
| INC - Places of Worship | |
| Rose Hill Methodist | £57.00 |
| Society of Friends | £9.34 |
| St Aloysius - The Oratory | £1,718.09 |
| St Michael at the Northgate | £154.65 |
| TOTAL INC - Places of Worship | £1,939.08 |
| INC - Private Donation (Gift Aid) | |
| Annual | £140.00 |
| Monthly | £1,792.36 |
| Occasional | £1,727.00 |

| | |
|--|-------------------|
| Quarterly | £675.00 |
| TOTAL INC - Private Donation (Gift Aid) | £4,334.36 |
| INC - Private Donation (Non-Gift Aid) | |
| Anonymous | £2,210.00 |
| CAF | £815.00 |
| Charities Trust | £573.68 |
| Individual | £760.00 |
| TOTAL INC - Private Donation (Non-Gift Aid) | £4,358.68 |
| INC- Admin Sub-Account | |
| Stagecoach Services Ltd | £250.00 |
| Churches Together in Oxford | £100.00 |
| TOTAL INC - Admin sub-Account | £350.00 |
| INC- Bank Interest | £3.60 |
| TOTAL INCOME | £14,341.32 |

EXPENSES

| | |
|-------------------------------------|-------------------|
| EXP-Admin Sub-Account | |
| Publicity | £37.89 |
| TOTAL EXP-Admin Sub-Account | £37.89 |
| EXP-Grants - Charities | |
| Church of God - Soup Kitchen | £1,620.00 |
| Churches Housing Trust | £1,620.00 |
| Connection Oxford | £1,620.00 |
| Oxford Night Shelter | £1,620.00 |
| The Elmore Team | £1,620.00 |
| The Gap | £1,620.00 |
| The Gatehouse | £1,620.00 |
| TOTAL EXP-Grants - Charities | £11,340.00 |

| | |
|---------------------------------------|-------------------|
| EXP-Grants - Individuals | |
| Aspire Oxfordshire | £300.00 |
| Asylum Welcome | £1,300.00 |
| Cherwell Housing Trust | £845.00 |
| Stoneham Housing Association | £150.00 |
| The Knowl | £150.00 |
| The Porch-Stepping Stones | £300.00 |
| TOTAL EXP-Grants - Individuals | £3,045.00 |
| TOTAL EXPENSES | £14,422.89 |

OVERALL TOTAL -£81.57

RECONCILIATION WITH BANK

| | |
|-----------------|------------|
| Opening Balance | £1,212.02 |
| INCOME | £14,341.32 |
| EXPENDITURE | £14,422.89 |
| Closing Balance | £1,130.45 |

ADMINISTRATION SUB-ACCOUNT (included within)

| | |
|-----------------|---------|
| Opening Balance | £81.62 |
| INCOME | £350.00 |
| EXPENDITURE | £37.89 |
| Closing Balance | £393.73 |

The Treasurer reports:

In 2006 OxPAT raised £14341.32. Although appearing similar to 2005 (£14043.23), it does represent a like for like increase of approximately £1500, because Gift Aid Tax Refund was not credited during the period. Receipts from collection boxes (£2523.26) have remained comparable to

last year, which was double the previous. We are particularly grateful to the customers and staff of Marks & Spencer, Summertown who contributed £1577.09 (over 60% of the total). Contributions from Corporations have continued to decline. Receipts from Places of Worship have increased (£1939.08); we are particularly grateful to the congregation of St. Aloysius, The Oratory who have increased their contribution to over £1700. Monies raised from Fundraising activities continue to fall to £732.34; as always we note that the ISIS Chamber Orchestra and the Waterside Residents Association continue fund raising activities for our benefit. We remain very dependant upon individual personal donations which in 2006 increased to a total of £8693.04 (2005 £6356). These were split roughly evenly between named, and typically regular, donors who have signed up to Gift Aid and donations received either anonymously, via CAF or the Charities Trust. We wish to acknowledge our many regular donors who provide the core backbone to our funding as well as the many anonymous donors. Similarly, we are unable to thank contributors to our collection boxes personally, but we are enormously grateful to them for their continuing support.

One of the philosophies that underpin our work is that 100% of all donations are re-directed to local causes whether as contributions to the Welfare Funds of designated homeless charities or through a sponsoring organisation to an individual for a specific need. However, although committee members cover most of administration costs

personally, we do incur costs related to maintaining and repairing collection boxes and printing publicity material. In 2006 we spent £37.89; however we are grateful to Stagecoach Services Ltd (£250), and Churches Together in Oxford (£100) respectively for contributing specifically to our Administration sub-fund. Although our administration sub-fund presently shows a balance of £393.73, we continue to seek further donations for administration. In the foreseeable future we anticipate spending money on the repair and replacement of our collecting boxes, and printing new publicity material.

In 2006 £14385 was distributed. £11340 (79%) was funnelled directly to our key 'designated' charities. This reflected our change in distribution policy. The remaining 21% was given for individual beneficiaries through an application made by a sponsoring organisation. Asylum Welcome received the most grants for its clients.

This is my second report as Treasurer and I grateful to Jonathan Clark, who has scrutinised these accounts again. We continue to distribute funds as soon as is reasonably possible and always attempt to keep the minimum working bank balance. On behalf of all our beneficiaries we would like to thank all our contributors and supporters.

Stephen Brown, Treasurer

4 OxPAT Grant Policy

Core Principles

1. OxPAT funds are to be used to provide direct help to homeless or vulnerably housed adults - eg food, clothing, shelter, rehabilitation.
2. OxPAT funds are not to be used to fund administration nor on-going costs, nor to discharge statutory duties.
3. OxPAT funds will only be distributed to or through recognised charitable agencies; and must be spent by or under the supervision of such an agency.

Distribution

1 Core Agencies

OxPAT will aim to distribute 80% of its funds to a core group of around 8 agencies via regular monthly standing orders to their welfare funds. It is each agency's responsibility to ensure this money is spent in accordance with OxPAT's core principles and to report back at the end of the calendar year as to how it has been spent.

It is intended that this will avoid the need for those agencies to make specific applications for funds. The make-up of the core group will be revised each autumn for the next calendar year (or more often if circumstances make this appropriate). The Network of Homelessness Agencies will be invited to put forward suggestions.

2 Specific applications

Approximately 20% of OxPAT's funds will be used to fund specific applications which are not from the 8 core agencies. These will usually be a maximum of £100 each.

These must:

- a) be made through a recognised charitable agency
- b) be supported by a case worker
- c) be in writing (including fax or e-mail)
- d) specify how much is required, what it is required for, and why it is needed
- e) include the name, address and bank details of the agency supporting the application
- f) give details of any other applications which have been made, or are going to be made, to any other funding body towards the same item.

3 Applications should be sent to: Marieke Clarke (Grants Officer) on secretary@oxpat.org or c/o OXPAT, 25 Woodstock Road, Oxford, OX2 6HA Fax 310470

If a grant is made, it is the agency's responsibility to ensure that the money is not given to the applicant but is spent under the supervision of a caseworker and for the purpose for which it was requested. If it is no longer required for that purpose (eg because funds have become available from another source) it is the responsibility of the agency to ensure the money is returned to OxPAT.

4 Meetings

OxPAT holds 12 meetings a year (on the second Friday of each month) at which specific applications will be considered.

Dates for the remainder of 2007 are as follows

13 April 2007 Annual General Meeting

11 May 2007

8 June 2007

13 July 2007

10 August 2007

14 September 2007

12 October 2007

9 November 2007

14 December 2007

5 Partners

Core agencies from January 2007

The Bridge

The Gap

Church of God Soup Kitchen

Connection Oxford

Elmore Team

English Churches Housing Group

The Gatehouse

Simon House

Other partners

Aspire

Asylum Welcome

Oxford Homeless Medical Fund

Julian Housing
Simon House
The Knowl
Steppin' Stone

6 Boxes

Box Locations

Blackwells, Marks & Spencer Summertown, British Home Stores, Oxford Railway Station, Oxford Town Hall, Phoenix Cinema, Bunters, Oxunprint, Tourist Information Centre are the locations of the large red boxes. Smaller yellow boxes are in shops, churches, colleges and offices throughout Oxford.

7 Donors

Donors

Darbys Solicitors LLP, St. Aloysius – the Oratory, Oxford Waterside Residents Association, Isis Orchestra, Morrell Piano Quartet, Wychwood Breweries, Stagecoach in Oxford, Churches Together in Oxford, Oxford Pegasus Grange Residents Association, St. Michael at the North Gate, Society of Friends, Rose Hill Methodist Church, CAF, Private donors, Hertford College RAG, Carol singing – St. Barnabas School, Carol Singing – St. Aloysius.

OxPAT AL/ DC/SB/MC/BJ/PMar07



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