



## **Oxford Poverty Action Trust Annual Report 2017**

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### **1 Chair's Report 2017**

#### **Background**

The Oxford Poverty Action Trust (OxPAT) was set up in 1996 by a committee including representatives of the City, University, Police, churches and concerned citizens to meet the challenge of visible poverty in the streets and invisible poverty in hostels, bed-and-breakfast accommodation etc. Inspired by successful "Diverted Giving" schemes in Winchester and elsewhere, the aim was to establish an umbrella fund to receive donations from the public, including tourists, and distribute them to the existing agencies working to alleviate poverty. One of its aims was to help reduce street begging by persuading the public not to give directly to beggars, and thus fuel dependency on alcohol or drugs; and to provide a means whereby their generosity could be channelled more productively.

Since OxPAT began in the late 1990s, we have raised nearly £450,000. Money comes to us partly from collection boxes, partly from fund-raising events, but mostly from concerned citizens giving regularly by Gift-Aided bankers' orders, and generous local firms and colleges.

The problem of homelessness in Oxford continues to grow. Oxford City Council conducts a street count of the homeless in the city in November each year, and the count grew from 33 in 2016 to 61 in 2017, a rise of 85 %. There is an official estimate derived from the count of 89 people actually sleeping rough in the city in November 2017. This is evident to anybody walking around the centre of Oxford.

### **Changes to the Trustees and Committee**

Victoria Stevens and Diane Price resigned from the committee during 2017. Jenny O'Brien resigned as trustee and member of the committee. Dan Iley-Williams was replaced by Mike Rowley as the City Council representative.

### **Overview**

We have continued to hold monthly meetings and have continued to distribute the bulk of our grants to Core Agencies in accordance with our Grants Policy. The Core Agencies for the 2017 calendar year are listed in Section 4 below.

W Lucy & Co continued to support us both with ordinary grants, and further contributions to the W Lucy & Co training fund. Through the fund we were able to make a grant to Aspire for training and support in the hospitality industry targeted at helping homeless people gain employment in the many new outlets which opened late in 2017 at the Westgate centre.

We have, through Jenny O'Brien and myself, maintained contact with the Network of Homeless agencies through attendance at the quarterly meeting of the Housing and Homelessness Group co-ordinated by Oxford City Council.

Through Diane Price we continued to seek support from the colleges of Oxford for the homeless in Oxford.

Once again we held carol singing events before Christmas. Trish Wagstaff raised a choir from Appleton for the concert at Oxford Railway station. Susannah Pressel arranged for the children of St Barnabas school to sing at the new Westgate centre in Oxford for us.

For the fourth year, we created and sold a Christmas card to raise money and advertise our existence. Once again, local artist John Somerscales kindly donated the artwork, Ralph Hall designed the card, and Liz Storrar masterminded the sales campaign.

We are extremely grateful to all our supporters and – of course – the donors who give so generously in order that we may continue our efforts.

**Jonathan Clark, Chair, May 2018****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 2017 the following persons acted as Trustees of the Oxford Poverty Action Trust (known as OxPAT) for some or all of the time:

Paul Armstrong  
Jerome Bertram  
Deborah Ceadel  
Jonathan Clark  
Ralph Hall  
Meg Movshon  
Patrick Mulvihill  
Jenny O'Brien

Officers during the year 2017 were:

Chair: Jonathan Clark  
Secretary: Meg Movshon  
Treasurer: Paul Armstrong

The Patrons of the Trust are:

Rt Revd. William Kenney CP  
Mrs. Felicity Dick, Deputy Lieutenant of Oxfordshire

The Charity’s Bankers are:

The Co-operative Bank, King’s Valley, Yew Street, Stockport, Cheshire, SK4 2JU

The charity owns no functional property and there are no connected companies.

**3 Finance****OxPAT Financial Report for 2017**

OxPAT Accounts (figures in £)	2016	2017
<i>Expenditure:</i>		

Admin and Special Purposes Sub-Accounts	-	202.00
Grants to Charities	30,851.00	30,092.00
Grants to Individuals	1,430.00	613.10
Bank Error	(650.00)	-
Returned cheques and bank charges	206.00	-
Christmas cards	648.00	1,166.40
<b>Total Expenditure</b>	<b>32,485.00</b>	<b>32,073.50</b>
<i>Income:</i>		
Boxes	1,636.03	1,313.86
Fund Raising	880.67	1,126.27
Organisations	9,854.17	9,955.13
Places of Worship	2,534.09	3,312.60
Private Donation (Gift Aid)	7,376.00	8,041.00
2015 Christmas cards	1,894.72	-
2016 Christmas cards	1,045.00	2,125.00
2017 Christmas cards	-	470.00
Internet donations	1,929.44	628.92
Private Donation (Non-Gift Aid)	7,166.36	5,261.58
Bank Interest	-	-
Inland Revenue (Gift Aid Refund)	2,018.76	137.54
Special events	427.00	200.00
Other	-	693.00
<b>Total Income</b>	<b>36,762.24</b>	<b>33,264.90</b>

Reconciliation with bank	2016 <sup>1</sup>	2017
Opening balance	5,424.40	9,701.64
Income	36,762.24	33,264.90
Expenditure	32,485.00	32,073.4
Closing balance	9,701.64	10,893.04

<sup>1</sup> Reconciliation with bank reported in the 2016 Annual Report does not include the special purposes account as there were no transactions made from this account in 2016. The balance for the special purposes account was £1,000 for the entirety of 2016. The balance of the special purposes account is included in the figures reported for 2016 and 2017 in the above; transactions have been made from the special purposes account in 2017 as per the special purposes account section below.

## Income

Total income during the year was £33,264.90 compared with £36,762.24, in 2016. In the 19 years OxPAT has been operating, we have collected nearly £450,000 from our donors. The change in income from 2016 to 2017 – a drop of £3,497.34 - is primarily due to lower internet and private non-gift aid donations from organisations and places of worship; in 2016 we had received several large donations in these categories, which we do not expect to receive at regular intervals. Additionally, in 2016 we received a large Gift Aid payment for donations received in 2014.

Very generous donations from W Lucy and Co (included in income from organisations) in 2013-2017 have been used to establish an employment training fund for homeless and vulnerably housed people. We would like to thank Lucy's for continuing this fund with the top-up grant to this fund made during 2017.

Our income is spread across various categories of donors and donation channels. Box income showed a decrease from 2016 to 2017 of around £300. Fundraising income increased by around £200, reflecting the collection day that was held on Cornmarket in 2017 (we did not hold a collection day in Oxford City Centre in 2016). There was no appreciable change in income from organisations between 2016 and 2017. Income from places of worship increased by around £800 from 2016 to 2017 in part due to increased donations from places of worship that regularly support OxPAT, but also due to a donation from St Nicholas PCC Marston. Gift Aid donations have increased by around £650, in part due to a number of new Gift Aid eligible standing orders being

made in 2017. Special events income in 2017 is a return of funds donated to the Rough Sleeping Severe Weather Emergency Protocol (SWEP) in 2016 – the funds we had donated to this in 2016 had not been used in full, and the SWEP organisers have very kindly returned the funds that have not been used from our donation. Gift Aid received in 2017 has been collected on eligible online donations made via CharityChoice. Gift aid for eligible donations made via other means will be claimed in 2018. Other income records donations we have received anonymously directly into our bank account.

The 2017 Christmas card saw revenues of over £470 in 2017; in line with previous years, the majority of revenue from the Christmas card sales come in during the first few months of the next calendar year. Hence, most revenue from the 2017 Christmas card is collected in 2018, and the printing costs will be paid in 2018 as well. Overall, 2016 Christmas card sales brought in income of £3,170 across 2016 and 2017, leading to a profit of £1,355.60 for 2016 Christmas card sales.<sup>1</sup>

## Expenditure

The total grants made by OxPAT in 2017 amounted to £32,073.50, the bulk of which was donated as regular distributions to our core agencies – totalling £25,417 in 2017. A grant was made from the Lucy's training fund to Aspire totalling £4,675 (more details are included in Grants to Charities above). Grants to individuals (paid via various charities) were £613.10 in 2017, compared to only £1,430 in 2016; this decrease is due to fewer individual grant applications being received in 2017 than in previous years.

Our costs for Christmas card printing was £1,166.40 in 2017, covering Christmas cards printed late in 2016 and invoiced at the start of 2017 (the initial round of Christmas card printing in 2016 cost £648). The invoice for 2017 Christmas cards was only received at the very end of December, and paid in early 2018.

Our administrative and special purposes expenses in 2017 included printing costs of £107.00, covering gift aid forms and donation envelopes, as well as a purchase of several additional collecting boxes for a total of £95.00.

## Special purposes accounts

Within the totals above we keep track of two sub-accounts

Special purposes account	2016	2017
Opening balance	1,000.00	1,000.00
Income	0.00	0.00
Expenditure	0.00	160.00
Closing balance	1,000.00	840.00

The special purposes account currently contains funds from a £1,000 donation from the Oxford Round Table. This was originally given for box replacement and refurbishment but the Round Table has now agreed that it may be spent on anything we consider appropriate. Costs for additional boxes and printing totalling £160 were covered from this account in 2017.

Administration account	2016	2017
Opening balance	127.74	127.74
Income	0.00	0.00
Expenditure	0.00	42.00
Closing balance	127.74	85.74

The administration account contains donations made by organisations that are happy for their money to be spent on our limited administration expenses. Printing costs of £42.00 were covered from this account in 2017.

We would like to thank all our donors, large and small, for their generosity towards us. In particular, I would like to thank our regular donors, both organisations and individuals, who have supported us over the years including St Leonard's Church Eynsham, W Lucy & Co and Felicity and Richard Dick. We are also very grateful to Celia Fry for continuing to carry out our independent examination.

<sup>1</sup> As discussed in the expenses section, printing costs for 2016 Christmas cards were £1,814.40 across 2016 and 2017.

We would also like to thank the charities to whom we give the money. We have no doubt that the money we pass to them is used efficiently and effectively in support of people in Oxford who are homeless, or in danger of homelessness.

**Paul Armstrong, OxPAT Treasurer, May 2018**

## **4 Grants Policy**

### **Core Principles**

1. OxPAT funds are to be used to provide direct help to homeless or vulnerably housed adults.
2. OxPAT funds can be used to fulfil basic needs such as food, clothing and shelter. They can also be used to help people address the issues that have led to them becoming homeless, by building confidence and self-esteem, improving skills, and addressing dependency issues.
3. OxPAT funds are not to be used to fund administration nor on-going costs, or to discharge statutory duties.
4. 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**

The monies received by OxPAT are distributed through agency welfare funds to be spent on welfare services, rehabilitation, accommodation and training and education to help people to get off the streets and move forward.

### **Core Agencies**

OxPAT will aim to distribute most of its funds to a core group of 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 or more frequently as appropriate as to how it has been spent.

### **Specific applications**

Some of OxPAT's funds will be used to fund specific applications which are not from the core agencies. Examples of successful applications include requests for clothing, bedding, work tools, and transport costs to enable a person in need to travel to a job. To apply for a grant for a homeless, or vulnerable, person, please download the OxPAT Grant Application Form from the OxPAT website ([www.oxpat.org/](http://www.oxpat.org/)), and follow the instructions on it.

## **5 Partners**

### **Core agencies during 2017 were:**

Aspire Oxfordshire

Crisis Skylight Oxford

The Elmore Team

Emmaus Oxford

Julian Housing, part of Oxford Homeless Pathways

O'Hanlon House, part of Oxford Homeless Pathways

Simon House, part of A2Dominion Housing Group Ltd.

SMART/CJS (Howard House)

St Mungo's (Street Outreach Team)

Steppin Stone / The Porch

## 6 Box Officer's Report

### Box Locations

#### Collection boxes at:

St Michael at the North Gate Shop , Oxford Town Hall, Henry Wellcome Building, Oxford Union Bar, Bunter's Delicatessen, St Aloysius, Tourist Information Centre, Blackwells, Marks & Spencer Summertown, Magdalen College Bar, Phoenix Cinema, Oxford Railway Station, LMC International, Henry Wellcome Foundation.

**Catherine King, Box Officer, May 2018**

## 7 Donors and Supporters

W Lucy & Co., Felicity and Richard Dick, Dr and Mr Tinker, Jocelyn Adams, M P B Bale, T H Hawes, Councillor Tom Landell Mills, the Oxford Round Table, St. Michael's at the Northgate, St Leonard's Church Eynsham, Magdalen College School, Somerville, Lincoln, Magdalen and Merton Colleges, the College JCRs of Brasenose, Christchurch, Jesus, the Queen's, St Anne's, St. Hugh's, St John's, St. Peter's, Trinity and Wadham, Balliol College, Worcester College, Tanner Trust, Christ Church Cathedral, Appleton PCC, Hector Sants Foundation, the Oxford Oratory Church of St. Aloysius Gonzaga, St. Peter's Church Cassington, St Nicholas PCC Marston, Rose Hill Methodist Church, St. Michael's and All Saints Charities St. Peter's Wolvercote, Cumnor United Reformed Church St. Margaret's Institute, the Phoenix Cinema, Oxford University Student Union, Oxford High School, Carol Singing- Oxford City Singers, Appleton Singers, St. Barnabas Primary School, Rose Hill Methodist Church, Oxfordshire County Council(Social Services), Cassington Café, RC Archdiocese of Birmingham, Felixstowe Trust, and many other generous individual donors.

