### **OXFORD UNITED IN THE COMMUNITY**

### A COMPANY LIMITED BY GUARANTEE

# TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2020

The MGroup Partnership
Chartered Certified Accountants
Cranbrook House
287-291 Banbury Road, Oxford
OX2 7JQ

Company Registration Number: 06621199 (England and Wales)
Charity Registration Number: 1125173

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# TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2020

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# CHARITY INFORMATION FOR THE YEAR ENDED 30 JUNE 2020

#### **PATRONS**

P Rhoades-Brown

J Constable

L Robinson

### **TRUSTEES**

J D Faulkner

I D Hudspeth

S J Bradney

G A Box-Turnbull

P M Roberts (resigned 1 September 2019)

K Parker

C E Butcher (resigned 9 September 2019)

M D Everett

Z M Nuseibeh (appointed 3 July 2019)

#### **CHAIR**

J D Faulkner

### **VICE CHAIR**

G A Box-Turnbull

#### **TREASURER**

K Parker

#### **SECRETARY**

The MGroup Secretarial Services Limited

### **SENIOR MANAGEMENT**

C Lowes - Head of Charity

T Tarby-Donald - Head of Charitable Activities

### **REGISTERED / PRINCIPAL OFFICE**

The Kassam Stadium Grenoble Road Oxford OX4 4XP

### **COMPANY REGISTRATION NUMBER**

06621199 (England and Wales)

### **CHARITY REFERENCE NUMBER**

1125173

# CHARITY INFORMATION FOR THE YEAR ENDED 30 JUNE 2020

### INDEPENDENT EXAMINER

The MGroup Partnership Chartered Certified Accountants Cranbrook House 287-291 Banbury Road Oxford OX2 7JQ

### **SOLICITORS**

Gateley PLC One Eleven Edmund Street Birmingham B3 2HJ

### **BANKERS**

Barclays Bank PLC Cowley Oxford

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

The Trustees present their Annual Report (which also serves the purposes of both a Trustees' report and Directors' report under company law) for the year ended 30 June 2020 under the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) together with the independently examined financial statements for the year.

The comparative figures are for the year ended 30 June 2019.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee under its Memorandum and Articles of Association. The company was incorporated on 16 June 2008 and became a registered charity on 24 July 2008.

The charity formally changed its legal name by Special Resolution dated 20 February 2019 from Oxford United FC Youth and Community Sports Trust to Oxford United in the Community.

Patrons:

Peter Rhoades-Brown James Constable Les Robinson

Senior management:

Tim Tarby-Donald - Head of Charitable Activies (Interim Contract)

Chris Lowes - Head of Charity

The trustees, who are also directors for the purpose of company law, and who served during the year are as follows:-

J D Faulkner

I D Hudspeth

S J Bradney

G A Box-Turnbull

P M Roberts (resigned 1 September 2019)

K Parker

C E Butcher (resigned 9 September 2019)

M D Everett

Z M Nuseibeh (appointed 3 July 2019)

None of the trustees has any beneficial interest in the company.

All the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The charity is run by a Board of trustees who are responsible for the strategic direction of the organisation.

The trustees meet regularly to administer the charity.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### STRUCTURE, GOVERNANCE AND MANAGEMENT - continued

New trustees are recruited by direct invitation from the existing Board members and are identified either by the Board members or by referral to the Board.

In extending invitations account is taken of the skills present and needed around the Board table. New trustees are elected by the voting membership.

All trustees must be at least 18 years of age and capable of managing his or her own affairs. One third of the trustees must retire from office each year but may be reappointed if willing to stand.

The number of trustees shall be not less than three but shall not be subject to any maximum.

The charity works closely with Oxford United Football Club and is overseen and supported by the English Football League Trust (EFL Trust), the charitable arm of the English Football League (EFL):

#### TRUSTEE INDUCTION AND TRAINING

New trustees are briefed on their legal obligations and responsibilities under charity law. They are also encouraged to familiarise themselves with the charity's constitution. As part of the induction process, new trustees will meet key employees and other trustees.

### **RISK MANAGEMENT**

The trustees are responsible for undertaking an annual risk assessment of the organisation and its activities. Any risks that the charity is exposed to would be discussed at general meetings as a matter of course.

#### LEGAL AND ADMINISTRATION INFORMATION

Further legal and administration information is provided on pages 1 and 2 of these accounts.

### **OBJECTIVES AND ACTIVITIES**

The Charity's objects are for the benefit of the public generally and, in particular, the inhabitants of Oxfordshire and its surrounding areas:

- (a) promote community participation in healthy recreation by providing facilities for the playing of association football and other sports capable of improving health ("facilities" in this case means land, buildings, equipment and organising sporting activities);
- (b) provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life; and
- (c) advance the education of children and young people through such means as the trustees think fit in accordance with the law of the charity.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### PUBLIC BENEFIT

When planning the charity's activities for the year consideration has been given to the Charity Commission's guidance on public benefit.

As part of an initiative instigated by the Board of Trustees in early 2019, the charity is focusing ever more on increasing the social impact of its activities to maximise the public benefit and to grow the geographic area in which the charity operates.

Whilst the charity's work has traditionally focused on younger children in primary schools via Football in the Community programmes, the charity's new strategy "Oxfordshire – A Community United" means extending that focus, working to support all of the community across Oxfordshire "aged from 2 to 92" with a more "place-based" approach.

#### **Our Vision**

Every person in Oxfordshire has a positive connection with OUFC / OUitC every day, inspiring happier, healthier, and better-connected communities.

#### **Our Mission**

Working collaboratively with local and county-wide delivery partners, Oxford United in the Community uses the power of football to inspire the people and communities of Oxfordshire to have positive aspirations for their futures and the health, wellbeing, self-confidence, opportunities, and resources to achieve them.

### **Our Values**

- At Oxford United in the Community, we each aim to use our resources efficiently in achieving measurable results, and be fully accountable to supporters, partners and, most of all, residents of Oxfordshire.
- We set high goals and ask the best of ourselves and our colleagues, and are always seeking ways to improve
  the quality of the work we do for our beneficiaries.
- We aim to work to the highest standards of personal integrity and behaviour, will never knowingly compromise the charity's reputation, and will always act in the best interests of our beneficiaries.
- We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with our beneficiaries.
- As a team we thrive on qualities of mutual respect, value and diversity, and apply the same values when
  working with partners to leverage our brand strength in making a difference for Oxfordshire residents.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **PUBLIC BENEFIT - continued**

The charity's main objectives are detailed in the new strategy for the period 2019-2024 "Oxfordshire – A Community United":

### 1: Increase the social impact of the charity's activities;

- by developing new service offerings, particularly related to youth services and older people, to support those "from the age of 2 to 92".
- b. by accessing new expertise via recruiting new team members.
- c. by establishing strategic, collaborative delivery partnerships across Oxfordshire.
- d. by establishing key local partnerships based on local conditions.
- e. by increasing cross subsidisation of free to access services by chargeable services.

### 2: Increase the charity's reach, supporting communities in 10 to 15 county town locations in addition to Oxford City;

- by developing a proactive plan to scale up the charity's operational activities in both Oxford City and across the rest of Oxfordshire.
- b. by creating a financially sustainable business model that could be replicated to support the required growth to operate across the county.
- c. by securing substantial funding to enable the model to be tested and proved and subsequently scaled up.

  by developing local partnerships with a grassroots football club in each location to help develop sustainable
- d. grassroots football organisations focused on community development as well as increasing participation in football.

## 3: Sustainably grow the charity's income to support an increased level of programme activities in an increased number of geographic locations;

- a. by developing existing income generating services and introducing new ones.
- by securing new funded programmes within the EFL Trust and Premier League Charitable Fund portfolios.
   by establishing a new funding strategy with diversified sources of unrestricted and restricted funding sources
- to meet the needs of the business plan.
   by working with strategic and local partners to identify opportunities to secure funding for collaborative delivery
   projects.
- by creating opportunities for regular and one-off donations to be made to the charity.

### 4: Assure that the charity's activities are based on a solid foundation of policies, processes and procedures supported by a physical and IT infrastructure, which will enable;

- a. more effective governance and management of the charity.
- b. greatly improved methods of engagement and communication with participants, beneficiaries, supporters, donors, funders, partners and stakeholders.
- a standardised methodology of assessing the charity's social impact measurement, analysis and reporting to evidence the progress made.

### 5: Create the conditions to establish a substantial multi-use sports, education and community facility as the official centre or Hub of activities for the charity in Oxford within five years.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **ACHIEVEMENTS AND PERFORMANCE**

The year under review, 1st July 2019 to 30th June 2020, was truly a year of great change, some planned and some totally unforeseen, with the final four months being significantly impacted by the Covid-19 pandemic and the first UK Lockdown.

The financial year started with a major focus on re-energising and aligning the Trustees and management team around a new ambitious focus and strategy direction for the charity, communicating ideas and plans to Oxford United FC and the Oxford United in the Community team, as well as consulting with other key stakeholders on initial strategy elements.

Additionally, the Head of Charity continued to focus on strengthening the charity's operational income generation model to help it become more financially sustainable. Some very positive results from this work were noted in March 2020 shortly before the pandemic took hold, which sadly curtailed this work due to lockdowns and all face-to-face activity being halted.

During the Summer into the Autumn 2019, whilst existing operational activities continued, a detailed strategy overview was developed with a "Hub and Spoke" model as the structure for the geographic scaling up of operations across Oxfordshire, with a goal to be operationally present in 10-15 county towns over time.

In addition, the development of the charity's new youth services portfolio was ongoing with a range of activities to help the charity secure Delivery Partner status for the National Citizen Service (NCS) via the EFL Trust, with a contract awarded in November 2019 covering the period to the end of 2024.

This led to the recruitment of a new member of the team, Aled Newton, as NCS Programme Manager in March 2020. Sadly, the expected NCS programme for Summer and Autumn 2020 was significantly impacted by the Covid-19 pandemic and related payments reduced and delayed into the 2020-2021 financial year as a result.

During the latter part of 2019, elements of the new strategy were further developed, including the operational aspects of the "Hub and Spoke" model for the scaling up of operations, supported by a business model for the partnership with a local grassroots football club in each "Town Spoke" and the benefits which a new team member (an Operations Support Executive) and a new website would bring to the operational effectiveness of the charity.

These elements all became part of a major funding bid submitted to the Step Change Fund facilitated by the Oxfordshire Community Foundation. The process included an Organisational Health Check carried out by OCVA in Autumn 2019 and an Expression of Interest in January 2020. The charity successfully met the criteria and Step Change invited Oxford United in the Community to submit a full bid proposal by 1st April 2020, allocating a Project Manager to work with the charity throughout the process.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **ACHIEVEMENTS AND PERFORMANCE - continued**

However, as the pandemic started to have a huge impact in March 2020 this was postponed to 1st July for the formal application with a panel presentation later in July, hence moving the outcome of this work into the charity's subsequent financial year.

The latter part of 2019 also saw additional progress on the new strategy, with a review of potential county-wide strategic delivery partners and the selection of six organisations to approach, representing a range of social issues which the charity identified as important to include within its programmes.

Whilst official partnership agreements were established later in the subsequent financial year, initial meetings with each organisation took place and each organisation agreed that a closer working relationship would be beneficial to both parties and that a non-contractual Memorandum of Understanding would be a good vehicle to manage the initial relationship, with additional contracts to be established where relevant. All parties also pledged to support the wider partnership group.

#### The organisations selected are:

Oxfordshire FA / Aspire Oxfordshire / Oxfordshire Youth / ARCh Oxfordshire / Active Oxfordshire / Oxfordshire Mind. See more about these organisations here: https://ouitc.org/governance-partnerships/

As work continued on ensuring the charity's financial sustainability in the face of Covid-19 and preparing the Step Change bid, activities to further develop the new youth-focused services moved forward.

Having deferred a previous opportunity to submit a bid in Summer 2019 for a start later that Autumn, in April 2020 the charity put together a formal proposal to the Premier League Charitable Fund (PLCF) for two years' funding to run the Premier League Kicks programme in Oxford and Banbury.

Kicks is PLCF's flagship community programme which uses the power of football and sport to inspire young people in some of the most high-need areas in England and Wales.

The charity's application was successful, receiving confirmation at the end of June 2020 that the PLCF were funding the charity for the maximum of £20,000 per year for two years, with the programme due to begin in September 2020, which would also require a new member of staff to be recruited.

In parallel with the work being done to implement the NCS programme and in developing the PL Kicks bid, the charity had, in late 2019, started to develop a relationship with Thames Valley Police, and particularly with representatives of the Thames Valley Violence Reduction Unit, to discuss how the power of football could be harnessed in their work.

They advised that they wanted to introduce a programme called DIVERT (a custody-based intervention programme designed to reduce reoffending) to the Thames Valley, building on the success of the programme in the Metropolitan Police region and a pilot being run in conjunction with another Club Community Organisation (CCO), Reading FC Community Trust and were looking to onboard Oxford United in the Community with two other CCOs, Wycombe Wanders Trust and MK Dons SET to launch DIVERT across the Thames Valley Police region.

The CCOs would work with the New Era Foundation, the creators of the DIVERT programme in close collaboration on the programme, meaning the charity would develop closer ties with its neighbouring CCOs, another aspect the charity saw as positive in being included in the programme.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **ACHIEVEMENTS AND PERFORMANCE - continued**

Following constructive discussions, the charity was advised in May 2020 that funding had been secured for a dedicated full-time role (a Custody Intervention Coach) to be employed by the charity in support of the DIVERT programme. The funding and subsequent SLA leading to the recruitment of a new member of the charity's team would all take place during the following financial year.

This completed the trio of new youth-focused services that the charity wished to introduce to give it sufficient momentum to fully expand into the youth services sector.

These new programmes, combined with developing partnerships with charities such as Oxfordshire Youth, Aspire Oxfordshire, and Oxfordshire Mind, began to create a new core competency for the charity, albeit one where much learning and acquisition of experience was needed to fully deliver, but these successes strongly reflected the ambition and intent of the charity to achieve a much greater level of social impact, in some challenging areas of work.

Some other note-worthy activities which took place during the financial year were:

- A coaching session at Appleton C of E Primary School in Abingdon supported by the Aster Group, an Oxford United FC sponsor.
- Summer holiday camp activities at Blackbird Leys Adventure Playground funded by donations made by Oxford United FC fans when renewing their 2019-20 season tickets.
- In November 2019 the charity and Oxford University Association Football Club piloted a new football course
   for blind and visually impaired players. Sadly, for a number of reasons this did not run for the full course initially intended.
- The charity became part of the B4 business networking group via sponsorship onto the NEXUS programme by Modus Accountants.
- In January 2020, the charity publicly launched its NCS Programme to local secondary education establishments.
- In February 2020, the charity worked closely with Oxford United FC to provide OUFC branded baby bibs and greetings cards to all new-born children born in Oxford University Hospitals NHS Foundation Trust's hospitals.

Notable items related to the organisation in the period under review:

- Zaki Nuseibeh, the Vice Chair of Oxford United FC joined the charity as a Trustee in July 2019.
- Both Ceri Butcher and Paul Roberts stepped down as Trustees in September 2019.
- At the Trustee Meeting on 19th February 2020, the Board agreed to extend the contract conditions with

  Interim Head of Charitable Activities, Tim Tarby-Donald to 3 days per week, based on the increasing workload related to the new strategy implementation.
- Aled Newton was appointed NCS Programme Manager in March 2020.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **ACHIEVEMENTS AND PERFORMANCE - continued**

Whilst reference has been made to the efforts made to assure the financial survival of the charity in the face of significant generated income losses due to the pandemic, the charity undertook a number of specific initiatives and activities to support the schools and communities in Oxfordshire.

March 2020 onwards - Covid-19 related activities:

- Normal schools' activities ceased, including face to face PL Primary Stars sessions, and an offer was made to schools to do free sessions for key worker children who were still attending school.
- A daily online interactive challenge using the hashtag #OUITCommunityChallenge was launched via the charity's social media channels with participants sharing their own videos.
- In support of the PL Primary Stars curriculum, the charity created homework packs to support home schooling with resources downloadable from Oxford United FC's website.
- Linked to this, in May 2020 the charity teamed up with Oxford-based Novel Entertainment and animated TV star Horrid Henry to help share the home-based activity programmes with thousands of families.
- Members of the Oxford United in the Community team joined the club in helping to distribute face masks to help fans and key workers.
- As the London Marathon was cancelled, in April the 2.6 Challenge was launched to help organisations to raise funds. The charity and its supporters took part and more than £1,000 was raised via the various 2.6 related challenges, helping the charity do more in the community.
- Partnered with the EFL Trust to help provide a safe way for fans to get active at home via promotion of the FIT FANS campaign.
- As part of the Joy of Moving Home School Festival in partnership with the EFL Trust, the charity provided
   digital packs for schools and parents to inspire children to move through play, whilst developing key skills in four major areas: physical fitness, motor coordination, cognitive functions and creativity and life skills.

Whilst aligning with the new strategy objectives of supporting a wider age group within the Oxfordshire community whilst collaborating with other organisations, the most major project related to Covid-19 which the charity implemented was relatively speculative in origin.

Given the Manor Club face to face monthly group for over 50s had been closed due to the pandemic, the charity was giving consideration to how it might develop a service offering to keep people connected, bringing online and offline resources together.

In May 2020 the charity was made aware of an opportunity via the EFL Trust who were bidding nationally for funding to support the Tackling Loneliness Together initiative being funded by the UK Government's Department for Digital, Culture, Media and Sport (DCMS) to address loneliness and isolation in people over the age of 70 years old.

In a very short period of time, the charity made contact with Age UK Oxfordshire and Active Oxfordshire to collaborate to support a project and proposal, and both responded positively.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **ACHIEVEMENTS AND PERFORMANCE - continued**

Within a matter of days, a proposal for a new service "Manor Club Extra" was put together and submitted and in mid-June the charity was advised that it had secured £24000 to run the project from July to December 2020. The charity's next annual report will detail more about this project.

### **Sport & Thought**

Following quite a challenging first year of this programme, the charity provided a monitoring report for the EFL Trust who funded it which met their requirements, securing payment of outstanding funding for year one. The first-year findings related to the programme's impact were very encouraging and it was agreed that it would continue from September 2019.

Sadly, the second year of the project was impacted by the loss of a member of the charity's staff who supported the contracted provider and subsequently the pandemic ceased all activities for the rest of the school year, meaning that insufficient results were achieved to be able to successfully complete the project and the decision was made not to try to catch up, thus the charity had to forego year 2 funding.

However, the charity hopes to be able to support St Gregory the Great Catholic School in Oxford with additional projects in the future.

#### **FINANCIAL REVIEW**

During the year the trust received £282,586 income from the provision of soccer coaching and educational courses, grants, sponsorship and fundraising activities.

The costs incurred in carrying out the trust's charitable objectives during the year amounted to £266,737.

The total governance costs for the year amounted to £30,413.

Given the financial year in question is 1st July 2019 to 30th June 2020, the Board of Trustees wish to highlight that the operational and financial performance of Oxford United in the Community during part of this period is to be viewed against the backdrop of the global pandemic caused by Covid-19, which began to impact the charity from March 2020, negatively affecting the final four months of the financial year.

The charity was required to curtail much of its operations due to the first national lockdown from March 24th 2020 and as a result, needed to go into a crisis mode to assure the survival of the charity, with staff who were not directly funded as part of programmes put on furlough and all other employees requested to work remotely from their homes.

Despite the huge challenges presented by the pandemic, whilst ensuring the survival of the charity, it was agreed that wherever possible the charity would continue to move forward in developing and implementing the new strategy, "Oxfordshire – A Community United".

The charity estimates that during the period of March 2020 to June 2020 it lost approximately £48500 in income which it would normally have expected to have generated in the similar timeframe under normal operating conditions; these losses were partially offset by £26826 from the UK Government Job Retention Scheme ("Furlough" Scheme) and by applying for exceptional grants from Sport England and Oxford City Council.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **FINANCIAL REVIEW - continued**

In the first few months of the pandemic the Board of Trustees and management team met more regularly, albeit virtually, to address a range of matters created by the first lockdown and restrictions. Whilst the charity has undoubtedly been adversely impacted, it has weathered the storm, is financially stable and has, in fact, made significant progress towards its strategic goals, which is reflected in the following report.

This has been due to some exceptional work and extra efforts from everyone involved in the charity, in incredibly challenging circumstances. Thank you to everyone involved and those who supported Oxford United in the Community during this period.

#### **RESERVES POLICY**

Total fund balances of the trust as at 30 June 2020 amounted to £66,357.

The charity's policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three months' budgeted recurrent expenditure.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is regularly monitored and reviewed by the trustees.

The cash balances at the year end were below the target level of three month's budgeted recurrent expenditure. However, the trustees maintain that this is the level that they are working towards achieving.

The trustees consider that reserves at this level will ensure that, in the event of a significant reduction in funding, they will be able to continue the trust's current activities while consideration is given to ways in which additional funds may be raised.

### MAIN SOURCES OF GRANT FUNDING

Oxford United in the Community would like to thank all of the following organisations for their financial support during the period July 1st 2019 to June 30th 2020:

- English Football League Trust

  (Core Funding / Infrastructure Fund / Innovation Fund / Joy of Moving)
- Premier League Charitable Fund (Premier League Primary Stars)
- UK Government(Job Retention Fund)
- Oxford City Council
  Coronavirus Discretionary Grant
- Sport England
  Community Emergency Fund (National Lottery)

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### MAIN SOURCES OF GRANT FUNDING - continued

The charity would also like to thank:

• Persimmon Homes' Building Futures scheme for their £1000 donation

#### Every supporter who:

- donated when renewing their season ticket for the 2019-20 season
- fundraised for the charity during the year
- made one off or regular donations through the charity's various channels and
- who undertook fundraising activities as part of the 2.6 Challenge which raised almost £1200 for the charity before Gift Aid was applied
- Everyone who accessed Oxford United in the Community's paid services which provided an important source of income enabling the charity to offer a range of community-focused programmes.
- All of the stakeholders and partners who worked with, supported and advocated on behalf of Oxford United in the Community.
- Oxford United Football Club.
- The Trustees who have stepped down during this year, for their time and efforts in supporting the charity.
- Everyone connected with the charity in what has been a particularly difficult year.

#### **FUTURE PLANS**

Having guided the charity through the huge challenges provided by the first four months of the Covid-19 pandemic, the focus for the 2020-2021 financial year is to continue to assure the financial sustainability of the charity whilst continuing to navigate the ongoing uncertainties presented by lockdowns and operational restrictions and also endeavouring to move the charity forward in its strategic objectives.

Given the negative impact of the pandemic on the charity's ability to generate unrestricted income, aligned with the objective to develop and launch new socially impactful programmes, focus will be on implementing funded programmes, recruiting staff members to run the programmes and to create the conditions for the first part of the Hub and Spoke strategy to be implemented, by securing funding from the Step Change Fund, which should enable the charity to employ a key new member of staff, an Operations Support Executive to assist in the efficient running of the organisation and to develop a new website.

Wherever possible, losses in income will be partially offset by making applications for grants.

Whilst it is difficult to be certain about the consequences of the pandemic on the charity, the security provided by multi-year funded programmes means that the core social impact activities of the charity should be assured and opportunities will be sought to increase unrestricted income from fundraising, donations, selling services and grants, as conditions allow.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

#### **INVESTMENT POWERS AND POLICY**

The trustees' investment powers are laid down in the Constitution and restrictions contained therein. These powers are also subject to conditions imposed by law.

#### TRANSACTIONS WITH TRUSTEES

No members of the board of trustees received any remuneration or re-imbursement for expenses incurred during the year.

#### **GOING CONCERN**

The Trust has been impacted by the effects of the coronavirus (COVID-19) pandemic since the balance sheet date. These effects cannot be determined with any accuracy as the pandemic is ongoing at the date of approval of these accounts. As a result, the charity was required to curtail operations and needed to go into a crisis mode to assure its survival. For this reason, the trustees continue to adopt the going concern basis in the preparation of these accounts.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The board of trustees is responsible for preparing the Trustees' Annual Report and the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 Section 1A: The Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102).

Charity and company law requires the Trustees to prepare financial statements for each financial year. Under that law the Board of Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended, including its income and expenditure, for that period. In preparing these financial statements, the Board of Trustees is required to:

- select suitable accounting policies and then apply them consistently;
- · make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, including FRS 102 Section 1A and the Charities SORP, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Board of Trustees is responsible for keeping proper 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 enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2020

### **SPECIAL EXEMPTION**

J D Faulkner

The above report is prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Prepared by the Board of Trustees and signed on their behalf by:-

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 JUNE 2020

#### TO THE TRUSTEES OF OXFORD UNITED IN THE COMMUNITY

I report on the accounts of the trust for the year ended 30 June 2020 which are set out on pages 18 to 30.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

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

/continued	
COHUITAGA	

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 JUNE 2020

#### INDEPENDENT EXAMINER'S QUALIFIED STATEMENT

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that the accounting records have not been kept in accordance with section 386 of the Companies Act 2006. During the year, transactions with related parties took place, as disclosed in note 16 to the financial statements, with Oxford United Football Club ('the Club'). I was unable to confirm the balance owed by the Club at 30 June 2020. However, the trustees have confirmed that the balance owed by the Club is recoverable.

In connection with my examination, no other matter except that referred to in the above paragraph has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



P D Smith (FCCA)
For and on behalf of
THE MGROUP PARTNERSHIP
CHARTERED CERTIFIED ACCOUNTANTS
Cranbrook House
287-291 Banbury Road
Oxford
OX2 7JQ

30 June 2021

# STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING THE INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 JUNE 2020

INCOMING RESOURCES	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Incoming resources from generated funds	7	154,650	-	154,650	111,675
Incoming resources from charitable activities	8	87,940	39,996	127,936	161,612
Total incoming resources		242,590	39,996	282,586	273,287
RESOURCES EXPENDED					
Costs of generating funds	9	-	-	-	288
Charitable activities	10	226,741	39,996	266,737	307,602
Governance costs	11	30,413	-	30,413	18,624
Total resources expended		257,154	39,996	297,150	326,514
Net movement in funds		(14,564)	-	(14,564)	(53,227)
Reconciliation of funds					
Funds brought forward		80,921		80,921	134,148
Funds carried forward	17	66,357	-	66,357	80,921

All income and expenditure derives from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

### BALANCE SHEET AS AT 30 JUNE 2020

	Notes	20: £	-	20 1	
FIXED ASSETS					
Tangible assets	12		712		1,747
CURRENT ASSETS					
Stock	13	1⊕\$		652	
Debtors	14	23,945		18,549	
Cash at bank and in hand		65,825		95,652	
		89,770		114,853	
CREDITORS: Amounts falling due within one year	15	24,125		35,679	
NET CURRENT ASSETS			65,645		79,174
NET ASSETS			66,357		80,921
			e se symmetric move can't be		
INCOME FUNDS					
Unrestricted income funds	<b>17</b>		66,357		80,921
TOTAL FUNDS			66,357		80,921

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with the provisions of FRS 102 Section 1A - small entities.

For the financial year ended 30 June 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilties for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Signed on behalf of the board

J D Faulkner

Approved by the board: 36/6/2021

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

#### 1 GENERAL INFORMATION

The Oxford United in the Community is a trust limited by guarantee and incorporated in England and Wales. Its registered office is:

The Kassam Stadium Grenoble Road Oxford OX4 4XP

The trust changed its name from Oxford United FC Youth & Community Sports Trust to Oxford United in the Community on 15 April 2019.

The financial statements are presented in Sterling, which is the functional currency of the company.

The charity is a public benefit entity.

#### 2 STATEMENT OF ACCOUNTING POLICIES

### Basis of preparation of financial statements

These financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard 102 Section 1A smaller entities, Financial Reporting Standard 102 Section 1A smaller entities 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' ("FRS 102"), the Companies Act 2006 and the Charities Act 2011.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

### Going concern

As detailed in the Trustees' Report, the Charity has been impacted by the effects of the COVID-19 pandemic since the balance sheet date. The effects of the pandemic cannot currently be determined with any accuracy as it is ongoing at the date of approval of the financial statements. Hence, this represents a material uncertainty.

The Trustees have considered the possible effects of the impact on the Charity of the COVID-19 pandemic and, taking into account a period exceeding 12 months from the date of approval of these financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to be able to continue as a going concern. The Trustees are also confident that Oxford United Football Club would continue to support the Charity should it be required.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

#### 2 STATEMENT OF ACCOUNTING POLICIES - continued

### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accurancy. Incoming resources represent income receivable from fundraising, donations and gifts, grants, sponsorship and the provision of services to the local community.

Donations and legacies are reported in the financial activities statement if they are received or due in the financial year.

Grants receivable are included in the period in which the offer is conveyed to the trust except in those cases where the offer has conditions, such grants being recognised as income when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the period end are not included in the financial statements.

Sponsorship income is recognised over the period to which the commitment has been made by the sponsor.

### Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure, inclusive of any VAT which cannot be recovered.

Resources are expended in the furtherance of the charity's objectives.

### Apportionment of charitable expenditure

Costs are apportioned between direct Charitable expenditure, Costs of generating funds and Governance costs according to the trustees' judgement.

#### Tangible fixed assets

Fixed assets are carried at cost less accumulated depreciation and accumulated impairment losses.

Depreciation has been provided at the following rate so as to write off the cost or valuation of assets less residual value of the assets over their estimated useful lives.

Sports and computer equipment

Reducing balance basis at 25% per annum

On disposal, the difference between the net disposal proceeds and the carrying amount of the item sold is recognised in the profit and loss account, and included within administrative expenses.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

#### 2 STATEMENT OF ACCOUNTING POLICIES - continued

#### **Financial Instruments**

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets are measured at cost and are assessed at the end of each reporting period for objective evidence of impairment. Where objective evidence of impairment is found, an impairment loss is recognised in the profit and loss account.

The impairment for financial assets measured at amortised cost, is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

The impairment loss for financial assets measured at cost is measured as the difference between an asset's carrying amount and the best estimate, which is an approximation, of the amount that the company would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the balance sheet when there is an enforceable right to set off the recognised amount and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Impairment of non-financial assets

At each reporting date non-financial assets not carried at fair value, like goodwill and plant, property and equipment, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount of any asset or group of related assets (which is the higher of value in use and the fair value less cost to sell) is estimated and compared with its carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in the profit and loss account.

Stocks are assessed for impairment at each reporting date. The carrying amount of each item of stock, or group of similar items, is compared with its selling price less cost to complete and sell. If an item of stock, or group of similar items, is impaired its carrying amount is reduced to selling price less costs to complete and sell, and an impairment loss is recognised immediately in the profit and loss account.

If an impairment loss is subsequently reversed, the carrying amount of the asset, or group of related assets, is increased to the revised estimate of its recoverable amount, but not to exceed the amount that would have been determined had no impairment loss been recognised for the asset, or group of related assets, in prior periods. A reversal of an impairment loss is recognised immediately in the profit and loss account.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

#### 2 STATEMENT OF ACCOUNTING POLICIES - continued

#### Stock

The carrying amount of stock is recognised as an expense in the period in which the related income is recognised.

#### **Debtors**

Short term debtors are measured at transaction price, less any impairment.

#### Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and subsequently at amortised cost.

#### **Pensions**

The trust makes pension contributions under the auto enrolment provisions. The expenditure in respect of pension costs is the amount payable within the period. Differences between contributions payable and contributions actually paid in the period are shown as either accruals or prepayments in the balance sheet.

#### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Being a registered charity, the charity is not liable to taxation on its income.

### **Fund accounting**

Funds held by the trust are either:-

**Unrestricted general funds** - these are funds which can be used in accordance with the trust's objectives at the discretion of the trustees.

**Designated funds** - these funds represent monies set aside for specific purposes at the discretion of the trustees rather than the donors.

**Restricted funds** - funds received can only be used for specifically nominated expenditure by the donor and are credited to income in the year in which they are received. Where amounts are not specifically allocated against expenditure in that year the balance is deferred and added to the balance carried forward on the restricted funds reserve and is used in subsequent years in line with the restrictions placed by the donor.

#### 3 CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

No significant accounting estimates and judgements have had to be made by the trustees in preparing these financial statements.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

4	NET INCOMING RESOURCES	•		
			2020	2019
			£	£
	This is stated after charging:			
	Independent examination fees		876	840
	Depreciation		238	1,698

### 5 TAXATION

The trust, being a registered charity, is not liable to taxation on its income.

### 6 STAFF COSTS

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Community team	6	6
Coaching staff	10	10
	16	16
Staff costs during the year amounted to:	2020 £	2019 £
Wages and salaries	166,646	182,895
Social security costs	10,687	10,854
Pension contributions	3,330	3,152
	180,663	196,901

No trustees received any remuneration or other benefits during the year (2019 - £Nil). In addition, no trustee expenses have been incurred (2019 - £Nil).

No employees earned remuneration in excess of £60,000 or received any benefits in the current or preceding year.

### 7 INCOMING RESOURCES FROM GENERATED FUNDS

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Lottery	95	-	95	104
Other (including donations)	154,555		154,555	111,571
·	154,650	•	154,650	111,675

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

8	INCOMING RESOURCES FR	OM CHARITABLE	ACTIVITIES			
	•		Unrestricted funds	Restricted funds	2020 Total	2019 Total
			£	£	£	£
	Grants in relation to the provision		30,236	39,996	70,232	52,644
	Coaching and educational cou	rses	48,951	_	48,951	106,351
	Sporting events		8,753		8,753	2,617
			87,940	39,996	127,936	161,612
9	COST OF GENERATING FUN	IDS		,		
	Unrestricted expenditure:	Basis of apportionment	Sponsorship £	Grants £	2020 Total £	2019 Total £
	Printing, postage and stationery	Equal allocation	-	-	-	284
	Telephone and internet costs	Equal allocation	<u> </u>	<del>-</del>	-	4
						288

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Unrestricted expenditure	Basis of	Coaching and educational	Sporting	2020	2019
om comittee on postantario	apportionment	courses	events	Total	Total
		£	£	£	£
Staff salaries	Function and then pro rata on income	144,239	-	144,239	153,212
Equipment and coaching aids	Direct	652	- ·	652	. 3,404
Kits and clothing	Direct	-	-	-	175
Community programme costs	Direct	6,930	-	6,930	19,603
Facility costs	Direct .	30,300	_	30,300	32,749
Rent	Direct	14,636	-	14,636	11,434
Printing, postage and stationery	Equal allocation	-	-	-	282
Telephone and internet costs	Equal allocation	-	-	-	3
Ticket, programme and hospitality costs	Direct	-	4,373	4,373	2,060
Advertising and marketing	Pro rata on relevant income	14,818	-	14,818	17,651
Motor and travel expenses	Direct	6,370	-	6,370	7,533
Sundry	Direct	3,388	_	3,388	5,401
Depreciation	Direct	238	_	238	1,698
Loss on sale of fixed assets	Direct	797	· <u>-</u>	797	4,123
		222,368	4,373	226,741	259,328
Restricted expenditure:	Basis of apportionment	·			
Staff salaries	Function and then pro rata on income	36,424	-	36,424	43,689
Coaching services and labour costs	Function and then pro rata on income	3,572	-	3,572	4,585
	•	39,996		39,996	48,274

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

11	GOVERNANCE COSTS		
		2020	2019
	·	£	£
	Independent examination fees	876	840
	Bank and merchant charges	2,558	4,525
	Professional fees	26,979	13,259
		30,413	18,624
		=======================================	

In addition to the independent examination fee, £6,844 was also paid to the independent examiner for accountancy services.

### 12 TANGIBLE ASSETS

	Sports & computer equipment
	£
Costs At 1 July 2019	2,097
Disposals	(956)
At 30 June 2020	1,141
Accumulated depreciation At 1 July 2019	350
Charge for year	238
Disposals	(159)
At 30 June 2020	429
Net book value At 1 July 2019	1,747
At 30 June 2020	712

The net book value represents fixed assets used for direct charitable purposes.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

13	STOCK	2020 £	2019 £
	Kits and clothing	<u> </u>	652
14	DEBTORS	2020	2019
		£	£
	Trade debtors	<u>-</u>	1,000
	Other debtors	6,968	3,702
	Prepayments and accrued income	16,977	13,847
		23,945	18,549
15	CREDITORS: amounts falling due within one year		
		2020	2019
		£	£
	Trade creditors	1,886	11,375
	Taxation and social security	4,008	3,734
	Accruals and deferred income	18,231	20,570
		24,125	35,679

### 16 RELATED PARTY TRANSACTIONS

The Trust is assisted by Oxford United Football Club ('the Club') in being able to carry out its charitable activities and share many operational resources, have directors in common and are subject to common influence and are hence deemed related parties.

During the year, the Trust didn't recharge expenses to the Club. At the year end, the Trust was owed £5,140 (£2019 - £1,874) by the Club.

### 17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds £	Total £
Tangible fixed assets	712	-	712
Net current assets	65,645	-	65,645
	66,357	-	66,357

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

18	MOVEMENTS IN FUNDS	As at 1				
		July 2019	Incoming resources £	Outgoing resources £	Transfers £	As at 30 June 2020 £
	Unrestricted funds	80,921	242,590	(257,154)	-	66,357
	Restricted funds		39,996	(39,996)	<u>.</u>	
		80,921	282,586	(297,150)		66,357

### 19 PURPOSE OF RESTRICTED FUNDS

Funds were received from the Premier League for the purpose of the Premier League Primary Stars course. At the year end all funds received had been expended in full.

### 20 SHARE CAPITAL

The trust does not have a share capital and is limited by guarantee. In the event of a winding up the trustees, who are all members of the company, guarantee to contribute £10 towards the costs of a winding up.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 21 STATEMENT OF FINANCIAL ACTIVITIES - COMPARATIVE FIGURES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
INCOMING RESOURCES			
Incoming resources from generated funds	111,675	-	111,675
Incoming resources from charitable activities	124,278	37,334	161,612
Total incoming resources	235,953	37,334	273,287
RESOURCES EXPENDED			
Costs of generating funds	288	<del>-</del> .	288
Charitable activities	259,328	48,274	307,602
Governance costs	18,624		18,624
Total resources expended	278,240	48,274	326,514
Net movement in funds	(42,287)	(10,940)	(53,227)
Funds brought forward	123,208	10,940	134,148
Funds carried forward	80,921	-	80,921