



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	07	2006	To	30	06	2007

Reference and administration details

Charity name **The Oxfordshire Scrapstore**

Other names charity is known by **Orinoco**

Registered charity number (if any) **1041798**

Charity's principal address **Bullington Community Centre**
Peat Moors, Headington
Oxford
Postcode **OX3 7HS**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lizzie Maisels	Chairperson		AGM
2	Elizabeth Chubb			AGM
3	Bryane Michael			AGM
4	Janie Butler			AGM
5	Victor Lal			AGM
6	Zohra Jenkinson			AGM
7	Caroline Dodd	None	July 2006 – June 2007	AGM
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
Treasurer	James Schumann	25 Observatory Street, Oxford, OX2 6EW
Accountant	Ajay Bahl	Wenn Townsend Accountants, 30 St. Giles, Oxford. OX1 3LE

Name of chief executive or names of senior staff members (Optional information)

Howie Watkins (Chief Executive)

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by members at A.G.M.

Additional governance issues (Optional information)

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

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

Trustees are offered appropriate training provided by the Oxfordshire Council for Volunteer Action. In 06-07 this training included: the role of management committees, volunteers and the law, the charities act.

The charity is managed by a committee made up of the trustees and members. The trustees and ordinary committee members are elected at the AGM. Ordinary committee member may also be co-opted at any time. Day to day running of the charity's activities is managed by the CEO and associated staff/volunteers.

Orinoco is not affiliated to, but works closely with other scrapstores nationally. We also maintain strong links with District, City and County Councils in Oxfordshire.

Orinoco is a small charity with limited turnover and no borrowing or investment requirements. We are fully insured. We have procedures in place to counter fraud.

Objectives and activities

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

The provision of facilities for recreation and other leisure time occupation for children, young people and adults with special needs being facilities: a) of which such children have need by reason of their age or social and economic circumstances; b) which will improve conditions of life for such children and adults by promoting their educational, physical, mental or spiritual well being; c) to promote the use of waste things as play things.

Summary of the main activities in relation to these objects

We run a garden tool re-use project, a waste paint re-use project and a scrap art store where suitable business waste is made available for artistic endeavour and creative play. We run community waste reduction initiatives (Swap shops). We run activity sessions at our headquarters and in the community, utilizing our van, "The amazing Scrapmobile". We provide leaders to run creative play events in the community.

Additional details of objectives and activities (Optional information)

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

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

We do not award grants. We do however use the money we raise through our Scrapstore to provide free support to teachers, parents and art workers in the community.

We do not have an investment programme as our turnover is small and all available funds are used to fund our work.

Volunteers are vital to our work. We have volunteers at all levels: collecting paint and waste, serving in our Scrapstore and working on the management committee.

Achievements and performance

Summary of the main achievements of the charity during the year

During 06-07 Orinoco has: implemented new volunteer training and recruitment methods; reviewed and updated all health and safety documentation (method statements and hazard assessments) and implemented new cash recording, accountancy and fraud prevention procedures.

We have increased the level of volunteer involvement at the Scrapstore. This has allowed us to run more training events at the store and increase the opening hours for teachers and childcare professionals in need of help, advice and low-cost materials.

Membership has increased from forty to three hundred and eighty eight individuals and groups (58 group members, 307 individual members, 23 volunteer members).

We have been active in the community with our education and art provision outreach work and have increased the number of activities we run both in the community and at our headquarters, the Orinoco Scrapstore.

The household paint re-use service has been expanded and now operates from three separate locations. The volume of paint distributed has increased from 1,042 litres in 05-06 to 5,895 in 06-07.

With the aid of grant funding we have refitted our Scrapstore with high-specification warehouse shelves and cargo crates. This has increased efficiency and productivity. Volunteers now spend less time sorting through waste and more time doing things with it.

Following two difficult years where Orinoco lost money, this year has seen us return to a position where the Scrapstore income, membership income and the fees we are paid for professional services and event organisation has generated a small surplus. At the end of the year we had an unrestricted surplus of £2,309 and restricted funds of £6,492.

Financial review

Brief statement of the charity's policy on reserves

We aim to have two month's operating budget in unrestricted funds. It is our intention to increase this holding to six months.

Our current turnover and surplus preclude holding larger reserves and we feel that we do not need a policy at this time.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

Scrap Sales accounted for a quarter of our income in 06-07 (£6,989.34). Membership contributed around 10% (£3,510), as did paint sales (£2,775). In total, half of our income was raised by the Scrapstore and fees for attending events. The management fee paid by Oxfordshire County Council towards the running costs of Community RePaint and tool reuse made up a quarter of our income (£6,450). Grant aid made up a quarter of our income (£8,870). The majority of the grant funding was restricted funding awarded for specific projects (e.g. half - £5,860 – was awarded for the store refit and expansion of Community RePaint).

Half of our expenditure (£11,957.50) was staff costs (fees, salary and training costs). There was a large (£3,477.98) spend on assets – the new shelves and crates for the Scrapstore refit. Transport, Rent & Rates and Insurance were the other principal expenditure items.

Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg secretary, chair, etc)

Date