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ACCOUNTS
22 OCT 2009

REVIEWED BY POST TEAM
COMPLIANCE DIVISION

WEST OXFORD COMMUNITY ASSOCIATION

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2008**

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

Charity Registration Number: 304353

WEST OXFORD COMMUNITY ASSOCIATION

**ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

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WEST OXFORD COMMUNITY ASSOCIATION

**CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2008**

TRUSTEE COMMITTEE MEMBERS

L Muddiman	Chairperson
R Huxley	Deputy chairperson
J Smith	Secretary - resigned 6 October 2008
I King	Treasurer - resigned 5 January 2009
J McMahon	
M Miller	
M Rush	
A Reiss	resigned 2 June 2008
S Stuart	resigned 28 April 2008
V Hirsch	
A Pearson	Secretary - appointed 3 November 2008
S Parry	Acting Treasurer - appointed 2 February 2009

SECRETARY

J Smith	resigned 6 October 2008
A Pearson	appointed 3 November 2008

REGISTERED OFFICE

West Oxford Community Centre
Botley Road
Oxford
OX2 0BT

CHARITY REFERENCE NUMBER

304353

ACCOUNTANTS

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

SOLICITORS

Blake Laphorn Tarlo Lyons
Seacourt Tower
West Way
Oxford
OX2 0FB

WEST OXFORD COMMUNITY ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2008

The trustees present their annual report together with the financial statements of the charity for the year ended 31 December 2008.

CHARITABLE OBJECTS

The objects of the Association are to:

- (a) promote the benefit of the inhabitants of West Oxford (hereafter called the "area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) to establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion.

LEGAL STATUS

The governing instruments by which the charity operates are stated in its Constitution.

TRUSTEES

The following trustees held office during the year:-

L Muddiman (Chairperson)
R Huxley (Deputy chairperson)
J Smith (Secretary - resigned 6 October 2008)
I King (Treasurer - resigned 5 January 2009)
J McMahon
M Miller
M Rush
A Reiss (resigned 2 June 2008)
S Stuart (resigned 28 April 2008)
V Hirsch
A Pearson (Secretary - appointed 3 November 2008)
S Parry (Acting Treasurer - appointed 2 February 2009)

Trustee members of the standing committee are elected annually at the AGM under the Constitution adopted in 1966 which was amended in line with the latest 'Community Matters' model at the 2001 AGM.

The existing trustees may make appointments of new trustees but all members of the General Committee shall retire from office together at the conclusion of the next Annual General Meeting after the date on which they came into office but they may be re-elected or re-appointed.

WEST OXFORD COMMUNITY ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2008

TRUSTEES CONTINUED

Councillors S Pressel and C Cook are members of the committee by virtue of appointment by the local 'Area Committee' of Oxford City Council, the statutory authority for the purposes of the charity's constitution.

LEGAL AND ADMINISTRATION INFORMATION

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

ORGANISATIONAL STRUCTURE

The charity is run by a General Committee which is responsible for organising all aspects of the daily running of the charity. The General Committee may delegate specific responsibilities or tasks to sub committees.

During the year, sub committees were appointed to handle discussions on VISIBLE, annual funday and flood prevention.

PROCEDURES AND POLICIES FOR GRANT-MAKING

The committee invites applications for small grants in line with its charitable objectives through the medium of the newsletter distributed to all households in the area of benefit and through WOCA's website. Applications received are considered against WOCA's charitable objectives in the light of WOCA's financial situation by the Management Committee at its regular meetings which are open to the public.

ACHIEVEMENTS AND PERFORMANCE

The number of beneficiaries is estimated as being, in the first instance, the 3,000 residents of West Oxford. The centre is open to all these. We estimate that 500 people per week enter the Centre building, of whom, 400 would be local. The Centre is also available to and used by non-local organisations, so that the field of beneficiaries is, in fact, much wider.

The number of users has remained high: it is estimated that there were 3,000 bookings in 2008 (2007 – 2,800).

The centre gained VISIBLE accreditation in 2008. It is proud to be only the fifth organisation in the country to achieve this status.

The committee continues to distribute a quarterly newsletter to all addresses in West Oxford and since 2002 has been operating a website (www.woca.org.uk) which has been very favourably received.

WEST OXFORD COMMUNITY ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2008

ACHIEVEMENTS AND PERFORMANCE CONTINUED

Given the state of the charity's finances, it has been possible to support local community events/organisations by giving small grants. The charity has continued to make small grants towards local projects, albeit fewer than in previous years. The amount appearing in respect of grants made consists of:

	£
West Oxford Community Primary School - for Forest School	100
Friends of WOCPS (for performance by Oxon Touring Theatre)	200
Barnardo's Big Toddle	200
	<hr/>
Total	500
	<hr/> <hr/>

We estimate that approximately 10% of bookings are free or heavily discounted to local and community groups, representing support in the order of £3,800 per annum (2007 - £3,500).

FINANCIAL REVIEW

The committee's strategy has been to balance commercial lettings with lettings to local and community organisations, so that the Centre may be financially viable whilst also being affordable for local and community users. The Centre includes a café which is operated as a community facility. This made a loss of approximately £7,000 in 2008. Part of the Centre is let to the West Oxford branch of the Jericho Health Centre at a commercial rate agreed by the District Valuer. This was increased from £2,400 per quarter to £2,750 per quarter from July 2008.

The charity is fully insured as an association and an employer. There have been no claims in the year and no ex gratia payments have been made.

The charity holds a lease on West Oxford Community Centre from Oxford City Council for an initial period of ten years from 5 September 2001. In broad terms, under that lease the charity is responsible for internal decorative order and the council for structural matters. The accounts do not include any amount for rent payable in respect of the charity's occupation of the Centre as Oxford City Council supports the charity by meeting this charge. In addition, we have benefited from the assistance of Richard Grant, a council employee until October 2008 when he was seconded to another post by Oxford City Council. We consider that our strategy for running the Centre accords with the business plan agreed with Oxford City Council.

RESERVES POLICY

Total funds of the charity stood at £46,805 at the year end (2007 - £44,667).

The charity's policy on un-restricted reserves is to maintain equivalent cash balances:

- To cover three months budgeted recurring expenditure.
- To cover planned capital expenditure for the up-coming year.

The level of reserves is monitored and reviewed by the trustees on a quarterly basis.

WEST OXFORD COMMUNITY ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2008

FUTURE PLANS

The committee anticipates some major changes in 2009.

The café will be closed and the trustees will consider more financially sustainable models.

The departure of Richard Grant (who worked 2 days per week as centre manager, but was paid by Oxford County Council) has left the office under resourced. This will be addressed in 2009.

Room-hire charges will be increased in April 2009.

A parking space will be leased to the pay-as-you-go Streetcar company at a rate of £80 per month from 1 April 2009, providing an alternative to car ownership for local residents and additional income for the Centre.

It is likely that Oxford City Council will introduce business rate charges for community centres in 2009. This is expected to be approximately £1,000 per year.

The fun-day will not take place in 2009 but the committee hopes it will return in 2010.

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. From this the strategic plan is updated.

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

£188 of expenditure (2007 - £1,240) relates to Oxford Software Documentation, a company in which M Rush has a controlling interest in connection with the operation of the charity's website: this represents a substantial discount on normal commercial terms. The committee has distributed gifts totalling £240 (2007 - £351) in value to trustee members.

Approved by:

L Muddiman
26 April 2009

Chairperson

**STATEMENT OF THE TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2008**

The Charities Act 1993 requires the trustees to prepare financial statements giving a true and fair view of the state of affairs of the Charity and its net resources for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ascertain both the financial position of the charity and ensure that the financial statements comply with the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WEST OXFORD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2008**

TO THE TRUSTEES OF WEST OXFORD COMMUNITY ASSOCIATION

I report on the accounts of the Charity for the year ended 31 December 2008, which are set out on pages 8 to 16.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43(7)(b) of the 1993 Act, whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINERS' REPORT

An examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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, I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINERS' STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with s41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) 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

PETER SMITH (FCCA)
THE MGROUP PARTNERSHIP
CHARTERED CERTIFIED ACCOUNTANTS
CRANBROOK HOUSE
287-291 BANBURY ROAD
OXFORD, OX2 7JQ

27 April 2009

WEST OXFORD COMMUNITY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2008**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants	13	-	1,100	1,100	27,776
Catering		8,589	-	8,589	13,424
Events		1,809	-	1,809	1,201
Fundraising		68	-	68	763
Investment income		677	-	677	38
Incoming resources from charitable activities					
Membership subscriptions		671	-	671	526
Room hire		44,057	-	44,057	40,185
Rent from WO branch of Jericho Health Centre		10,300	-	10,300	12,000
Total incoming resources		66,171	1,100	67,271	95,913
RESOURCES EXPENDED					
Costs of generating funds	5	23,477	1,100	24,577	21,724
Charitable activities	6	36,188	-	36,188	41,799
Governance cost	7	4,368	-	4,368	3,081
		64,033	1,100	65,133	66,604
Net incoming / (outgoing) resources		2,138	-	2,138	29,309
Transfer between funds		2,580	(2,580)	-	-
Net movement in funds		4,718	(2,580)	2,138	29,309
Funds brought forward		21,451	23,216	44,667	15,358
Funds carried forward		26,169	20,636	46,805	44,667

All amounts relate to continuing activities.

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

WEST OXFORD COMMUNITY ASSOCIATION

BALANCE SHEET
AS AT 31 DECEMBER 2008

	Notes	2008 £	2007 £
FIXED ASSETS			
Tangible Assets	8	25,810	28,931
CURRENT ASSETS			
Stock	9	100	100
Debtors	10	10,376	3,736
Cash at bank and in hand		15,046	17,758
		<u>25,522</u>	<u>21,594</u>
CREDITORS: Amounts falling due within one year	11	4,527	5,858
		<u>20,995</u>	<u>15,736</u>
NET CURRENT ASSETS			
		<u>46,805</u>	<u>44,667</u>
NET ASSETS			
		<u>46,805</u>	<u>44,667</u>
INCOME FUNDS:			
General funds	14	26,169	21,451
Restricted funds	14	20,636	23,216
		<u>46,805</u>	<u>44,667</u>
TOTAL FUNDS		<u>46,805</u>	<u>44,667</u>

S Parry

S Parry
Trustee
26 April 2009

R Huxley
Trustee
26 April 2009

Rosemary Huxley

A Pearson

A Pearson
Trustee
26 April 2009

L Muddiman

L Muddiman
Trustee
26 April 2009

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008

1 STATEMENT OF ACCOUNTING POLICIES

Accounting convention

These accounts have been prepared under the historical cost convention, and in accordance with the Statements of Recommended Practice 2005 (SORP 2005), 'Accounting and Reporting by Charities', issued by the Charity Commission and the Charities Act 1993.

Incoming resources

Incoming resources represent income receivable from room hire, rental income, membership subscriptions, café catering income, fundraising, donations, gifts and interest received.

Donations and legacies are reported in the Statement of Financial Activities if they are received or due in the financial year.

Any income received relating to a forward period has been deferred.

Grants receivable are included in the year in which the offer is conveyed by the charity 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 year end are not included in the financial statements.

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.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered that are subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

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.

Depreciation

Depreciation has been provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives. A full year's depreciation has been provided in the year of acquisition.

Equipment - straight line basis at 10% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £500.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008

1 STATEMENT OF ACCOUNTING POLICIES CONTINUED

Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charity'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 brought forward on the restricted funds and is used in subsequent years in line with the restrictions placed by the donor.

2 NET INCOMING RESOURCES

	2008	2007
	£	£
This is stated after charging:		
Accountancy fees	1,739	1,372
Bookkeeping and payroll services	1,195	-
Depreciation	3,512	3,473
	<u> </u>	<u> </u>

3 TAXATION

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

4 STAFF COSTS AND TRUSTEES' REMUNERATION

The average monthly number of employees during the year was 4 (2007 - 4).

Staff cost during the year amounted to:

	2008	2007
	£	£
Wages, salaries and national insurance contributions	29,981	28,106
	<u> </u>	<u> </u>

WEST OXFORD COMMUNITY ASSOCIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

5 COST OF GENERATING FUNDS

	Unrestricted £	Restricted £	2008 £	2007 £
Gifts	240	-	240	351
Café purchases and café stock movement	6,129	-	6,129	4,846
Café wages	10,844	-	10,844	8,279
Events	2,842	1,100	3,942	2,461
	<u>20,055</u>	<u>1,100</u>	<u>21,155</u>	<u>15,937</u>
Telephone	142	-	142	170
Sundries	80	-	80	357
Repairs and maintenance	217	-	217	317
Publicity	495	-	495	630
Utilities	1,361	-	1,361	1,998
Supplies	447	-	447	477
Subscriptions	13	-	13	31
Depreciation	667	-	667	903
Loss on disposal of equipment	-	-	-	904
	<u>3,422</u>	<u>-</u>	<u>3,422</u>	<u>5,787</u>
	<u><u>23,477</u></u>	<u><u>1,100</u></u>	<u><u>24,577</u></u>	<u><u>21,724</u></u>

Costs in the first section of the above note have been allocated directly to the charitable activity to which they relate.

The expenditure in the second section of the above note has been apportioned on an income based pro rata basis between incoming resources from generated funds (2008 - 18% (2007 - 23%)) and incoming resources from charitable activities (2008 - 82% (2007 - 77%)).

Depreciation has been apportioned on an income based pro rata basis between café catering and events income (2008 - 19% (2007 - 26%)) and income from membership, room hire and subscriptions (2008 - 81% (2007 - 74%)).

WEST OXFORD COMMUNITY ASSOCIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

6 CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2008 £	2007 £
Wages	19,137	-	19,137	19,827
Hire of equipment	293	-	293	564
Grants made	500	-	500	1,230
Other community activities	-	-	-	1,527
Water rates	864	-	864	181
Depreciation	2,845	-	2,845	2,570
Loss on disposal of equipment	-	-	-	2,574
	23,639	-	23,639	28,473
Telephone	645	-	645	568
Sundries	365	-	365	1,196
Repairs and maintenance	987	-	987	1,061
Publicity	2,255	-	2,255	2,109
Utilities	6,198	-	6,198	6,691
Supplies	2,039	-	2,039	1,596
Subscriptions	60	-	60	105
	12,549	-	12,549	13,326
	36,188	-	36,188	41,799

Costs in the first section of the above note have been allocated directly to the charitable activity to which they relate.

The expenditure in the second section of the above note has been apportioned on an income based pro rata basis between incoming resources from generated funds (2008 - 18% (2007 - 23%)) and incoming resources from charitable activities (2008 - 82% (2007 - 77%)).

Depreciation has been apportioned on an income based pro rata basis between café catering and events income (2008 - 19% (2007 - 26%)) and income from membership, room hire and subscriptions (2008 - 81% (2007 - 74%)).

7 GOVERNANCE COST

	2008 £	2007 £
Insurance	1,226	1,174
Security	208	535
Accountancy	1,739	1,372
Bookkeeping and payroll services	1,195	-
	4,368	3,081
	4,368	3,081

WEST OXFORD COMMUNITY ASSOCIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

8 TANGIBLE ASSETS

	Equipment £
Costs	
At 1 January 2008	34,732
Additions	391
At 31 December 2008	<u>35,123</u>
Accumulated depreciation	
At 1 January 2008	5,801
Charge for year	3,512
At 31 December 2008	<u>9,313</u>
Net book value	
At 1 January 2008	<u>28,931</u>
At 31 December 2008	<u>25,810</u>

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

9 STOCK

	2008 £	2007 £
Café stock	<u>100</u>	<u>100</u>

10 DEBTORS

	2008 £	2007 £
Trade debtors	9,656	3,022
Prepayments and accrued income	720	714
	<u>10,376</u>	<u>3,736</u>

WEST OXFORD COMMUNITY ASSOCIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

11 CREDITORS: amounts falling due within one year

	2008	2007
	£	£
Accruals and deferred income	4,527	5,858

12 INSURANCE COVER

The policy adequately provides cover for the buildings and other assets of the charity. Cover is also held for employer's and public liability.

13 GRANTS

£1,000 (2007 - £1,000) was received from Oxford City Council in support of the annual funday. This amount was used towards the running costs of the funday during the year. During the year the charity also received a grant from Warlands of £100 towards the costs of the funday.

14 MOVEMENTS IN FUNDS

	As at 1 January 2008	Incoming resources	Outgoing resources	Transfers	As at 31 December 2008
	£	£	£	£	£
Unrestricted funds:					
General funds	21,451	66,171	(64,033)	2,580	26,169
Restricted funds:					
Solar panels	23,216	-	-	(2,580)	20,636
Other grants (Note 13)	-	1,100	(1,100)	-	-
	<u>44,667</u>	<u>67,271</u>	<u>(65,133)</u>	<u>-</u>	<u>46,805</u>

Purpose of restricted funds:

The grants received towards the purchase and installation of the solar panels are being amortised to match the depreciation charged in the accounts.

15 RELATED TRUSTEE TRANSACTIONS

£188 of expenditure (2007 - £1,240) relates to Oxford Software Documentation, a company in which M Rush has a controlling interest in connection with the operation of the charity's website: this represents a substantial discount on normal commercial terms. The committee has distributed gifts totalling £240 (2007 - £351) in value to trustee members.

16 POST BALANCE SHEET EVENTS

After the year end a decision was taken by the Trustees to close the café. Costs such as redundancy costs associated with the closure of the café have not been reflected in the accounts for the year ended 31 December 2008.