

WEST OXFORD COMMUNITY ASSOCIATION

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2009**

WEST OXFORD COMMUNITY ASSOCIATION

Charity Registration Number: 304353

**ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2009**

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WEST OXFORD COMMUNITY ASSOCIATION

CHARITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2009

TRUSTEE COMMITTEE MEMBERS

L Muddiman	Chairperson
R Huxley	Deputy chairperson
A Pearson	Secretary
I King	Treasurer – resigned 5 January 2009
S Parry	Treasurer – appointed 2 February 2009
J McMahan	
M Miller	
M Rush	
V Hirsch	

SECRETARY

A Pearson

REGISTERED OFFICE

West Oxford Community Centre
Botley Road
Oxford
OX2 0BT

CHARITY REFERENCE NUMBER

304353

ACCOUNTANTS

Sheila Parry FCCA

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 2009

The trustees present their annual report together with the financial statements of the charity for the year ended 31 December 2009.

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 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 interest 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 (hereafter 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)
A Pearson (Secretary)
I King (Treasurer – resigned 5 January 2009)
S Parry (Treasurer – appointed 2 February 2009)
J McMahon
M Miller
M Rush
V Hirsch

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 2009

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 3 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 the café finances, office staffing 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 3000 bookings in 2009 (very similar to 2008).

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 2009

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:

"Thriving Sustainably" event	£100
Oxfordshire Touring Theatre Company "Rivers Up"	£313
Total	<u>£413</u>

We estimate that approximately 10% of bookings are free or heavily discounted to local and community groups, representing support in the order of £4,000 per annum (2008 - £3,800).

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 has been operated as a community facility. This made a loss of approximately £7,000 in 2008 and in January 2009, the Management Committee made the difficult decision to close it in March 2009. The café closed on 1st May 2009 and the Café Manager was made redundant. In June 2009, the café was advertised for tender and My Life My Choice (MLMC) were the successful applicants. MLMC are a self advocacy group for adults with learning disabilities. The café will re-open in 2010 and MLMC will pay WOCA 10% of their takings in lieu of rent.

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 arrangement continued in 2009.

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 Dawn Williams, a council employee, until November 2009, when she 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 £56,972 at the year end (2008 - £46,805).

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 2009

FUTURE PLANS

The committee anticipates further major changes in 2010.

The departure of Dawn Williams (who worked 1 day a week as centre manager, but was paid by Oxford City Council) has left the office under resourced. The staffing arrangements will be restructured in 2010 to address this issue.

Several user-groups which have benefitted from very low room-hire charges will be reviewed in April 2010 to bring them in line with similar user groups.

All room-hire charges will be reviewed in January 2011.

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

The committee has distributed gifts totalling £220 (2008 – £240) in value to trustee members

Approved by:

L Muddiman
Date 26 April 2010

Chairperson

WEST OXFORD COMMUNITY ASSOCIATION

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2009

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 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 EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2009

TO THE TRUSTEES OF WEST OXFORD COMMUNITY ASSOCIATION

I report on the accounts of the Charity for the year ended 31 December 2009, which are set out in pages 10 - 18.

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 requirements 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 EXAMINER'S 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 EXAMINER'S 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.

John Wilcox
CIPFA
26 April 2010

WEST OXFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2009

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants	13	-	-	-	1,100
Catering		2,454	-	2,454	8,589
Events		-	-	-	1,809
Fundraising		-	-	-	68
Investment income		84	-	84	677
Incoming resources from charitable activities					
Membership subscriptions		835	-	835	671
Room hire		45,814	-	45,814	44,057
Sundries		1,219	-	1,219	
Rent from WO branch of Jericho Health Centre		11,000	-	11,000	10,300
Total incoming resources		61,406	-	61,406	67,271
RESOURCES EXPENDED					
Cost of generating funds	5	9,794	-	9,794	24,577
Charitable activities	6	39,418	-	39,418	36,188
Governance cost	7	2,027	-	2,027	4,368
		51,239	-	51,239	65,133
Net incoming / (outgoing) resources		10,167		10,167	2,138
Transfer between funds		2,580	-2,580	-	-
Net movement in funds		12,747	-2,580	10,167	2,138
Funds brought forward		26,169	20,636	46,805	44,667
Funds carried forward		38,916	18,056	56,972	46,805

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 FOR THE YEAR ENDED 31 DECEMBER 2009

		2009		2008	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	8		22,297		25,810
CURRENT ASSETS					
Stock	9	0		100	
Debtors	10	6,109		10,376	
Cash at bank and in hand		33,250		15,046	
		<u>39,359</u>		<u>25,522</u>	
CREDITORS: Amounts falling due within one year	11	3,509		4,527	
PROVISIONS for liabilities and charges	12	<u>1,175</u>			
NET CURRENT ASSETS			34,675		20,995
NET ASSETS			<u>56,972</u>		<u>46,805</u>
INCOME FUNDS					
General funds	15		38,916		26,169
Restricted funds	15		18,056		20,636
TOTAL FUNDS			<u>56,972</u>		<u>46,805</u>

S Parry
Trustee
Date 26 April 2010

R Huxley
Trustee
Date 26 April 2010

A Pearson
Trustee
Date 26 April 2010

L Muddiman
Trustee
Date 26 April 2010

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

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 Charities 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.

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

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

	2009 £	2008 £
This is stated after charging:		
Accountancy fees	-316	1,739
Bookkeeping and payroll services	225	1,195
Depreciation	3,512	3,512
	<u> </u>	<u> </u>

The negative amount for accountancy fees for 2009 is due to the reversal of an overaccrual of accountancy fees in 2008, and no charge for the preparation of the 2009 accounts.

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 (2008 – 4).

	2009 £	2008 £
Wages and salaries	25,586	29,981
	<u> </u>	<u> </u>

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

5. COST OF GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Gifts	455	-	455	240
Café purchases and stock movement	2,332	-	2,332	6,129
Café wages	6,243	-	6,243	10,844
Events	-	-	-	3,942
	<hr/>	<hr/>	<hr/>	<hr/>
	9,030	-	9,030	21,155
Telephone	16	-	16	142
Sundries	14	-	14	80
Repairs and maintenance	90	-	90	217
Publicity	83	-	83	495
Utilities	281	-	281	1,361
Supplies	101	-	101	447
Subscriptions	3	-	3	13
Depreciation	176	-	176	667
Loss on disposal of equipment	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	764	-	764	3,422
	<hr/>	<hr/>	<hr/>	<hr/>
	9,794	-	9,794	24,577
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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 (2009 – 4% (2008 – 18%)) and incoming resources from charitable activities (2009 – 96% (2008 – 82%)).

Depreciation has been apportioned on an income based pro rata basis between café catering and events income (2009 – 5% (2008 – 19%)) and income from membership, room hire and subscriptions (2009 – 95% (2008 – 81%)).

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Wages	19,342	-	19,342	19,137
Hire of equipment	828	-	828	293
Grants made	413	-	413	500
Other community activities	-	-	-	-
Water rates	1,856	-	1,856	864
Depreciation	3,338	-	3,338	2,845
Loss on disposal of equipment	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	25,777	-	25,777	23,639
Telephones	371	-	371	645
Sundries	321	-	321	365
Repairs and maintenance	2,084	-	2,084	987
Publicity	1,928	-	1,928	2,255
Utilities	6,514	-	6,514	6,198
Supplies	2,352	-	2,352	2,039
Subscription	71	-	71	60
	<hr/>	<hr/>	<hr/>	<hr/>
	13,641	-	13,641	12,549
	<hr/>	<hr/>	<hr/>	<hr/>
	39,418	-	39,418	36,188
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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 (2009 – 4% (2008 – 18%)) and incoming resources from charitable activities (2009 – 96% (2008 – 82%)).

Depreciation has been apportioned on an income based pro rata basis between café catering and events income (2009 – 5% (2008 – 19%)) and income from membership, room hire and subscriptions (2009 – 95% (2008 – 81%)).

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

7. GOVERNANCE COST

	2009 £	2008 £
Insurance	1,443	1,226
Security	676	208
Accountancy	-316	1,739
Bookkeeping and payroll services	225	1,195
	<hr/>	<hr/>
	2,028	4,368
	<hr/> <hr/>	<hr/> <hr/>

8. TANGIBLE ASSETS

	Equipment £
Costs	
At 1 January 2009	35,123
Additions	-
	<hr/>
At 31 December 2009	35,123
	<hr/> <hr/>
Accumulated depreciation	
At 1 January 2009	9,313
Charge for year	3,512
	<hr/>
At 31 December 2009	12,825
	<hr/> <hr/>
Net book value	
At 1 January 2009	25,810
	<hr/> <hr/>
At 31 December 2009	22,298
	<hr/> <hr/>

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

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

9. STOCK

	2009 £	2008 £
Café stock	-	100
	<u> </u>	<u> </u>

The café stock was written down to zero during 2009 after the café closed in April.

10. DEBTORS

	2009 £	2008 £
Trade debtors	5,165	9,656
Prepayments and accrued income	944	720
	<u> </u>	<u> </u>
	6,109	10,376
	<u> </u>	<u> </u>

11. CREDITORS: amounts falling due within one year

	2009 £	2008 £
Accruals and deferred income	3,509	4,527
	<u> </u>	<u> </u>

12. PROVISIONS FOR LIABILITIES AND CHARGES

An amount of £1,175 (2008 - £0) has been included to cover the repair of the centre's piano. The piano was hired from Courtney Pianos and returned in January 2010 at the end of the rental agreement. Considerable damage had occurred to the piano at some point during its stay with the association and this provision should cover the full replacement cost if need be.

13. 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.

WEST OXFORD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

14. GRANTS

£0 (2008 - £1,000) was received from Oxford City Council in support of the annual funday.

15. MOVEMENTS IN FUNDS

	As at 1 January 2009 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 December 2009 £
Unrestricted funds:					
General funds	26,169	61,406	(51,239)	2,580	38,916
Restricted funds:					
Solar panels	20,636	-	-	(2,580)	18,056
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	46,805	61,406	(51,239)	-	56,792
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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.

16. RELATED TRUSTEE TRANSACTIONS

The committee has distributed gifts totalling £220 (2008 – £240) in value to trustee members.

17. POST BALANCE SHEET EVENTS

There have been no significant post balance sheet events.