

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales · Charity number 1049343

Details

Status Registered

Legal form Charitable company

Company number 01785651

Registered 1995-09-21

Register [View on the Charity Commission register](#)

Contact

Address Barton Neighbourhood Centre
Underhill Circus
Headington
Oxford
OX3 9LS

Phone 01865744165

Email SDARBY@OXFORDSHIREWELFARERIGHTS.ORG.UK

Website oxfordshirewelfareights@btck.co.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN THE CITY AND THE COUNTY OF OXFORD, (HEREINAFTER CALLED "THE AREA OF BENEFIT") BY THE ADVANCEMENT OF EDUCATION AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS

Activities: The principle activity of the charity is to provide advice.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** OXFORDSHIRE
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£265,629	£247,248	-	-
2024-03-31	£235,372	£245,943	-	-
2023-03-31	£319,716	£270,387	-	-
2022-03-31	£252,625	£233,733	-	-
2021-03-31	£252,625	£233,733	-	-

Trustees

Name	Role	Appointed
Deborah Mary Scarborough		2023-07-24
NORMAN LYN THOMAS WILLIAMS		
SUSAN HOLDEN		
TERESA CLARE MUNBY		

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales - Charity number 1049343

Accounts



Oxford Community Work Agency LTD

ANNUAL REPORT 2024/2025



SUMMARY OF CONTENT

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Our Service



Barton Advice Centre

Appointments

Tuesday - 9am - 4pm Wednesday - 9am - 4pm
Thursday - 9am - 4pm Friday - 9am - 4pm

Telephone advice (for ALL Oxford City residents)

Monday to Friday 9am - 5pm

Residents outside of Oxford City requiring advice should contact the Oxfordshire Specialist Advice Service on 01865 410660

Oxfordshire Welfare Rights (Appointments by referral only)

Consultancy Telephone Service (for agencies only)

Tuesday - 10am - 1pm
Wednesday - 10am - 1pm
Thursday - 10am - 1pm

Staff Summary for 2024/2025

Sarah Darby

Manager 30 hours

Gary Horne	Head of Debt Casework 17.5 hours
Sophie Keys	Training Developer and Head of Benefits Casework 35 hours
Rosie Keed	Adviser 10 hours per week (15 from Jan 25)
Kim Dall	Debt Caseworker 21 hours per week
Claire Messenger	Benefits Caseworker (21 hours per week from May 2024)

Trustees from April 2023 to March 2024

Lyn Williams Treasurer

Sue Holden MBE

Teresa Munby

Debbie Neil

About us

**Background Information and History of
Oxford Community Work Agency (OCWA)
*Formerly known as the Barton Project***

Oxford Community Work Agency (OCWA) is an independent advice agency operating from the heart of Barton, on the outskirts of Oxford. We have been providing a unique service in Oxfordshire for nearly 40 years. OCWA is an organisation with two distinct parts, working hand in hand:

Barton Advice Centre is a front-line advice service, providing free and independent advice to the Barton community, and surrounding areas. Barton is a large housing estate on the outskirts of Oxford and one of the most deprived areas in Oxford, and among the 20% most deprived areas nationally. We are the first port of call for people who do not know where to turn for advice on everyday issues such as welfare benefits, debt and housing.

Oxfordshire Welfare Rights (OWR) is a specialist service, with expertise in social security law. We are a focal point across the county for organisations who need welfare benefit expertise to support their work. We accept referrals from other organisations (e.g. Citizens Advice Oxford, Social Services, Age UK, NHS) and undertake complex casework and tribunal representation for the whole of Oxfordshire.

Who we help

We work with the most vulnerable members of society, who might otherwise fall through the safety net. Our beneficiaries suffer from multiple levels of deprivation including low educational achievements, high levels of unemployment and low incomes. Illness, disability and mental-health issues are more prevalent than in the population as a whole. Last year two thirds of our beneficiaries suffered from mental and/or physical health issues. We work with people from a range of ethnic minority groups, and a high proportion of people we help are lone parent families.

For most people in Barton, their income has not grown in years, and basic living costs have continued to rise. There is a high level of debt and benefit reliance on the estate. Most are squeezed by cuts to their benefits as a result of austerity and welfare reforms. In this climate, they struggle to get by.

People come to us for advice on what benefits they are entitled to. They come to us to find out how all the current changes to the benefit system will affect their income, particularly Universal Credit. They come to us when they face life-changing circumstances; loss of a job, the death of a spouse, or a new health condition. People seek our advice on whether they have grounds to challenge a benefit decision and to navigate the appeal process, particularly in relation to disability benefits.

People come to us to represent them at tribunal hearings, which they would not be able to face alone. Increasingly, people are coming to us with multiple and more complex issues.

Our service - activities of the charity

Our specialist caseworkers take a multi-pronged approach to improve people's lives. They: -

- maximise income by advising on benefit entitlement and challenging decisions when they are wrong - in the lower and upper tribunal.
- help people find solutions to long-standing debt and financial problems.
- help people remain in their homes rather than being evicted for rent arrears.
- provide a county-wide telephone consultancy for organisations that require specialist input and guidance.
- deliver a programme of training to up-skill staff and volunteers from other organisations so that many more people can receive support.
- give digital support to people who do not have access to a computer or the skills to use them.
- offer resilience sessions for people who need more intensive help in building up their life skills.

By helping people to gain extra resources and manage their money, we help lift people out of poverty. Even when these extra resources are relatively small, they can have a significant impact on a person's quality of life. It enables additional spending on fuel, food, education, recreation and transport. It enables people to participate more fully in society. We regularly obtain feedback from clients. This helps us to capture outcomes that cannot be expressed in numbers, such as reduced stress, improved wellbeing and improved family relations. In a recent survey one beneficiary said: "Without your help I don't think I would have had the confidence or courage to challenge the benefit decision. The process took a lot out of me both physically and mentally, but thanks to you, I can now move forward with my life."

Wider public benefit

As well as helping the individuals concerned, our work has benefits for their families and for society in general. For example, an increase in a parent's income has direct benefits on the lives of their children, and helps to reduce child poverty.

Without timely advice, people's problems often escalate and this can have profound consequences for individuals and their families, as well as a wider cost to society as other services, such as the courts, NHS and Social Services, often take the strain of supporting people whose problems have spiraled out of control.

We work closely with local government and our MP and use our frontline experience to influence social policy for a more equal society.

We are the only advice agency in Barton, and the only specialists in welfare benefits in the whole of Oxfordshire. Our work enables members of society to access their legal rights so they are not denied access to justice. Without us, many people would have

nowhere to go, and Oxfordshire would join the growing landscape of 'advice deserts' around the country.



Mission Statement

OCWA aims to work with individuals and local communities in Oxfordshire to:

- Enable people to obtain their rights
- To empower people to meet their needs and fulfil their responsibilities
- To use this local experience to influence wider social policy in working for a more equal society

Client profile in 2024/25

6 |

61% of clients
were female

75% were living in social housing

36% had dependent children

43% are living on less than £15000 per year

48% were from ethnic minority backgrounds

73% suffered with a disability

84% were of working age

Note from Manager Sarah Darby



I am very pleased to be able to present the Oxford Community Work Agency annual report for 2024/2025.

As always, I would like to start this report by thanking my incredible team for their commitment and hard work over the past year. I am so lucky to work with such an amazing, dedicated group of people.

We were absolutely delighted to have been nominated and won an award for London and Southeast Prestige Award for Wellbeing Non-Profit Organisation of the year 2024!! We had a trip down to Woking to collect the award which now sits proudly on a shelf in our office.

Increased demand for our service continued into 2024/2025. We found ways of adapting and changing the way we worked to keep up with this demand through regular team meetings and external meetings. We don't always get it right, but we are committed in continuing to look at how we manage our service and remain providing high-quality advice and support.

We had a successful year with students provided through the Pro Bono Community based in London and included both Oxford Brookes and Oxford University students. Their assistance was invaluable to our service, and we would like to thank them for the hard work and commitment they brought. We are looking forward to working with new students in the next academic year.

We welcomed a new staff member in May 2024. Claire came to us as a benefits caseworker. She had previously worked for both West Oxfordshire and Oxford City Citizens Advice. We look forward to continuing to work with her.

We were also extremely fortunate to have Carl come to volunteer for us, and he has settled into our team perfectly. I would like to thank our partners and funders for their support over the past year. We look forward to working with you all moving forward.

Lastly, we would not be here if it wasn't for our committed Trustees giving up their time for free and so I would like to thank them for their support throughout 2024/25.



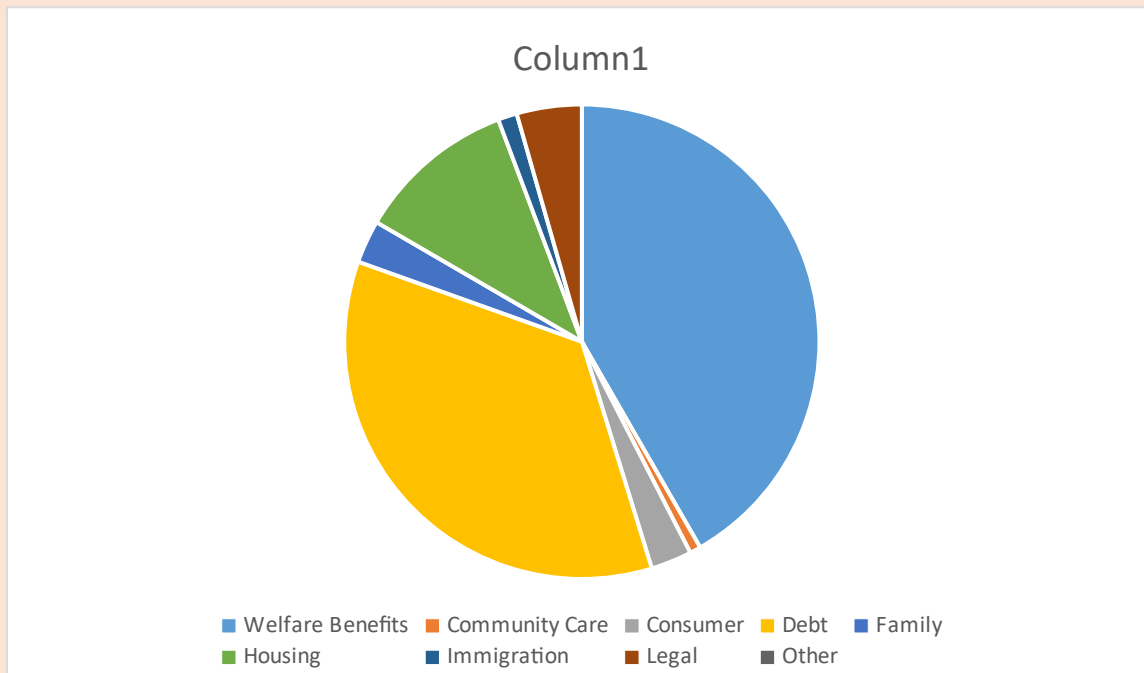
Sarah Darby
Chief Executive Officer

PERFORMANCE

In 2024/25 we provided advice and casework to 2144 people. 1744 of these were for one off advice via face to face, digitally and by telephone. We provided new and on-going casework for complex welfare benefits, debt and housing issues to 400 people.

One off advice

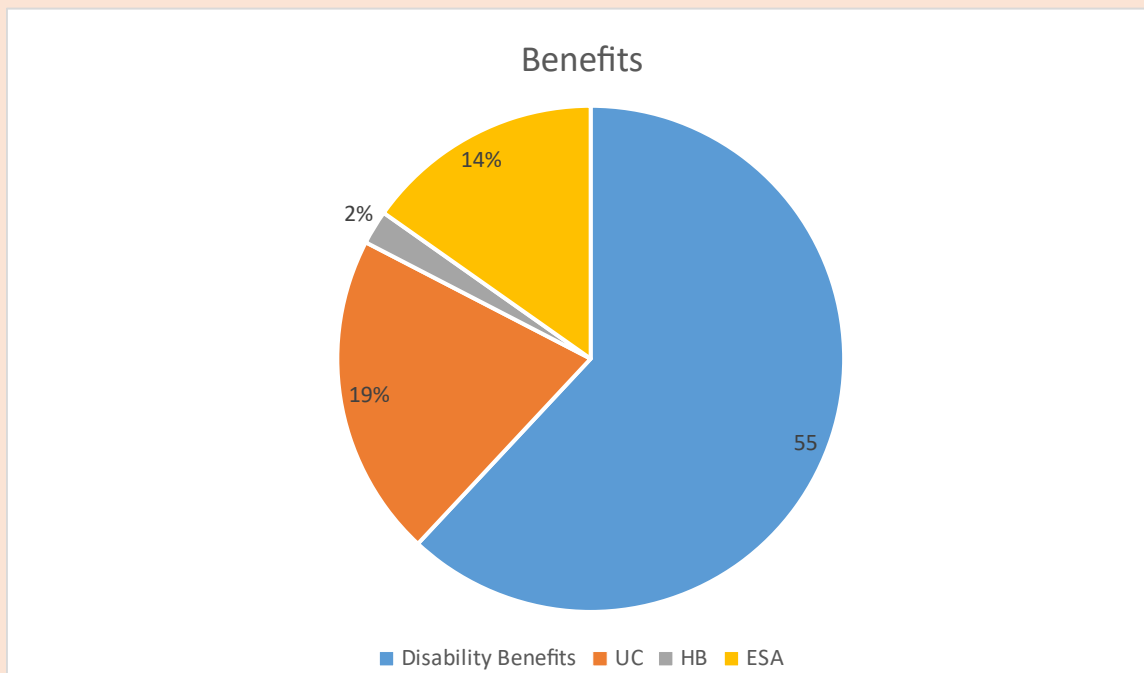
Below is the split of enquiry matters taken on our telephone line, email, face to face and digitally, where advice has been given, or clients have been signposted to more appropriate services. 'Other' enquiries include charity, employment, education and general information.



Tribunal representation 2024/2025

Oxfordshire Welfare Rights attended 41 tribunal hearings between April 2024 and March 2025 with a 91% success rate.

Total financial gains for Oxfordshire residents following actual representation at hearing were **£375,685.95**



The above chart only shows results arising from attendance at appeal tribunal hearings. A further **£1,418,954.30** has been gained through new and repeat claims for benefits and challenges by way of Mandatory Reconsiderations. This means that our total benefit gains for Oxfordshire residents for the period 2024/25 was **£1,794,640.24**

Welfare Benefits Case Study

D came to us in September 2024 after receiving an ESA decision in which she was found not to have limited capability for work. D has significant learning difficulties and was being supported by her sisters. D already had an award of PIP. We appealed the decision and before the case went to Tribunal, D received a letter inviting her to apply for Universal Credit. We asked for an extension to allow for the ESA appeal to be heard at the end of January 25 and this was agreed.

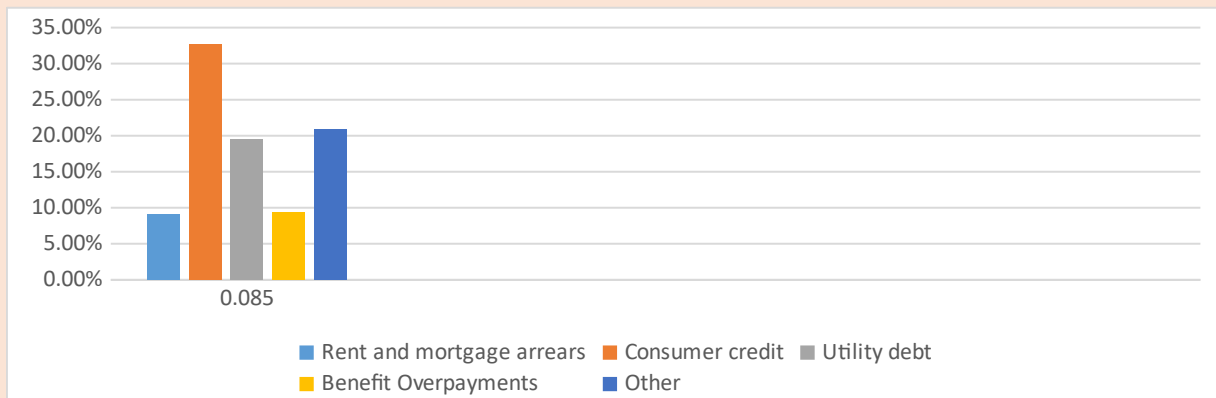
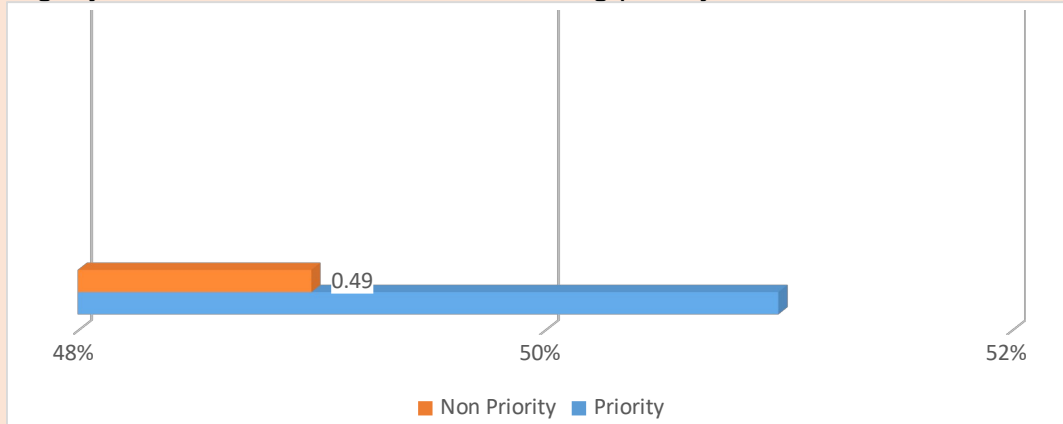
At the beginning of February D received her Tribunal decision which was successful, and she was put into the support group. We requested a breakdown of the payment and noted that there was no Severe Disability Premium being paid, even though D had been living on her own since May 2017 and no one was receiving Carers Allowance for her. As client was due to move over to UC where SDP is not paid unless it was in payment on a legacy benefit (Transitional Protection), we asked for a further extension for D to claim UC and completed an IS10 in order to be paid the SDP.

Universal Credit has now been applied for with the SDP issue running alongside. The case has been escalated to the local MP for resolution. As D was entitled to an SDP from May 2017, she will be entitled to a large back payment when resolved.



Debt

OCWA’s debt specialists assisted with a total of 396 clients with 1012 debt matters between April 2024 and March 2025 with a combined outstanding balance of £1,471,136.30. In contrast to the previous year priority debt overtook non-priority debt slightly in 2024/25 with 51% of debts being priority.



A total of £956,775.95 of debt was written off for clients across the City of Oxford following OCWA’s intervention by March 2025.

We further made charity applications on behalf of 211 residents totaling £30,082.48

Total advice and caseworker financial gains from April 2023 to March 2024

Specialist benefits advice and caseworker gains	£1,794,640.24
Debt gains	£956,775.95
Charity Applications	£30,082.48
Total	£2,781,498.67

Debt Case Study



J is a single parent, working and income topped up with Universal Credit. J has a history of mental health problems, and this was made worse following the death of her father. It is at this time her finances spiralled out of control and debt occurred.

An issue for J was that she had an Amigo loan, and her mother was guarantor. This means that if J failed to pay, Amigo would demand payment from her mother. Having her mother as guarantor was causing considerable distress for J as she struggled to keep up with payments.

We advised J how to challenge her mother's liability. This was because Amigo failed to follow the correct procedures and her mother's name was removed from the agreement.

The debts were causing severe distress for J and she was having to take time off work because of the anxiety of owing rent, council tax arrears and credit. This resulted in loss of income, and we helped Jenny through the month with food shopping vouchers.

Because J had no money to repay the debts and no savings or property, we were able to apply for a Debt Relief Order. This is a form of insolvency which clears all the debts once discharged after twelve months.

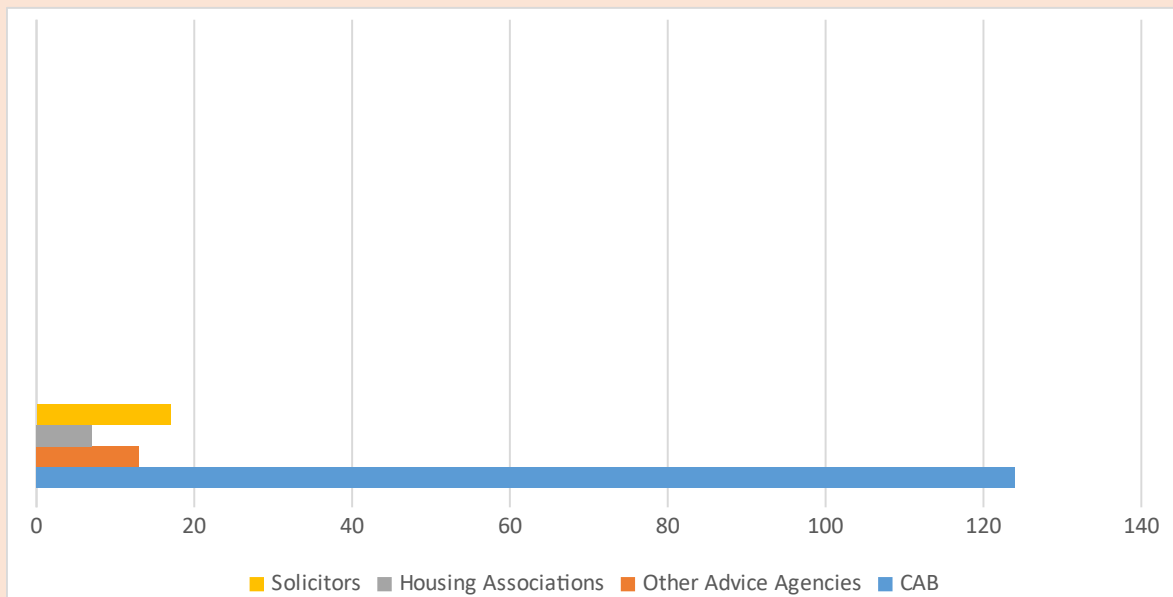
J is now debt free, managing her budget and in a much more stable situation.

Referrals from other service providers

161 clients were referred or signposted to us by other service providers across the County in 2024/25.

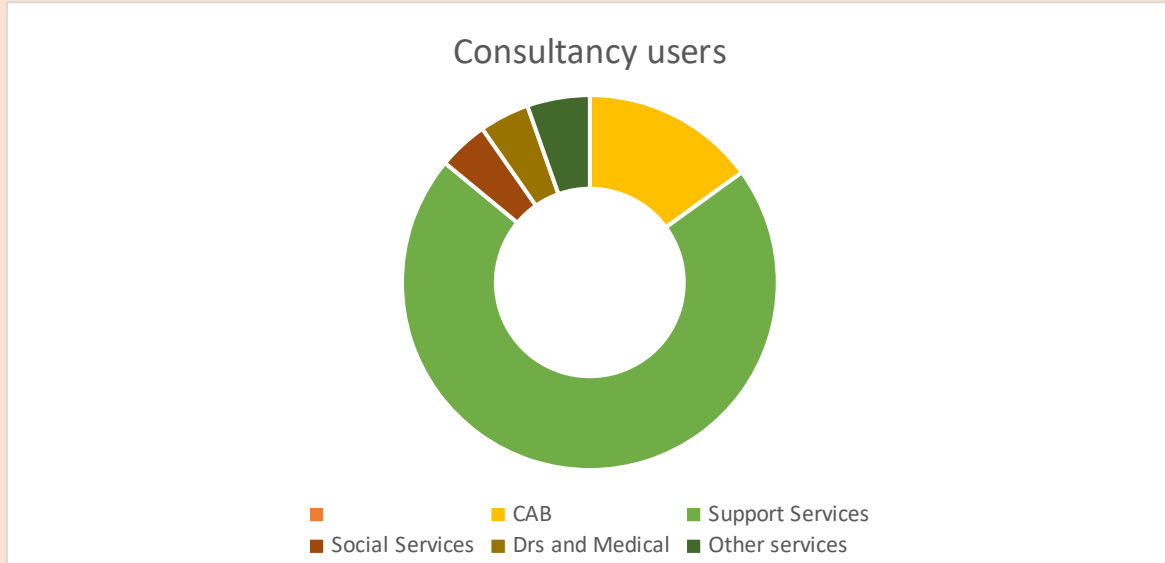
The chart below shows the split of referrals geographically across the county of Oxfordshire.

The five largest referring and signposting agencies are recorded below.

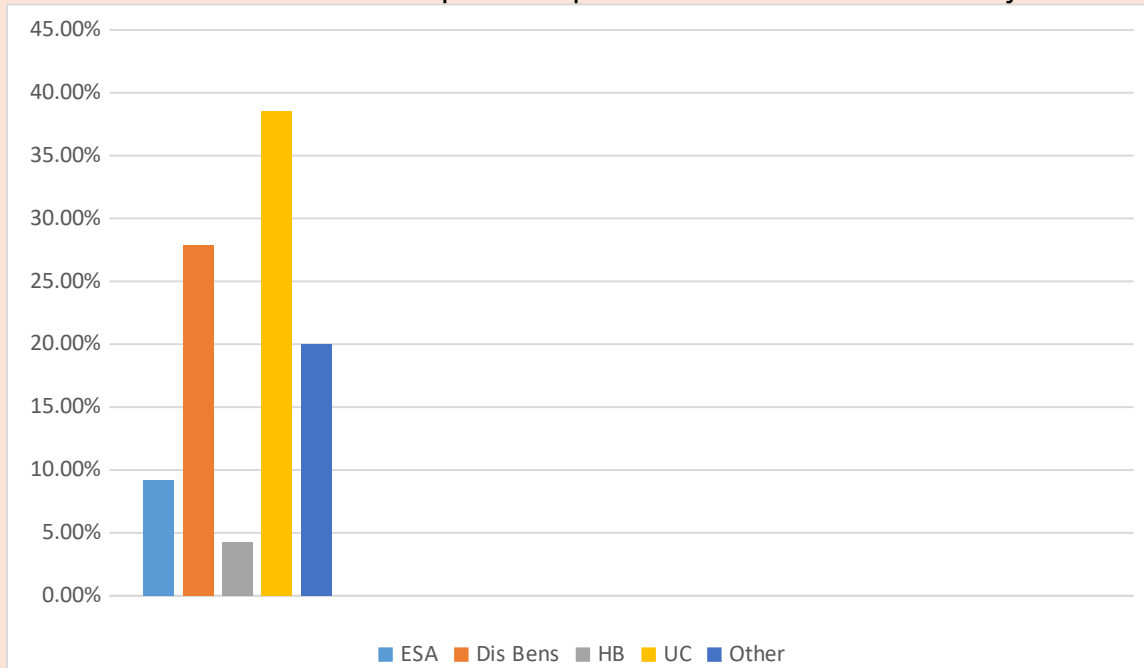


Consultancy Lines

The total number of calls taken from service providers across both Oxfordshire and Pentreath in 2024/25 was 184. The breakdown of providers using our consultancy service were as follows:



Below is a breakdown of the top five enquiries taken on our consultancy line.



Sample Consultancy Queries

Q. 17 yr old disabled student in receipt of Personal Independence Payment (PIP) + Limited Capability for Work (LCW) in place - as cancer patient. Client applied for Universal Credit but was refused. Is this correct?

A. Client is considered a 'qualifying young person' for benefit purposes as she is 17 and doing non-advanced college course. Therefore, there is no Universal Credit entitlement - despite automatic entitlement to LCW (cancer) and PIP. We check any relevant exceptions ie: whether client is estranged from parents or has dropped out of the course due to ill health - and there are none that apply in this instance. Parents can claim UC (if appropriate) and Child Benefit remains in place.

Q. CI is on ESA and PIP. Lives with her brother. Was advised by a support charity to move onto UC. Is this right? Also wants to know if she should ask for her PIP award to be looked at again.

A. Checked circumstances and advised that she is better off staying on ESA until invited to claim UC. Worked out PIP award is Standard Rate Daily Living and Standard Rate Mobility. Advised client to find her award letter to check dates of award. Need to find out how long it is for before considering a supersession.

Q. Client will be made redundant in January and receive £10800. She is a homeowner with a 15yr old child. She wants to start SE business. What might she be entitled to?

A. Possibly Universal Credit but would need to follow all rules on providing income/expenditure. Work would need to be 'genuine and effective'. She may also be eligible for the Council Tax Reduction Scheme once her savings are less than £6k

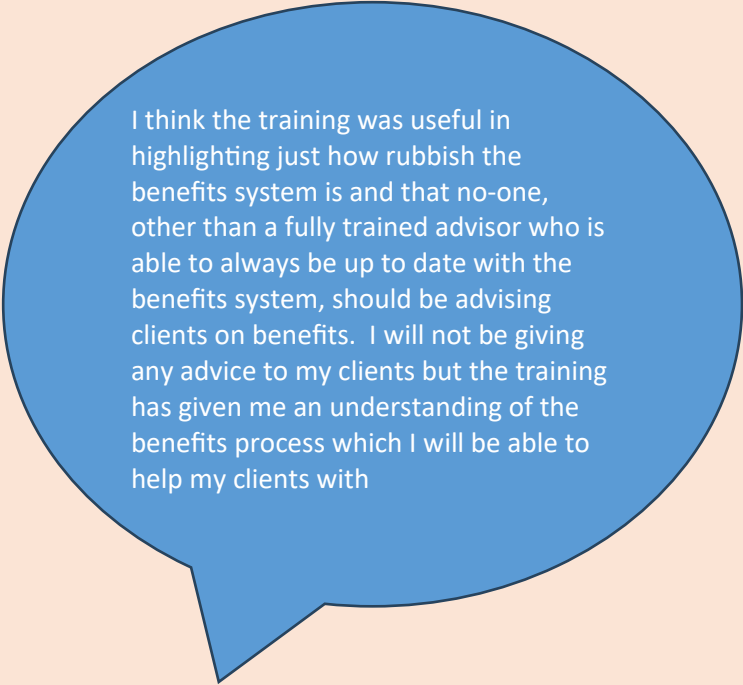


Training

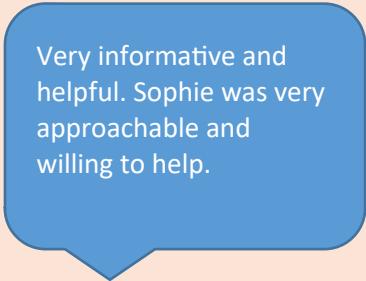
We continued providing digital training for advice and support workers across Oxfordshire and nationally.

Courses delivered were: Introduction to Benefits, Work Capability Assessment, Universal Credit, ESA, Personal Independence Payments, Households and Benefits, Introduction to Advice Work and Mixed Aged Couples.

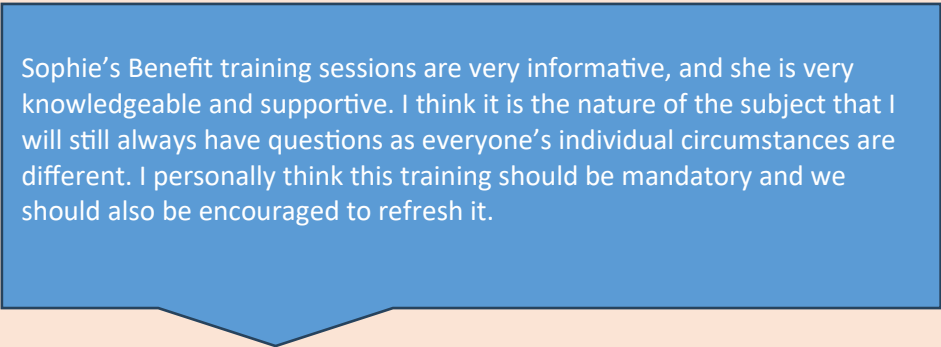
Feedback on training



I think the training was useful in highlighting just how rubbish the benefits system is and that no-one, other than a fully trained advisor who is able to always be up to date with the benefits system, should be advising clients on benefits. I will not be giving any advice to my clients but the training has given me an understanding of the benefits process which I will be able to help my clients with



Very informative and helpful. Sophie was very approachable and willing to help.



Sophie's Benefit training sessions are very informative, and she is very knowledgeable and supportive. I think it is the nature of the subject that I will still always have questions as everyone's individual circumstances are different. I personally think this training should be mandatory and we should also be encouraged to refresh it.

Partnership Working



Thames Water Trust

We continued our partnership with the Agnes Smith Advice Centre to provide advice and applications for assistance funded by the Thames Water Trust.

Oxfordshire Specialist Advice Service/Oxfordshire Advice Partnership

Age UK Oxfordshire, Citizens Advice Oxford, Citizens Advice West Oxfordshire and Oxfordshire Welfare Rights have been working together since 2016 to provide a free, comprehensive, independent advice service.

Our contract for the Oxfordshire Specialist Advice Service (OSAS) ended at the end of October 2024 and after a successful tender, the Oxfordshire Advice Partnership which included past partners and now including Rosehill and Donnington Advice Centre, Agnes Smith Advice Centre and two other district Citizens Advice began at the beginning of November.

The service helps with queries around benefits, money advice, budgeting and other welfare issues, and will link clients into services that can provide further support. This service is free for people to use. It is jointly funded by Adult Social Care and Children, Education and Families, so it is focused on meeting the needs of people living in Oxfordshire who are struggling with their day-to-day lives due to disability or ill health.

During 2024/25 Oxfordshire Welfare Rights assisted Oxfordshire residents with complex benefit issues, including a significantly increased number of upper tribunal cases, securing £647,262.88 of benefits income.



IPS Pentreath

We started working on a project with IPS in Pentreath providing a welfare benefits consultancy service and appeal casework and representation. This project is delivered by one of our remote workers who lives in Cornwall. In 2024/2025 we provided consultancy advice on 105 issues and secured financial gains of £12,772.72. We look forward to continuing our relationship moving forward.

Turpin Miller Solicitors

Laura from Turpin Miller continued to provide housing advice and support from our offices once a fortnight. This has worked well and has meant that our clients have easier access to specialized housing support and advice.



THANK YOU

We would not be able to continue delivering our service if it weren't for funders and other support services. We would like to say thank you to all the organisations who provided us with funding in 2023/24:

Oxford City Council
AgeUK
Thames Water
Bretherton Solicitors
The Oxford City Advice Centre Forum
The Access to Justice Foundation
AdviceUK
Oxfordshire County Council
IPS Pentreath
The Pro Bono Community, London

We would also like to thank the following organisations for the support they gave us in 2024/2025 and look forward to continuing to work with you over the coming year.

JustGlobal
Netteam
In-Reach
Moneyiq

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
6-7 Citibase
New Barclay House
234 Botley Road
Oxford
OX2 0HP

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
6-7 Citibase, New Barclay House
234 Botley Road
Oxford, OX2 0HP

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

The Charity Bank Ltd
Fosse House
182 High Street
Tonbridge TN9 1BE

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2025

The directors submit their report together with the accounts for the year ended 31 March 2025.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No. 1049343 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

S Holden	N L T Williams
T Munby	D Scarborough

The directors are appointed by the members of the company.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £10,570 recorded in 2023-24, the company achieved a surplus of £18,380 in 2024-25. This was due to the receipt of some significant grants, notably one of £64,966 from the Access to Justice Foundation, as well as to continued tightening of controls over expenditure

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £123,000.

Fortunately, due to the surpluses achieved in most recent years, the company's reserves still exceed this figure, now standing at £159,542. The directors are determined to maintain compliance with this reserves policy in future years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

21 October 2025

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

21 October 2025

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Income:						
Fundraising/donations		-	-	16,640	16,640	-
Income from Charitable Activities:						
Grants receivable	1a	235,885	-	-	235,885	230,083
Training and similar income		13,103	-	-	13,103	2,490
Bank/investment interest		-	-	-	-	2,799
Total incoming resources		248,989	-	16,640	265,629	235,372
Expenditure						
Expenditure on Charitable Activities		219,583	876	16,640	237,099	236,019
Governance costs	1b	10,149	-	-	10,149	9,924
Total resources expended		229,732	876	16,640	247,248	245,943
Net movement in funds before transfers		19,256	(876)	-	18,380	(10,570)
Transfers between funds	11	(876)	876	-	-	-
Net income/(expenditure) for the year		18,380	-	-	18,380	(10,570)
Total funds brought forward		141,162	-	-	141,162	151,732
Total funds carried forward		159,542	-	-	159,542	141,162

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2025

	Note	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	6		-		-
Current assets					
Debtors	7	2,631		1,860	
Cash at bank and in hand		<u>172,427</u>		<u>148,029</u>	
		175,058		149,890	
Creditors - amounts falling due within one year	8	<u>15,516</u>		<u>8,728</u>	
Net current assets			<u>159,542</u>		<u>141,162</u>
Total assets less current liabilities			<u>159,542</u>		<u>141,162</u>
Represented by:					
Unrestricted funds					
General		159,542		141,162	
Designated	9	-		-	
Restricted funds					
		<u>-</u>		<u>-</u>	
			<u>159,542</u>		<u>141,162</u>
			<u>159,542</u>		<u>141,162</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 21 October 2025.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2025	2024
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,530</u>	<u>1,620</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

5. Employees' emoluments	2025	2024
	£	£
Salaries	148,087	131,345
Employers' National Insurance	8,222	6,252
Pension contributions	11,669	11,077
	<u>167,978</u>	<u>148,675</u>
The average number of employees during the year was:	<u>6</u>	<u>6</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2024	7,177	52,249	59,426
Additions	-	876	876
Disposals	-	-	-
At 31 March 2025	<u>7,177</u>	<u>53,125</u>	<u>60,302</u>
Depreciation			
At 1 April 2024	7,177	52,249	59,426
Charge for the year	-	876	876
Disposals	-	-	-
At 31 March 2025	<u>7,177</u>	<u>53,125</u>	<u>60,302</u>
Net Book Value			
At 31 March 2025	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2025	2024
	£	£
Prepayments and accrued income	1,500	729
Other debtors	1,131	1,131
	<u>2,631</u>	<u>1,860</u>

8. Creditors - amounts falling due within one year	2025	2024
	£	£
Trade creditors	3,211	3,877
Other creditors	6,500	-
Taxation and social security	4,336	3,441
Accruals	1,470	1,410
	<u>15,516</u>	<u>8,728</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2025 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £16,640, made up of grants from Thames Water.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	876
Expenditure in year	<u>(876)</u>
Net movement in funds	-
Balance brought forward	<u>-</u>
Balance carried forward	<u><u>-</u></u>

The fixed assets fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	-	-
Net current assets	<u>159,542</u>	<u>-</u>	<u>159,542</u>
	<u><u>159,542</u></u>	<u><u>-</u></u>	<u><u>159,542</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2025	2024
	£	£	£	£	£
INCOME					
Access to Justice Foundation	64,966	-	-	64,966	14,672
AdviceUK	-	-	-	-	25,000
Age UK	19,708	-	-	19,708	18,000
Bank interest receivable	971	-	-	971	2,799
Household Support Fund	10,000	-	-	10,000	-
Interest on investments	1,958	-	-	1,958	-
IPS Pentreath	9,181	-	-	9,181	9,181
Oxford City Council grant	109,100	-	-	109,100	137,200
Oxford County Council grant	20,000	-	-	20,000	-
Oxfordshire Community Foundation	-	-	-	-	12,550
Sovereign Vale	-	-	-	-	1,000
Thames Water	-	-	16,640	16,640	12,480
Training and similar income	13,103	-	-	13,103	2,490
	<u>248,988</u>	<u>-</u>	<u>16,640</u>	<u>265,628</u>	<u>235,372</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Bank charges	126	-	-	126	135
Depreciation	-	876	-	876	2,233
Disbursements	9,000	-	-	9,000	10,454
HR Support	2,563	-	-	2,563	5,607
Insurance	2,255	-	-	2,255	3,821
Legal and professional fees	3,154	-	-	3,154	5,226
Photocopying, printing, stationery	2,938	-	-	2,938	12,723
Postage	1,214	-	-	1,214	2,116
Rent and rates	11,148	-	-	11,148	10,125
Repairs, renewals, computing and internet	19,751	-	-	19,751	13,445
Salaries and wages	151,338	-	16,640	167,978	148,675
Service charges	2,988	-	-	2,988	8,080
Subscriptions, books and periodicals	3,979	-	-	3,979	4,234
Sundry costs	1,926	-	-	1,926	2,135
Telephone	4,707	-	-	4,707	3,848
Training and courses	689	-	-	689	941
Travel and subsistence	1,806	-	-	1,806	2,221
<u>Governance costs</u>					
Accountancy and audit	1,530	-	-	1,530	1,620
Bookkeeping	8,619	-	-	8,619	8,304
	<u>229,732</u>	<u>876</u>	<u>16,640</u>	<u>247,248</u>	<u>245,943</u>
	19,256	(876)	-	18,380	(10,570)
Transfers between funds	<u>(876)</u>	<u>876</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for the year	<u>18,380</u>	<u>-</u>	<u>-</u>	<u>18,380</u>	<u>(10,570)</u>

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
6-7 Citibase
New Barclay House
234 Botley Road
Oxford
OX2 0HP

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
6-7 Citibase, New Barclay House
234 Botley Road
Oxford, OX2 0HP

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

The Charity Bank Ltd
Fosse House
182 High Street
Tonbridge TN9 1BE

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2025

The directors submit their report together with the accounts for the year ended 31 March 2025.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No. 1049343 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

S Holden	N L T Williams
T Munby	D Scarborough

The directors are appointed by the members of the company.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £10,570 recorded in 2023-24, the company achieved a surplus of £18,380 in 2024-25. This was due to the receipt of some significant grants, notably one of £64,966 from the Access to Justice Foundation, as well as to continued tightening of controls over expenditure

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £123,000.

Fortunately, due to the surpluses achieved in most recent years, the company's reserves still exceed this figure, now standing at £159,542. The directors are determined to maintain compliance with this reserves policy in future years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

21 October 2025

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

21 October 2025

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Income:						
Fundraising/donations		-	-	16,640	16,640	-
Income from Charitable Activities:						
Grants receivable	1a	235,885	-	-	235,885	230,083
Training and similar income		13,103	-	-	13,103	2,490
Bank/investment interest		-	-	-	-	2,799
Total incoming resources		248,989	-	16,640	265,629	235,372
Expenditure						
Expenditure on Charitable Activities		219,583	876	16,640	237,099	236,019
Governance costs	1b	10,149	-	-	10,149	9,924
Total resources expended		229,732	876	16,640	247,248	245,943
Net movement in funds before transfers		19,256	(876)	-	18,380	(10,570)
Transfers between funds	11	(876)	876	-	-	-
Net income/(expenditure) for the year		18,380	-	-	18,380	(10,570)
Total funds brought forward		141,162	-	-	141,162	151,732
Total funds carried forward		159,542	-	-	159,542	141,162

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2025

	Note	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	6		-		-
Current assets					
Debtors	7	2,631		1,860	
Cash at bank and in hand		<u>172,427</u>		<u>148,029</u>	
		175,058		149,890	
Creditors - amounts falling due within one year	8	<u>15,516</u>		<u>8,728</u>	
Net current assets			<u>159,542</u>		<u>141,162</u>
Total assets less current liabilities			<u>159,542</u>		<u>141,162</u>
Represented by:					
Unrestricted funds					
General		159,542		141,162	
Designated	9	-		-	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>159,542</u>		<u>141,162</u>
			<u>159,542</u>		<u>141,162</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 21 October 2025.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2025	2024
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,530</u>	<u>1,620</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

5. Employees' emoluments	2025	2024
	£	£
Salaries	148,087	131,345
Employers' National Insurance	8,222	6,252
Pension contributions	11,669	11,077
	<u>167,978</u>	<u>148,675</u>
The average number of employees during the year was:	<u>6</u>	<u>6</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2024	7,177	52,249	59,426
Additions	-	876	876
Disposals	-	-	-
At 31 March 2025	<u>7,177</u>	<u>53,125</u>	<u>60,302</u>
Depreciation			
At 1 April 2024	7,177	52,249	59,426
Charge for the year	-	876	876
Disposals	-	-	-
At 31 March 2025	<u>7,177</u>	<u>53,125</u>	<u>60,302</u>
Net Book Value			
At 31 March 2025	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2025	2024
	£	£
Prepayments and accrued income	1,500	729
Other debtors	1,131	1,131
	<u>2,631</u>	<u>1,860</u>

8. Creditors - amounts falling due within one year	2025	2024
	£	£
Trade creditors	3,211	3,877
Other creditors	6,500	-
Taxation and social security	4,336	3,441
Accruals	1,470	1,410
	<u>15,516</u>	<u>8,728</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2025 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £16,640, made up of grants from Thames Water.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	876
Expenditure in year	<u>(876)</u>
Net movement in funds	-
Balance brought forward	<u>-</u>
Balance carried forward	<u><u>-</u></u>

The fixed assets fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	-	-
Net current assets	<u>159,542</u>	<u>-</u>	<u>159,542</u>
	<u><u>159,542</u></u>	<u><u>-</u></u>	<u><u>159,542</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2025	2024
	£	£	£	£	£
INCOME					
Access to Justice Foundation	64,966	-	-	64,966	14,672
AdviceUK	-	-	-	-	25,000
Age UK	19,708	-	-	19,708	18,000
Bank interest receivable	971	-	-	971	2,799
Household Support Fund	10,000	-	-	10,000	-
Interest on investments	1,958	-	-	1,958	-
IPS Pentreath	9,181	-	-	9,181	9,181
Oxford City Council grant	109,100	-	-	109,100	137,200
Oxford County Council grant	20,000	-	-	20,000	-
Oxfordshire Community Foundation	-	-	-	-	12,550
Sovereign Vale	-	-	-	-	1,000
Thames Water	-	-	16,640	16,640	12,480
Training and similar income	13,103	-	-	13,103	2,490
	<u>248,988</u>	<u>-</u>	<u>16,640</u>	<u>265,628</u>	<u>235,372</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Bank charges	126	-	-	126	135
Depreciation	-	876	-	876	2,233
Disbursements	9,000	-	-	9,000	10,454
HR Support	2,563	-	-	2,563	5,607
Insurance	2,255	-	-	2,255	3,821
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Rent and rates	11,148	-	-	11,148	10,125
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Training and courses	689	-	-	689	941
Travel and subsistence	1,806	-	-	1,806	2,221
<u>Governance costs</u>					
Accountancy and audit	1,530	-	-	1,530	1,620
Bookkeeping	8,619	-	-	8,619	8,304
	<u>229,732</u>	<u>876</u>	<u>16,640</u>	<u>247,248</u>	<u>245,943</u>
	19,256	(876)	-	18,380	(10,570)
Transfers between funds	<u>(876)</u>	<u>876</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for the year	<u>18,380</u>	<u>-</u>	<u>-</u>	<u>18,380</u>	<u>(10,570)</u>

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales - Charity number 1049343

Accounts

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
6-7 Citibase
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OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
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9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
6-7 Citibase, New Barclay House
234 Botley Road
Oxford, OX2 0HP

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2024

The directors submit their report together with the accounts for the year ended 31 March 2024.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No. 01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

S Holden	N L T Williams
T Munby	D Scarborough

The directors are appointed by the members of the company.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a surplus of £51,298 achieved in 2022-23, the company recorded a deficit of £10,570 in 2023-24. The company continued to exercise tight control over all areas of expenditure, but the consequent reduction of costs of over £22,000 was insufficient to compensate for the significantly lower level of grants received.

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £123,000.

Fortunately, due to the surpluses achieved in the previous two years, the company's reserves still exceed this figure, now standing at £141,162. The directors are determined to maintain compliance with this reserves policy in future years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

22 October 2024

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

22 October 2024

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted	Total	Total
		General	Designated	Funds	Funds	Funds
		£	£	£	2024	2023
					£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	217,603	-	12,480	230,083	305,554
Training and similar income		2,490	-	-	2,490	13,681
Bank/investment interest		2,799	-	-	2,799	481
Total incoming resources		222,892	-	12,480	235,372	319,716
Expenditure						
Expenditure on Charitable Activities		223,539	-	12,480	236,019	259,331
Governance costs	1b	9,924	-	-	9,924	9,087
Total resources expended		233,463	-	12,480	245,943	268,418
Net movement in funds before transfers		(10,570)	-	-	(10,570)	51,298
Transfers between funds	11	2,233	(2,233)	-	-	-
Net income/(expenditure) for the year		(8,338)	(2,233)	-	(10,570)	51,298
Total funds brought forward		149,499	2,233	-	151,732	100,434
Total funds carried forward		141,162	-	-	141,162	151,732

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2024

	Note	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	6		-		2,233
Current assets					
Debtors	7	1,860		729	
Cash at bank and in hand		<u>148,029</u>		<u>156,206</u>	
		149,890		156,935	
Creditors - amounts falling due within one year	8	<u>8,728</u>		<u>7,435</u>	
Net current assets			<u>141,162</u>		<u>149,499</u>
Total assets less current liabilities			<u><u>141,162</u></u>		<u><u>151,732</u></u>
Represented by:					
Unrestricted funds					
General		141,162		149,499	
Designated	9	-		2,233	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>141,162</u>		<u>151,732</u>
			<u><u>141,162</u></u>		<u><u>151,732</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 22 October 2024.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2024	2023
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,620</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

5. Employees' emoluments	2024	2023
	£	£
Salaries	131,345	125,215
Employers' National Insurance	6,252	5,919
Pension contributions	11,077	10,292
	<u>148,675</u>	<u>141,426</u>
The average number of employees during the year was:	<u>6</u>	<u>6</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2023	7,177	52,249	59,426
Additions	-	-	-
Disposals	-	-	-
	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
At 31 March 2024	7,177	52,249	59,426
Depreciation			
At 1 April 2023	7,177	50,016	57,193
Charge for the year	-	2,233	2,233
Disposals	-	-	-
	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
At 31 March 2024	7,177	52,249	59,426
Net Book Value			
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2023	<u>-</u>	<u>2,233</u>	<u>2,233</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2024	2023
	£	£
Prepayments and accrued income	729	729
Other debtors	1,131	-
	<u>1,860</u>	<u>729</u>

8. Creditors - amounts falling due within one year	2024	2023
	£	£
Trade creditors	3,877	2,833
Other creditors	-	-
Taxation and social security	3,441	3,403
Accruals	1,410	1,200
	<u>8,728</u>	<u>7,435</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2024 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £12,480, made up of grants from Thames Water.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(2,233)
Expenditure in year	<u>-</u>
Net movement in funds	(2,233)
Balance brought forward	<u>2,233</u>
Balance carried forward	<u><u>-</u></u>

The fixed assets fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	-	-
Net current assets	<u>141,162</u>	-	<u>141,162</u>
	<u><u>141,162</u></u>	-	<u><u>141,162</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2024	2023
	£	£	£	£	£
INCOME					
Oxford City Council grant	137,200	-	-	137,200	116,784
Donations	-	-	-	-	4,273
Brethertons	-	-	-	-	1,140
Age UK	18,000	-	-	18,000	18,000
Thames Water	-	-	12,480	12,480	16,637
Household Support Fund	-	-	-	-	65,119
AdviceUK	25,000	-	-	25,000	25,000
Oxfordshire Community Foundation	12,550	-	-	12,550	14,476
Access to Justice Foundation	14,672	-	-	14,672	14,672
IPS Pentreath	9,181	-	-	9,181	9,181
Headway	-	-	-	-	15,772
Sovereign Vale	1,000	-	-	1,000	4,500
Bank interest receivable	2,799	-	-	2,799	481
Training and similar income	2,490	-	-	2,490	13,681
	<u>222,892</u>	<u>-</u>	<u>12,480</u>	<u>235,372</u>	<u>319,716</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	136,195	-	12,480	148,675	141,426
Disbursements	10,454	-	-	10,454	58,010
Travel and subsistence	2,221	-	-	2,221	1,558
Repairs, renewals, computing and internet	13,445	-	-	13,445	8,436
Photocopying, printing, stationery	12,723	-	-	12,723	7,328
Telephone	3,848	-	-	3,848	3,191
Postage	2,116	-	-	2,116	1,356
Insurance	3,821	-	-	3,821	2,079
Subscriptions, books and periodicals	4,234	-	-	4,234	5,740
Rent and rates	10,125	-	-	10,125	11,656
Service charges	8,080	-	-	8,080	6,725
HR Support	5,607	-	-	5,607	3,255
Training and courses	941	-	-	941	605
Bank charges	135	-	-	135	124
Legal and professional fees	5,226	-	-	5,226	2,171
Sundry costs	2,135	-	-	2,135	1,479
Depreciation	2,233	-	-	2,233	3,714
<u>Governance costs</u>					
Bookkeeping	8,304	-	-	8,304	7,887
Accountancy and audit	1,620	-	-	1,620	1,200
	<u>233,463</u>	<u>-</u>	<u>12,480</u>	<u>245,943</u>	<u>268,418</u>
	(10,570)	-	-	(10,570)	51,298
Transfers between funds	<u>2,233</u>	<u>(2,233)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for the year	<u>(8,338)</u>	<u>(2,233)</u>	<u>-</u>	<u>(10,570)</u>	<u>51,298</u>

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales - Charity number 1049343

Accounts

Hurst Consolidated Charity
Annual Report 2022 -2023

Registration Number 1177503

The Charity operates under the Charity Commission Scheme dated:

12th May 2018

The Charity is a Charitable Incorporated Organisation

Trustees 2022 – 2023

Chairman	Mr. E J Edwards
Vice Chairman	Mr. R J Fort
Treasurer/Trustee	Mr. J H Penney
	Mr. G Harper – rep Winnersh Parish Council
	Mr. W Osborne – co-opted
	Mr. W Smith – rep Hurst Parish Council
	Mrs P Wickenden – co-opted

Introduction

The Charity's main purpose is the provision and maintenance of fifteen single and five double units of Almshouse accommodation situated across Hurst (three sites) and Twyford (one site) in the county of Berkshire.

Residents

The Charity currently houses twenty-one residents aged between 27 and 89 years. A long-term resident of 23 years moved to a care home since she was no longer able to live independently.

The Charity provided housing for two new residents.

Richard Harrison Almshouses, London Road, Twyford, built 1660

The communal tv ariel developed a fault causing the loss of tv stations for the residents. A local company was contacted, quickly identifying the fault and repairing to leave the system in operation. The oak paneling in the covered way was treated with linseed oil and the walls limewashed.

William Barker Almshouses, Church Hill, Hurst, built 1664 and 1980

The buttresses have been repointed with lime mortar and bricks replaced as necessary.

Lodge Close Almshouses, Hinton Road, Hurst, built 1960

The main sewer pipe was renewed following several blockages resulting from the existing pipe collapsing. The large oak tree in the grounds showed signs of distress during the extreme heat in the summer months, this was attended to by a local tree surgeon. Following a resident moving to a care home the property underwent complete redecoration with a new kitchen and the bathroom converted into a wet room.

Richard Bigg Almshouses, Hinton Road, Hurst, built 2019

The Charity received the Excellence and Inspiration Award from the Almshouse Association in recognition of an outstanding almshouse project.

Administration

The Charity's quarterly meetings which were suspended due to the pandemic, resumed in July 2022.

The weekly maintenance charge was not increased in order to help residents with the ongoing increase in the cost of living.

To celebrate the Queens Platinum Jubilee the almshouses were decorated with bunting.

Twenty Year 6 school leavers from St Nicholas School, Hurst were presented with bibles as indicated in the will of the late Dame Dorothy Harrison 1664.

All gas boilers were serviced by British Gas and Landlords Safety Certificates issued.

The solar panels at Lodge Close generated a total of 11MWhrs for the year, an all-time record.

Trustees

Mr. Edwards was proposed and elected to serve as Chairman for the coming year 2022-2023

Summary

The Charity continues to provide high quality, affordable housing for local people.

The buildings benefit from regular upgrading and improvement works, along with the day-to-day internal and external maintenance carried out as required.

Grounds are regularly mowed and tended by the Charity's gardener, with residents being encouraged to care for the own flowerbeds.

Clerk to the Trustees Mrs. L M Gladdish
Bridleway Farm
Islandstone Lane, Hurst
Reading, Berkshire RG10 0RJ

Bankers Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall WV1 9DG

Solicitors Field, Seymour, Parkes
The Old Coroners Court
1 London Road
Reading, Berkshire RG1 4QW

Auditor Elsbury's Ltd
Suite 2
1 Kings Ride
Crowthorne, Berkshire RG45 7BF

Architects TP Architects
33a St Lukes Road
Maidenhead, Berkshire SL6 7DN

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
6-7 Citibase
New Barclay House
234 Botley Road
Oxford
OX2 0HP

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
6-7 Citibase, New Barclay House
234 Botley Road
Oxford, OX2 0HP

Bankers

Unity Trust Bank
9 Brindley Place
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Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2023

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The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No. 01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

S Holden
T Munby

N L T Williams

Following the end of the 2022-23 financial year, Debbie Neil was appointed as a director on 26 July 2023.

The directors are appointed by the members of the company.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a surplus of £24,020 achieved in 2021-22, the company recorded a further surplus of £51,298 in 2022-23. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, notably £65,119 from the Household Support Fund and £25,000 from AdviceUK. The company also continued to exercise tight control over all areas of expenditure.

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £135,000.

Fortunately, due to the surpluses achieved in the last two years, the company's reserves now exceed this figure, having reached £151,732. The directors are determined to maintain compliance with this reserves policy in future years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

10 October 2023

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

10 October 2023

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds 2023	Total Funds 2022
		General	Designated	Funds	2023	2022
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	288,917	-	16,637	305,554	183,111
Training and similar income		13,681	-	-	13,681	69,311
Bank/investment interest		481	-	-	481	28
Total incoming resources		303,079	-	16,637	319,716	252,449
Expenditure						
Expenditure on Charitable Activities		242,694	-	16,637	259,331	219,597
Governance costs	1b	9,087	-	-	9,087	8,832
Total resources expended		251,781	-	16,637	268,418	228,429
Net movement in funds before transfers		51,298	-	-	51,298	24,020
Transfers between funds	11	3,714	(3,714)	-	-	-
Net income/(expenditure) for the year		55,011	(3,714)	-	51,298	24,020
Total funds brought forward		94,488	5,947	-	100,434	76,414
Total funds carried forward		149,499	2,233	-	151,732	100,434

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	6		2,233		5,947
Current assets					
Debtors	7	729		2,623	
Cash at bank and in hand		<u>156,206</u>		<u>107,122</u>	
		156,935		109,745	
Creditors - amounts falling due within one year	8	<u>7,435</u>		<u>15,257</u>	
Net current assets			<u>149,499</u>		<u>94,488</u>
Total assets less current liabilities			<u><u>151,732</u></u>		<u><u>100,434</u></u>
Represented by:					
Unrestricted funds	General		149,499		94,488
	Designated		2,233		5,947
Restricted funds			-		-
			<u>151,732</u>		<u>100,434</u>
			<u><u>151,732</u></u>		<u><u>100,434</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 10 October 2023.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2023	2022
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

5. Employees' emoluments	2023	2022
	£	£
Salaries	125,215	123,874
Employers' National Insurance	5,919	5,005
Pension contributions	10,292	12,507
	<u>141,426</u>	<u>141,386</u>
The average number of employees during the year was:	<u>6</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2022	7,177	52,249	59,426
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2022	7,177	46,302	53,479
Charge for the year	-	3,714	3,714
Disposals	-	-	-
At 31 March 2023	<u>7,177</u>	<u>50,016</u>	<u>57,193</u>
Net Book Value			
At 31 March 2023	<u>-</u>	<u>2,233</u>	<u>2,233</u>
At 31 March 2022	<u>-</u>	<u>5,947</u>	<u>5,947</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2023	2022
	£	£
Prepayments and accrued income	729	2,623
Other debtors	-	-
	<u>729</u>	<u>2,623</u>

8. Creditors - amounts falling due within one year	2023	2022
	£	£
Trade creditors	2,833	8,271
Other creditors	-	241
Taxation and social security	3,403	4,237
Accruals	1,200	2,508
	<u>7,435</u>	<u>15,257</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2023 there were 3 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £16,637, made up of grants from Thames Water.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,714)
Expenditure in year	<u>-</u>
Net movement in funds	(3,714)
Balance brought forward	<u>5,947</u>
Balance carried forward	<u><u>2,233</u></u>

The fixed assets fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	2,233	2,233
Net current assets	<u>149,499</u>	<u>-</u>	<u>149,499</u>
	<u><u>149,499</u></u>	<u><u>2,233</u></u>	<u><u>151,732</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2023	2022
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,784	-	-	116,784	116,480
Donations	4,273	-	-	4,273	2,980
Brethertons	1,140	-	-	1,140	1,290
Age UK	18,000	-	-	18,000	18,000
Big Lottery	-	-	-	-	3,827
Thames Water	-	-	16,637	16,637	14,800
Household Support Fund	65,119	-	-	65,119	20,000
AdviceUK	25,000	-	-	25,000	-
Oxfordshire Community Foundation	14,476	-	-	14,476	-
Access to Justice Foundation	14,672	-	-	14,672	-
IPS Pentreath	9,181	-	-	9,181	-
Headway	15,772	-	-	15,772	20,234
Sovereign Vale	4,500	-	-	4,500	4,000
Greensquare HA	-	-	-	-	1,500
Bank interest receivable	481	-	-	481	28
Training and similar income	13,681	-	-	13,681	49,311
	<u>303,079</u>	<u>-</u>	<u>16,637</u>	<u>319,716</u>	<u>252,449</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	124,789	-	16,637	141,426	141,386
Disbursements	58,010	-	-	58,010	28,664
Travel and subsistence	1,558	-	-	1,558	691
Repairs, renewals, computing and internet	8,436	-	-	8,436	6,591
Photocopying, printing, stationery	7,328	-	-	7,328	8,531
Telephone	3,191	-	-	3,191	2,660
Postage	1,356	-	-	1,356	1,006
Insurance	2,079	-	-	2,079	2,194
Subscriptions, books and periodicals	5,740	-	-	5,740	2,388
Rent and rates	11,656	-	-	11,656	10,006
Service charges	6,725	-	-	6,725	4,358
HR Support	3,255	-	-	3,255	2,372
Training and courses	605	-	-	605	377
Bank charges	124	-	-	124	132
Legal and professional fees	2,171	-	-	2,171	13
Sundry costs	1,479	-	-	1,479	3,233
Depreciation	3,714	-	-	3,714	4,952
<u>Governance costs</u>					
Bookkeeping	7,887	-	-	7,887	7,632
Accountancy and audit	1,200	-	-	1,200	1,200
	<u>251,781</u>	<u>-</u>	<u>16,637</u>	<u>268,418</u>	<u>228,429</u>
	51,298	-	-	51,298	24,020
Transfers between funds	3,714	(3,714)	-	-	-
Surplus/(deficit) for the year	<u>55,011</u>	<u>(3,714)</u>	<u>-</u>	<u>51,298</u>	<u>24,020</u>

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
6-7 Citibase
New Barclay House
234 Botley Road
Oxford
OX2 0HP

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
6-7 Citibase, New Barclay House
234 Botley Road
Oxford, OX2 0HP

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2023

The directors submit their report together with the accounts for the year ended 31 March 2023.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No. 01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

S Holden
T Munby

N L T Williams

Following the end of the 2022-23 financial year, Debbie Neil was appointed as a director on 26 July 2023.

The directors are appointed by the members of the company.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a surplus of £24,020 achieved in 2021-22, the company recorded a further surplus of £51,298 in 2022-23. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, notably £65,119 from the Household Support Fund and £25,000 from AdviceUK. The company also continued to exercise tight control over all areas of expenditure.

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £135,000.

Fortunately, due to the surpluses achieved in the last two years, the company's reserves now exceed this figure, having reached £151,732. The directors are determined to maintain compliance with this reserves policy in future years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

10 October 2023

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'Andrew Churchill Stone', with a stylized flourish at the end.

A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

10 October 2023

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds	Total Funds
		General	Designated	Funds	2023	2022
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	288,917	-	16,637	305,554	183,111
Training and similar income		13,681	-	-	13,681	69,311
Bank/investment interest		481	-	-	481	28
Total incoming resources		303,079	-	16,637	319,716	252,449
Expenditure						
Expenditure on Charitable Activities		242,694	-	16,637	259,331	219,597
Governance costs	1b	9,087	-	-	9,087	8,832
Total resources expended		251,781	-	16,637	268,418	228,429
Net movement in funds before transfers		51,298	-	-	51,298	24,020
Transfers between funds	11	3,714	(3,714)	-	-	-
Net income/(expenditure) for the year		55,011	(3,714)	-	51,298	24,020
Total funds brought forward		94,488	5,947	-	100,434	76,414
Total funds carried forward		149,499	2,233	-	151,732	100,434

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	6		2,233		5,947
Current assets					
Debtors	7	729		2,623	
Cash at bank and in hand		<u>156,206</u>		<u>107,122</u>	
		156,935		109,745	
Creditors - amounts falling due within one year	8	<u>7,435</u>		<u>15,257</u>	
Net current assets			<u>149,499</u>		<u>94,488</u>
Total assets less current liabilities			<u><u>151,732</u></u>		<u><u>100,434</u></u>
Represented by:					
Unrestricted funds	General		149,499		94,488
	Designated		2,233		5,947
Restricted funds			-		-
			<u>151,732</u>		<u>100,434</u>
			<u><u>151,732</u></u>		<u><u>100,434</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 10 October 2023.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2023	2022
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

5. Employees' emoluments	2023	2022
	£	£
Salaries	125,215	123,874
Employers' National Insurance	5,919	5,005
Pension contributions	10,292	12,507
	<u>141,426</u>	<u>141,386</u>
The average number of employees during the year was:	<u>6</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2022	7,177	52,249	59,426
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2022	7,177	46,302	53,479
Charge for the year	-	3,714	3,714
Disposals	-	-	-
At 31 March 2023	<u>7,177</u>	<u>50,016</u>	<u>57,193</u>
Net Book Value			
At 31 March 2023	<u>-</u>	<u>2,233</u>	<u>2,233</u>
At 31 March 2022	<u>-</u>	<u>5,947</u>	<u>5,947</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2023	2022
	£	£
Prepayments and accrued income	729	2,623
Other debtors	-	-
	<u>729</u>	<u>2,623</u>

8. Creditors - amounts falling due within one year	2023	2022
	£	£
Trade creditors	2,833	8,271
Other creditors	-	241
Taxation and social security	3,403	4,237
Accruals	1,200	2,508
	<u>7,435</u>	<u>15,257</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2023 there were 3 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £16,637, made up of grants from Thames Water.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,714)
Expenditure in year	<u>-</u>
Net movement in funds	(3,714)
Balance brought forward	<u>5,947</u>
Balance carried forward	<u><u>2,233</u></u>

The fixed assets fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	2,233	2,233
Net current assets	<u>149,499</u>	<u>-</u>	<u>149,499</u>
	<u><u>149,499</u></u>	<u><u>2,233</u></u>	<u><u>151,732</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2023	2022
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,784	-	-	116,784	116,480
Donations	4,273	-	-	4,273	2,980
Brethertons	1,140	-	-	1,140	1,290
Age UK	18,000	-	-	18,000	18,000
Big Lottery	-	-	-	-	3,827
Thames Water	-	-	16,637	16,637	14,800
Household Support Fund	65,119	-	-	65,119	20,000
AdviceUK	25,000	-	-	25,000	-
Oxfordshire Community Foundation	14,476	-	-	14,476	-
Access to Justice Foundation	14,672	-	-	14,672	-
IPS Pentreath	9,181	-	-	9,181	-
Headway	15,772	-	-	15,772	20,234
Sovereign Vale	4,500	-	-	4,500	4,000
Greensquare HA	-	-	-	-	1,500
Bank interest receivable	481	-	-	481	28
Training and similar income	13,681	-	-	13,681	49,311
	<u>303,079</u>	<u>-</u>	<u>16,637</u>	<u>319,716</u>	<u>252,449</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	124,789	-	16,637	141,426	141,386
Disbursements	58,010	-	-	58,010	28,664
Travel and subsistence	1,558	-	-	1,558	691
Repairs, renewals, computing and internet	8,436	-	-	8,436	6,591
Photocopying, printing, stationery	7,328	-	-	7,328	8,531
Telephone	3,191	-	-	3,191	2,660
Postage	1,356	-	-	1,356	1,006
Insurance	2,079	-	-	2,079	2,194
Subscriptions, books and periodicals	5,740	-	-	5,740	2,388
Rent and rates	11,656	-	-	11,656	10,006
Service charges	6,725	-	-	6,725	4,358
HR Support	3,255	-	-	3,255	2,372
Training and courses	605	-	-	605	377
Bank charges	124	-	-	124	132
Legal and professional fees	2,171	-	-	2,171	13
Sundry costs	1,479	-	-	1,479	3,233
Depreciation	3,714	-	-	3,714	4,952
	<u>251,781</u>	<u>-</u>	<u>16,637</u>	<u>268,418</u>	<u>228,429</u>
	51,298	-	-	51,298	24,020
Transfers between funds	3,714	(3,714)	-	-	-
Surplus/(deficit) for the year	<u>55,011</u>	<u>(3,714)</u>	<u>-</u>	<u>51,298</u>	<u>24,020</u>

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales - Charity number 1049343

Accounts



Oxford Community Work Agency

ANNUAL REPORT 2021/2022



SUMMARY OF CONTENT

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2. Our Service
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17. Training
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Our Service



Barton Advice Centre

Appointments

Tuesday - 9am - 4pm Wednesday - 9am - 4pm

Thursday - 9am - 4pm Friday - 9am - 4pm

Telephone advice (for ALL Oxford City residents)

Monday to Friday 9am - 5pm

Residents outside of Oxford City requiring advice should contact the Oxfordshire Specialist Advice Service on 01865 410660

Oxfordshire Welfare Rights (Appointments by referral only)

Consultancy Telephone Service (for agencies only)

Tuesday - 10am - 1pm

Wednesday - 10am - 1pm

Thursday - 10am - 1pm

Staff Summary for 2021/2022

Sarah Darby Manager 35 hours

Peter Turville Senior Caseworker 17.5 hours (until March 22)

Nick Turnill Welfare Benefits Caseworker 28 hours

Gary Horne Debt Caseworker 17.5 hours

Mina Katouzian Adviser and Admin 14 hours

Laura Harris-Steers Welfare Benefits Caseworker 28 hours

Sophie Keys Training Developer 14 hours

Trustees from April 2021 to March 2022

Lyn Williams

Treasurer

Sue Holden MBE

Barton Community Association

Teresa Munby

Ruskin College

About us

Background Information and History of Oxford Community Work Agency (OCWA) *Formerly known as the Barton Project*

Oxford Community Work Agency (OCWA) is an independent advice agency operating from the heart of Barton, on the outskirts of Oxford. We have been providing a unique service in Oxfordshire for more than thirty-five years. OCWA is an organisation with two distinct parts, working hand in hand:

Barton Advice Centre is a front-line advice service, providing free and independent advice to the Barton community, and surrounding areas. Barton is a large housing estate on the outskirts of Oxford and one of the most deprived areas in Oxford, and among the 20% most deprived areas nationally. We are the first port of call for people who do not know where to turn for advice on everyday issues such as welfare benefits, debt and housing.

Oxfordshire Welfare Rights (OWR) is a specialist service, with expertise in social security law. We are a focal point across the county for organisations who need welfare benefit expertise to support their work. We accept referrals from other organisations (e.g. Citizens Advice Oxford, Social Services, Age UK, NHS) and undertake complex casework and tribunal representation for the whole of Oxfordshire.

Who we help

We work with the most vulnerable members of society, who might otherwise fall through the safety net. Our beneficiaries suffer from multiple levels of deprivation including low educational achievements, high levels of unemployment and low incomes. Illness, disability and mental-health issues are more prevalent than in the population as a whole. Last year

two thirds of our beneficiaries suffered from mental and/or physical health issues. We work with people from a range of ethnic minority groups, and a high proportion of people we help are lone parent families.

For most people in Barton, their income has not grown in years, and basic living costs have continued to rise. There is a high level of debt and benefit reliance on the estate. Most are squeezed by cuts to their benefits as a result of austerity and welfare reforms. In this climate, they struggle to get by.

People come to us for advice on what benefits they are entitled to. They come to us to find out how all the current changes to the benefit system will affect their income, particularly Universal Credit. They come to us when they face life-changing circumstances; loss of a job, the death of a spouse, or a new health condition. People seek our advice on whether they have grounds to challenge a benefit decision and to navigate the appeal process, particularly in relation to disability benefits.

People come to us to represent them at tribunal hearings, which they would not be able to face alone. Increasingly, people are coming to us with multiple and more complex issues.

Our service - activities of the charity

Our specialist caseworkers take a multi-pronged approach to improve people's lives. They: -

- maximise income by advising on benefit entitlement and challenging decisions when they are wrong - in the lower and upper tribunal.
- help people find solutions to long-standing debt and financial problems.
- help people remain in their homes rather than being evicted for rent arrears.
- provide a county-wide telephone consultancy for organisations that require specialist input and guidance.
- deliver a programme of training to up-skill staff and volunteers from other organisations so that many more people can receive support.
- give digital support to people who do not have access to a computer or the skills to use them.
- offer resilience sessions for people who need more intensive help in building up their life skills.

By helping people to gain extra resources and manage their money, we help lift people out of poverty. Even when these extra resources are relatively small, they can have a significant impact on a person's quality of life. It enables additional spending on fuel, food, education, recreation and transport. It enables people to participate more fully in society. We regularly obtain feedback from clients. This helps us to capture outcomes that cannot be expressed in numbers, such as reduced stress, improved wellbeing and improved family relations. In a recent survey one beneficiary said: "Without your help I don't think I would have had the confidence or courage to challenge the benefit decision. The process took a lot out of me both physically and mentally, but thanks to you, I can now move forward with my life."

Wider public benefit

As well as helping the individuals concerned, our work has benefits for their families and for society in general. For example, an increase in a parent's income has direct benefits on the lives of their children, and helps to reduce child poverty.

Without timely advice, people's problems often escalate and this can have profound consequences for individuals and their families, as well as a wider cost to society as other services, such as the courts, NHS and Social Services, often take the strain of supporting people whose problems have spiraled out of control.

We work closely with local government and our MP and use our frontline experience to influence social policy for a more equal society.

For example, in 2017/18 we responded to the Social Security Advisory Committee's consultation on the proposal to move claimants from existing benefits to Universal Credit.

We also responded to the Department of Work and Pensions' committee enquiry on the assessments used for disability benefits.

We are the only advice agency in Barton, and the only specialists in welfare benefits in the whole of Oxfordshire. Our work enables members of society to access their legal rights so they are not denied access to justice. Without us, many people would have nowhere to go, and Oxfordshire would join the growing landscape of 'advice deserts' around the country.



Mission Statement

OCWA aims to work with individuals and local communities in Oxfordshire to:

- Enable people to obtain their rights
- To empower people to meet their needs and fulfil their responsibilities
- To use this local experience to influence wider social policy in working for a more equal society

Client profile in 2021/22

62% of clients were female

67% were living in social housing

32% were from ethnic minority backgrounds

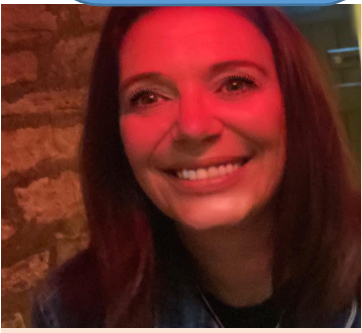
81% were of working age

27% had dependent children

76% are living on less than £15000 per year

89% suffered with a disability

No contact with Sarah Darby



I am very pleased to be able to present Oxford Community Work Agencies annual report for 2021/2022.

I would like to start this report by thanking my team for their commitment and hard work over the past year. An organisation is only as good as the team it has and I am happy to be working with the best.

We lost our longest standing member of staff at the end of March 2022. Peter Turville has worked at OCWA for over 30 years sharing his vast experience with both OCWA staff and other advice and support workers across Oxfordshire. Although we are sorry to see him go, we wish him many happy days spent on the canals and steam trains and obviously spending time with his family.

We said hello to a new volunteer, Rosie, who has become an integral part of our team. Rosie's work includes filling out forms and giving basic advice over the telephone.

Coming out of the pandemic and with the cost of living increasing, we saw started to see an increase in people accessing our service for support. This is set to increase over the coming year with further rises in energy, food and fuel costs. With cuts to our funding we are going to be spending the coming year looking at how we cope with rising demand to ensure that everyone has access to our service.

We worked with Oxford City Council who provided us with Winter Support Grant funding. This money was used to provide food and fuel vouchers for those struggling to meet the costs; White goods, such as cookers, Fridge Freezers and washing machines and beds for those who needed them. We assisted over 100 people to access over £30,000 of funding.

Coming out of the pandemic made us think about where we were heading as an organisation, how we needed to increase the services we could offer and how we could make a client journey much easier and still be able to help more clients. With funding from AB Charitable we were able to start working with a consultant looking at the possibility of becoming a law centre which covered the whole of Oxfordshire. We have engaged with many people throughout this process including funders, local MP's and partner organisations and I am happy to say that this process continues with the hope of putting in our application early next year. This is a very exciting time for us and we look forward to being able to update you in due course.

We would like to thank our Board of Directors for their support throughout 2021/22 and once again special thanks goes to our team of advisers and caseworkers for their commitment and dedication.

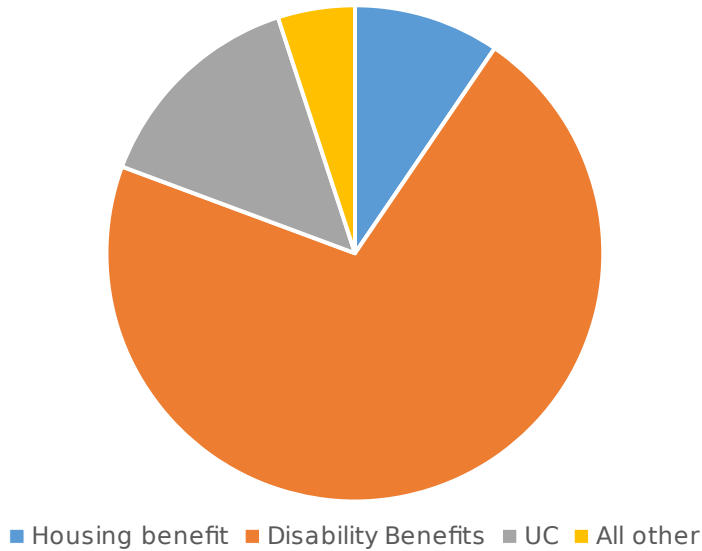
PERFORMANCE

Tribunal representation 2021/2022

Oxfordshire Welfare Rights attended 32 tribunal hearings between April 2021 and March 2022 with an 81% success rate.

Total financial gains for Oxfordshire residents following actual representation at hearing was **£184,357.06**

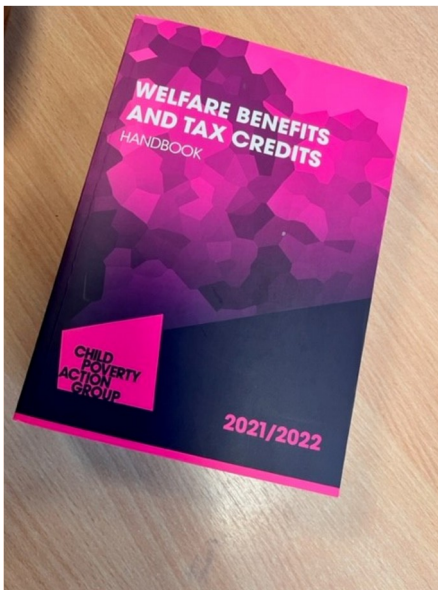
Benefits



All our hearings were conducted either by telephone or video link.

The above chart only shows results arising from attendance at appeal tribunal hearings. A further **£1,011 387.96** has been gained through new and repeat claims for benefits and challenges by way of Mandatory Reconsiderations. This means that our total benefit gains for Oxfordshire residents for the period 2020/21 was **£1,195,745.02**

Welfare Benefits Case Study



Our clients Income Support ceased due to Carers Allowance being stopped when her son's Disability Living Allowance was reduced from middle rate care to lower rate care.

We assisted her son with an appeal against the decision and higher rate care was awarded until 2023. We advised the client that as long as she hadn't claimed universal credit (UC), we could see no reason why Income Support could not change the decision and start paying her again. She advised that she hadn't made a claim for UC.

We discussed the risks of making a claim for UC such as not being able to receive Income support and also that her Tax Credits and housing benefit would stop.

We helped our client make a Mandatory Reconsideration Request against the decision on the following grounds;

'Please note that no claim for universal credit has been made.'

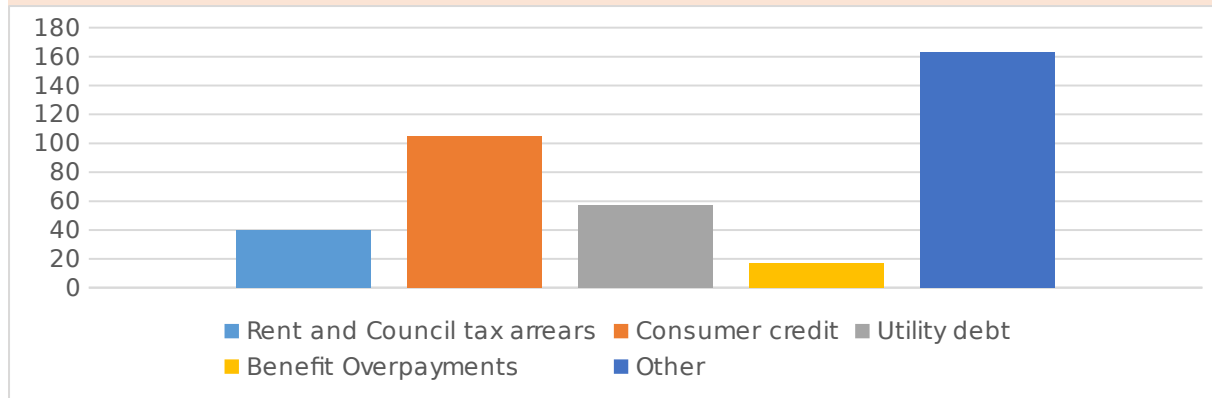
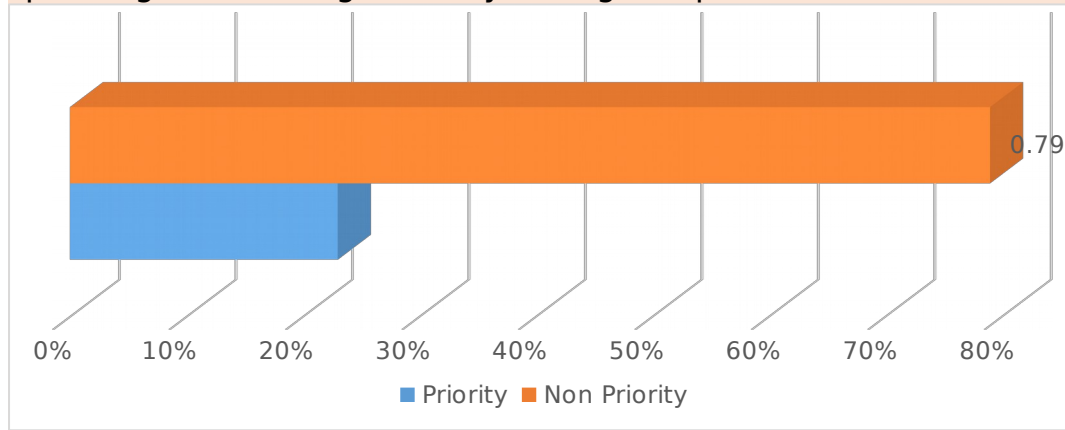
The award of income support was terminated because Miss Loveridge's award of carers allowance was terminated when the award of DLA disability living allowance for the person she cared for was reduced. The DLA decision was shown to be an error on appeal, and carers allowance has been reinstated, giving continuous entitlement to date. The decision to supersede and end entitlement to income support was therefore erroneous and should be revised'

Our client received the MRN advising that the decision was upheld due to the fact that there had been a change of circumstances in that our client had not been in receipt of a qualifying benefit and that they couldn't re-open the Income Support Claim. An appeal was made against this decision citing the relevant caselaw on a change in circumstance and enclosing an Upper Tribunals decision on a recent case which mirrored our clients. The Panel accepted this argument and Income Support was put back into payment.

Debt

OCWA's debt specialist assisted with a total of 822 debt matters between April 2021 and March 2022 with a combined outstanding balance of £833,781.38. We saw Credit card

spending increase significantly during this period.



A total of £472,484.18 of debt was written off for clients across the City of Oxford following OCWA’s intervention.

Total advice and caseworker gains from April 2021 to March 2022

Specialist benefits advice and caseworker gains	£1,195,745.02
Debt write offs	£472,484.18
Total	£1,668,229.20

Debt Case Study

Jasmin is 55 years old. She suffers with severe arthritis, lives alone in council rented property. Her Universal Credit has been sanctioned for the second time because she failed to attend an interview. UC is her only income.

Jasmin was rehoused by the council following a violent relationship. Her violent ex-partner is now in prison and he does not know where she lives. She previously worked and she paid into a pension scheme. The pension pot is valued at £15K.

She has council and rent arrears. The council have told her if she does not deal with the arrears then in two weeks they will apply for a possession order. Enforcement Agents are collecting for council tax arrears. Jasmin has not paid her water bill for three years. She is always exceeding her £1K overdraft. Jasmin owes on catalogues, credit cards and a loan of £11K. Overall her debt amounts to £26K. She is paying the loan and one of the catalogues, but not the others.

Jasmin has no savings or assets other than her car. Her car is worth £3.5K, but it was valued two years ago and since then the gears have started to slip, black smoke emits from the exhaust and she hit a wall which has dented the side.

Issues considered / action taken

- Refer to welfare rights. They checked if the sanctions could be challenged and checked benefits. They also checked if Jasmin had any money for food and fuel and looked at Hardship payments, vouchers, charities.
- Advised Jasmin needs to change her bank account. Explained that she needed a basic account with a bank she does not owe money.
- We informed the council that she is receiving help to deal with debt and asked for a hold.
- Placed debts onto Breathing Space which would place the Enforcement Action on hold for two months.

Explained her options

- Maintain contractual payments. Debts are in default. Consolidate. Given amount required and in default this is not viable.
- Make reduced / nominal payments.
- Insolvency
- Admin Order is not possible as debts exceed the £5K limit
- DRO is possible
- Bankruptcy - This is an option but will cost £680.
- IVA - Not possible as no disposable income.

A DRO is the most viable option. But would need to look at:

- Car - have the car independently valued as likely to be worth less than £2K due to repair issues

- Pension - check its value and if any other pensions. As Jasmin is age 55, she can access her pensions. If the value of the pension exceeds the total debt amount, then she is not effectively insolvent.



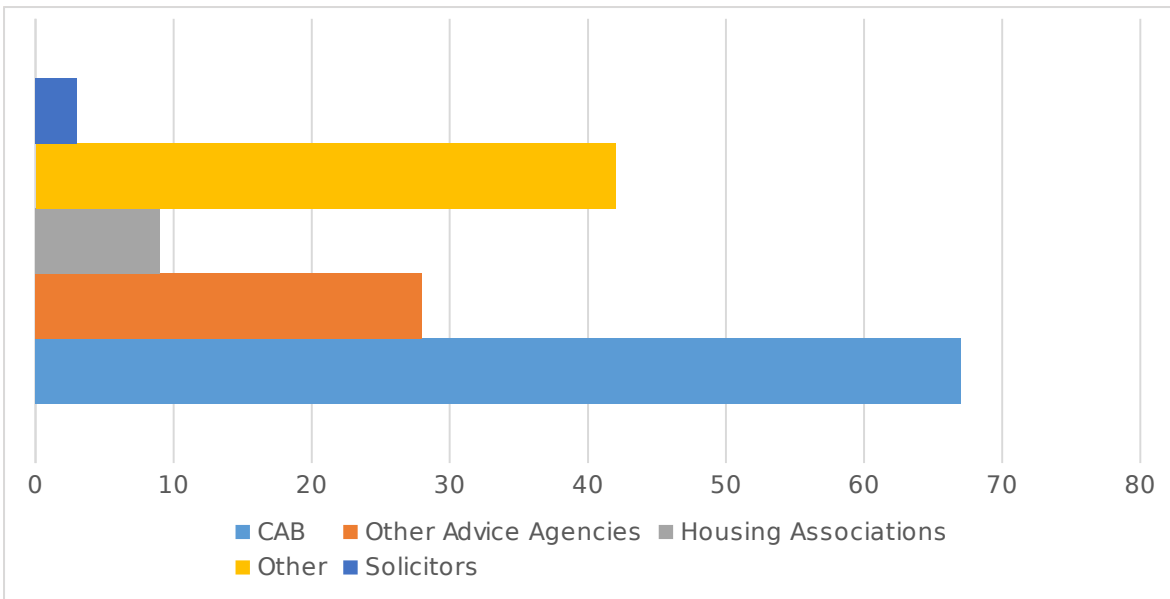
Referrals from other service providers

Throughout 2020/21 OCWA advised a total of 1356 people both by telephone and face to face. 468 of these contacts resulted in significant casework being undertaken.

Of these 201 clients were referred or signposted to us by other service providers across the County.

The chart below shows the split of referrals geographically across the county of Oxfordshire.

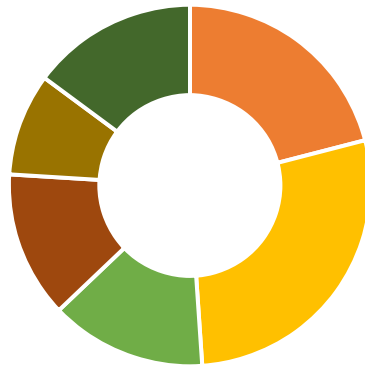
The five largest referring and signposting agencies are recorded below.



Oxfordshire Consultancy Line

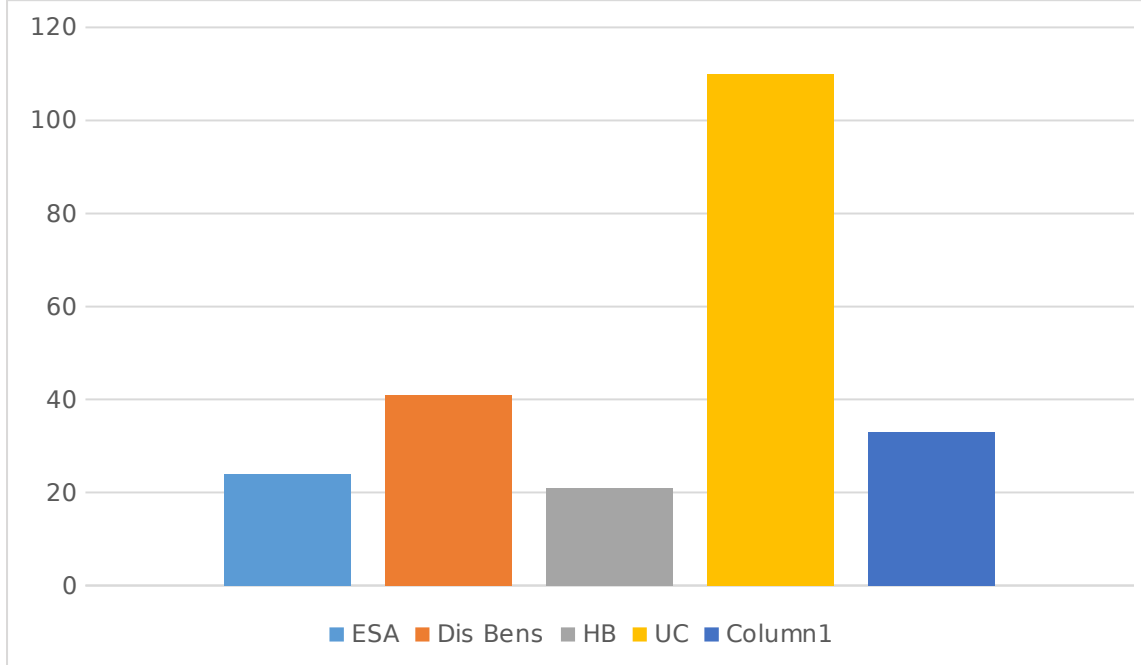
The total number of calls taken from service providers across the county in 2021/22 was 229. The breakdown of providers using our consultancy service was as follows:

Consultancy users



■ Other advice Agencies ■ CAB ■ Support Services
■ Social Services ■ Housing Associations ■ Other services

Below is a breakdown of the top five enquiries taken on our consultancy line.



Sample Consultancy Queries

Q. 62-year-old man with long covid and a string of medical conditions as a result was refused PIP in August, MR done and the agency were waiting for a decision. Meanwhile their client had a stroke. Is this a change of circumstances (CoC) and should they do a supersession?

A. We advised that there is no award to supersede. CoCs after date of decision would be a new claim. Advised to get a new form and PIP may be payable once the 3-month back period is satisfied. Meanwhile the Reconsideration continues on the old claim, and MRN enables appeal if refused again and conditions satisfied.

Q. Housing Benefit OP incurred by late partner. The local Authority intends to recover from client who is now claiming single pension-age Housing Benefit and Pension Credit.

A. Advised they can't on these facts - they are no longer a couple; therefore, the Local Authority cannot recover from the partner and someone to whom the benefit was not paid.

Q. Lone parent with two children and suffering with bipolar is now working 27 hours per week. Her only benefits are Child Tax Credit (CTC) and Child Benefit (CB). ESA stopped on reporting work, and Housing Benefit appears to have stopped.

A. Advised that she can make a claim for Working Tax Credit. This will not trigger a claim for Universal Credit as client already has a claim for CTC. Housing Benefit (HB) being stopped needs to be checked; failure to report/provide info? Income too high? - seems unlikely. It may be possible to get a revision and HB reinstated. If not, UC is the only route to Housing Costs.



Training

We continued providing digital training for advice and support workers across Oxfordshire. We expanded our online training services to cover nationally and noted a significant increase in the take up of training in 2021/2022. Going forward, we will be offering both online and face to face training.

Courses delivered have been Introduction to Benefits, Work Capability Assessments and Personal Independence Payments. Going forward we will be offering Introduction to Advice Work courses for volunteers and new staff.

Feedback on training

The training was really informative and was presented at a nice pace.

I found the training very informative and very useful. The handouts are very clear and good to keep for reference.

A very useful session with informative slides. I felt that Sophie's additional comments and tips were valuable - obviously the result of years of experience

Very useful training. Delivered in a way which was relatively easy to follow, on a subject that is often complicated and overlapping.

Partnership Working



Sovereign Housing

OCWA continued to work closely with Sovereign Housing to provide welfare benefit advice, and representation at appeal tribunals for their residents. The aim of the project is to ensure income maximisation and prevent rent arrears. In 2021/22 OCWA helped Sovereign Housing residents with benefit issues and debt issues, securing total gains of £39,372.01

Greensquare

OCWA's work with Greensquare on a project administered by Citizens Advice Oxford to provide support for both staff and tenants regarding welfare benefits continued throughout 2021/22. This work enabled OCWA to secure gains for Greensquare tenants of £129,269.86



Thames Water Trust

We continued our partnership with the Agnes Smith Advice Centre to provide advice and applications for assistance funded by the Thames Water Trust after they extended our contract for a further year.



Bretherton Solicitors

OCWA continues to work with Bretherton Solicitors, providing welfare benefits advice and assistance nationally to clients of their spinal litigation team.

Oxfordshire Specialist Advice Service

Age UK Oxfordshire, Citizens Advice Oxford, Citizens Advice West Oxfordshire and Oxfordshire Welfare Rights work together to provide a free, comprehensive, independent advice service.

The service helps with queries around benefits, money advice, budgeting and other welfare issues, and will link clients into services that can provide further support. This service is free for people to use. It is jointly funded by Adult Social Care and Children, Education and Families, so it is focused on meeting the needs of people living in Oxfordshire who are struggling with their day-to-day lives due to disability or ill health.

During 2021/22 Oxfordshire Welfare Rights assisted Oxfordshire residents with complex benefit issues, including a significantly increased number of upper tribunal cases, securing £194,233.12 of benefits income.



Headway Oxfordshire

We continued working in Partnership with Headway Oxfordshire assisting their service users with welfare benefit applications, challenges and appeal representation. From April 2021 to March 2022 we helped Headway clients secure additional income of £236,334.63. We look forward to continuing our partnership with Headway going forward.





THANK YOU

We would not be able to continue delivering our service if it weren't for funders and other support services. We would like to say thank you to all the organisations who provided us with funding in 2021/22:

Oxford City Council
AB Charitable
The Wendlebury Choir
AgeUK
Sovereign Housing
Greensquare
Thames Water
Headway Oxfordshire
Bretherton Solicitors
The Oxford City Stronger Together Partnership
The Oxford City Advice Centre Forum
AdviceUK

We would like to thank our Board of Directors for their support throughout 2021/22 and once again special thanks goes to our team of advisers and caseworkers for their commitment and dedication.

We would also like to thank the following organisations for the support they gave us in 2021/2022 and look forward to continuing to work with you over the coming year.

JustGlobal
Netteam
In-Reach
Moneyiq

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
41 Cornmarket Street
Oxford
OX1 3HA

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021

The Directors submit their report together with the accounts for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No.01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

J Brown (died 26 December 2020)
S Holden

T Munby
N L T Williams

The directors are appointed by the members of the company.

Very sadly, one of the company's directors, Justine Brown, died in December 2020. Justine was a long-serving director, having held the role for over 15 years. She was extremely committed to OCWA, hardly ever missing a directors' meeting, and her contributions to discussions and decisions were always thoughtful and incisive. She was particularly supportive and helpful in the management of human resources, which was her area of professional expertise. She is greatly missed by all at the company, and we extend our sincere condolences to her family and friends.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £30,711 incurred in 2019-20, the company recorded a surplus of £18,892 in 2020-21. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, the most substantial being £27,435 from the Community Justice Fund. The company also reduced its expenditure in certain areas due to the Covid pandemic (e.g. in office service charges, utilities and travel).

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £117,000.

Unfortunately, because of some significant deficits incurred in recent years, the company's reserves are well below this target at £76,414, but the directors are determined to restore the targeted level over the next five years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

11 October 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

11 October 2021

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds 2021	Total Funds 2020
		General	Designated	Funds	2021	2020
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	175,964	-	30,920	206,884	219,060
Training and similar income		42,520	-	-	42,520	7,170
CJRS government grant		3,184	-	-	3,184	-
Bank/investment interest		37	-	-	37	244
Total incoming resources		221,705	-	30,920	252,625	226,474
Expenditure						
Expenditure on Charitable Activities		193,877	-	30,920	224,797	248,599
Governance costs	1b	8,936	-	-	8,936	8,586
Total resources expended		202,813	-	30,920	233,733	257,185
Net movement in funds before transfers		18,892	-	-	18,892	(30,711)
Transfers between funds	11	3,216	(3,216)	-	-	-
Net income/(expenditure) for the year		22,107	(3,216)	-	18,892	(30,711)
Total funds brought forward		43,409	14,114	-	57,523	88,234
Total funds carried forward		65,516	10,898	-	76,414	57,523

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	6		10,898		14,114
Current assets					
Debtors	7	2,076		2,656	
Cash at bank and in hand		<u>77,922</u>		<u>52,431</u>	
			79,998		55,087
Creditors - amounts falling due within one year	8	<u>14,482</u>		<u>11,678</u>	
Net current assets			<u>65,516</u>		<u>43,409</u>
Total assets less current liabilities			<u><u>76,414</u></u>		<u><u>57,523</u></u>
Represented by:					
Unrestricted funds					
General		65,516		43,409	
Designated	9	10,898		14,114	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>76,414</u>		<u>57,523</u>
			<u><u>76,414</u></u>		<u><u>57,523</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 11 October 2021.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2021	2020
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

5. Employees' emoluments	2021	2020
	£	£
Salaries	147,233	159,746
Employers' National Insurance	6,383	13,699
Pension contributions	14,509	17,809
	<u>168,124</u>	<u>191,254</u>
The average number of employees during the year was:	<u>7</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2020	7,177	50,512	57,689
Additions	-	1,736	1,736
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2020	7,177	36,398	43,575
Charge for the year	-	4,952	4,952
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>41,350</u>	<u>48,527</u>
Net Book Value			
At 31 March 2021	<u>-</u>	<u>10,898</u>	<u>10,898</u>
At 31 March 2020	<u>-</u>	<u>14,114</u>	<u>14,114</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2021	2020
	£	£
Prepayments and accrued income	2,076	2,212
Other debtors	-	443
	<u>2,076</u>	<u>2,656</u>

8. Creditors - amounts falling due within one year	2021	2020
	£	£
Trade creditors	8,222	5,423
Other creditors	60	-
Taxation and social security	5,001	5,255
Accruals	1,200	1,000
	<u>14,482</u>	<u>11,678</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2021 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £30,920, made up of Headway income and the extension of 6 months for the Digital Support Role from April last year.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,216)
Expenditure in year	<u>-</u>
Net movement in funds	(3,216)
Balance brought forward	<u>14,114</u>
Balance carried forward	<u><u>10,898</u></u>

The Fixed Asset fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	10,898	10,898
Net current assets	<u>65,516</u>	<u>-</u>	<u>65,516</u>
	<u><u>65,516</u></u>	<u><u>10,898</u></u>	<u><u>76,414</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2021	2020
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,480	-	-	116,480	116,480
Donations	5,520	-	-	5,520	3,116
Brethertons	1,290	-	-	1,290	-
Age UK	18,000	-	-	18,000	18,000
Big Lottery	5,740	-	-	5,740	7,616
Thames Water	-	-	14,808	14,808	13,430
Digital Support	-	-	16,112	16,112	26,719
Headway	15,334	-	-	15,334	20,800
Sovereign Vale	4,000	-	-	4,000	3,000
Awards for All	9,600	-	-	9,600	9,900
Bank interest receivable	37	-	-	37	244
CJRS government grant	3,184	-	-	3,184	-
Training income	42,520	-	-	42,520	7,170
	<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	137,204	-	30,920	168,124	191,254
Disbursements	11,350	-	-	11,350	-
Travel and subsistence	626	-	-	626	804
Repairs, renewals, computing and internet	4,825	-	-	4,825	6,296
Photocopying, printing, stationery	8,000	-	-	8,000	8,960
Telephone	2,372	-	-	2,372	2,316
Postage	993	-	-	993	1,552
Insurance	2,448	-	-	2,448	3,912
Subscriptions, books and periodicals	2,473	-	-	2,473	5,696
Rent and rates	10,006	-	-	10,006	9,995
Service charges	1,645	-	-	1,645	6,634
HR Support	2,578	-	-	2,578	328
Training and courses	2,941	-	-	2,941	1,801
Digital Support partner costs	-	-	-	-	3,784
Bank charges	129	-	-	129	137
Legal and professional fees	-	-	-	-	1,428
Sundry costs	1,334	-	-	1,334	2,218
Depreciation	4,952	-	-	4,952	1,486
<u>Governance costs</u>					
Bookkeeping	7,736	-	-	7,736	7,386
Accountancy and audit	1,200	-	-	1,200	1,200
	<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
	18,892	-	-	18,892	(30,711)
Transfers between funds	<u>3,216</u>	<u>(3,216)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for the year	<u><u>22,107</u></u>	<u><u>(3,216)</u></u>	<u><u>-</u></u>	<u><u>18,892</u></u>	<u><u>(30,711)</u></u>

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
41 Cornmarket Street
Oxford
OX1 3HA

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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Page	
1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021

The Directors submit their report together with the accounts for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No.01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

J Brown (died 26 December 2020)
S Holden

T Munby
N L T Williams

The directors are appointed by the members of the company.

Very sadly, one of the company's directors, Justine Brown, died in December 2020. Justine was a long-serving director, having held the role for over 15 years. She was extremely committed to OCWA, hardly ever missing a directors' meeting, and her contributions to discussions and decisions were always thoughtful and incisive. She was particularly supportive and helpful in the management of human resources, which was her area of professional expertise. She is greatly missed by all at the company, and we extend our sincere condolences to her family and friends.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £30,711 incurred in 2019-20, the company recorded a surplus of £18,892 in 2020-21. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, the most substantial being £27,435 from the Community Justice Fund. The company also reduced its expenditure in certain areas due to the Covid pandemic (e.g. in office service charges, utilities and travel).

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £117,000.

Unfortunately, because of some significant deficits incurred in recent years, the company's reserves are well below this target at £76,414, but the directors are determined to restore the targeted level over the next five years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

11 October 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

11 October 2021

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds 2021	Total Funds 2020
		General	Designated	Funds	2021	2020
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	175,964	-	30,920	206,884	219,060
Training and similar income		42,520	-	-	42,520	7,170
CJRS government grant		3,184	-	-	3,184	-
Bank/investment interest		37	-	-	37	244
Total incoming resources		221,705	-	30,920	252,625	226,474
Expenditure						
Expenditure on Charitable Activities		193,877	-	30,920	224,797	248,599
Governance costs	1b	8,936	-	-	8,936	8,586
Total resources expended		202,813	-	30,920	233,733	257,185
Net movement in funds before transfers		18,892	-	-	18,892	(30,711)
Transfers between funds	11	3,216	(3,216)	-	-	-
Net income/(expenditure) for the year		22,107	(3,216)	-	18,892	(30,711)
Total funds brought forward		43,409	14,114	-	57,523	88,234
Total funds carried forward		65,516	10,898	-	76,414	57,523

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	6		10,898		14,114
Current assets					
Debtors	7	2,076		2,656	
Cash at bank and in hand		<u>77,922</u>		<u>52,431</u>	
		79,998		55,087	
Creditors - amounts falling due within one year	8	<u>14,482</u>		<u>11,678</u>	
Net current assets			<u>65,516</u>		<u>43,409</u>
Total assets less current liabilities			<u><u>76,414</u></u>		<u><u>57,523</u></u>
Represented by:					
Unrestricted funds					
General		65,516		43,409	
Designated	9	10,898		14,114	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>76,414</u>		<u>57,523</u>
			<u><u>76,414</u></u>		<u><u>57,523</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 11 October 2021.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2021	2020
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

5. Employees' emoluments	2021	2020
	£	£
Salaries	147,233	159,746
Employers' National Insurance	6,383	13,699
Pension contributions	14,509	17,809
	<u>168,124</u>	<u>191,254</u>
The average number of employees during the year was:	<u>7</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2020	7,177	50,512	57,689
Additions	-	1,736	1,736
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2020	7,177	36,398	43,575
Charge for the year	-	4,952	4,952
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>41,350</u>	<u>48,527</u>
Net Book Value			
At 31 March 2021	<u>-</u>	<u>10,898</u>	<u>10,898</u>
At 31 March 2020	<u>-</u>	<u>14,114</u>	<u>14,114</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2021	2020
	£	£
Prepayments and accrued income	2,076	2,212
Other debtors	-	443
	<u>2,076</u>	<u>2,656</u>

8. Creditors - amounts falling due within one year	2021	2020
	£	£
Trade creditors	8,222	5,423
Other creditors	60	-
Taxation and social security	5,001	5,255
Accruals	1,200	1,000
	<u>14,482</u>	<u>11,678</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2021 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £30,920, made up of Headway income and the extension of 6 months for the Digital Support Role from April last year.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,216)
Expenditure in year	<u>-</u>
Net movement in funds	(3,216)
Balance brought forward	<u>14,114</u>
Balance carried forward	<u><u>10,898</u></u>

The Fixed Asset fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	10,898	10,898
Net current assets	<u>65,516</u>	<u>-</u>	<u>65,516</u>
	<u><u>65,516</u></u>	<u><u>10,898</u></u>	<u><u>76,414</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2021	2020
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,480	-	-	116,480	116,480
Donations	5,520	-	-	5,520	3,116
Brethertons	1,290	-	-	1,290	-
Age UK	18,000	-	-	18,000	18,000
Big Lottery	5,740	-	-	5,740	7,616
Thames Water	-	-	14,808	14,808	13,430
Digital Support	-	-	16,112	16,112	26,719
Headway	15,334	-	-	15,334	20,800
Sovereign Vale	4,000	-	-	4,000	3,000
Awards for All	9,600	-	-	9,600	9,900
Bank interest receivable	37	-	-	37	244
CJRS government grant	3,184	-	-	3,184	-
Training income	42,520	-	-	42,520	7,170
	<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	137,204	-	30,920	168,124	191,254
Disbursements	11,350	-	-	11,350	-
Travel and subsistence	626	-	-	626	804
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Photocopying, printing, stationery	8,000	-	-	8,000	8,960
Telephone	2,372	-	-	2,372	2,316
Postage	993	-	-	993	1,552
Insurance	2,448	-	-	2,448	3,912
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Rent and rates	10,006	-	-	10,006	9,995
Service charges	1,645	-	-	1,645	6,634
HR Support	2,578	-	-	2,578	328
Training and courses	2,941	-	-	2,941	1,801
Digital Support partner costs	-	-	-	-	3,784
Bank charges	129	-	-	129	137
Legal and professional fees	-	-	-	-	1,428
Sundry costs	1,334	-	-	1,334	2,218
Depreciation	4,952	-	-	4,952	1,486
<u>Governance costs</u>					
Bookkeeping	7,736	-	-	7,736	7,386
Accountancy and audit	1,200	-	-	1,200	1,200
	<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
	18,892	-	-	18,892	(30,711)
Transfers between funds	<u>3,216</u>	<u>(3,216)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for the year	<u><u>22,107</u></u>	<u><u>(3,216)</u></u>	<u><u>-</u></u>	<u><u>18,892</u></u>	<u><u>(30,711)</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED

England & Wales - Charity number 1049343

Accounts



Oxford Community Work Agency

ANNUAL REPORT 2020/2021



SUMMARY OF CONTENT

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2. Our Service
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12. Debt
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17. Training
18. Partnership Working
20. Thank You

Our Service



Barton Advice Centre

Drop in (for residents in the OX3 City boundary area only)

Monday - 10am until 1pm

Appointments

Tuesday - 9am - 4pm Wednesday - 9am - 4pm

Thursday - 9am - 4pm Friday - 9am - 4pm

Telephone advice (for ALL Oxford City residents)

Monday to Friday 9am - 5pm

Residents outside of Oxford City requiring advice should contact the Oxfordshire Specialist Advice Service on 01865 410660

Oxfordshire Welfare Rights (Appointments by referral only)

Consultancy Telephone Service (for agencies only)

Tuesday - 10am - 1pm

Wednesday - 10am - 1pm

Thursday - 10am - 1pm

Staff Summary for 2020/2021

Sarah Darby Manager 35 hours

Peter Turville Senior Caseworker 17.5 hours

Nick Turnill Welfare Benefits Caseworker 28 hours

Gary Horne Debt Caseworker 17.5 hours

Mina Katouzian Adviser and Admin 14 hours

Laura Harris-Steers Welfare Benefits Caseworker 28 hours

Michael Ledwood Digital Support Worker 28 hours (until Oct 20)

Sophie Keys Training Developer 7 hours (from Aug 20)

Trustees from April 2020 to March 2021

Lyn Williams	Treasurer
Sue Holden MBE	Barton Community Association
Teresa Munby	Ruskin College
Justine Brown	HR (until November 2020)

About us

Background Information and History of Oxford Community Work Agency (OCWA) *Formerly known as the Barton Project*

Oxford Community Work Agency (OCWA) is an independent advice agency operating from the heart of Barton, on the outskirts of Oxford. We have been providing a unique service in Oxfordshire for more than thirty-five years. OCWA is an organisation with two distinct parts, working hand in hand:

Barton Advice Centre is a front-line advice service, providing free and independent advice to the Barton community, and surrounding areas. Barton is a large housing estate on the outskirts of Oxford and one of the most deprived areas in Oxford, and among the 20% most deprived areas nationally. We are the first port of call for people who do not know where to turn for advice on everyday issues such as welfare benefits, debt and housing.

Oxfordshire Welfare Rights (OWR) is a specialist service, with expertise in social security law. We are a focal point across the county for organisations who need welfare benefit expertise to support their work. We accept referrals from other organisations (e.g. Citizens Advice Oxford, Social Services, Age UK, NHS) and undertake complex casework and tribunal representation for the whole of Oxfordshire.

Who we help

We work with the most vulnerable members of society, who might otherwise fall through the safety net. Our beneficiaries suffer from multiple levels of deprivation including low

educational achievements, high levels of unemployment and low incomes. Illness, disability and mental-health issues are more prevalent than in the population as a whole. Last year two thirds of our beneficiaries suffered from mental and/or physical health issues. We work with people from a range of ethnic minority groups, and a high proportion of people we help are lone parent families.

For most people in Barton, their income has not grown in years, and basic living costs have continued to rise. There is a high level of debt and benefit reliance on the estate. Most are squeezed by cuts to their benefits as a result of austerity and welfare reforms. In this climate, they struggle to get by.

People come to us for advice on what benefits they are entitled to. They come to us to find out how all the current changes to the benefit system will affect their income, particularly Universal Credit. They come to us when they face life-changing circumstances; loss of a job, the death of a spouse, or a new health condition. People seek our advice on whether they have grounds to challenge a benefit decision and to navigate the appeal process, particularly in relation to disability benefits.

People come to us to represent them at tribunal hearings, which they would not be able to face alone. Increasingly, people are coming to us with multiple and more complex issues.

Our service - activities of the charity

Our specialist caseworkers take a multi-pronged approach to improve people's lives. They: -

- maximise income by advising on benefit entitlement and challenging decisions when they are wrong - in the lower and upper tribunal.
- help people find solutions to long-standing debt and financial problems.
- help people remain in their homes rather than being evicted for rent arrears.
- provide a county-wide telephone consultancy for organisations that require specialist input and guidance.
- deliver a programme of training to up-skill staff and volunteers from other organisations so that many more people can receive support.
- give digital support to people who do not have access to a computer or the skills to use them.
- offer resilience sessions for people who need more intensive help in building up their life skills.

By helping people to gain extra resources and manage their money, we help lift people out of poverty. Even when these extra resources are relatively small, they can have a significant impact on a person's quality of life. It enables additional spending on fuel, food, education, recreation and transport. It enables people to participate more fully in society. We regularly obtain feedback from clients. This helps us to capture outcomes that cannot be expressed in numbers, such as reduced stress, improved wellbeing and improved family relations. In a recent survey one beneficiary said: "Without your help I don't think I would have had the confidence or courage to challenge the benefit decision. The process took a lot out of me both physically and mentally, but thanks to you, I can now move forward with my life."

Wider public benefit

As well as helping the individuals concerned, our work has benefits for their families and for

society in general. For example, an increase in a parent's income has direct benefits on the lives of their children, and helps to reduce child poverty.

Without timely advice, people's problems often escalate and this can have profound consequences for individuals and their families, as well as a wider cost to society as other services, such as the courts, NHS and Social Services, often take the strain of supporting people whose problems have spiraled out of control.

We work closely with local government and our MP and use our frontline experience to influence social policy for a more equal society.

For example, in 2017/18 we responded to the Social Security Advisory Committee's consultation on the proposal to move claimants from existing benefits to Universal Credit.

We also responded to the Department of Work and Pensions' committee enquiry on the assessments used for disability benefits.

We are the only advice agency in Barton, and the only specialists in welfare benefits in the whole of Oxfordshire. Our work enables members of society to access their legal rights so they are not denied access to justice. Without us, many people would have nowhere to go, and Oxfordshire would join the growing landscape of 'advice deserts' around the country.



Mission Statement

OCWA aims to work with individuals and local communities in Oxfordshire to:

- Enable people to obtain their rights
- To empower people to meet their needs and fulfil their responsibilities
- To use this local experience to influence wider

Client profile in 2020/21

57% of clients were female

63% were living in social housing

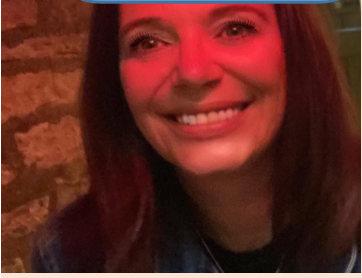
40% were from ethnic minority backgrounds

86% were of working age

26% had dependent children

72% are living on less than £15000 per year

84% suffered with a disability



I am very pleased to be able to present Oxford Community Work Agencies annual report for 2020/2021.

In a year that began with challenges no one could have foreseen I would like to start this report by thanking my amazing team for taking on the challenge, changing and adapting their way of working and continuing to provide a full service to the most vulnerable residents across the County.

We also had some sad news as an organisation. Justine Brown, a Trustee who had given her time so generously to us for over 15 years sadly died after a relatively short illness on Boxing day. Justine was committed and dedicated to the work of OCWA and she is very sorely missed. Our love and thoughts go out to her family, friends and all who's lives she touched in some way.

The pandemic forced us, like many other organisations, to look at changing the way we provided advice and support. Our office was closed by Oxford City Council in order to be used as a hub providing support and assistance to residents of Barton and therefore we had very little notice to set up working from home. Luckily changing our IT and telephone systems in January 2020 meant that we were already set up for home working and so were able to run a full service from day one and continued doing this for the rest of the year.

Obviously face to face interviews had to stop and more emphasis was put on telephone advice and appointments. We recognized that there were people who would find the telephone hard and so we looked at other ways of providing face to face advice. We sought funding from Oxford City Council to extend our Digital Support funding for a further 3 months. This enabled us to train both our staff and clients in accessing digital appointments for those who wished to have face to face advice.

We also introduced a telephone checking in service whereby we contacted our most vulnerable clients on a weekly basis to check they were ok, had enough food, medication and needed any other support.

With funding from the Winter Warm Fund administered by Oxford City Council we were able to provide over £3000 of fuel top ups for residents, £5000 worth of Asda food vouchers and £7102 of white goods including washing machines, cookers and fridge freezers. In addition to this we provided funding to the Barton Community Larder to purchase, microwaves, slow cookers, kettles, cutlery and crockery and additional food for their members. With the help of my daughter who is a chef we also produced quick, easy, cheap slow cooker recipes for larder members.

There is no doubt that due to the costs of the pandemic our help is going to be needed just as much if not more going forward. Unfortunately, the cost also means that funding for agencies such as ours is also going to become more difficult to access and we need to be looking at ways of becoming sustainable going forward. This will be a priority for our management team over the next year and we hope to be able to bring some exciting news in our report in 2022.

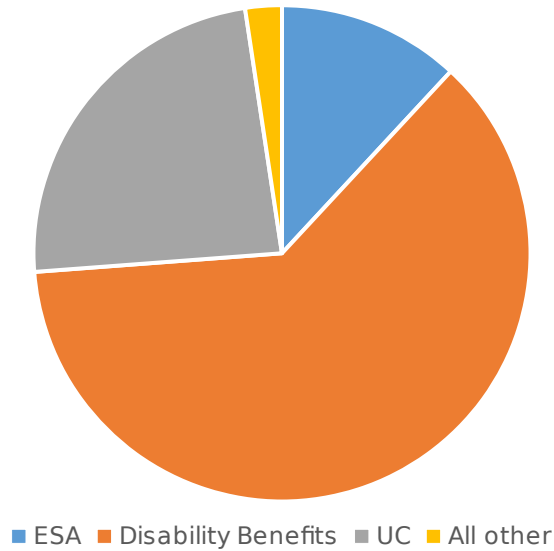
PERFORMANCE

Tribunal representation 2020/2021

Oxfordshire Welfare Rights attended 40 tribunal hearings between April 2020 and March 2021 with an 84% success rate.

Total financial gains for Oxfordshire residents following actual representation at hearing was **£345,344.12**

Benefits

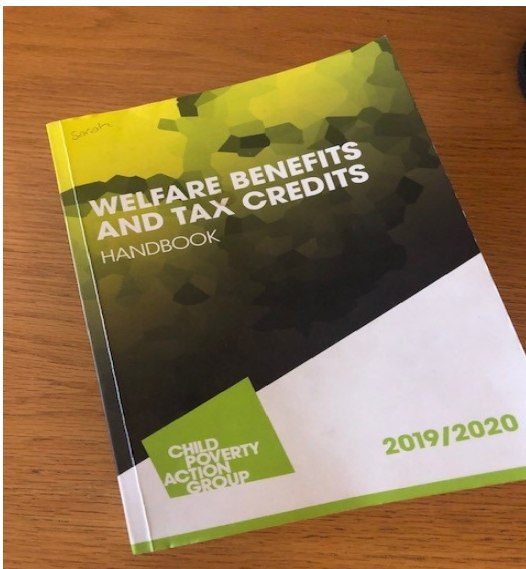


With the introduction of lockdown, hearings ceased to be held face to face and were conducted by telephone and later on in the year, video hearings.

With all overpayment decisions being suspended during this period, the majority of the appeals represented by OWR were in relation to disability benefits.

The above chart only shows results arising from attendance at appeal tribunal hearings. A further **£1,488,257.28** has been gained through new and repeat claims for benefits and challenges by way of Mandatory Reconsiderations. This means that our total benefit gains for Oxfordshire residents for the period 2020/21 was **£1,833,601.38**.

Case Study - Welfare Benefits



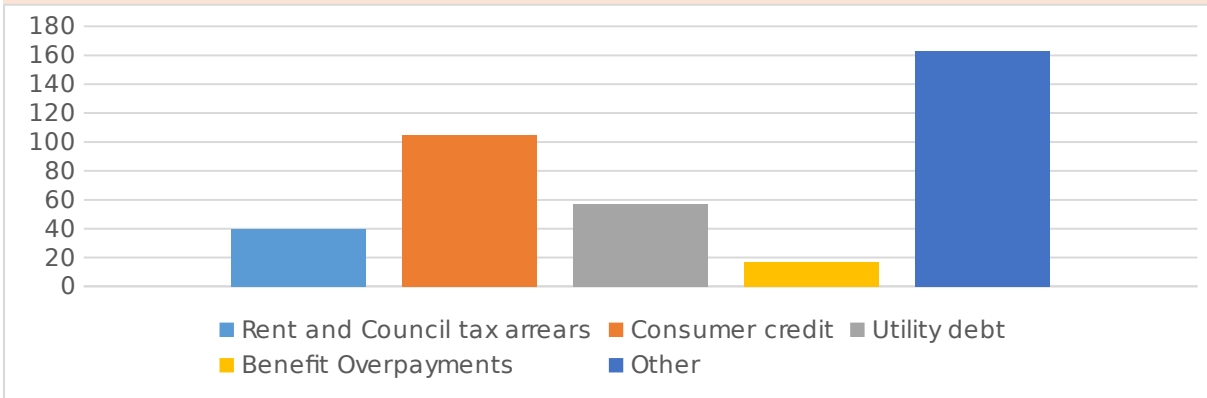
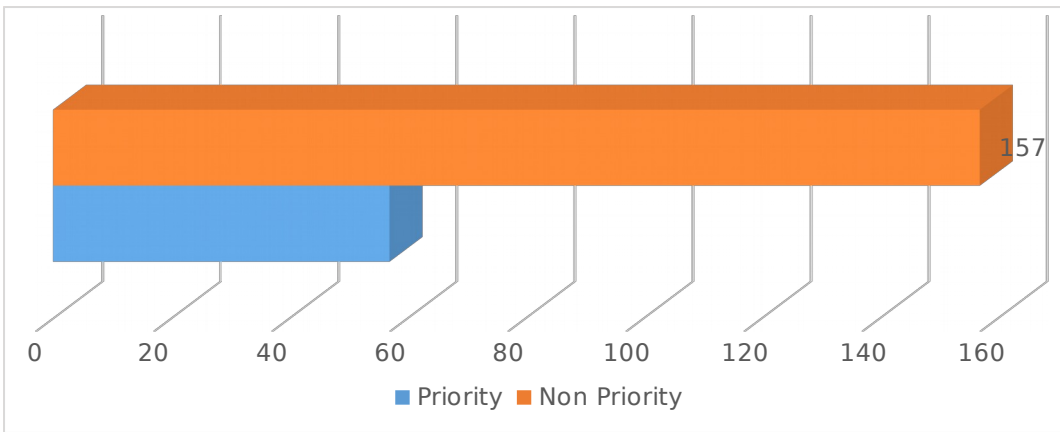
This was a client living alone with severe mental health problems which caused her to be reclusive and virtually impossible to communicate with. This led her to fail to engage with the DWP for the reassessment of her Personal Independence Payment (PIP) award, which continued to be paid through official error for several months before being stopped. A new claim was eventually made with much support and refused. Appeals were made against the refusal of the new claim as well as an overpayment decision on the old award. These were muddled by the DWP, who sought with the tribunal for one of the appeals to be struck out.

The DWP were in error. The tribunal was confused. The appellant was hiding. It was down to us to point out its error to the DWP, explain the situation to the tribunal and somehow induce the appellant, including with some robust encouragement, to engage with the process, and at least attend the telephone hearing of her appeals. Which she did, and won them both, and remains in receipt of her new award of PIP.

Without our intervention, she would not now be receiving the benefit to which she is clearly entitled.

Debt

OCWA's debt specialist assisted with a total of 526 debt matters between April 2020 and March 2021 with a combined outstanding balance of £6,388,985.95. With hold on recovery and possession of priority debts such as rent and CT arrears, we saw that client seeking help for priority debts significantly decreased due to Covid. We expect this to start increasing over the next year.



A total of £6.3m of debt was written off for clients across the City of Oxford following OCWA's intervention.

Total advice and caseworker gains from April 2020 to March 2021

Specialist benefits advice and caseworker gains	£1,833,601.38.
Debt write offs	£6,300,000.00
Total	£8,133,601.30

Debt Case Study

P became recently bereaved which left him struggling to cope as a single parent with three school age children. Following the loss of his partner debts began to accrue, including gas, electric, rent and council tax arrears. P was working but due to high rental costs and low income he also had to rely on Universal Credit.

P was having to cope with his own grief and that of his children, as well as work and trying to balance a very limited budget. Creditors were applying increased pressure and there were threats of enforcement action.

P was very concerned as his Thames Water debt was increasing because he did not have the ability to pay.

One of the first steps was to place the debts on Breathing Space. This is an official scheme whereby all the debts are placed on hold for two months. This gave P immediate relief from his creditors.

Next, we looked at how P could completely resolve the debt problem. Because P had no means to repay the debt it was found that a Debt Relief Order will clear all the debts. This would allow P a fresh start. However, P could not afford the £90 fee which has to be paid to make the application.

We applied to a charity for the £90 fee. This was granted and P now has a Debt Relief Order. He no longer needs to make any payments towards his debts nor worry about enforcement action. While the arrears owed to Thames Water is included in the Debt Relief Order, P is now able to pay the ongoing bill, preventing any further debt.

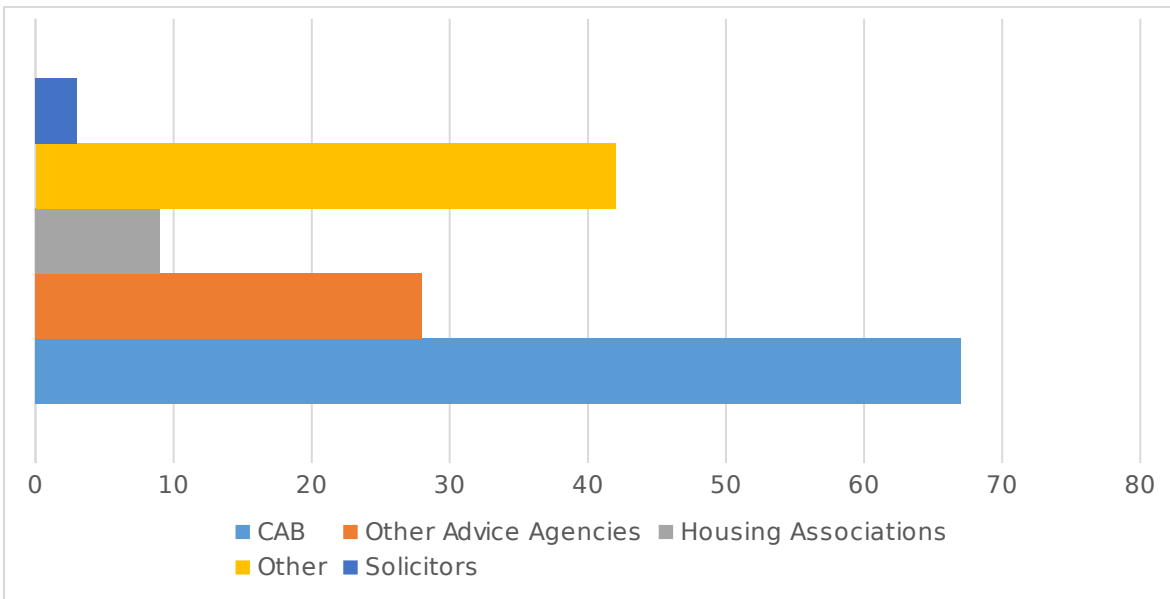


Referrals from other service providers

Throughout 2020/21 OCWA advised a total of 1286 people both by telephone and face to face. 256 of these contacts resulted in significant casework being undertaken. Of these 149 clients were referred or signposted to us by other service providers across the County.

The chart below shows the split of referrals geographically across the county of Oxfordshire.

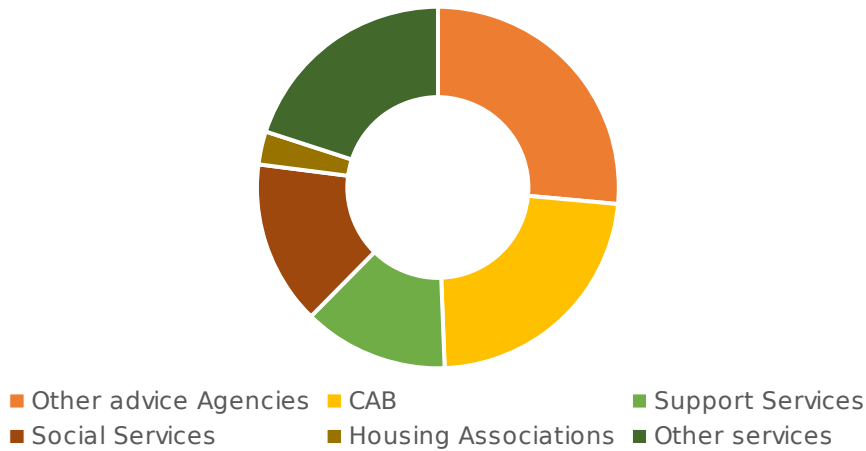
The five largest referring and signposting agencies are recorded below.



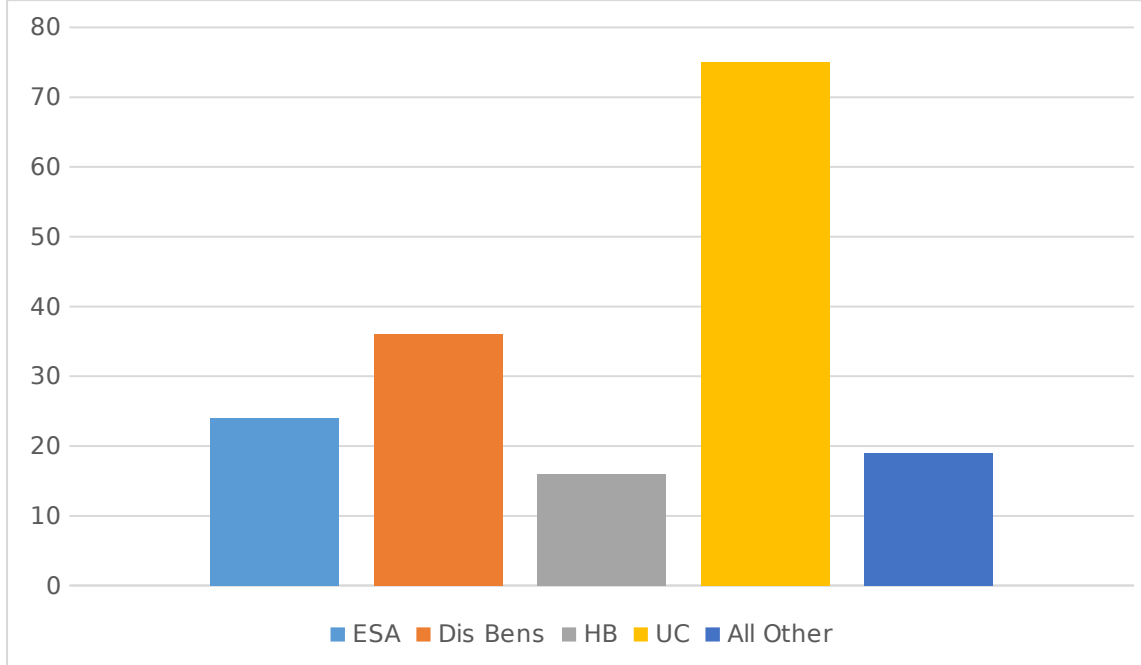
Oxfordshire Consultancy Line

The total number of calls taken from service providers across the county in 2020/21 was 170. The breakdown of providers using our consultancy service was as follows:

Consultancy users



Below is a breakdown of the top five enquiries taken on our consultancy line.



Sample Consultancy Queries

Q. Treatment of property jointly owned as capital for UC on separation.

A. 50% share, but value may be reduced by encumbrances such as refusal by co-owner to sell, or tenants. Both applicable here. Rental income is treated as capital in UC. Capital value depends on equity.

Q. Client had house fire, Sanctuary Housing. They have refused to give him a temp property but are giving him £15 per day from a discretionary fund to help his mum who he is staying with. Client in receipt of ESA (MT) and PIP. Will this affect his benefits?

A. Grey area. Could argue that the payment is a Voluntary payment (definition in CPAG) and should be disregarded. Adviser needs to check if mum is in receipt of Housing Benefit or Housing Costs as her benefits may be affected.

Q. Client with epilepsy causing daily seizures, requires supervision all the time, has Enhanced Rate Mobility Component and now Standard Rate Daily Living on MR. 9 pts for cooking washing AND toilet. Considering appealing for ERDL on grounds of Activity 9- needs social support due to needing someone with her when socialising.

A. Advised against this. Social support relates to relationships, not supervision. There are no other disabling conditions, such as mental health. It is an award from 2019 to 2023. It is unusual to get the Daily Living Component when the sole condition is epilepsy. Very good award and there is a risk of losing the current award at appeal.



Digital Support Project

With further funding from Oxford City Council development fund we were able to extend our Digital Support Project for a further 3 months from March 2020. With face to face appointments suspended due to the pandemic our focus was on providing training for clients who wanted to access digital face to face appointments. Our Digital Support Worker helped over 30 clients to access this support.

Training

As of March 2020, all face to face training was suspended. Thanks to some funding from the Community Justice Fund we were able to set up a digital training program and recruited a previous member of staff to develop and deliver this program. We have expanded our online training services to cover

nationally and will restart face to face training for agencies in Oxfordshire in the near future.

Courses delivered have been Introduction to Benefits, Work Capability Assessments and Personal Independence Payments.

Feedback on training

Great training! Experienced trainer who knew what he was talking about. Would highly recommend!

Clear, helpful and knowledgeable. Thank you

What they didn't know wasn't worth knowing....thanks so much

Would definitely recommend to other agencies

Partnership Working



Oxford City Partnership

OCWA is a partner in the Oxford City lottery-funded scheme known as Help in Crisis. The aim of the project was to provide more joined-up services to clients who come to us in crisis. The project is headed by Citizens Advice Oxford, and includes Barton Advice Centre, Agnes Smith Advice Centre, Rosehill and Donnington Advice Centre, Shelter, Asylum Welcome, Refugee Resource and

Oxfordshire Mind. In 2020 we entered into the final year of a five-year project which gave us the opportunity to learn effective ways of assisting our clients.

Sovereign Housing

OCWA continued to work closely with Sovereign Housing to provide welfare benefit advice, and representation at appeal tribunals for their residents. The aim of the project is to ensure income maximisation and prevent rent arrears. In 2020/21 OCWA helped Sovereign Housing residents with benefit issues, securing total gains of £148,341.37

Greensquare

OCWA's work with Greensquare on a project administered by Citizens Advice Oxford to provide support for both staff and tenants regarding welfare benefits continued throughout 2018/19. This work enabled OCWA to secure gains for Greensquare tenants of £67,590.02

Thames Water Trust

We continued our partnership with the Agnes Smith Advice Centre to provide advice and applications for assistance funded by the Thames Water Trust after they extended our contract for a further year.

Bretherton Solicitors

OCWA continues to work with Bretherton Solicitors in Banbury, providing welfare benefits advice and assistance nationally to clients of their spinal litigation team.

Oxfordshire Specialist Advice Service

Age UK Oxfordshire, Citizens Advice Oxford, Citizens Advice West Oxfordshire and Oxfordshire Welfare Rights work together to provide a free, comprehensive, independent advice service.

The service helps with queries around benefits, money advice, budgeting and other welfare issues, and will link clients into services that can provide further support. This service is free for people to use. It is jointly funded by Adult Social Care and Children, Education and Families, so it is focused on meeting the needs of people living in Oxfordshire who are struggling with their day-to-day lives due to disability or ill health.

During 2020/21 Oxfordshire Welfare Rights assisted 23 Oxfordshire residents with complex benefit issues, including a significantly increased number of upper tribunal cases, securing £288,375.38 of benefits income.

Headway Oxfordshire

We continued working in Partnership with Headway Oxfordshire who funded a 28 hour per week post to assist their service users with welfare benefit applications, challenges and appeal representation. From April 2020 to March 2021 we assisted 39 Headway clients and secured additional income of £373,213.28. We look forward to continuing our partnership with Headway going forward.

THANK YOU

We would not be able to continue delivering our service if it weren't for funders. We would like to say thank you to all the organisations who provided us with funding in 2020/21:

Oxford City Council
The Big Lottery, Awards for all
AgeUK
Sovereign Housing
Greensquare
Thames Water
Headway Oxfordshire
The Community Justice Fund
Provincial Grand Lodge of Oxfordshire
St Barbaras Masonic Lodge, Bicester
John Lewis Charity

Bretherton Solicitors
The Oxford City Stronger Together Partnership
The Oxford City Advice Centre Forum

We would like to thank our Board of Directors for their support throughout 2020/21 and once again special thanks goes to our team of advisers and caseworkers for their commitment and dedication.

www.oxford.gov.uk



HEADWAY
OXFORDSHIRE

In Memory of Justine Brown



REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
41 Cornmarket Street
Oxford
OX1 3HA

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021

The Directors submit their report together with the accounts for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No.01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

J Brown (died 26 December 2020)
S Holden

T Munby
N L T Williams

The directors are appointed by the members of the company.

Very sadly, one of the company's directors, Justine Brown, died in December 2020. Justine was a long-serving director, having held the role for over 15 years. She was extremely committed to OCWA, hardly ever missing a directors' meeting, and her contributions to discussions and decisions were always thoughtful and incisive. She was particularly supportive and helpful in the management of human resources, which was her area of professional expertise. She is greatly missed by all at the company, and we extend our sincere condolences to her family and friends.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £30,711 incurred in 2019-20, the company recorded a surplus of £18,892 in 2020-21. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, the most substantial being £27,435 from the Community Justice Fund. The company also reduced its expenditure in certain areas due to the Covid pandemic (e.g. in office service charges, utilities and travel).

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £117,000.

Unfortunately, because of some significant deficits incurred in recent years, the company's reserves are well below this target at £76,414, but the directors are determined to restore the targeted level over the next five years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

11 October 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

11 October 2021

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds 2021	Total Funds 2020
		General	Designated	Funds	2021	2020
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	175,964	-	30,920	206,884	219,060
Training and similar income		42,520	-	-	42,520	7,170
CJRS government grant		3,184	-	-	3,184	-
Bank/investment interest		37	-	-	37	244
Total incoming resources		<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
Expenditure						
Expenditure on Charitable Activities		193,877	-	30,920	224,797	248,599
Governance costs	1b	8,936	-	-	8,936	8,586
Total resources expended		<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
Net movement in funds before transfers		18,892	-	-	18,892	(30,711)
Transfers between funds	11	3,216	(3,216)	-	-	-
Net income/(expenditure) for the year		<u>22,107</u>	<u>(3,216)</u>	<u>-</u>	<u>18,892</u>	<u>(30,711)</u>
Total funds brought forward		<u>43,409</u>	<u>14,114</u>	<u>-</u>	<u>57,523</u>	<u>88,234</u>
Total funds carried forward		<u>65,516</u>	<u>10,898</u>	<u>-</u>	<u>76,414</u>	<u>57,523</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	6		10,898		14,114
Current assets					
Debtors	7	2,076		2,656	
Cash at bank and in hand		<u>77,922</u>		<u>52,431</u>	
		79,998		55,087	
Creditors - amounts falling due within one year	8	<u>14,482</u>		<u>11,678</u>	
Net current assets			<u>65,516</u>		<u>43,409</u>
Total assets less current liabilities			<u><u>76,414</u></u>		<u><u>57,523</u></u>
Represented by:					
Unrestricted funds					
General		65,516		43,409	
Designated	9	10,898		14,114	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>76,414</u>		<u>57,523</u>
			<u><u>76,414</u></u>		<u><u>57,523</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 11 October 2021.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2021	2020
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

5. Employees' emoluments	2021	2020
	£	£
Salaries	147,233	159,746
Employers' National Insurance	6,383	13,699
Pension contributions	14,509	17,809
	<u>168,124</u>	<u>191,254</u>
The average number of employees during the year was:	<u>7</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2020	7,177	50,512	57,689
Additions	-	1,736	1,736
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2020	7,177	36,398	43,575
Charge for the year	-	4,952	4,952
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>41,350</u>	<u>48,527</u>
Net Book Value			
At 31 March 2021	<u>-</u>	<u>10,898</u>	<u>10,898</u>
At 31 March 2020	<u>-</u>	<u>14,114</u>	<u>14,114</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2021	2020
	£	£
Prepayments and accrued income	2,076	2,212
Other debtors	-	443
	<u>2,076</u>	<u>2,656</u>

8. Creditors - amounts falling due within one year	2021	2020
	£	£
Trade creditors	8,222	5,423
Other creditors	60	-
Taxation and social security	5,001	5,255
Accruals	1,200	1,000
	<u>14,482</u>	<u>11,678</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2021 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £30,920, made up of Headway income and the extension of 6 months for the Digital Support Role from April last year.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,216)
Expenditure in year	<u>-</u>
Net movement in funds	(3,216)
Balance brought forward	<u>14,114</u>
Balance carried forward	<u><u>10,898</u></u>

The Fixed Asset fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	10,898	10,898
Net current assets	<u>65,516</u>	<u>-</u>	<u>65,516</u>
	<u><u>65,516</u></u>	<u><u>10,898</u></u>	<u><u>76,414</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2021	2020
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,480	-	-	116,480	116,480
Donations	5,520	-	-	5,520	3,116
Brethertons	1,290	-	-	1,290	-
Age UK	18,000	-	-	18,000	18,000
Big Lottery	5,740	-	-	5,740	7,616
Thames Water	-	-	14,808	14,808	13,430
Digital Support	-	-	16,112	16,112	26,719
Headway	15,334	-	-	15,334	20,800
Sovereign Vale	4,000	-	-	4,000	3,000
Awards for All	9,600	-	-	9,600	9,900
Bank interest receivable	37	-	-	37	244
CJRS government grant	3,184	-	-	3,184	-
Training income	42,520	-	-	42,520	7,170
	<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	137,204	-	30,920	168,124	191,254
Disbursements	11,350	-	-	11,350	-
Travel and subsistence	626	-	-	626	804
Repairs, renewals, computing and internet	4,825	-	-	4,825	6,296
Photocopying, printing, stationery	8,000	-	-	8,000	8,960
Telephone	2,372	-	-	2,372	2,316
Postage	993	-	-	993	1,552
Insurance	2,448	-	-	2,448	3,912
Subscriptions, books and periodicals	2,473	-	-	2,473	5,696
Rent and rates	10,006	-	-	10,006	9,995
Service charges	1,645	-	-	1,645	6,634
HR Support	2,578	-	-	2,578	328
Training and courses	2,941	-	-	2,941	1,801
Digital Support partner costs	-	-	-	-	3,784
Bank charges	129	-	-	129	137
Legal and professional fees	-	-	-	-	1,428
Sundry costs	1,334	-	-	1,334	2,218
Depreciation	4,952	-	-	4,952	1,486
<u>Governance costs</u>					
Bookkeeping	7,736	-	-	7,736	7,386
Accountancy and audit	1,200	-	-	1,200	1,200
	<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
	18,892	-	-	18,892	(30,711)
Transfers between funds	3,216	(3,216)	-	-	-
Surplus/(deficit) for the year	<u>22,107</u>	<u>(3,216)</u>	<u>-</u>	<u>18,892</u>	<u>(30,711)</u>

REGISTERED COMPANY NUMBER: 01785651 (England and Wales)

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Mercer Lewin Ltd
Chartered Accountants and Registered Auditors
41 Cornmarket Street
Oxford
OX1 3HA

OXFORD COMMUNITY WORK AGENCY LIMITED
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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Page	
1	Report of the Directors
2	Statement of Directors' responsibilities
3	Independent Examiner's report
4	Statement of Financial Activities
5	Balance Sheet
6-8	Notes to the Financial Statements
9	Detailed Statement of Financial Activities

Registered Charity No. 1049343

Company No. 01785651

Principal address and registered office:

Barton Neighbourhood Centre
Underhill Circus
Oxford OX3 9LS

Manager: Sarah Darby

Independent Examiner

Andrew Churchill Stone FCA DChA
Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

Bankers

Unity Trust Bank
9 Brindley Place
Oozells Square
Birmingham B1 2HB

OXFORD COMMUNITY WORK AGENCY LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021

The Directors submit their report together with the accounts for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS102.

Principal activities

The principal activity of the company during the year was to provide advice on welfare rights, employment rights and community work.

Organisation

The company is a registered charity, No.01785651 and is a company limited by guarantee. The company is governed by the terms of its memorandum and articles of association. The board of directors meets on a regular basis to fix matters of policy and strategy. The day to day management of the company's activities is delegated to a manager and other full time staff.

Activities

A detailed review of the company's activities, including details of those organisations with which it has collaborated in delivery of its services, can be found in the annual report.

Directors

The directors who served during the year were as follows:-

J Brown (died 26 December 2020)
S Holden

T Munby
N L T Williams

The directors are appointed by the members of the company.

Very sadly, one of the company's directors, Justine Brown, died in December 2020. Justine was a long-serving director, having held the role for over 15 years. She was extremely committed to OCWA, hardly ever missing a directors' meeting, and her contributions to discussions and decisions were always thoughtful and incisive. She was particularly supportive and helpful in the management of human resources, which was her area of professional expertise. She is greatly missed by all at the company, and we extend our sincere condolences to her family and friends.

Financial review

The main part of the company's activity is concerned with the giving of advice and support, and these services are provided by paid staff. The main sources of funding are grants from local authorities.

Following a deficit of £30,711 incurred in 2019-20, the company recorded a surplus of £18,892 in 2020-21. This was achieved mainly through the company's fundraising efforts, which resulted in the receipt of several significant grants, the most substantial being £27,435 from the Community Justice Fund. The company also reduced its expenditure in certain areas due to the Covid pandemic (e.g. in office service charges, utilities and travel).

OXFORD COMMUNITY WORK AGENCY LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Reserves policy

The company's policy is to hold six months of expenditure in reserve to ensure continuity of service in times of funding uncertainty. Six months' expenditure represents approximately £117,000.

Unfortunately, because of some significant deficits incurred in recent years, the company's reserves are well below this target at £76,414, but the directors are determined to restore the targeted level over the next five years in spite of continuing pressure on local authority budgets.

Risks

The board have reviewed the risks to which the charity is exposed and policies have been put in place to minimise those risks.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



N L T Williams
Director

11 October 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OXFORD COMMUNITY WORK AGENCY LIMITED

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 9 appended to this report.

Respective responsibilities of Directors and Examiner

The directors are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the directors and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept on accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

11 October 2021

OXFORD COMMUNITY WORK AGENCY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
INCLUDING INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds		Restricted Funds	Total Funds 2021	Total Funds 2020
		General	Designated	Funds	2021	2020
		£	£	£	£	£
Income:						
Fundraising/donations		-	-	-	-	-
Income from Charitable Activities:						
Grants receivable	1a	175,964	-	30,920	206,884	219,060
Training and similar income		42,520	-	-	42,520	7,170
CJRS government grant		3,184	-	-	3,184	-
Bank/investment interest		37	-	-	37	244
Total incoming resources		<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
Expenditure						
Expenditure on Charitable Activities		193,877	-	30,920	224,797	248,599
Governance costs	1b	8,936	-	-	8,936	8,586
Total resources expended		<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
Net movement in funds before transfers		18,892	-	-	18,892	(30,711)
Transfers between funds	11	3,216	(3,216)	-	-	-
Net income/(expenditure) for the year		<u>22,107</u>	<u>(3,216)</u>	<u>-</u>	<u>18,892</u>	<u>(30,711)</u>
Total funds brought forward		<u>43,409</u>	<u>14,114</u>	<u>-</u>	<u>57,523</u>	<u>88,234</u>
Total funds carried forward		<u><u>65,516</u></u>	<u><u>10,898</u></u>	<u><u>-</u></u>	<u><u>76,414</u></u>	<u><u>57,523</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	6		10,898		14,114
Current assets					
Debtors	7	2,076		2,656	
Cash at bank and in hand		<u>77,922</u>		<u>52,431</u>	
		79,998		55,087	
Creditors - amounts falling due within one year	8	<u>14,482</u>		<u>11,678</u>	
Net current assets			<u>65,516</u>		<u>43,409</u>
Total assets less current liabilities			<u><u>76,414</u></u>		<u><u>57,523</u></u>
Represented by:					
Unrestricted funds					
General		65,516		43,409	
Designated	9	10,898		14,114	
Restricted funds		<u>-</u>		<u>-</u>	
			<u>76,414</u>		<u>57,523</u>
			<u><u>76,414</u></u>		<u><u>57,523</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board on 11 October 2021.



N L T Williams
 Director

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Principal accounting policies

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Community Work Agency meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that were given to fund expenditure in future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Administrators' salaries and accountancy and audit costs are classified as management and administration costs. All other costs, which principally relate to welfare rights workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Office equipment	25.00%
Computer equipment	33.33%

(d) Fixed asset investments

Fixed asset investments are stated at market value.

(e) Pension contributions

The company operates a defined contribution pension scheme for employees. Contributions to the scheme are charged to the Income and Expenditure account as they fall due.

2. Income and expenditure

Income and expenditure is shown in detail in the Detailed Statement of Financial Activities set out on page 9.

3. Net movement in funds

	2021	2020
The net movement in funds is stated after charging:	£	£
Independent Examiner's remuneration	<u>1,200</u>	<u>1,200</u>

4. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

5. Employees' emoluments	2021	2020
	£	£
Salaries	147,233	159,746
Employers' National Insurance	6,383	13,699
Pension contributions	14,509	17,809
	<u>168,124</u>	<u>191,254</u>
The average number of employees during the year was:	<u>7</u>	<u>7</u>
No employee earned more than £60,000 in the year.		

6. Tangible fixed assets	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2020	7,177	50,512	57,689
Additions	-	1,736	1,736
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
Depreciation			
At 1 April 2020	7,177	36,398	43,575
Charge for the year	-	4,952	4,952
Disposals	-	-	-
At 31 March 2021	<u>7,177</u>	<u>41,350</u>	<u>48,527</u>
Net Book Value			
At 31 March 2021	<u>-</u>	<u>10,898</u>	<u>10,898</u>
At 31 March 2020	<u>-</u>	<u>14,114</u>	<u>14,114</u>

All of the assets shown above are used in direct furtherance of the charity's objects.

7. Debtors	2021	2020
	£	£
Prepayments and accrued income	2,076	2,212
Other debtors	-	443
	<u>2,076</u>	<u>2,656</u>

8. Creditors - amounts falling due within one year	2021	2020
	£	£
Trade creditors	8,222	5,423
Other creditors	60	-
Taxation and social security	5,001	5,255
Accruals	1,200	1,000
	<u>14,482</u>	<u>11,678</u>

OXFORD COMMUNITY WORK AGENCY LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

9. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2021 there were 4 members.

10. Restricted funds

During the year, the company received restricted funds received and spent during the year were £30,920, made up of Headway income and the extension of 6 months for the Digital Support Role from April last year.

11. Designated funds - fixed assets

	£
Transfers (to)/from general fund	(3,216)
Expenditure in year	<u>-</u>
Net movement in funds	(3,216)
Balance brought forward	<u>14,114</u>
Balance carried forward	<u><u>10,898</u></u>

The Fixed Asset fund was set up to eliminate from general funds those amounts represented by fixed assets. Transfers are made to or from this fund to reflect the annual movement in the value of fixed assets.

12. Split of assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	-	10,898	10,898
Net current assets	<u>65,516</u>	<u>-</u>	<u>65,516</u>
	<u><u>65,516</u></u>	<u><u>10,898</u></u>	<u><u>76,414</u></u>

OXFORD COMMUNITY WORK AGENCY LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2021	2020
	£	£	£	£	£
INCOME					
Oxford City Council grant	116,480	-	-	116,480	116,480
Donations	5,520	-	-	5,520	3,116
Brethertons	1,290	-	-	1,290	-
Age UK	18,000	-	-	18,000	18,000
Big Lottery	5,740	-	-	5,740	7,616
Thames Water	-	-	14,808	14,808	13,430
Digital Support	-	-	16,112	16,112	26,719
Headway	15,334	-	-	15,334	20,800
Sovereign Vale	4,000	-	-	4,000	3,000
Awards for All	9,600	-	-	9,600	9,900
Bank interest receivable	37	-	-	37	244
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	<u>221,705</u>	<u>-</u>	<u>30,920</u>	<u>252,625</u>	<u>226,474</u>
EXPENDITURE					
<u>Cost of Charitable Activities</u>					
Salaries and wages	137,204	-	30,920	168,124	191,254
Disbursements	11,350	-	-	11,350	-
Travel and subsistence	626	-	-	626	804
Repairs, renewals, computing and internet	4,825	-	-	4,825	6,296
Photocopying, printing, stationery	8,000	-	-	8,000	8,960
Telephone	2,372	-	-	2,372	2,316
Postage	993	-	-	993	1,552
Insurance	2,448	-	-	2,448	3,912
Subscriptions, books and periodicals	2,473	-	-	2,473	5,696
Rent and rates	10,006	-	-	10,006	9,995
Service charges	1,645	-	-	1,645	6,634
HR Support	2,578	-	-	2,578	328
Training and courses	2,941	-	-	2,941	1,801
Digital Support partner costs	-	-	-	-	3,784
Bank charges	129	-	-	129	137
Legal and professional fees	-	-	-	-	1,428
Sundry costs	1,334	-	-	1,334	2,218
Depreciation	4,952	-	-	4,952	1,486
<u>Governance costs</u>					
Bookkeeping	7,736	-	-	7,736	7,386
Accountancy and audit	1,200	-	-	1,200	1,200
	<u>202,813</u>	<u>-</u>	<u>30,920</u>	<u>233,733</u>	<u>257,185</u>
	18,892	-	-	18,892	(30,711)
Transfers between funds	3,216	(3,216)	-	-	-
Surplus/(deficit) for the year	<u>22,107</u>	<u>(3,216)</u>	<u>-</u>	<u>18,892</u>	<u>(30,711)</u>