



Oxford Community Work Agency

ANNUAL REPORT 2021/2022



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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

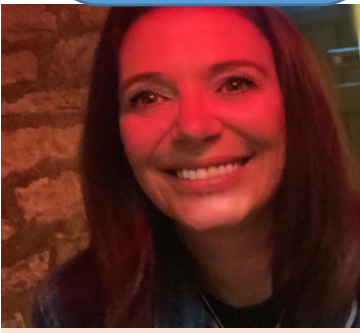
27% had
dependent
children

76% are living
on less than
£15000 per
year

89% suffered
with a
disability

81% were of working
age

No er 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.

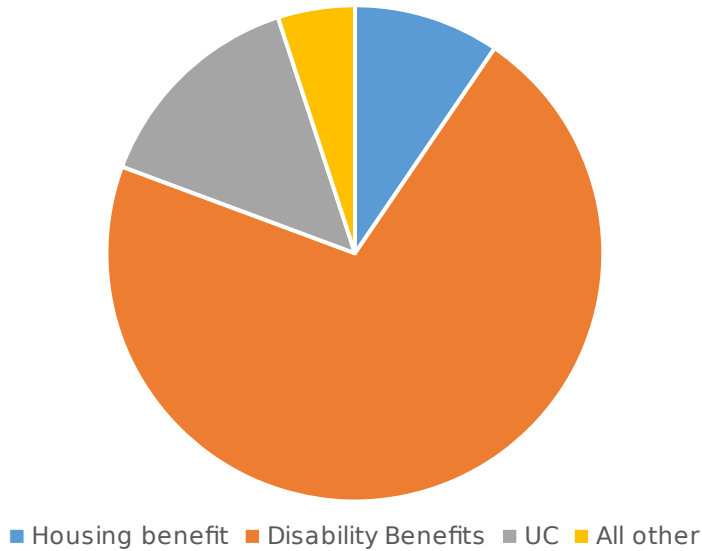
PERFORMANCE

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**

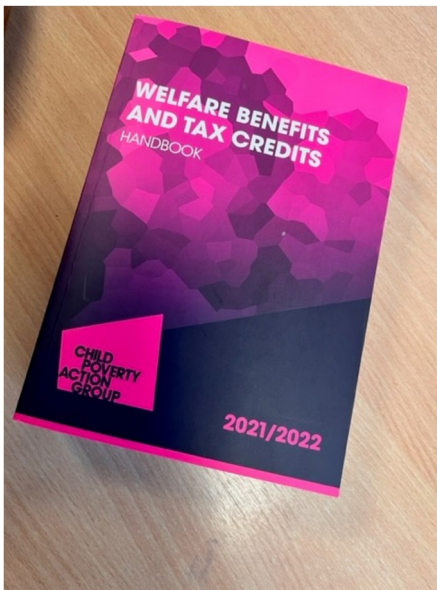
Benefits



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.'

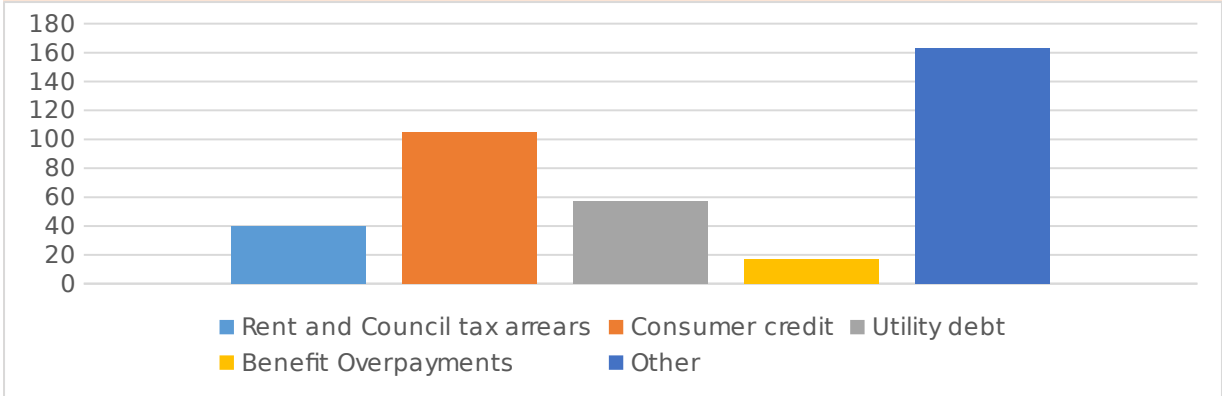
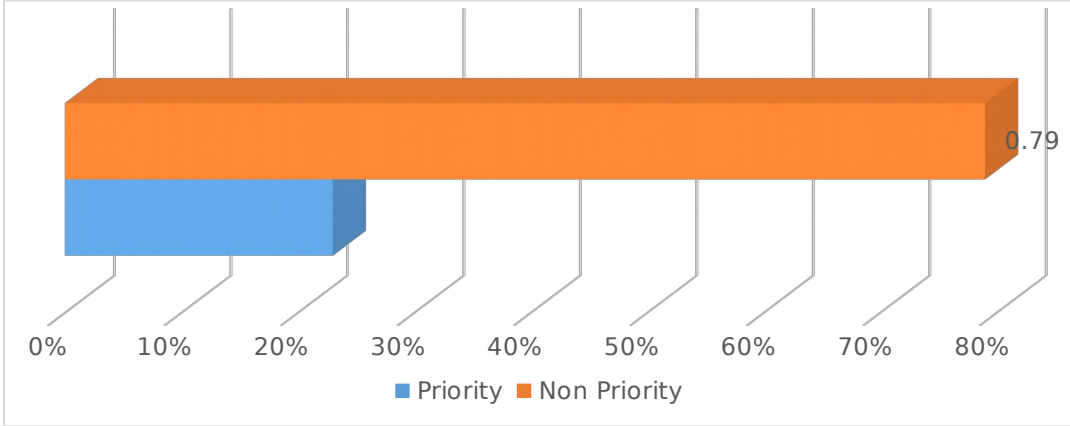
The award of income support was terminated because Miss Loveridge's award of carers allowance was terminated when the award of DLA disability living allowance for the person she cared for was reduced. The DLA decision was shown to be an error on appeal, and carers allowance has been reinstated, giving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



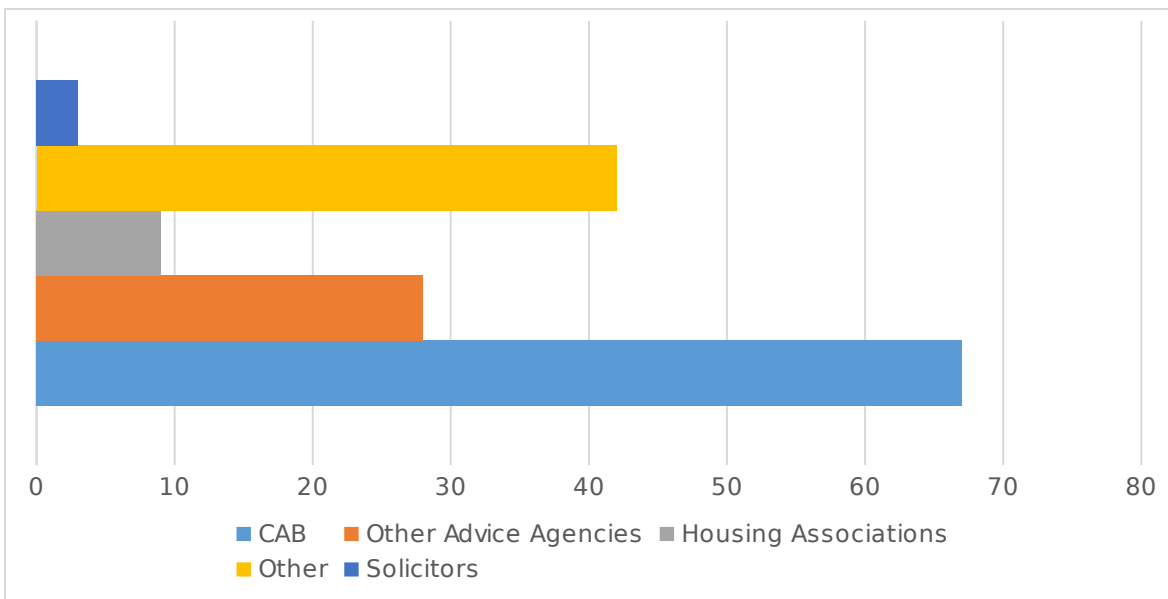
Referrals from other service providers

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.

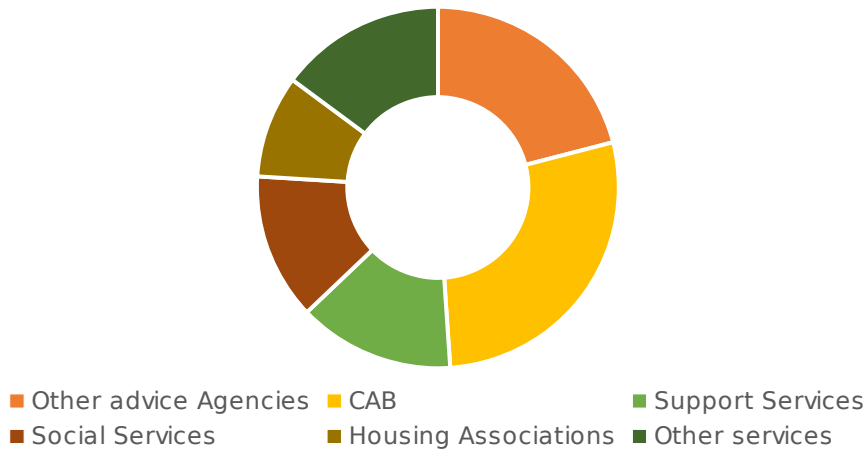
The five largest referring and signposting agencies are recorded below.



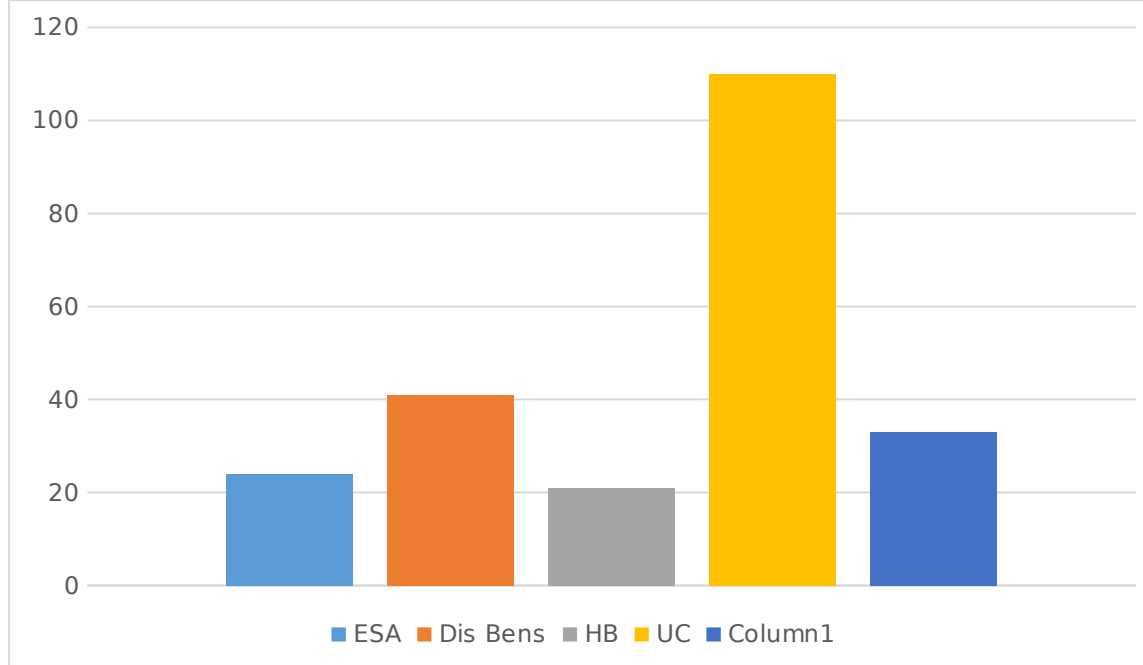
Oxfordshire Consultancy Line

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



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.

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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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



11 October 2021

N L T Williams
Director

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 General £	Designated £	Restricted Funds £	Total Funds 2021 £	Total Funds 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	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 Funds	Total 2021	Total 2020
	General	Designated			
	£	£	£	£	£
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>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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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



11 October 2021

N L T Williams
Director

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 General £	Designated £	Restricted Funds £	Total Funds 2021 £	Total Funds 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	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

	£
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Expenditure in year	<u>-</u>
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Balance carried forward	<u><u>10,898</u></u>

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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 Funds	Total 2021	Total 2020
	General	Designated			
	£	£	£	£	£
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
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Rent and rates	10,006	-	-	10,006	9,995
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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>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>