

**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  
New Barclay House  
234 Botley Road  
Oxford  
OX2 0HP

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

**Contents**

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  
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



22 October 2024

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 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 General £	Designated £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Income:</b>						
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
<b>Total incoming resources</b>		<b>222,892</b>	<b>-</b>	<b>12,480</b>	<b>235,372</b>	<b>319,716</b>
<b>Expenditure</b>						
Expenditure on Charitable Activities		223,539	-	12,480	236,019	259,331
Governance costs	1b	9,924	-	-	9,924	9,087
<b>Total resources expended</b>		<b>233,463</b>	<b>-</b>	<b>12,480</b>	<b>245,943</b>	<b>268,418</b>
<b>Net movement in funds before transfers</b>		<b>(10,570)</b>	<b>-</b>	<b>-</b>	<b>(10,570)</b>	<b>51,298</b>
<b>Transfers between funds</b>	11	2,233	(2,233)	-	-	-
<b>Net income/(expenditure) for the year</b>		<b>(8,338)</b>	<b>(2,233)</b>	<b>-</b>	<b>(10,570)</b>	<b>51,298</b>
<b>Total funds brought forward</b>		<b>149,499</b>	<b>2,233</b>	<b>-</b>	<b>151,732</b>	<b>100,434</b>
<b>Total funds carried forward</b>		<b>141,162</b>	<b>-</b>	<b>-</b>	<b>141,162</b>	<b>151,732</b>

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

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

<b>5. Employees' emoluments</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
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.		

<b>6. Tangible fixed assets</b>	Office equipment	Computer equipment	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
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	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
<b>Depreciation</b>			
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	<u>7,177</u>	<u>52,249</u>	<u>59,426</u>
<b>Net Book Value</b>			
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.

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

<b>8. Creditors - amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
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>-</u>	<u>141,162</u>
	<u><u>141,162</u></u>	<u><u>-</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**

	<b>Unrestricted Funds</b>		<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>General</b>	<b>Designated</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>					
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>
<b>EXPENDITURE</b>					
<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
<b>Transfers between funds</b>	<u>2,233</u>	<u>(2,233)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Surplus/(deficit) for the year</b>	<u>(8,338)</u>	<u>(2,233)</u>	<u>-</u>	<u>(10,570)</u>	<u>51,298</u>