

HONOR OAK COMMUNITY ASSOCIATION

England & Wales · Charity number 1160442

Details

Other names HOCA

Status Registered

Legal form CIO

Registered 2015-02-11

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

Contact

Address Honor Oak Community Centre
50 Turnham Road
London
SE4 2JD

Phone 02076392301

Email INFO@HONOROAKCOMMUNITYCENTRE.ORG

Website www.honoroakcommunitycentre.org

Activities

Objects: THE OBJECTS OF THE CIO ARE:3.1 TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS;3.2 TO ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY STATUTORY AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THE OBJECTS;3.3 TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.THE CHARITY SHALL BE NON-PARTY IN POLITICS AND NON-SECTARIAN IN RELIGION.THE AREA OF BENEFIT ("AREA OF BENEFIT") SHALL BE LEWISHAM AND THE SURROUNDING AREAS.

Activities: Currently we are working on retaining community services for health and wellbeing and community engagement to access borough-wide services in the local area. We provide access to a range of activities including martial arts class, Sunday church group, choir practice session, a foodbank service, healthy eating and dietary group, badminton sport club, over 55's social club and digital discovery I.T

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Defined Groups, The General Public/mankind

Geography

- Lewisham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£66,114	£69,474	-	-
2024-03-31	£59,705	£69,385	-	-
2023-03-31	£64,161	£73,567	-	-
2022-03-31	£61,098	£77,038	-	-
2021-03-31	£77,737	£47,630	-	-

Trustees

Name	Role	Appointed
Beverly Ammon		2021-06-24
DAMIAN GRIFFITHS		2017-09-01
Damali Bah		2021-06-29
Joan Millbank		2021-06-29
Neil Poppmacher		2023-02-14
WONYO YAO SETUFE		2015-02-01
YVONNE ELIZABETH PEART		2015-02-01

HONOR OAK COMMUNITY ASSOCIATION

England & Wales - Charity number 1160442

Accounts

**HONOR OAK COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

CHARITY REGISTERED NUMBER 1160442

**LONDON ACCOUNTANCY PRACTICE
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD
LONDON SE15 6JL**

**HONOR OAK COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

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HONOR OAK COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

AS AT 31 MARCH 2025

Trustees

- Cllr Joan Millbank,..... Chair**
- Damali Bah Trustee**
- Wonyo Setufe Trustee**
- Bev Ammon Trustee**
- Damian Griffiths..... Treasurer**
- Neil Poppmacher Trustee**
- Yvonne Peart Secretary**

CIO No.....1160442

FORMAL ADDRESS

**50 Turnham Road
London SE4 2JD**

BANKERS

**NatWest Bank Plc
Catford Branch
159 Rushey Green
London SE6 4BJ**

INDEPENDENT EXAMINER

**London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
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Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025

Structure, Governance and Management

Honor Oak Community Association registered to become a charitable incorporated organisation (CIO) on 11th February 2015 and is governed by its constitution. The CIO was established under a constitution which defines the objects and power of the charitable organisation and is governed by such.

The trustees who served during the year ending 31st March 2025 were;

Cllr Joan Millbank, Damali Bah, Yvonne Peart, Wonyo Setufe, Damian Griffiths, Bev Ammon, Neil Poppmacher.

Charitable Objectives

Our Objectives, as stated in our Constitution are to:

3.1 promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

3.2 establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 promote such other charitable purposes as may from time to time be determined.

Trustees

Trustees are elected from the membership. Elections for membership Trustees will be held at HOCA's Annual General Meeting. Only members of HOCA can vote in these elections. The number of trustees that can be appointed is limited to 12.

Trustees understand that they must ensure that all of the Association's human resources, financial resources and assets must be used to achieve HOCA charitable objects which are stated above.

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

Trustee Induction and Training

All Trustees are issued with a copy of our governing document and we aim to receive regular financial performance information at Trustee meetings. Trustees are encouraged to attend appropriate external training events which will help in the undertaking of their role.

The trustee training and induction policy provides them with information in regard to their legal obligations and the expectations of the roles of trustees and honorary roles.

Payments to Trustees

None of the Trustees received remuneration or other benefit from their work with the CIO.

Membership

The Association wish to encourage more of the local community to join HOCA as members.

From HOCA Constitution (governing document)

Membership shall be open, irrespective of sex, sexual orientation, age, disability, race, nationality, political, religious or other opinions to:

9.1.1 individuals aged 18 and above:

9.1.1.1 who live within the area of benefit, who shall be known as full members;

9.1.1.2 who live outside the area of benefit, who shall be known as associate members.

9.1.2 individuals under the age of eighteen years, whether living within or outside the area of benefit, who shall be known as junior members;

9.1.3 associations and organisations, whether corporate or unincorporated, (and including branches of national or international organisations) which operate solely or in part within the area of benefit, are voluntary or non-profit-distributing and which wish to support the Objects, which shall be known as affiliated members;

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

9.1.4 statutory authorities in whose administrative area the area of benefit lies which shall be known as statutory authority members.

Aims

HOCA aims to manage a Community Centre that provides facilities for recreational, sporting and social well-being for the local community, including providing space to;

- **Enable and empower older people to have a safe, healthy and enjoyable quality of life by reducing the risk of isolation and loneliness in older people, resulting in improved mental and general health and wellbeing for the individual.**
- **Increase opportunities for recreation and learning and provide facilities for children and families to develop the confidence and skills required to reach their full potential whilst gaining positive social and personal skills.**
- **Enable people to be better informed about issues that affect them and able to take actions to improve their lives through access to information, advice and guidance.**

Objectives

- **Run an accessible community centre for all ages and abilities**
- **Ensure a diverse range of User Groups**
- **Encourage and enable local people to take an active part in the Management, delivery and development of all service delivery, development and evaluation.**
- **Improve access to information about the centre's facilities by working with the current service users and local community to develop marketing and promotion materials and activities**
- **Promote community, family and cultural events that encourage excellence, parent/child relationships, creative expression and community cohesion**

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

Public Benefit

The Trustees are aware of charity law requirement to demonstrate public benefit and take the Charity Commission's Public Benefit guidance into account when making decisions for HOCA.

Activities within the year April 2024– March 2025

The building is owned by LB Lewisham, and the community centre side is run day-to-day by HOCA trustees under a premises management agreement. Within this agreement LB Lewisham has responsibility to maintain the main fabric of the building and related health and safety requirements, while HOCA trustees pursue day-to-day repairs and minor improvements in line with responsibilities set out in the agreement. Trustees are also responsible for ensuring policies and procedures are in place to ensure the safe and secure running of the community centre, and appropriate community use.

In the year the trustees:

- Were in constant discussion with Lewisham Council regarding the proposed building sustainability improvements to be funded via funds from the central government's Decarbonisation Fund. Measures to include solar panels, a ground source heat pump, new windows and external doors. These measures will greatly increase the energy efficiency of the building as well as give the building a much-needed makeover. Throughout the year the improvements continued to be reviewed and delayed by increasing building costs, which was very disappointing**
- Were delighted by the installation on a new building alarm system paid for by Lewisham Council. The system includes external video cameras to give increased security protection.**
- Continued correspondence with Lewisham Council Energy Team on the allocation of the gas and electricity bills (shared with the adjoining Family Hub/ Youth Centre). Charges have increased significantly in line with general energy price rises. In the previous year Lewisham Council took back payment responsibility (previously HOCA had paid and sort 50% reimbursement), which was greatly appreciated by HOCA trustees. HOCA continues to await and worry about payment of our proportion of the charges.**

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

- **Welcomed the installation of a new front door entry system including two door buzzer-controlled entry system, with an internal lobby and visitor recorded video facility. This has greatly improved building security and enhanced the personal safety of staff, centre users and volunteers. The work took place following a successful application to the Met Police Youth and Community Centre Security Fund and included funding for a similar system at the adjoining Family Hub.**
- **Were delighted by an upgrade to the centre's heating system which gives greater control and reliability. Trustees were also grateful for the effort of Adam, a local teacher and estate resident who donated much of his school summer holiday to tidying up and replanting the front garden. He actively engaged members from the Thursday Wellbeing group in order to build a sense of local ownership. From Autumn 2024 the outside garden areas are being maintained by Glendales, Lewisham Council's ground maintenance contracts. Our thanks go to them too.**
- **Started regular discussion with Lewisham officers developing the adjoining Family Hub as a comprehensive support venue for children, young people and their families/carers. Trustees recognise that it is both sides of the building (HOCA and Family Hub) work collaboratively to effectively meet the needs of local residents.**
- **Have continued to review and developed internal procedures to ensure that HOCA remained legal, solvent, effective and in touch with local needs. As a small charity this continues to be a challenge with limited funds, staffing and trustee capacity. We increased our per hour charge for once-off lets while maintaining the current community rate for regular user groups. We were frustrated by the ongoing bureaucracy by our bank to make the necessary account changes following the election of Damian as treasurer. While we knew QuickBooks would provide the means for better financial management, trustees struggled to find the capacity to fully utilise it so we were very grateful to accept the offer of a voluntary bookkeeper within the year. We said 'goodbye and thank you' to Ray, HOCA Cleaner of many years, confirmed a permanent contract for Michael as Ray's replacement and welcomed Shirley, a local resident onto our Duty Caretaker rota. Several new user groups joined including a seated exercise class and Baby Bounce when the nearby St Andrews Centre closed down its community venue.**

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

- **Continued to join in with the Honor Oak Estate Stakeholder Network, which supports collaborative work amongst the various local groups and agencies providing services to local residents. HOCA continued to work with the Wednesday Food Bank to ensure residents in food poverty got help. The second Christmas Day lunch happened, organised by the Love Fellowship, with HOCA providing a free venue and our staff working as volunteers. Over 150 people attended, mainly off the estate and 30 housebound residents enjoyed the hot meal delivered to their homes. We joined in with the estate Christmas Tree Lighting event in December. This year we were delighted to be joined by the choir from Turnham School who lead the carol singing. In the year we had great pleasure in hosting the Black History Month celebration undertaken by Christina and her 60 Up older persons' group. We also gave free use of the Centre on Christmas Day to The Love Fellowship.**

As always, things happen because of the time and effort put in by people. A big 'thank you' goes once again to our small team of part-time staff who have kept things going with their hard work and good humour. Thanks also go to the trustees who provide the necessary governance and take overall responsibility for the charitable organisation. Lastly, a big 'thank you and well done' to the growing band of user groups who run a range of community-based activities and services from the community centre to benefit the local community. These include:

Weekly Daytime (at December 2024):

Love Fellowship Lunch and Social Club (Tuesday)

Baby Bounce (Wednesday)

Well Woman Group (Thursday)

Chatterbox playgroup (Friday)

LWCC Church (Sunday)

Honor Oak Community Association

Report of the Trustees

For The Year Ended 31st March 2025 (continued)

Weekly Evening (at December 2024):

Yoga Classes (Monday)

Empower Skating Adults (Monday and Thursday)

Love 2 Dance (Tuesday)

Empower Skating Children (Wednesday)

Food Bank LWCC (Wednesday)

Honor Oak Badminton group (Wednesday)

Ladies Badminton (Wednesday)

Tae Kwon Do (Thursday)

HOCA continued to hire out the community centre to be used for once off or occasional events and celebrations on Fridays and Saturdays. Local hirers can use the large hall and serving area at an affordable charge, which in turn provides essential funds to keep the community centre going.

HOCA received no grants for running costs in the year.

**Honor Oak Community Association
Management Committee Report
For The Year Ended 31st March 2025**

Financial Review

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to deficit (£3,361) and deficit of (£9,680) in 2024 respectively. The retained reserves at 31st March 2025 amounted to £21,767 and £25,128 in 2024 respectively.

Reserve Policy

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed the organisation's free reserves policy and have turned its entire unrestricted fund into an emergency reserve to enable Honor Oak Community Association to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

Risk Management

The trustees have examined the major risks which Honor Oak Community Association faces and believe that maintaining their free reserves at a reasonable level, combined with their annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

Tangible Fixed Assets

The organisation has no fixed assets. The building part occupied and managed by HOCA is owned by the London Borough of Lewisham.

Funds Available

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

Volunteers

Honor Oak Community Association recognises the significant contributions made by the volunteers including the trustees.

**Honor Oak Community Association
Statement of Trustees Responsibilities
For The Year Ended 31st March 2025**

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing these financial statements, the management committee are required to:

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

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the project. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

To the Trustees of Honor Oak Community Centre Association on the Accounts for the year ended 31 March 2025 which are set out on pages 14-18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's report

In connection with my examination, no matter has come to my attention: which gives me reasonable cause to believe that in any material respect:

- The accounting records were not kept in accordance with the section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the account give a 'true and fair' which is not a matter considered as part of the independent examination.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of this account to be reached.

Signed..  Date 13/01/2026.

A Adebambo, MBA, ACMA, ACG,
For London Accountancy Practice.
Sojourner Truth Community Centre
161 Sumner Road
London SE15 6JL

**HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted Fund	Restricted Fund	Total 2025	Total 2024
	£	£	£	£
Incoming Resources				
Legacies, Grant & Donations	0	0	0	0
Income from charitable activities	65,681	0	65,681	59,151
Bank Interest	433	0	433	555
Total Income	66,114	0	66,114	59,705
Costs of generating funds:				
Charitable activities	69,474	0	69,474	69,385
Total Expenditure	69,474	0	69,474	69,385
Net Incoming Resources / (Deficit)	(3,361)	-	(3,361)	(9,680)
Balances brought forward	25,128	-	25,128	34,808
Balances carried forward	21,767	-	21,767	25,128

**HONOR OAK COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2025**

	£	2025 £	£	2024 £
FIXED ASSETS				
CURRENT ASSETS				
Debtors	-		-	
Cash at Bank	32,693		41,745	
Cash at Hand				
	<u>32,693</u>		<u>41,745</u>	
CURRENT LIABILITIES				
Creditors and Accruals		<u>10,925</u>	<u>16,617</u>	
		21,767		25,128
		<u>21,767</u>		<u>25,128</u>
REPRESENTED BY:				
FUNDS:				
Unrestricted		21,767		25,128
Restricted		-		-
		<u>21,767</u>		<u>25,128</u>

Approved by the Board of trustees on 2025
and signed on its behalf by

Sign.....  Chair
Cllr. Joan Milbank

Sign..... Treasurer
Damien Griffiths -



Honor Oak Community Association

Notes to the Accounts

1. Accounting Policies

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Tangible Fixed Assets

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition. A register of assets is maintained.

Honor Oak Community Association
Notes to the Accounts (Continued)

2.

Creditors and Accruals

	2025	2024
	£	£
Accountancy fees	1,500	1,400
Hall Deposit	1,160	2,100
Gas/Elect Provision	7,000	7,000
Tax/NI/ Pensions	<u>1,265</u>	<u>6,117</u>
	<u>10,925</u>	<u>16,617</u>

3.

**HONOR OAK COMMUNITY ASSOCIATION
DETAILED INCOME
FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted Fund £	Restricted Fund £	Total 2025 £	Total 2024 £
INCOMING RESOURCES				
Legacies, Grant & Donations				
Hall Hire:				
Community Hire	38,681	0	38,681	52,335
User Group Hire	27,000	0	27,000	6,816
Investment Income:				
Bank Interest	433		433	555
Total Income	66,114	0	66,114	59,705

**DETAILED EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted Fund £	Restricted Fund £	Total 2025 £	Total 2024 £
EXPENDITURE				
Salaries	44,641	-	44,641	36,383
Tax/National Insurance/pensions	4,738	-	4,738	4,905
Music/Website Licences	392	-	392	-
Telephone	2,175	-	2,175	1,546
Gas & Electricity	-	-	-	-
Refundable Deposits	8,580	-	8,580	10,700
Utility-Water	278	-	278	235
Cleaning/Sanitation	2,326	-	2,326	1,912
Insurance	2,232	-	2,232	1,102
Payroll & Bookkeeping	913	-	913	1,716
Accountancy Fees (Professional Fees)	1,500	-	1,500	1,400
Alarm System	297	-	297	279
Printing Postage & Stationery	134	-	134	198
Interest Charges	60	-	60	-
Repairs Maintenance	393	-	393	8,128
Office Admin expenses	816	-	816	882
Total Expenditure	69,474	0	69,474	69,385

HONOR OAK COMMUNITY ASSOCIATION

England & Wales - Charity number 1160442

Accounts

**HONOR OAK COMMUNITY ASSOCIATION
ANNUAL REPORT WITH FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

CHARITY REGISTERED NUMBER 1160442

**LONDON ACCOUNTANCY PRACTICE
SOJOURNER TRUTH CENTRE
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HONOR OAK COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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HONOR OAK COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

AS AT 31 MARCH 2024

Trustees

Cllr Joan Millbank,..... Chair
Damali Bah Secretary
Wonyo Setufe Treasurer
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Damian Griffiths..... Trustee
Neil Poppmacher Trustee
Yvonne Peart Trustee

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For The Year Ended 31st March 2024**

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The trustees who served during the year ending 31st March 2023 were;

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Charitable Objectives

Our Objectives, as stated in our Constitution are to:

3.1 promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

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- Encourage and enable local people to take an active part in the Management, delivery and development of all service delivery, development and evaluation.
- Improve access to information about the centre's facilities by working with the current service users and local community to develop marketing and promotion materials and activities
- Organise and promote community, family and cultural events that encourage excellence, parent/child relationships, creative expression and community cohesion

Public Benefit

The Trustees are aware of charity law requirement to demonstrate public benefit and take the Charity Commission's Public Benefit guidance into account when making decisions for HOCA.

Activities within the year April 2023– March 2024

The building is owned by LB Lewisham, and the community centre side is run day-to-day by HOCA trustees under a premises management agreement. Within this agreement LB Lewisham has responsibility to maintain the main fabric of the building and health and safety requirements, while HOCA trustees pursue day-to-day repairs and minor improvements in line with responsibilities set out in the agreement. Trustees are also responsible for ensuring policies and procedures are in place to ensure the safe and secure running of the community centre, and appropriate community use.

In the year the trustees:

- Learned that Lewisham Council had secured funds from the Central Government's Decarbonisation Fund to retrofit the building including the community centre. This will include solar panels, a ground source heat pumps, new windows and external doors. These measures will greatly increase the energy efficiency of the building as well as give the building a much-needed makeover. A redecoration plan will follow and as generated funds allow.
- Developed a building maintenance plan to carry out essential repairs and improvements within the building. In the year a new external covered bin store was built to contain the enormous amount of rubbish generated primarily from weekend hire of the large hall, prior to collection by the council's refuse service. The bin store looks great, and we must

- say a big 'thank you' to the builder that undertook the work. The garden room was painted and 50 chairs repaired, saving money on replacement.
- Continued discussions with Lewisham Council Energy Team on the allocation of the gas and electricity bills (shared with the adjoining Youth Centre), which have increased significantly in line with general energy price rises. The Council took back payment responsibility and will recharge HOCA for our proportion of the charges.
 - Drafted a bid to the Met Police Youth and Community Centre Security Fund, which if successful would provide a new entry system including two door-controlled entry system, with an internal lobby and recorded video facility. This would greatly improve building security and the personal safety of staff, centre users and volunteers (postscript: The application was successful! Following extensive design work by the MET Police Design Out Crime officer, the system was fitted into both the Community Centre and the Youth Centre next door later in 2024). Big thanks go to Sgt Roger Knight from Telegraph Hill Safer Neighbourhood Team for telling us about this fund and supporting the application.
 - Learned that the adjoining Youth Centre would be developed by Lewisham Council into a Family Hub, providing a range of support to children, young people and the parents/carers. Discussions have started on how the two sides of the building (HOCA and Family Hub) work collaboratively to meet the needs of residents living locally.
 - Reviewed and developed internal procedures to ensure that the organisation remained legal, solvent, effective and in touch with local needs. QuickBooks was installed to provide a more streamline inhouse way of financial management. Policies were reviewed and upgraded including children and adult safeguarding and dealing with complaints, while the Centre's income and expenditure budget was checked through quarterly management accounts.
 - Continued to join in with the Honor Oak Estate Stakeholder Network, which supports collaborative work amongst the various local groups and agencies providing services and activities to local residents. HOCA continued to host these meetings 6 times per year. In October we also hosted and took part in a Saturday Community Consultation Day. 15 groups and organisations took part including Lewisham Homes, Met Police, Horniman Museum, Youth First and Chelwood. Local residents came along to find out about local services and to tell groups what would be useful to do going forward. Their children enjoyed the bouncy castle and various craft activities.
 - Joined in with the Christmas Tree Lighting event in December 2023. This was a great success with John Morgan, Chair of Honor Oak Estate Tenants Association taking on the role of Father Christmas, and handing out little goodies to local children as they made Christmas Wishes which were then hung on the tree.

In the year we had great pleasure in hosting the Black History Month celebration undertaken by Christina and her 60 Up older persons' group. We also gave free use of the Centre on Christmas Day to The Love Fellowship. They provided a free hot dinner and a welcoming place to be for over 120 local people; they also took food round to 80 others unable to attend in person. What a fantastic gesture of goodwill by their volunteers who sourced, prepared and

served the food. Thanks too go to our fantastic staff who volunteered their time to ensure that the hall was open, clean and ready for use on December 25

As always, things happen because of the time and effort put in by people. A big 'thank you' goes once again to our small team of part-time staff who have kept things going with their hard work and good humour. Thanks also go to the trustees who provide the necessary governance and take overall responsibility for the charitable organisation. Lastly, a big 'thank you and well done' to the growing band of user groups who run a range of community-based activities and services from the community centre to benefit the local community. These are:

Weekly Daytime (at December 2024):

Love Fellowship Lunch and Social Club (Tuesday)

Seated Exercise (Tuesday)

Baby Bounce (Wednesday)

Well Woman Group (Thursday)

Chatterbox playgroup (Friday)

LWCC Church (Sunday)

Weekly Evening (at December 2024):

Yoga Classes (Monday)

Empower Skating Adults (Monday and Thursday)

Love 2 Dance (Tuesday)

Empower Skating Children (Wednesday)

Food Bank LWCC (Wednesday)

Honor Oak Badminton group (Wednesday)

Ladies Badminton (Wednesday)

Tae Kwon Do (Thursday)

HOCA continued to hire out the Centre to be used for once off or occasional events and celebrations on Fridays and Saturdays. Community members can use the large hall and serving area at a reasonable and affordable charge, which in turn provides essential funds to keep the community centre going. HOCA received no grants for running costs in the year.

HONOR OAK COMMUNITY ASSOCIATION

MANAGEMENT COMMITTEE REPORT

FOR THE YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to deficit of (£9,680) in 2024 respectively. The retained reserves as at 31st March 2024 amounted to £25,128.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed the organisation's free reserves policy and have turned its entire unrestricted fund into an emergency reserve to enable Honor Oak Community Association to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risks which Honor Oak Community Association faces and believe that maintaining their free reserves at a reasonable level, combined with their annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The organisation has no fixed assets

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

VOLUNTEERS

HONOR OAK COMMUNITY ASSOCIATION recognises the significant contributions made by the volunteers including the trustees.

HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF TRUSTEES RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing these financial statements, the management committee are required to:

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

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the project. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT

**TO THE TRUSTEES OF HONOR OAK COMMUNITY CENTRE ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 WHICH ARE SET OUT ON
PAGES 12-16.**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's report

In connection with my examination, no matter has come to my attention: which gives me reasonable cause to believe that in any material respect:

- The accounting records were not kept in accordance with the section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the account give a 'true and fair' which is not a matter a matter considered as part of the independent examination.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of this account to be reached.

Signed A Adebambo Date 27th January 2025

A Adebambo, MBA, ACMA, ACG,
For London Accountancy Practice.
Sojourner Truth Community Centre
161 Sumner Road
London SE15 6JL

**HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Fund	Restricted Fund	Total 2024	Total 2023
	£	£	£	£
Incoming Resources				
Legacies, Grant & Donations	0	0	0	0
Income from charitable activities	59,151	0	59,151	64,000
Bank Interest	555	0	555	161
Total Income	59,705	0	59,705	64,161
Costs of generating funds:				
Charitable activities	69,385	0	69,385	73,567
Total Expenditure	69,385	0	69,385	73,567
Net Incoming Resources / (Deficit)	(9,680)	-	(9,680)	(9,405)
Balances brought forward	34,808	-	34,808	44,213
Balances carried forward	25,128	-	25,128	34,808

**HONOR OAK COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2024**

	2024		2023	
	£	£	£	£
FIXED ASSETS				
CURRENT ASSETS				
Debtors	-	-	-	-
Cash at Bank	41,745	50,553		
Cash at Hand				
	41,745	50,553		
CURRENT LIABILITIES				
Creditors and Accruals	16,617	15,745		
		25,128		34,808
		25,128		34,808
REPRESENTED BY:				
FUNDS:				
Unrestricted		25,128		34,808
Restricted		-		-
		25,128		34,808

Approved by the Board of trustees on 27th Jan 2025
and signed on its behalf by:

Sign: [Signature] Chair
Cllr. Joan Millbank

Sign: [Signature] Treasurer
Damien Griffiths

HONOR OAK COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Tangible Fixed Assets

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition. A register of assets is maintained.

HONOR OAK COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS (CONTINUED)

2.

CREDITORS AND ACCRUALS	2024	2023
	£	£
Accountancy fees	1,400	1,400
Hall Deposit	2,100	1,153
Gas/Elect Provision	7,000	2,500
Tax/NI/ Pensions	<u>6,117</u>	<u>6,192</u>
	<u>16,617</u>	<u>15,745</u>

3.

DETAILED INCOME
FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted	Restricted	Total	Total
	Fund	Fund	2024	2023
	£	£	£	£
INCOMING RESOURCES				
Legacies, Grant & Donations				
Hall Hire:				
Community Hire	52,335	0	52,335	58,912
User Group Hire	6,816	0	6,816	5,088
Investment Income:				
Bank Interest	555		555	161
Total Income	<u>59,705</u>	<u>0</u>	<u>59,705</u>	<u>64,161</u>

4.

- a. Business Rates were nil because of 80% charity mandatory relief and 20% discretionary relief from Lewisham Council was applied in the year.
- b. Light and Heat – still awaiting recharge bill from Lewisham Council; estimate of £8,000 which is probably too low.
- c. Trade Waste – nil as Lewisham Council offers a free service.
- d. Building Improvements – includes cost of replacement external bin chamber plus other small bins.
- e. Deep- Clean – action deferred therefore no cost incurred.

**HONOR OAK COMMUNITY ASSOCIATION
DETAILED EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
EXPENDITURE				
Salaries	36,383	-	36,383	36,819
Tax/National insurance/ pensions	4,905	-	4,905	5,131
Legal Advice	-	-	-	540
Music/Website Licences	74	-	74	435
Telephone	1,546	-	1,546	1,131
Gas & Electricity	-	-	-	4,500
Refundable Deposits	10,700	-	10,700	14,904
Utility-Water	235	-	235	-
Cleaning/Sanitation	1,912	-	1,912	1,712
Insurance	1,102	-	1,102	1,059
Payroll & Bookkeeping	1,716	-	1,716	2,058
Accountancy Fees (Professional Fees)	1,400	-	1,400	1,400
Alarm System	279	-	279	244
Printing, Postage & Stationery	198	-	198	347
Repairs, Maintenance	8,128	-	8,128	2,059
Office/ Admin expenses	808	-	808	1,227
Total Expenditure	69,385	0	69,385	73,567

HONOR OAK COMMUNITY ASSOCIATION

England & Wales - Charity number 1160442

Accounts

**HONOR OAK COMMUNITY ASSOCIATION
ANNUAL REPORT WITH FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

CHARITY REGISTERED NUMBER 1160442

LONDON ACCOUNTANCY PRACTICE

SOJOURNER TRUTH CENTRE

161 SUMNER ROAD

LONDON SE15 6JL

HONOR OAK COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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HONOR OAK COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

AS AT 31 MARCH 2023

Trustees

Cllr Joan Millbank..... Chair
Damali Bah Secretary
Wonyo Setufe Treasurer
Bev Ammon Trustee
Damian Griffiths..... Trustee
John Hamilton Trustee (resigned Jan 2023)
Neil Poppmacher Trustee (joined Feb 2023)
Seun Odeneye Trustee (resigned Jan 2023)
Tim Gluckman Trustee (resigned Jan 2023)
Yvonne Peart Trustee

CIO No.....1160442

FORMAL ADDRESS 50 Turnham Road
London SE4 2JD

BANKERS NatWest Bank Plc
Catford Branch
159 Rushey Green
London SE6 4BJ

INDEPENDENT EXAMINER London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London SE15 6JL

**Honor Oak Community Association
Report of the Trustees
For The Year Ended 31st March 2023**

Structure, Governance and Management

Honor Oak Community Association registered to become a charitable incorporated organisation (CIO) on 11th February 2015 and is governed by its constitution. The CIO was established under a constitution which defines the objects and power of the charitable organisation and is governed by such.

The trustees who served during the year ending 31st March 2023 were;
Cllr Joan Millbank, Damali Bah, Yvonne Peart, Wonyo Setufe, John Hamilton, Damian Griffiths, Tim Gluckman, Seau Odeneye, Bev Ammon, Neil Poppmacher

Charitable Objectives

Our Objectives, as stated in our Constitution are to:

3.1 promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

3.2 establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 promote such other charitable purposes as may from time to time be determined.

Trustees

Trustees are elected from the membership. Elections for membership Trustees will be held at HOCA's Annual General Meeting. Only members of HOCA can vote in these elections. The number of trustees that can be appointed is limited to 12.

Trustees understand that they must ensure that all of the Association's human resources, financial resources and assets must be used to achieve HOCA charitable objects which are stated above.

Trustee Induction and Training

All Trustees are issued with a copy of our governing document and receive regular financial performance information quarterly at Trustee meetings. Trustees are encouraged to attend appropriate external training events which will help in the undertaking of their role.

The trustee training and induction policy provides them with information in regard to their legal obligations and the expectations of the roles of trustees and honorary roles.

Payments to Trustees

None of the Trustees received remuneration or other benefit from their work with the CIO.

Membership

The Association wish to encourage more of the local community to join HOCA as members.

From HOCA Constitution (governing document)

Membership shall be open, irrespective of sex, sexual orientation, age, disability, race, nationality, political, religious or other opinions to:

9.1.1 individuals aged 18 and above:

9.1.1.1 who live within the area of benefit, who shall be known as full members;

9.1.1.2 who live outside the area of benefit, who shall be known as associate members.

9.1.2 individuals under the age of eighteen years, whether living within or outside the area of benefit, who shall be known as junior members;

9.1.3 associations and organisations, whether corporate or unincorporated, (and including branches of national or international organisations) which operate solely or in part within the area of benefit, are voluntary or non-profit-distributing and which wish to support the Objects, which shall be known as affiliated members;

9.1.4 statutory authorities in whose administrative area the area of benefit lies which shall be known as statutory authority members.

Aims

HOCA aims to manage a Community Centre that provides facilities for recreational, sporting and social well-being for the local community, including providing space to;

- Enable and empower older people to have a safe, healthy and enjoyable quality of life by reducing the risk of isolation and loneliness in older people, resulting in improved mental and general health and wellbeing for the individual.
- Increase opportunities for recreation and learning and provide facilities for children and families to develop the confidence and skills required to reach their full potential whilst gaining positive social and personal skills.
- Enable people to be better informed about issues that affect them and able to take actions to improve their lives through access to information, advice and guidance.

Objectives

- Run an accessible community centre for all ages and abilities
- Ensure a diverse range of User Groups
- Encourage and enable local people to take an active part in the Management, delivery and development of all service delivery, development and evaluation.
- Improve access to information about the centre's facilities by working with the current service users and local community to develop marketing and promotion materials and activities
- Organise and promote community, family and cultural events that encourage excellence, parent/child relationships, creative expression and community cohesion

Public Benefit

The Trustees are aware of charity law requirement to demonstrate public benefit and take the Charity Commission's Public Benefit guidance into account when making decisions for HOCA.

Activities within the year April 2022 – March 2023

The building is owned by LB Lewisham, and the community centre side is run day-to-day by HOCA trustees under a premises management agreement. Within this agreement LB Lewisham has responsibility to maintain the main fabric of the building and health and safety requirements, while HOCA trustees pursue day-to-day repairs and minor improvements in line with responsibilities set out in the agreement. Trustees are also responsible for ensuring policies and procedures are in place to ensure the safe and secure running of the community centre, and appropriate use. In the year the trustees:

- Inacted an earlier decision to employ a Facilities Co-ordinator to increase capacity for local repair and maintenance and to deploy a Duty Caretaker to ensure that someone was always onsite when the building was in use. These changes were made in response to the community centre location within a residential estate and to some complaints received about late night noise and mess around the centre during and after weekend events.
- Made changes to ensure full compliance with hire requirements, with the installation of a noise limiter, an increase the level of returnable deposits to £300 to ensure responsible use by once-off hirers and review of key holders amongst the regular user groups.
- Resolved a major problem with an underfloor sewage drainage pipe; this has now allowed the trustees to plan for the much-needed refurbishment of the toilet/ washroom facilities located off the main lobby.

- Joined the Lewisham Community Toilet Scheme to increase residents' access to toilets, including accessible facilities.

In the year the back and front garden areas benefitted from the voluntary efforts of local residents, for which the trustees were grateful. The trustees were also delighted to learn that LB Lewisham wished to apply for central government funds to improve the sustainability of its buildings, including the estate's community and youth centres and offered every assistance to a consultant who surveyed the building. Fingers crossed!

All the regular user groups continued to meet at the community centre each weekday evening and Sunday. The NHS Blood Service increased their use of the Centre as a blood collection point and the centre administrator continued to seek more daytime users. Trustees set up a Warm Space in the Autumn to provide local residents with a place to meet, keep warm and join others over a cup of tea. The Warm Space was part of a series of drop-in facilities opened in Telegraph Hill ward and across the borough, to provide practical support to residents as energy prices soared. In December HOCA was delighted to provide the large hall for free to Thomas Joseph and the Love Fellowship Ministry who – with great generosity and good will – cooked and served a Christmas Day meal to anyone in need on December 25th 2022.

Trustees continued to meet regularly in-person with an on-line link to facilitate accessibility. In the year the trustees received quarterly financial management reports, reviewed a number of operational policies and procedures including health and safety and safeguarding, and introduced others including a trustee protocol.

As always, things happen because of the time and effort put in by people. A big 'thank you' goes once again to the paid staff – permanent and temporary - who have kept things going with their hard work; variety of skills and responsibilities, and good humour; to the volunteers who maintained the garden areas for others to enjoy, and to the users groups who continue to run a range of community-based activities and services to benefit the local community. Lastly, thanks go to the trustees who give their time and skills for free to ensure that the charitable organisation can continue. We said goodbye to Tim, John and Seun who decided the time was right to step down, and we welcomed Neil, a long-standing estate resident, Tenants' Association representative and past member of community centre committees onto the trustee board.

HONOR OAK COMMUNITY ASSOCIATION

MANAGEMENT COMMITTEE REPORT

FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to deficit (£9,405) and deficit of (£15,941) in 2022 respectively. The retained reserves at 31st March 2023 amounted to £34,808 and £44,213 in 2022 respectively.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed the organisation's free reserves policy and have turned its entire unrestricted fund into an emergency reserve to enable Honor Oak Community Association to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risks which Honor Oak Community Association faces and believe that maintaining their free reserves at a reasonable level, combined with their annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The organisation has no fixed assets

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

VOLUNTEERS

HONOR OAK COMMUNITY ASSOCIATION recognises the significant contributions made by the volunteers.

HONOR OAK COMMUNITY ASSOCIATION

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing these financial statements, the management committee are required to:

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

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the project. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HONOR OAK COMMUNITY CENTRE ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 WHICH ARE SET OUT ON
PAGES 12-16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's report

In connection with my examination, no matter has come to my attention: which gives me reasonable cause to believe that in any material respect:

- The accounting records were not kept in accordance with the section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the account give a 'true and fair' which is not a matter a matter considered as part of the independent examination.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of this account to be reached.

Signed... A Adebambo Date 25th January 2024.

A Adebambo, MBA, ACMA, ACG,
For London Accountancy Practice.
Sojourner Truth Community Centre
161 Sumner Road
London SE15 6JL

HONOR OAK COMMUNITY ASSOCIATION
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
Incoming Resources				
Legacies, Grant & Donations	0	0	0	6,837
Income from charitable activities	64,000	0	64,000	54,260
Bank Interest	161	0	161	0
Total Income	64,161	0	64,161	61,098
Costs of generating funds:				
Charitable activities	73,567	0	73,567	77,038
Total Expenditure	73,567	0	73,567	77,038
Net Incoming Resources	(9,405)	-	(9,405)	(15,941)
Balances brought forward	44,213	-	44,213	60,154
Balances carried forward	34,808	-	34,808	44,213

HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023


	Unrestricted Fund	Restricted Fund	Total 2023	Total 2022
	£	£	£	£
Incoming Resources				
Legacies, Grant & Donations	0	0	0	6,837
Income from charitable activities	64,000	0	64,000	54,260
Bank Interest	161	0	161	0
Total Income	64,161	0	64,161	61,098
Costs of generating funds:				
Charitable activities	73,567	0	73,567	77,038
Total Expenditure	73,567	0	73,567	77,038
Net Incoming Resources	(9,405)	-	(9,405)	(15,941)
Balances brought forward	44,213	-	44,213	60,154
Balances carried forward	34,808	-	34,808	44,213

HONOR OAK COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2023

	£	2023 £	£	2022 £
FIXED ASSETS				
CURRENT ASSETS				
Debtors	-	-	-	-
Cash at Bank	50,553		50,346	
Cash at Hand				
	50,553		50,346	
CURRENT LIABILITIES				
Creditors and Accruals	15,745		6,133	
		34,808		44,213
		34,808		44,213
REPRESENTED BY:				
FUNDS:				
Unrestricted		34,808		44,213
Restricted		-		-
		34,808		44,213

Approved by the Board of trustees on 2023
and signed on its behalf by:

Sign  Chair
Cllr Joan Milbank

Sign  Treasurer
Wonyo Setufe

HONOR OAK COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Tangible Fixed Assets

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition. A register of assets is maintained.

HONOR OAK COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

2. CREDITORS AND ACCRUALS	2023	2022
	£	£
Accountancy fees	1,400	1,400
Hall Deposit	1,153	1,153
Gas/Elect Provision	7,000	2,500
Tax/NI/ Pensions	<u>6,192</u>	<u>1,080</u>
	<u>15,745</u>	<u>6,133</u>

3.
DETAILED INCOME
FOR THE YEAR ENDED 31 MARCH 2023

INCOMING RESOURCES	Unrestricted Fund	Restricted Fund	Total 2023	Total 2022
	£	£	£	£
Legacies, Grant & Donations				
LB Lewisham- Grant (COVID Fund)	0	0	0	0
HMRC Job Retention Funds	0	0	0	4,837
CoL City Bridge Trust (COVID Resilience Fund)	0	0	0	0
Lewisham Council grant for Pensioners	0	0	0	2,000
Hall Hire:				
Community Hire	58,912	0	58,912	51,164
User Group Hire	5,088	0	5,088	3,097
Investment Income:				
Bank Interest	161	0	161	0
Total Income	<u>64,161</u>	<u>0</u>	<u>64,161</u>	<u>61,098</u>

HONOR OAK COMMUNITY ASSOCIATION
 DETAILED EXPENDITURE
 FOR THE YEAR ENDED 31 MARCH 2023

EXPENDITURE	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
Salaries	36,819	-	36,819	33,067
Tax/National insurance/ pensions	5,131	-	5,131	4,850
Legal Advice	540	-	540	-
Music/Website Licences	435	-	435	-
Community Dev - 60 Up LA Funded- Tickets	-	-	-	430
Telephone & ADT (Alarm)	1,131	-	1,131	959
Gas & Electricity	4,500	-	4,500	2,500
Refundable Deposits	14,904	-	14,904	11,100
Utility-Water	-	-	-	522
Healthy Safety	-	-	-	670
Cleaning/Sanitation	1,712	-	1,712	1,566
Rates	-	-	-	405
Insurance	1,059	-	1,059	954
Trustees Training & Refreshments	-	-	-	10
Refreshments	-	-	-	292
Payroll & Bookkeeping	2,058	-	2,058	1,136
Accountancy Fees (Professional Fees)	1,400	-	1,400	1,400
Alarm System	244	-	244	224
PPE	-	-	-	11,500
Printing, Postage & Stationery	347	-	347	370
Repairs, Maintenance	2,059	-	2,059	5,083
Office/ Admin expenses	1,227	-	1,227	-
Total Expenditure	73,567	0	73,567	77,038

HONOR OAK COMMUNITY ASSOCIATION

England & Wales - Charity number 1160442

Accounts

**HONOR OAK COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

CHARITY REGISTERED NUMBER 1160442

**LONDON ACCOUNTANCY PRACTICE
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD
LONDON SE15 6JL**

**HONOR OAK COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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HONOR OAK COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

AS AT 31 MARCH 2022

Trustees

Cllr Joan Millbank

Chair

Tim Gluckman

Secretary

Wonyo Setufe

Treasurer

Damian Griffiths

John Hamilton

Yvonne Peart

Beverly Ammon

Damali Bah

Seun Odeneye

CHARITABLE INCORPORATED ORGANISATION 1160442

FORMAL ADDRESS

50 Turnham Road

London SE4 2JD

BANKERS

NatWest Bank Plc

Catford Branch

159 Rushey Green

London SE6 4BJ

INDEPENDENT EXAMINER

London Accountancy Practice

Sojourner Truth Centre

161 Sumner Road

London SE15 6JL

Report of the Trustees For The Year Ended 31st March 2022

Structure, Governance and Management

Honor Oak Community Association is a charitable incorporated organisation (CIO) registered on 11th February 2015 and governed by its constitution. The CIO was established under a constitution which defines the objects and power of the charitable organisation and is governed by such.

The trustees who served during at least part of the year ending 31st March 2022 were; Yvonne Peart, Wonyo Setufe, John Hamilton, Damian Griffiths, Beverley Ammon, Seun Odeneye, Damali Bah, Tim Gluckman and Joan Millbank.

Charitable Objectives

Our Objectives, as stated in our Constitution are to:

3.1 promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

3.2 establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 promote such other charitable purposes as may from time to time be determined.

Trustees

Trustees are elected from and by the membership. The Elections for membership Trustees will be held at HOCA's Annual General Meeting. Individual could also be co-opted to become a trustee. Only full members of HOCA can vote in these elections.

Trustees understand that they should ensure that all of the Association's human resources, financial resources and assets must be used to achieve HOCA charitable objects which are stated above.

Trustee Induction and Training

All Trustees are issued with a copy of HOCA's governing document and receive regular financial performance information at Trustee meetings. Trustees are encouraged to attend appropriate external training events which will help in the undertaking of their role.

The trustee training and induction policy provides them with information in regard to their legal obligations and the expectations of the roles of trustees and honorary roles.

Payments to Trustees

None of the Trustees receive remuneration or other benefit from their work with the CIO.

Membership

The Association wishes to encourage more of the local community to join HOCA as members.

Membership shall be open, irrespective of sex, sexual orientation, age, disability, ethnicity, nationality, or political, religious or other opinions to:

9.1.1 individuals aged 18 and above:

9.1.1.1 who live within the area of benefit, who shall be known as full members;

9.1.1.2 who live outside the area of benefit, who shall be known as associate members.

9.1.2 individuals under the age of eighteen years, whether living within or outside the area of benefit, who shall be known as junior members;

9.1.3 associations and organisations, whether corporate or unincorporated, (and including branches of national or international organisations) which operate solely or in part within the area of benefit, are voluntary or non-profit-distributing and which wish to support the Objects, which shall be known as affiliated members;

9.1.4 statutory authorities in whose administrative area the area of benefit lies which shall be known as statutory authority members.

Aims

HOCA aims to manage a Community Centre that provides facilities for recreational, sporting and social well-being for the local community, including providing space to;

- Enable and empower older people to have a safe, healthy and enjoyable quality of life by reducing the risk of isolation and loneliness in older people, resulting in improved mental and general health and wellbeing for the individual.
- Increase opportunities for recreation and learning and provide facilities for children and families to develop the confidence and skills required to reach their full potential whilst gaining positive social and personal skills.

- Enable people to be better informed about issues that affect them and able to take actions to improve their lives through access to information, advice and guidance.

Objectives

- Run an accessible community centre for all ages and abilities
- Ensure a diverse range of User Groups
- Encourage and enable local people to take an active part in the Management, delivery and development of all service delivery, development and evaluation.
- Improve access to information about the centre's facilities by working with the current service users and local community to develop marketing and promotion materials and activities
- Organise and promote community, family and cultural events that encourage excellence, parent/child relationships, creative expression and community cohesion

Public Benefit

The trustees are aware of charity law requirement to demonstrate public benefit and take the Charity Commission public benefit guidance into account when making decisions for HOCA.

Activities within the year April 2021-March 2022

During this period the COVID restrictions were ended. The COVID19 safety measures were reviewed to ensure safe use of the building and personal protection packs (funded via the grant from The City Bridge Trust) were issued to user groups. Over the course of the year the full range of user groups were able to return to the centre and resume their various activities, and the centre was able to generate important revenue from the resumption of the once-off bookings e.g. community celebrations, non-ticketed events, wakes, etc. Trustees were pleased to accommodate a number of NHS services into the building, which has helped to widen the scope of community-based services available to local residents. Trustees were pleased that the Pantomime could take place in December; it was attended by local families.

HOCA reps resumed their attendance at the Honor Oak Estate Stakeholder Group (coordinated by a local ward councillor) to share information and work together to help make things happen locally.

While the building is owned by LB Lewisham it is run day-to-day by HOCA trustees under a premises management agreement. In the year trustees pursued repairs and improvements in line with responsibilities set out in the agreement. The trustees decided to change the building control function to increase capacity for local repair and maintenance and to ensure that someone was always onsite when the building was in use. Research was undertaken with other local community centres and a plan was agreed to employ a Facilities Coordinator during the week, and to deploy a Key Holding Caretaker to oversee events that happen over the weekends, with hirers picking up the cost of the service. These changes were made in response to the centre being located in a residential estate and to some complaints received about late night noise and mess around the centre during and after weekend events. Further changes are being

considered to ensure full compliance with hire requirements e.g. noise limiter, increase in returnable deposits to ensure responsible use by hirers.

Trustees continued to meet monthly and resumed in-person meetings at the centre. We have encouraged improved communication with our Administrator through regular reports and face-to-face meetings, both through her attending trustees meetings to make her report, regular liaison meetings with the chair and other operational discussions with trustees as appropriate. In the year the trustees started to prepare the budget for the following year (April 2022 onwards) to ensure that there would be sufficient money to meet the plans and aspirations for the coming year.

As always, things happen because of the time and effort put in by people. A big thanks goes to the paid staff – permanent and temporary - who have kept things going despite the challenges of COVID; to the volunteers who have maintained the garden areas as outside spaces for others to enjoy, and to the users groups who have returned and continue to run a range of community-based activities and services to benefit the local community. Lastly, thanks go to the trustees who give their time and skills for free to ensure that the charitable organisation can continue.

FINANCES

The year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to deficit of (£13,441) from surplus of £29,323 in 2021 respectively. The retained reserves at 31st March 2022 amounted to £46,713 and £60,154 in 2021 respectively.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed the organisation's free reserves policy and have turned its entire unrestricted fund into an emergency reserve to enable Honor Oak Community Association to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risks which Honor Oak Community Association faces and believe that maintaining their free reserves at a reasonable level, combined with their annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The organisation has no fixed assets

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

VOLUNTEERS

HONOR OAK COMMUNITY ASSOCIATION recognises the significant contributions made by the volunteers.

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing these financial statements, the management committee are required to:

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

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the project. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT

**TO THE TRUSTEES OF HONOR OAK COMMUNITY CENTRE ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 WHICH ARE SET OUT ON
PAGES 12-16.**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's report

In connection with my examination, no matter has come to my attention: which gives me reasonable cause to believe that in any material respect:

- The accounting records were not kept in accordance with the section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the account give a 'true and fair' which is not a matter a matter considered as part of the independent examination.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of this account to be reached.

Signed...  Date 20/01/2023 .

A Adebambo, MBA, ACMA, CGMA, ACG,
For London Accountancy Practice.
Sojourner Truth Community Centre
161 Sumner Road
London SE15 6JL

**HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Unrestricted Fund	Restricted Fund	Total 2022	Total 2021
	£	£	£	£
Incoming Resources				
Legacies, Grant & Donations	1,570	5,267	6,837	62,737
Income from charitable activities	54,260	0	54,260	14,987
Bank Interest	0	0	0	13
Total Income	55,831	5,267	61,098	77,737
Costs of generating funds:				
Charitable activities	71,772	5,267	77,038	48,414
Total Expenditure	71,772	5,267	77,038	48,414
Net Incoming Resources	(15,941)	-	(15,941)	29,323
Balances brought forward	60,758	(604)	60,154	30,831
Transfer Of Funds	-604	604	0	
Balances carried forward	44,213	(0)	44,213	60,154

**HONOR OAK COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2022**

	2022		2021	
	£	£	£	£
FIXED ASSETS				
CURRENT ASSETS				
Debtors	-	-	-	-
Cash at Bank	50,346		63,448	
Cash at Hand				
	50,346		63,448	
CURRENT LIABILITIES				
Creditors and Accruals	6,133		3,294	
		44,213		60,154
		44,213		60,154
REPRESENTED BY:				
FUNDS:				
Unrestricted		44,213		60,758
Restricted		-		(604)
		44,213		60,154
Approved by the Board of trustees on..... <i>January 20th</i> 2022				
and signed on its behalf by:				
Sign..... <i>Joan Millbank</i> Chair				
Cllr. Joan Millbank				
Sign..... <i>Wonyo Setufe</i> Treasurer				
Wonyo Setufe				

HONOR OAK COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Tangible Fixed Assets

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition. A register of assets is maintained.

2. CREDITORS AND ACCRUALS

	2022	2021
	£	£
Accountancy fees	1,400	1,400
Hall Deposit	1,153	0
Tax/NI/ Pensions	<u>1,080</u>	<u>1,894</u>
	<u>3,633</u>	<u>3,294</u>

3.

HONOR OAK COMMUNITY ASSOCIATION				
DETAILED INCOME				
FOR THE YEAR ENDED 31 MARCH 2022				
	Unrestricted	Restricted	Total	Total
	Fund	Fund	2022	2021
	£	£	£	£
INCOMING RESOURCES				
Legacies, Grant & Donations				
LB Lewisham- Grant (COVID Fund)	0	0	0	25,000
HMRC Job Retention Funds	0	4,837	4,837	26,037
CoL City Bridge Trust (COVID Resilience Fund)	0	0	0	11,700
Lewisham Council grant for Pensioners	1,570	430	2,000	0
Hall Hire:				
Community Hire	51,164	0	51,164	829
Other Hall Hire	3,097	0	3,097	14,158
Investment Income:				
Bank Interest	0		0	13
Total Income	55,831	5,267	61,098	77,737

HONOR OAK COMMUNITY ASSOCIATION				
DETAILED EXPENDITURE				
FOR THE YEAR ENDED 31 MARCH 2022				
	Unrestricted	Restricted	Total	Total
	Fund	Fund	2022	2021
EXPENDITURE	£	£	£	£
Salaries	28,231	4,837	33,067	22,562
Tax/National insurance/ pensions	4,850		4,850	7,046
Volunteers/ Sundries Expenses	-		-	86
Community Dev - 60 Up LA Funded- Tickets	-	430	430	784
Telephone & ADT (Alarm)	959		959	1,138
Gas & Electricity	2,500		2,500	1,651
Refundable Deposits	11,100		11,100	-
Utility-Water	522		522	156
Healthy Safety	670		670	
Cleaning	1,566		1,566	964
Rates	405		405	-
Insurance	954		954	954
Trustees Training & Refreshments	10		10	11
Meals	292		292	-
Payroll & Bookkeeping	1,136		1,136	410
Accountancy Fees (Professional Fees)	1,400		1,400	1,400
Alarm System	224		224	215
PPE	11,500		11,500	-
Printing, Postage & Stationery	370		370	-
Repairs, Maintenance	5,083		5,083	10,796
Digital Discovery	-		-	240
Total Expenditure	71,772	5,267	77,038	48,414

HONOR OAK COMMUNITY ASSOCIATION

England & Wales - Charity number 1160442

Accounts

**HONOR OAK COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY REGISTERED NUMBER 1160442

**LONDON ACCOUNTANCY PRACTICE
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD
LONDON SE15 6JL**

HONOR OAK COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

AS AT 31 MARCH 2021

Board of Trustees:

Yvonne Peart Trustee
Wonyo Setufe Treasurer
Damian Griffiths..... Trustee
John Hamilton Trustee
Tim Gluckman Secretary
Beverly Ammon..... Trustee
Damali Bah..... Trustee
Seun Odeneye..... Trustee

CIO No..... 1160442

FORMAL ADDRESS

50 Turnham Road
London SE4 2JD

BANKERS

NatWest Bank Plc
Catford Branch
159 Rushey Green
London SE6 4BJ

INDEPENDENT EXAMINER

London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London SE15 6JL

HONOR OAK COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Trustees
For The Year Ended 31st March 2021

Structure, Governance and Management

Honor Oak Community Association is a charitable incorporated organisation (CIO) registered on 11th February 2015 and governed by its constitution. The CIO was established under a constitution which defines the objects and power of the charitable organisation and is governed by such.

The trustees who served during at least part of the year ending 31st March 2021 were; Yvonne Peart, Wonyo Setufe, John Hamilton, Damian Griffiths, Beverley Ammon, Seun Odeneye, Damali Bah, Tim Gluckman.

Charitable Objectives

Our Objectives, as stated in our Constitution are to:

3.1 promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

3.2 establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 promote such other charitable purposes as may from time to time be determined.

The Trustees are please to present the Association's annual report for the year ending March 2021.

Trustees

Trustees are elected from and by the membership. Elections for membership Trustees will be held at HOCA's Annual General Meeting. Only members of HOCA can vote in these elections. The number of trustees that can be appointed is limited to 12.

Trustees understand that they must ensure that all of the Association's human resources, financial resources and assets must be used to achieve HOCA charitable objects which are stated above.

Trustee Induction and Training

All Trustees are issued with a copy of our governing document. Trustees are encouraged to attend appropriate external training events which will help in the undertaking of their role.

The trustee training and induction policy provides information in regard to legal obligations and the expectations of the roles of trustees and honorary roles.

Payments to Trustees

None of the Trustees received remuneration or other benefit from their work with the CIO.

Membership

The Association wish to encourage more of the local community to join HOCA as members.

From HOCA Constitution (governing document)

Membership shall be open, irrespective of sex, sexual orientation, age, disability, race, nationality, or political, religious or other opinions to:

9.1.1 individuals aged 18 and above:

9.1.1.1 who live within the area of benefit, who shall be known as full members;

9.1.1.2 who live outside the area of benefit, who shall be known as associate members.

9.1.2 individuals under the age of eighteen years, whether living within or outside the area of benefit, who shall be known as junior members;

9.1.3 associations and organisations, whether corporate or unincorporated, (and including branches of national or international organisations) which operate solely or in part within the area of benefit, are voluntary or non-profit-distributing and which wish to support the Objects, which shall be known as affiliated members;

9.1.4 statutory authorities in whose administrative area the area of benefit lies which shall be known as statutory authority members.

Aims

HOCA aims to manage a Community Centre that provides facilities for recreational, sporting and social well-being for the local community, including providing space to;

- Enable and empower older people to have a safe, healthy and enjoyable quality of life by reducing the risk of isolation and loneliness in older people, resulting in improved mental and general health and wellbeing for the individual.
- Increase opportunities for recreation and learning and provide facilities for children and families to develop the confidence and skills required to reach their full potential whilst gaining positive social and personal skills.
- Enable people to be better informed about issues that affect them and able to take actions to improve their lives through access to information, advice and guidance.

Objectives

- Run an accessible community centre for all ages and abilities
- Ensure a diverse range of User Groups
- Encourage and enable local people to take an active part in the Management, delivery and development of all service delivery, development and evaluation.
- Improve access to information about the centre's facilities by working with the current service users and local community to develop marketing and promotion materials and activities
- Organise and promote community, family and cultural events that encourage excellence, parent/child relationships, creative expression and community cohesion

Activities within the year

The pandemic COVID19 impacted significantly within the year on the activities and outcomes at HOCA. The Trustees complied with the numerous regulations stemming from central and local government public health and legal regulations. As a consequence the centre was closed as a meeting space and workplace for parts of the year and was opened to voluntary groups including church activities when allowed. Some user groups were not been able to return and once-off lets stopped.

As a result of the COVID19 restrictions there was a major drop in generated income. The Trustees are grateful for the dedicated financial support received from central and local government during this period, which has helped the CIO to remain financial stable as shown in the accounts. Trustees were also pleased to be awarded a COVID Resilience grant via the City of London City Bridge Trust which went towards COVID compliant health and safety measure within the centre and the provision of COVID compliant health and safety packs (including masks, gloves, hand sanitiser gel) for user groups and their members when they were able to resume their activities.

As far as is known, nobody contracted COVID19 as a result of any action at HOCC.

MANAGEMENT COMMITTEE REPORT
FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to £29,323 from deficit of (£22,922) in 2020 respectively. The retained reserves at 31st March 2021 amounted to £60,154 and £30,831 in 2020 respectively.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed the organisation's free reserves policy and have turned its entire unrestricted fund into an emergency reserve to enable Honor Oak Community Association to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risks which Honor Oak Community Association faces and believe that maintaining their free reserves at a reasonable level, combined with their annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The organisation has no fixed assets

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

VOLUNTEERS

HONOR OAK COMMUNITY ASSOCIATION recognises the significant contributions made by the volunteers.

HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF TRUSTEES RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing these financial statements, the management committee are required to:

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

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the project. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT

**TO THE TRUSTEES OF HONOR OAK COMMUNITY CENTRE ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 WHICH ARE SET OUT ON
PAGES 12-16.**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's report

In connection with my examination, no matter has come to my attention: which gives me reasonable cause to believe that in any material respect:

- The accounting records were not kept in accordance with the section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the account give a 'true and fair' which is not a matter a matter considered as part of the independent examination.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of this account to be reached.

Signed A Adebambo Date 27/01/22

A Adebambo, MBA, ACMA, CGMA, ACG,
For London Accountancy Practice.
Sojourner Truth Community Centre
161 Sumner Road
London SE15 6JL

**HONOR OAK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted Fund	Restricted Fund	Total 2021	Total 2020
	£	£	£	£
Incoming Resources				
Legacies, Grant & Donations	62,737	0	62,737	1,821
Income from charitable activities	14,987	0	14,987	35,770
Other Income	0	0	0	0
Bank Interest	13	0	13	82
Total Income	77,737	0	77,737	37,673
Costs of generating funds:				
Charitable activities	47,630	784	48,414	60,595
Total Expenditure	47,630	784	48,414	60,595
Net Incoming Resources	30,107	(784)	29,323	(22,922)
Transfer of Funds	(784)	784	0	0
Balances brought forward	31,435	(604)	30,831	53,753
Balances carried forward	60,758	(604)	60,154	30,831

**HONOR OAK COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2021**

	£	2021 £	£	2020 £
FIXED ASSETS				
CURRENT ASSETS				
Debtors	-		2,717	
Cash at Bank	63,448		34,486	
Cash at Hand				
	<u>63,448</u>		<u>37,203</u>	
CURRENT LIABILITIES				
Creditors and Accruals	<u>3,294</u>		<u>6,372</u>	
		60,154		30,831
		<u>60,154</u>		<u>30,831</u>
REPRESENTED BY:				
FUNDS:				
Unrestricted		60,758		31,435
Restricted		(604)		(604)
		<u>60,154</u>		<u>30,831</u>

Approved by the Board of trustees on..... 2021
and signed on its behalf by:

Sign..... *Michael* Chair *Trustee*

Sign..... *Ly Pat* Treasurer *Trustee*

HONOR OAK COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Tangible Fixed Assets

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition. A register of assets is maintained.

2. CREDITORS AND ACCRUALS

	2021	2020
	£	£
Accountancy fees	1,400	1,400
Hall Deposit	0	3,600
Tax/NI/ Pensions	<u>1,894</u>	<u>1,372</u>
	<u>3,294</u>	<u>6,372</u>

3.

	Unrestricted	Restricted	Total	Total
	Fund	Fund	2021	2020
	£	£	£	£
INCOMING RESOURCES				
Legacies, Grant & Donations				
LB Lewisham- Grant (COVID Fund)	25,000	0	25,000	1,821
HMRC Job Retention Funds	26,037	0	26,037	0
CoL City Bridge Trust (COVID Resilience Fund)	11,700	0	11,700	0
Hall Hire:				
Community Hire	14,158	0	14,158	5,025
Other Hire	829	0	829	30,745
Investment Income:				
Bank Interest	13		13	82
Total Income	<u>77,737</u>	<u>0</u>	<u>77,737</u>	<u>37,673</u>

**HONOR OAK COMMUNITY ASSOCIATION
DETAILED EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
EXPENDITURE				
Salaries	22,562		22,562	32,080
Tax/National insurance/ pensions	7,046		7,046	5,004
Volunteers/ Sundries Expenses	86		86	83
Community Development - 60 Up LA Funded	-	784	784	2,425
Telephone & ADT (Alarm)	1,138		1,138	1,930
Gas & Electricity	1,651		1,651	8,970
EMX LTD			-	454
Utility-Water	156		156	220
Computers Repairs			-	128
Cleaning	964		964	1,010
Office Stationery			-	491
Insurance	954		954	954
Trustees Training & Refreshments	11		11	329
Christmas Event			-	200
Payroll & Bookkeeping	410		410	453
Accountancy Fees (Professional Fees)	1,400		1,400	1,400
Alarm System	215		215	-
PHS Contract			-	420
Printing, Postage & Stationery			-	294
Staff Training (Tutor Care)			-	535
Fees & Subscriptions			-	110
Repairs, Maintenance	10,796		10,796	1,066
Digital Discovery	240		240	2,040
Website			-	
Office Costs - Other				
Total Expenditure	47,630	784	48,414	60,595