

**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

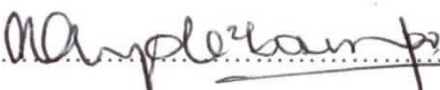
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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.......... 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
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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
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	6,192	1,080
	<u>15,745</u>	<u>6,133</u>

3.

DETAILED INCOME

FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Fund	Restricted Fund	Total 2023	Total 2022
INCOMING RESOURCES				
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		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