

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
London SE15 6JL**

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

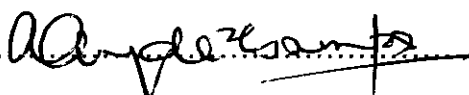
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 ~

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/NII/ 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