

**JERICO COMMUNITY ASSOCIATION CIO**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2020**

**Charity Registration Number: 1168203**

# **JERICOHO COMMUNITY ASSOCIATION CIO**

## **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

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# **JERICOHO COMMUNITY ASSOCIATION CIO**

## **CHARITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **TRUSTEE COMMITTEE MEMBERS**

Charlotte Christie (Chairman)	Zoe Guy
Jenny Mann (Secretary)	Phyllis Starkey
Peter Stalker (Treasurer)	George Taylor
Scott Ellis	Joelle Mann
Hannah Hirst-Dunton	Michael Barnes (appointed 11 April 2020)
Hoonie Feltham	
John Crabtree	

### **SECRETARY**

Jenny Mann

### **REGISTERED OFFICE**

Jericho Community Centre  
33a Canal Street  
Oxford  
OX2 6BQ

### **CHARITY REFERENCE NUMBER**

1168203

### **ACCOUNTANTS**

SPX Oxford Ltd  
Peace House  
19 Paradise Street  
Oxford  
OX1 1LD

### **SOLICITORS**

Knights Solicitors  
Midland House  
West Way  
Botley  
Oxford  
OX2 0PH

### **CONSULTANTS FOR NEW CENTRE ESTABLISHMENT**

Stuart Larkin & Associates Limited  
Bullingdon House  
174B Cowley Road  
Oxford OX4 1UE

# **JERICO COMMUNITY ASSOCIATION CIO**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **Chairman's report 2020**

The Covid-19 Pandemic meant that for most of the year the Community Centre was closed, in line with Government regulations, while the JCA focussed on sharing information and supporting the community as best we could in rapidly changing circumstances.

The Community Centre closed in March and we were fortunate that we were able to use the government scheme to put our two employees on furlough. We were also eligible for a government business grant to cover some of the overheads while the centre was closed.

Members of the committee monitored email and phone messages to the Centre. We also kept in contact with the individuals who lease the offices within the building.

The JCA was due to hold its AGM on 16th March, the very day the Prime Minister announced the first lockdown, so it had to be immediately cancelled. Fortunately, the JCA Constitution is relatively recent, so contains a clause that allows for meetings to be held electronically.

The Association's community website 'Jericho Online' at [www.jerichocentre.org.uk](http://www.jerichocentre.org.uk) is the main channel of communication. It is updated regularly with community news and information relating to the Community Centre and a mix of articles and information about Jericho. Key meetings and activities are also notified by leaflet distributions and posters in the Centre windows and the two community notice boards.

The Community Association has 250 members who regularly renew their memberships. All residents of Jericho are eligible to join and can do so at any time online or by contacting the community centre.

### **Achievements and performance**

In response to government guidance, the Community Centre, including the café, was closed to classes on 21st March 2020, although most classes had already stopped by that time.

The JCA made contact with St Barnabas Church, the Baptist Chapel and the Synagogue as it became clear that there would be people in need and also those who wished to offer help. A leaflet was prepared with contact numbers for all four organisations. The JCA paid for the printing of this leaflet, enough for Jericho and the wider parish of St Barnabas and St Thomas, (which covers Rewley Road and up to St Thomas Street). It was distributed by volunteers over the weekend 20-22nd March.

The official lockdown was announced on 23rd March so by that time every household in Jericho had phone numbers to call if they needed help. At the same time the city council was working to establish 'Oxford Together' to co-ordinate the offers of help. This was a more complex piece of work which took a little time to get into place.

The JCA remained in close contact with the vicar at St Barnabas and it was agreed that it would be best to channel everything through one route which would ultimately be directed towards the Oxford Together so an email contact address for Jericho Helpers was set up, while the Community Centre and Vicarage phone numbers continued to be advertised for those without email. A JCA member who lives in Juxon Street undertook the role of linking volunteers with the requests for help through this route.

## **JERICO COMMUNITY ASSOCIATION CIO**

### **TRUSTEES ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2020**

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Though the centre was closed for most purposes, the committee liaised with the City North and Central District Nurse Team which used the centre as a safe location where they could hold their regular team meetings in a socially distanced way during the pandemic.

Throughout this period the JCA website was regularly updated, and information was circulated to the JCA mailing list as the situation developed. The website contained the key contact details and information on local shopping arrangements.

The Community Centre opened again for a period in the summer, which is generally a quieter period. The users who run classes mainly found that it was not viable to operate under the Covid restrictions, so activity was very limited.

The annual Street Fair was firstly postponed from June to September and then cancelled completely when it became clear the regulations would not permit it.

On a brighter note the JCA was pleased to support the city council and the 'Greening Jericho' group in the refurbishment of Mount Place. The JCA designed a new information board and has plans for a boules pitch which will be installed in Spring 2021.

The JCA continues to work alongside the Jericho Wharf Trust (JWT) to pursue the development of the Jericho Canalside site. The committee continues to play an active part in the debate and champion the Community's need for a sustainable new Community Centre on the site. Although the developer received planning permission for a proposal which had the support of the JWT in 2017 it has still not been implemented.

#### **Health & Safety report**

To make the best of enforced closure we decided to take the opportunity to do some of the maintenance work that we have been delaying, partly in hope of a new Centre and partly because it would take sections of the building out of use for several days. Our general maintenance is carried out by a skilled self-employed person. We were pleased to be able to offer him the opportunity to come and work safely in an empty building to mend broken window sashes, redecorate much of the building and sand down some of the old wooden floors.

In preparation for reopening in July a risk assessment for the entire building was undertaken. Automatic hand sanitizer dispensers were placed in all public rooms. Two metre distances were marked to identify maximum numbers of users in each room. The start and finish times of all bookings were adjusted to ensure that classes could enter and exit the building without meeting others on the way. Radio-controlled clocks were installed to maintain accurate timekeeping.

The café was opened with fewer tables and social distancing rules in place. However, many of our usual customers did not feel confident in going into any public spaces so attendance was low.

#### **Future Plans**

As soon as it is possible to do so all the usual activities will continue according to our strategy of facilitating the widest possible use of the building and receiving steady income from long lets of rooms within the building.

# **JERICO COMMUNITY ASSOCIATION CIO**

## **TRUSTEES ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2020**

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A priority remains to continuing to work within the Jericho Wharf Trust for the development of the Canalside site and a new Community Centre.

Charlotte Christie  
Chairman JCA  
March 2021

### **Treasurer's Report**

This has been a difficult year for everyone at the community centre. As a result of the lockdowns, we immediately lost half of our regular income. We were however able to use the furlough scheme to pay 80 per cent of the wages of our two staff members, while we covered the rest. We also received government business support grants, which helped towards overheads during the lockdown periods. To support our tenants, who rent offices at the community centre we offered rent-free periods.

We also took the opportunity to refurbish parts of the building during the lockdowns, which involve capital expenditure of around £15,000. However, we believe this is a good investment, which in accounting terms can be spread over three years. The net result has been that for 2020 we made a loss of £4,568 which we can cover from our general reserves.

Peter Stalker  
Treasurer  
March 2021

## **JERICHO COMMUNITY ASSOCIATION CIO**

### **STATEMENT OF THE TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2020**

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The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ascertain both the financial position of the charity and ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **JERICHO COMMUNITY ASSOCIATION CIO**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF JECRICO COMMUNITY ASSOCIATION**

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I report on the accounts of the Trust for the period ended 31 December 2020, which are set out on pages 9 to 17.

#### **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 Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- 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 next statement.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Sheila Parry

Relevant professional qualification or body: FCCA

Address:

Peace House

19 Paradise Street

Oxford OX1 1LD

Date:



# JERICHO COMMUNITY ASSOCIATION CIO

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

		2020			2019		
		Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
<b>Income and endowments from:</b>	Note						
Donations	2	1	-	1	275	-	275
Charitable activities	3	41,354	1,240	42,594	51,588	11,935	63,523
Other trading activities	4	485	-	485	3,855	-	3,855
<b>Total</b>		<b>41,840</b>	<b>1,240</b>	<b>43,080</b>	<b>55,718</b>	<b>11,935</b>	<b>67,653</b>
<b>Expenditure on:</b>							
Raising funds	5	3,157	285	3,442	5,062	-	5,062
Charitable activities	6	43,335	871	44,206	50,977	12,108	63,085
<b>Total</b>		<b>46,492</b>	<b>1,156</b>	<b>47,648</b>	<b>56,039</b>	<b>12,108</b>	<b>68,147</b>
<b>Net income / expenditure</b>		<b>- 4,652</b>	<b>84</b>	<b>- 4,568</b>	<b>- 321</b>	<b>- 173</b>	<b>- 494</b>
Transfers between funds		- 371	371	-	- 173	173	-
<b>Net movement in funds</b>		<b>- 5,023</b>	<b>455</b>	<b>- 4,568</b>	<b>- 494</b>	<b>-</b>	<b>- 494</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		80,585	-	80,585	81,079	-	81,079
<b>Total funds carried forward</b>		<b>75,562</b>	<b>455</b>	<b>76,017</b>	<b>80,585</b>	<b>-</b>	<b>80,585</b>

All recognised gains and losses are included in the Statement of Financial Activities.

# JERICO COMMUNITY ASSOCIATION CIO

## BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2020

		2020	2019
		£	£
	Notes		
<b>FIXED ASSETS</b>			
Tangible Assets	8	15,320	9,619
<b>CURRENT ASSETS</b>			
Debtors	9	7,524	16,717
Cash at bank and in hand		55,225	57,758
		62,749	74,475
<b>CREDITORS: Amounts falling due within one year</b>	10	2,052	3,509
<b>NET CURRENT ASSETS</b>		60,697	70,966
<b>NET ASSETS</b>		76,017	80,585
<b>INCOME FUNDS</b>			
General funds	15	57,360	60,553
Designated funds	15	18,202	20,032
Restricted funds	15	455	-
<b>TOTAL FUNDS</b>		76,017	80,585

These accounts were approved by the board of trustees on 08/06/21 and signed on their behalf by:-

  
Jenny Mann  
Trustee

  
Peter Stalker  
Trustee

# JERICO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. STATEMENT OF ACCOUNTING POLICIES

#### **Accounting convention**

These accounts have been prepared under the historical cost convention, and in accordance with the Statements of Recommended Practice 2015 (SORP 2015), 'Accounting and Reporting by Charities', issued by the Charities Commission and the Charities Act 2011, together with applicable standards.

#### **Income**

Income represents income receivable from room hire, rental income, fundraising, donations, gifts and interest received.

Donations and legacies are reported in the Statement of Financial Activities if they are received or due in the financial year.

Any income received relating to a forward period has been deferred.

Grants receivable are included in the year in which the offer is conveyed by the charity except in those cases where the offer has conditions, such grants being recognised as income when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are not included in the financial statements.

#### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure, inclusive of any VAT which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered that are subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

Resources are expended in the furtherance of the charity's objectives.

#### **Depreciation**

Depreciation is provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives. A full year's depreciation is provided in the year of acquisition.

Office equipment – straight line basis at 25% per annum.

Leasehold improvements – straight line basis at 20% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £100.

#### **Fund accounting**

Funds held by the charity are either:-

**Unrestricted general funds** – these are funds which can be used in accordance with the charity's objectives at the discretion of the trustees.

## JERICO COMMUNITY ASSOCIATION CIO

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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**Designated funds** – these funds represent monies set aside for specific purposes at the discretion of the trustees rather than the donors.

**Restricted funds** – funds received can only be used for specifically nominated expenditure by the donor and are credited to income in the year in which they are received. Where amounts are not specifically allocated against expenditure in that year the balance is deferred and added to the balance brought forward on the restricted funds and is used in subsequent years in line with the restrictions placed by the donor.

#### **Taxation**

The organisation, being a charity, is not liable to taxation on its income.

# JERICOHO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 2. INCOME FROM DONATIONS

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Other donations	1	-	1	275
	<u>1</u>	<u>-</u>	<u>1</u>	<u>275</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Rentals and room hire	24,573	-	24,573	51,588
Grants	16,781	1,240	18,021	11,935
	<u>41,354</u>	<u>1,240</u>	<u>42,594</u>	<u>63,523</u>

### 4. INCOME FROM OTHER TRADING ACTIVITIES

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Café income	530	-	530	1,728
Street fair	- 45	-	- 45	2,128
Other income	-	-	-	-
	<u>485</u>	<u>-</u>	<u>485</u>	<u>3,856</u>

### 5. EXPENDITURE ON RAISING FUNDS

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Café purchases	207	-	207	774
Café wages	2,950	-	2,950	2,460
Street fair purchases	-	285	285	1,828
	<u>3,157</u>	<u>285</u>	<u>3,442</u>	<u>5,062</u>

# JERICOHO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Wages	11,091	-	11,091	10,772
Rent and rates	8,000	-	8,000	8,333
Utilities	6,103	-	6,103	7,969
Housekeeping	2,452	-	2,452	6,594
Insurance	1,024	-	1,024	979
Repairs and maintenance	1,839	-	1,839	18,848
Telecoms	1,123	-	1,123	1,276
Grant expenditure	-	871	871	353
Sundries	809	-	809	951
Depreciation	8,281	-	8,281	3,980
Governance costs (note 7)	2,613	-	2,613	3,031
	<b>43,335</b>	<b>871</b>	<b>44,206</b>	<b>63,086</b>

### 7. GOVERNANCE COSTS

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Accountancy fees	1,850	-	1,850	2,142
Independent examination	156	-	156	156
Consultancy fees	607	-	607	536
Other governance costs	-	-	-	197
	<b>2,613</b>	<b>-</b>	<b>2,613</b>	<b>3,031</b>

# JERICOHO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 8. TANGIBLE ASSETS

	Office equipment	Leasehold improvements	Total
	£	£	£
Costs			
At 1 Jan 2020	3,842	13,862	17,704
Additions	-	13,981	13,981
Disposals	-	-	-
At 31 December 2020	<u>3,842</u>	<u>27,843</u>	<u>31,685</u>
Accumulated depreciation			
At 1 Jan 2020	3,397	4,688	8,085
Charge for year	154	8,126	8,280
Disposals	-	-	-
At 31 December 2020	<u>3,551</u>	<u>12,814</u>	<u>16,365</u>
Net book value			
At 1 Jan 2020	<u>445</u>	<u>9,174</u>	<u>9,619</u>
At 31 December 2020	<u>291</u>	<u>15,029</u>	<u>15,320</u>

The net book value represents fixed assets used for direct charitable purposes.

### 9. DEBTORS

	2020	2019
	£	£
Trade debtors	914	7,465
Prepayments and accrued income	2,610	5,252
Loan to JWT	<u>4,000</u>	<u>4,000</u>
	<u>7,524</u>	<u>16,717</u>

### 10. CREDITORS: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	1,724	3,324
Other creditors	<u>328</u>	<u>185</u>
	<u>2,052</u>	<u>3,509</u>

# JERICO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### 11. TRUSTEE REMUNERATION, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the period. No committee costs were reimbursed to trustees during the period. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

### 12. INDEPENDENT EXAMINATION AND OTHER FINANCIAL SERVICE FEES

	2020	2019
	£	£
Independent Examiner's fees	156	156
Other financial services	1,850	2,142
	<u>2,006</u>	<u>2,298</u>

### 13. STAFF COSTS AND EMPLOYEE BENEFITS

	2020	2019
	£	£
Wages and salaries	13,513	12,766
Employer's pension contributions	528	466
Employer's National Insurance	-	-
	<u>14,041</u>	<u>13,232</u>

Average head count: 2

No employees received employee benefits of more than £60,000.

### 14. REMUNERATION AND BENEFITS RECEIVED BY KEY MANAGEMENT PERSONNEL

The key management personnel of the charity are the voluntary trustees. There are therefore no remuneration or benefits of the key management personnel to disclose.



# JERICO COMMUNITY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 15. MOVEMENTS IN FUNDS

	As at 1 Jan 2020	Incoming resources	Outgoing resources	Funding capital expenditure	Transfers	As at 31 December 2020
	£	£	£	£	£	£
Unrestricted funds:						
General funds	60,553	41,840	- 45,885	-	852	57,360
Designated funds:						
Establishment of new community centre	17,587	-	- 607	-	-	16,980
Depreciation reserve	2,445	-	-	-	- 1,223	1,222
Restricted funds:						
My Jericho	-	-	- 389	-	389	-
Street Fair Stalls	-	740	- 285	-	-	455
Grant for Mount Place sign	-	500	- 482	-	- 18	-
	<u>80,585</u>	<u>43,080</u>	<u>- 47,648</u>	<u>-</u>	<u>-</u>	<u>76,017</u>

#### Purpose of designated funds:

As at the end of the period, funds of £16,980 were held in respect of funds collected and expended in connection with the establishment of a new Community Centre for the charity.

The depreciation reserve has been set up for future years of depreciation for the capital expenditure of the fire alarm and emergency lighting that was funded by a grant from Oxford City Council.

#### Purpose of restricted funds:

My Jericho was a project run in 2019 which was fully spent at the end of the year. A small amount of additional expenditure in 2020 has been met by a transfer from general funds

The City Council paid £740 for Street Fair stalls. The 2020 Street Fair was cancelled by the pandemic and this money has been carried forward to 2021.

A grant of £500 was received from the City Council for the Mount Place sign.

### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds			
	General funds	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	14,098	1,222	-	15,320
Cash at bank and in hand	37,790	16,980	455	55,225
Debtors	7,524	-	-	7,524
Current liabilities	- 2,052	-	-	- 2,052
	<u>57,360</u>	<u>18,202</u>	<u>455</u>	<u>76,017</u>

### 17. POST BALANCE SHEET EVENTS

There have been no significant post balance sheet events.