

**WEST OXFORD COMMUNITY ASSOCIATION
CHARITABLE INCORPORATED ORGANISATION**

**TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2021**

Charity Registration Number: 1171599

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FOR THE YEAR ENDED 31 DECEMBER 2021**

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**CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2021**

TRUSTEES

R Huxley	Chairperson
E Ball	Treasurer (resigned January 2021)
J McMahon	Treasurer from January 2021
L Siddle	Vice Chair
S Morgan	
A Clilverd	
G Lonergan	
H Reid	
S Saunders	
M Bourne	
K Sant	Secretary
L Bird	
R Kilbee	
S Jamshidifard	Appointed 15/11/21

SECRETARY

Kate Sant

REGISTERED OFFICE

West Oxford Community Centre
Botley Road
Oxford
OX2 0BT

CHARITY REFERENCE NUMBER

1171599

ACCOUNTANTS

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

SOLICITORS

Blake Morgan
Seacourt Tower
West Way
Oxford
OX2 0FB

WEST OXFORD COMMUNITY ASSOCIATION CIO

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their annual report together with the financial statements of the charity for the year ended 31 December 2021.

CHARITABLE OBJECTS

The objects of the CIO are to:

- (a) promote the benefit of the inhabitants of West Oxford (hereafter called the "area of benefit") without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) 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 local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

The CIO shall be non-party in politics and non-sectarian in religion.

LEGAL STATUS

The governing instruments by which the charity operates are stated in its Constitution.

TRUSTEES

See page 2 for the trustees who held office during the year

Trustees are elected annually at the AGM under the Constitution. Due to difficulties around COVID, it was agreed by trustees on 19 July 2021 WOCA not to hold an AGM in 2021, and the Chair Rebecca Huxley included this information in the Annual report to the Charity Commission.

The existing trustees may make appointments of new trustees but all members of the management committee shall retire from office together at the conclusion of the next Annual General Meeting after the date on which they came into office but they may be re-elected or re-appointed.

Councillors S Pressel and C Cook are members of the committee by virtue of appointment by the local 'Area Committee' of Oxford City Council, the statutory authority for the purposes of the charity's constitution.

CONTINUING IMPACT OF COVID-19

2021 was another turbulent year for everyone, with varying levels of restrictions on people's freedom of association and movement, the 'Pingdemic' in the summer, and the Omicron variant at the tail end of the year. WOCA started the year in 'Lockdown 3' with only health, education, employment, and essential support services permitted to take place at the centre, and the café not allowed to offer more than take-aways and deliveries. Throughout the year we remained open to some degree and saw a gradual increase in activity and bookings, whilst many centres in the city remained closed. The last quarter saw a buoyant October followed by a rash of cancellations with the arrival of the new variant.

REGULARLY PAID STAFF

WOCA is very grateful to the staff team of Centre Manager Keith Birnie, Caretaker James Kelly, Office Assistant Erin Theobald, and Weekend Assistants Barbara Pavlov and Abdul Rahman. All staff were placed on furlough

until the Coronavirus Job Retention Scheme (CJRS) ended in September – doing only the hours necessary for the safe functioning of the centre, so that WOCA could save as much as possible on staffing costs. The team responded by working in a very flexible and efficient way, whilst increasing the levels of cleaning and decontamination between activities, and the association thanks them for their commitment and effort.

VOLUNTEERS

Management Committee

The committee worked well in trying circumstances, unable to meet in person until September, and dealing with the vagaries of meetings on the internet.

Trustees helped where they could with more day-to-day activity too – in particular, Rebecca Huxley liaised regularly with Tumbling Bay Café, and with the old and new tenants of the Geoff Franklin Rooms. She and Colin Cook were particularly helpful in dealing with the onerous work of assessing each activity's individual risk assessment.

We are particularly grateful to Elizabeth Ball, who though she resigned as Treasurer in January, took on the finalising of the 2020 accounts, and advised on the financial situation well into 2021. WE thank her for all her efforts as a trustee.

Trustees agreed not to hold an AGM as it was too difficult to predict what the rules on gatherings would be, and an online version was too complicated to be practical. This was communicated to the Charity Commission in WOCA's annual report for 2020.

Other volunteers were involved in the delivering of the WOCA Newsletter in October.

LEGAL AND ADMINISTRATION INFORMATION

Further legal and administration information is provided on page 3 of this report.

ORGANISATIONAL STRUCTURE

The charity is run by a management Committee which is responsible for organising all aspects of the daily running of the charity. The management Committee may delegate specific responsibilities or tasks to sub committees.

During the year, sub committees were appointed to handle discussions on finance, premises, events, equality and diversity, staffing & employment and fundraising.

PROCEDURES AND POLICIES FOR GRANT-MAKING

The committee invites applications for small grants in line with its charitable objectives through the medium of the newsletter distributed to all households in the area of benefit and through WOCA's website. Applications received are considered against WOCA's charitable objectives in the light of WOCA's financial situation by the management Committee at its regular meetings which are open to the public.

ACHIEVEMENTS AND PERFORMANCE

Beneficiaries

The number of WOCA beneficiaries is estimated as being, in the first instance, the 3,000 residents of West Oxford. Under normal circumstances, the centre would be open to all these and would have also been used by non-local organisations, so that the field of beneficiaries could be much wider should the centre have remained open. We are thankfully seeing a gradual increase in usage.

WEST OXFORD COMMUNITY ASSOCIATION CIO

COMMUNITY CENTRE ACTIVITIES

Room Bookings

Regular groups and activities worked closely with us to ensure the survival of the association and centre, many managing without any subsidy they may previously have received from WOCA, understanding that every little helped, and their increased contribution really made a difference to WOCA's financial position.

WOCA was able to continue to support its 12-step peer support group with funding received in 2020 from Oxfordshire Community Foundation and Oxford City Councillor Susanna Pressel's Community Infrastructure Levy (CIL) fund, which also helped pay for improvements to the fob access system. Also received in 2020, Councillor Colin Cook's Ward Member Budget fund paid for kit to mitigate the risk of COVID, further boosting room hirers' confidence in the safety of the centre.

An important aspect of what WOCA provides is support for a large and diverse number of 12-step and other peer-support groups meet at the centre, ranging from AA to a group providing exercise for older people. 2021 saw a gradual return of these groups. Whilst some groups have continued to opt for online meetings, we are hopeful that more will return in 2022.

As in 2020, every activity had to have an extensive Risk Assessment checked by several trustees. Judgements on what should be permitted were at times difficult to make.

Geoff Franklin Rooms

Oxford Community Health Hub (OCHH) did not re-open following the move of most talking therapies online in 2020. WOCA gave notice to OCHH in January, ending the sub-lease in March.

Following a recommendation from a former Health Hub practitioner, WOCA was approached by Heather Davidson and Rebecca Avern, acupuncturists who wanted to establish Oxford Natural Health Centre, focussing on affordable therapy for women and children/young people. This seemed an excellent fit, and we aimed for the tenancy to begin in September.

WOCA agreed temporary use of the Geoff Franklin Rooms by Oxford City Council's Community Safety Team from 12th April to 31st July. The rental from this arrangement was a very useful stop-gap and gave time for the new long-term tenants to establish themselves.

Sadly, Heather Davidson had to withdraw from the plan, but thankfully Rebecca Avern decided to persevere, and the new Little Health Hub was up and running in September, and attracting a lot of interest. We look forward to a long and successful relationship!

Tumbling Bay Café

Tom and Vladimira continued to work incredibly hard throughout another unpredictable year, offering a focal point for the local community, and much needed income to WOCA. They were only able to offer deliveries and take-aways in January, just outdoor service in July, but then finally return to indoor service in September, having upgraded the interior.

Following support from Low Carbon West Oxford, WOCA was able to provide them with a new larger and more efficient oven in May, which has allowed them to broaden their range of delicious cakes and work more efficiently.

GRANTS AND SPONSORSHIP

We received more grant income through the year than expected – both from national government, Oxford City Council, and local bodies.

WOCArts Xmas Market (2021) - Finders Keepers

Covid assistance - UK Govt via Oxford City Council

Wine and Beer Glasses – Waitrose Community Matters Scheme

General Donation - Waitrose Community Matters Scheme

General Donation – West Oxford Pantomime Association

Newsletter publishing – Oxford City Council CIL Fund (SP)

COMMUNITY ENGAGEMENT AND EVENTS/FUNDRAISING

Events

With the unpredictability on restrictions, it was mostly impossible to plan events, so again 2021 saw no Artweeks exhibition by WOCArts artists, no Fun Day, no Community Suppers, no Beer Festival, and no Pantomime. Ideas for a Community Picnic then a Winter Supper came and went. The notion of an outdoor or online AGM was considered and rejected, and in November the Pantomime had to be postponed again, and a New Year's Eve Party was out of the question. However, we did manage to host the WOCArts Christmas Craft Market in November, which was wonderful and popular.

Community Artist

Roisin Kerslake-Sim, our Community Artist, ran online session in January, and an excellent Mosaic Tile-making event for children in July. Roisin moved away from Oxford in September, but left behind a legacy of many happy memories and the tile mosaic on the front of the centre.

Newsletter

Erin Theobald continued to send out weekly email bulletins to WOCA members, which was a great way to keep in touch.

With WOCA keeping staffing resources to a minimum during furlough and not wanting to put volunteer deliverers at risk, there was just one newsletter, in October. It was a thing of beauty thanks to the revamp by Erin, with features on food poverty and pandemic responses, and it was greeted with great praise by local residents.

Oxford City Larder

In September WOCA was approached by Saman Jamshidifard with a suggestion that Botley Larder might relocate to the community centre. Larders are a wonderful way of saving food from going to landfill, and bringing people together. WOCA explored the idea as it would be a good way to attract a new and diverse group of people to the centre. In the event Botley Larder decided not to move, but the idea of a Larder at the centre had been sown, and when Saman offered to start a new Larder at WOCC, trustees were very enthusiastic. Saman was co-opted on to the committee, and a small working group was formed, with support from Oxford City Council's Local Hub, aiming to launch the new Oxford City Larder in January 2022.

Other Networks

WOCA worked closely throughout the pandemic with Oxford City Council and Community Matters, via regular Liaison Meetings. Timely advice on what was and was not permitted under the latest round of restrictions (often at very short notice) was much appreciated!

Work with Locality Coordinator Azul Strong-Corcoran has been invaluable in supporting community links, the WOCA Newsletter, and the upcoming Oxford City Larder.

Future Plans

The trustees are working to get back on a sound financial footing; rebuild our reserves which would enable support for a wider range of groups, as well as welcoming new ones. We are still living with a high degree of uncertainty, with the potential for future restrictions. If all goes well, we would hope to restart events, newsletters, and other initiatives for the benefit of all who live in West Oxford. Whilst the year ended with more uncertainty, WOCA was in a relatively healthy financial position, Tumbling Bay Café and the Little Health Hub thriving, and there were very exciting plans afoot for a new 'Food Larder' at the centre. The committee adopted a very cautious budget for 2022 in November, and with energy bills forecast only to rise, arranged three-year fixed contracts to start in May 2022, to mitigate the risk.

FINANCIAL REVIEW

With the careful management of first Elizabeth Ball, then Jim McMahon, our treasurers during 2021, WOCA managed to survive the year. A very cautious budget had been set which would see us finish the year with minimal reserves intact. A 6-month review of the budget took place as the situation was so unpredictable in January. Contingencies for further financial constraints were considered, but thanks to the extension of the furlough arrangements, the receipt of other grants, a gradual increase in activity at the centre, and not least the support of the local community, centre users, and staff, stronger cost measures were not required. The Furlough scheme continued to be used as the government rules changed to a more flexible system which allowed staff furlough to work flexibly, and for WOCA to claim for the hours they did not work throughout the various lockdowns and periods of restriction.

2021 represented a solid financial year for our Community Centre despite continuing difficulties arising out of the pandemic.

1. Total Income for WOCA (2021 - £101,360, 2020 - £102,118) was effectively unchanged.
2. Our cash surplus (defined as the difference between our total income and our total expenditure) was £10,688 (2020 - £6,932)
3. Trading income (Tumbling Bay Cafe and Health Hub) improved from £10,630 in 2020 to £15,680 in 2021.
4. Grant income reduced in 2021 to £34,977 as against £44,602 in 2020. We are grateful for this support. It will be observed that an increase in trading and commensurate fall in grant income represents a return to normality.

The objective for 2022 is as it was before, to emerge from the year with the resources to continue to operate for our charitable purpose. Trustees and the treasurer, Jim McMahon, will be keeping a close eye on income and expenditure as there is no certainty.

Looking ahead, we will face increased energy costs, a concern reflected in the increased reserve against recurring expenditure (see below). Hire rates were increased in late 2021 in anticipation of this and are likely to need to be increased in late 2022.

Jim McMahon would like to thank Elizabeth Ball for her work up to and including her handover of the treasurership.

RESERVES POLICY

The charity's policy on un-restricted reserves is to maintain equivalent cash balances:

- To cover three months budgeted recurring expenditure (£28,000 for 2022) and;
- To cover planned capital expenditure for the up-coming year (estimated at £5,000 for 2022)

The level of reserves is monitored and reviewed by the trustees on a quarterly basis. Total unrestricted equivalent cash balances stood as £71,240 at 31 December 2021. This is more than the three months' budgeted recurring expenditure and planned capital expenditure required.

TRUSTEE INDUCTION AND TRAINING

New trustees are briefed on their legal obligations and responsibilities under charity law. They are also encouraged to familiarise themselves with the charity's constitution. As part of the induction process, new trustees will meet key employees and other trustees.

RISK MANAGEMENT

The trustees are responsible for undertaking an annual risk assessment of the organisation and its activities. From this the strategic plan is updated.

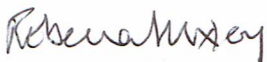
INVESTMENT POWERS AND POLICY

The trustees' investment powers are laid down in the Constitution and restrictions contained therein. These powers are also subject to conditions imposed by law.

TRANSACTIONS WITH TRUSTEES

There were no transactions with trustees over the period.

Approved by:



R Huxley
Date

17/6/2022

Chairperson



J McMahon
Date

17/6/22

Treasurer

**STATEMENT OF THE TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Charities Act 2011 requires the trustees to prepare financial statements giving a true and fair view of the state of affairs of the Charity and its net resources for the year. 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.

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

TO THE TRUSTEES OF WEST OXFORD COMMUNITY ASSOCIATION CIO

I report on the accounts of the Charity for the year ended 31 December 2021, which are set out in pages 10 - 17.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of s144(2) of the Charities Act 2011 (the 2011 Act) do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s145 of the 2011 Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

An examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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, I do not express an audit opinion on the accounts.

SPX Oxford Ltd provide bookkeeping services to WOCA CIO. However, I have no involvement in this, and as independent examiner I have applied the FRC's Revised Ethical Standard throughout this examination.

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 s130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to 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.



Simrit Sandhu
FCCA
SPX Oxford Ltd

Date: 30 June 2022

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

		2021			2020		
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
Income and endowments from:	Note						
Donations	4	512	-	512	2,763	-	2,763
Charitable activities	5	82,491	2,315	84,806	67,929	14,096	82,025
Other trading activities	6	15,680	-	15,680	10,630	-	10,630
Investments		12	-	12	39	-	39
Other		350	-	350	6,661	-	6,661
Total		99,045	2,315	101,360	88,022	14,096	102,118
Expenditure on:							
Charitable activities	7	90,050	622	90,672	92,593	2,593	95,186
Total		90,050	622	90,672	92,593	2,593	95,186
Net income / expenditure		8,995	1,693	10,688	- 4,571	11,503	6,932
Transfers between funds		1,948	- 1,948	-	11,203	- 11,203	-
Net movement in funds		10,943	- 255	10,688	6,632	300	6,932
Reconciliation of funds:							
Total funds brought forward		129,271	748	130,019	122,639	448	123,087
Total funds carried forward		140,214	493	140,707	129,271	748	130,019

All recognised gains and losses are included in the Statement of Financial Activities.
The notes on pages 14 to 19 form part of these financial statements.

WEST OXFORD COMMUNITY ASSOCIATION CIO

BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2021

		2021	2020
		£	£
Notes			
FIXED ASSETS			
Tangible Assets	9	64,459	73,885
CURRENT ASSETS			
Debtors	10	9,030	17,183
Cash at bank and in hand		71,240	44,096
		<u>80,270</u>	<u>61,279</u>
CREDITORS: Amounts falling due within one year	11	4,022	5,145
		<u></u>	<u></u>
NET CURRENT ASSETS		76,248	56,134
NET ASSETS		<u>140,707</u>	<u>130,019</u>
INCOME FUNDS			
General funds	14	140,214	129,271
Restricted funds	14	493	748
TOTAL FUNDS		<u>140,707</u>	<u>130,019</u>



Jim McMahon
Trustee

Date 17/6/22

Rebecca Huxley
Trustee
Date

Rebecca Huxley
17/06/2022

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

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.

Accounting period

These accounts cover the year ended 31 December 2021.

Income

Income represents income receivable from room hire, rental income, membership subscriptions, 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 yearend are noted as a commitment, but not accrued as expenditure.

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

Depreciation

Depreciation has been 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 has been provided in the year of acquisition. Equipment – straight line basis at 10% per annum. Computer equipment and licences – straight line at 33.33% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £500 for general equipment and £250 for computer equipment.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

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.

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.

2. TAXATION

The charity is exempt from corporation tax on its charitable activities.

3. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	45,752	45,947
Employer Pension Contributions	1,391	1,394
	<u>47,143</u>	<u>47,341</u>

The average monthly number of employees during the year was 7 (2018: 6).

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

4. DONATIONS

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Other donations	512	-	512	2,762
	<u>512</u>	<u>-</u>	<u>512</u>	<u>2,762</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

5. INCOME FROM CHARITABLE ACTIVITIES

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Room hire	48,158	-	48,158	35,413
Membership subscriptions	1,630	-	1,630	2,005
Grants	32,662	2,315	34,977	44,602
Events	-	-	-	6
Sponsorship	41	-	41	-
	82,491	2,315	84,806	82,026

6. INCOME FROM OTHER TRADING ACTIVITIES

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Café income	8,814	-	8,814	6,907
Health hub rent	5,300	-	5,300	2,496
Other income	1,566	-	1,566	1,227
	15,680	-	15,680	10,630

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Wages	47,143	-	47,143	47,341
Premises expenditure	13,394	-	13,394	11,479
Supplies and services	14,960	622	15,582	17,940
Events expenditures	-	-	-	205
Grants paid	-	-	-	960
Depreciation	13,421	-	13,421	14,797
Movement in bad debt provision	- 638	-	- 638	894
Loss on disposal of fixed assets	-	-	-	-
Governance costs	1,770	-	1,770	1,570
	90,050	622	90,672	95,186

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

8. GOVERNANCE COSTS

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Accountancy fees	1,000	-	1,000	1,000
Minute taking	300	-	300	300
Independent examination	390	-	390	390
	1,690	-	1,690	1,690

9. TANGIBLE ASSETS

	Computer and Office Equipment	Other Equipment	Leasehold Improvements	Total
	£	£	£	£
Costs				
At 1 January 2021	1,502	106,794	60,468	168,764
Additions	-	3,995	-	3,995
Disposals	-	-	-	-
At 31 December 2021	1,502	110,789	60,468	172,759
Accumulated depreciation				
At 1 January 2021	1,304	78,101	15,473	94,878
Charge for year	198	7,177	6,047	13,422
Disposals	-	-	-	-
At 31 December 2021	1,502	85,278	21,520	108,300
Net book value				
At 1 January 2021	198	28,693	44,995	73,886
At 31 December 2021	-	25,511	38,948	64,459

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

10. DEBTORS

	2021	2020
	£	£
Trade debtors	9,118	9,984
Other debtors	-	8,022
Prepayments and accrued income	365	267
	<u>9,483</u>	<u>18,273</u>
Less provision for bad debts	- 453	- 1,090
	<u>9,030</u>	<u>17,183</u>

11. CREDITORS: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,498	1,766
Accruals and deferred income	841	891
Other creditors	683	2,488
	<u>4,022</u>	<u>5,145</u>

12. INSURANCE COVER

The policy adequately provides cover for the buildings and other assets of the charity. Cover is also held for employer's and public liability.

13. GRANTS

The following grants were received during the year:

	2021	2020
	£	£
Oxford City Council - small business Covid grants	16,743	11,334
Oxford City Council - Ward member grant for artist materials	315	300
Oxford City Council - Car park lights	-	2,492
Oxfordshire Community Foundation	-	1,000
Oxfordshire County Council - Covid grants	-	2,593
Oxfordshire County Council - fob access	-	2,904
HMRC job retention grants	15,435	18,172
Oxford City Council - Fun Day	500	-
Waitrose - Community Matters	333	-
Finders Keepers	150	-
Low Carbon West Oxford	1,500	-
	<u>34,976</u>	<u>38,795</u>

WEST OXFORD COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

14. MOVEMENTS IN FUNDS

	As at 1 January 2021	Incoming resources	Outgoing resources	Funding capital expenditure	Transfers	As at 31 December 2021
	£	£	£	£	£	£
Unrestricted funds:						
General funds	129,271	99,045	- 90,050	1,500	448	140,214
Restricted funds:						
Community Art Project	300	-	-	-	-	300
Low Carbon West Oxford	-	1,500	-	- 1,500	-	-
Newsletter	-	815	- 622	-	-	193
Defibrillator	337	-	-	-	- 337	-
Sports equipment	111	-	-	-	- 111	-
	<u>130,019</u>	<u>101,360</u>	<u>- 90,672</u>	<u>-</u>	<u>-</u>	<u>140,707</u>

Purpose of restricted funds:

Community Art Project: to fund an art project benefitting the community. This was funded by an Oxford City Council Ward Member grant.

Low Carbon West Oxford: to fund a low energy oven for the café.

Sports equipment: to fund equipment for use of community groups, namely Table Tennis and Krav Maga. This was funded by an Oxford City Council Ward member grant.

Defibrillator: to fund the purchase of a public access defibrillator. The small balance is not required to be repaid and has been transferred to general funds.

15. RELATED PARTY AND TRUSTEE TRANSACTIONS

No trustees received any remuneration or received any other benefits from an employment with the charity.

There were no related party transactions.

16. KEY MANAGEMENT PERSONNEL

The charity considers the key management personnel to be the trustees and the Centre Manager.

The total amount of employee benefits received by trustees and key management personnel was £16,748 (2020: £17,009).