

# SOUTH OXFORD COMMUNITY-ASSOCIATION

England & Wales · Charity number 304351

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1967-01-25

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

## Contact

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**Address** South Oxford Community Centre  
Lake Street  
Oxford  
OX1 4RP

**Phone** 01865242666

**Email** [enquiries@southoxford.org](mailto:enquiries@southoxford.org)

**Website** [www.southoxford.org](http://www.southoxford.org)

## Activities

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**Objects:** (A) PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, NATIONALITY, AGE, DISABILITY, 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;(B) ESTABLISH, OR TO SECURE THE ESTABLISHMENT, OF A COMMUNITY CENTRE (HEREINAFTER CALLED "THE 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 ABOVE OBJECTS;(C) PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.

**Activities:** SOCA manages a Community Centre in South Oxford for the benefit of the local inhabitants and works with local residents, the statutory authorities and voluntary and other organisations to advance education and provide facilities for recreation and social welfare without distinction of sex, sexual orientation, nationality, age, disability, race or religion.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- **Area of benefit:** SOUTH OXFORD AREA OXFORD
- Oxfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£84,591	£87,909	-	-
2024-03-31	£78,377	£76,683	-	-
2023-03-31	£83,129	£78,140	-	-
2022-03-31	£81,751	£69,735	-	-
2020-12-31	£47,321	£47,105	-	-

## Trustees

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Name	Role	Appointed
<b>Mark Thomas Essex</b>	Chair	2024-06-04
Anna Railton		2022-10-05
Claire Stentiford		2020-12-09
Martin Paul Beek		2016-03-21
Philippa Anne Muir		2022-06-29
Richard Watts		2016-03-21

**SOUTH OXFORD COMMUNITY-ASSOCIATION**

England & Wales - Charity number 304351

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# Accounts

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Registration Certificate\_304351\_compre:

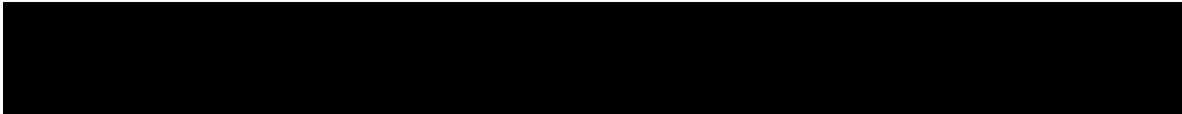


## Trustees' Annual Report for the period

	Period start date			Period end date		
	Day 01	Month 04	Year 2024	Day 31	Month 03	Year 2025

From

To



Charity name **South Oxford Community Association**

Other names charity is known by

Registered charity number (if any) **304351**

Charity's principal address **South Oxford Community Centre**

**Lake Street**

**Oxford**

**Postcode**

**OX1 4RP**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Essex	Chairperson		
2	Richard Watts	Treasurer		
3	Anna Railton	Secretary		
4	Claire Stentiford			
5	Martin Beeks			
6	Philippa Muir			
7	Bodo Schulenberg		Up to 11th June 2024	
8				
9				
10				

	<b>Names of the trustees for the charity, if any, (for example, any custodian trustees)</b>	
	<b>Name</b>	<b>Dates acted if not for whole year</b>
	N/A.	

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Independent examiner</b>	R Candy	9 Norreys Avenue, Oxford OX1 4ST
<b>City Council Observer</b>		

**Name of chief executive or names of senior staff members (Optional information)**

Debby Forbes – Centre Administrator  
Michelle Plaisted-Kerr – Community Food Coordinator

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a Community Association
Trustee selection methods (eg. appointed by, elected by)	The Managing Committee of Trustees are elected at the annual general meeting by members of the Association and serve for one year

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- South Oxford Community Association (SOCA) manages South Oxford Community Centre, Lake Street, Oxford
- The Trustees are responsible for the governance of the Association and management of the Centre
- A Volunteering Policy provides guidance on the procedure to be followed on the induction of new Trustees and the duties and responsibilities of those trustees alongside briefing provided from the Charity Commission and the Constitution and the induction of other volunteers at the Centre
- SOCA is a member of National Council for Voluntary Organisations (NCV), Oxford Community and Voluntary Action (OCVA) and Community Matters. It belongs to the Federation of Oxford Community Associations (FOCA)
- SOCA is supported by the Communities Team of Oxford City Council and receives good support from South Oxford's local Councillors who sit on the MC as part of their Ward duties
- A range of policy and procedure is in place to guide the Trustees, employees and volunteers to manage South Oxford Community Centre



**Summary of the objects of the charity set out in its governing document**

The objects of the Association are to:  
 "Provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish and maintain and manage a Community Centre in cooperation with any statutory authority with an interest in the Centre."

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, directly manages some activities open to the local community and manages the facilities for the residents of South Oxford
  - SOCA holds these premises under a 25 year lease with Oxford City Council with certain responsibilities to maintain the premises in a certain condition under this lease and work in partnership with Oxford City Council to renovate and upgrade the facilities, keeping them to a good standard for community use
  - The Constitution defines the Community Association's Area of Benefit as the areas of Cold Harbour, New Hinksey and Grandpont in South Oxford
  - SOCA has a discounted room hire policy for local charities and activities to benefit those within the Area of Benefit. The Association aims to develop income to provide a dedicated fund for each annual budget to offset provision of such discounted room hire
- SOCA directly runs:**
- The Hinksey Park Community Café each Tuesday and Thursday, reaching out to the Community and encourage local people to come

into the Centre for socialising, networking and sign-posting from the Centre

- The Hinksey Park Community Fridge, open from Monday, to support the reduction of food waste, working with the Oxford Food Hub and local retailers
- The Hinksey Park Community Larder each Thursday, to support the reduction of food waste, working with the South Oxford Food and Educational Alliance (SOFEA)
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week
- Supports South Oxford Arts (previously known as New Hinksey Arts) to put on Art events at the Centre to promote the arts for the local community and to support local artists - Oxfordshire Artweeks and The Big Draw

**The Community Centre hosts a range of activities run by groups that rent our facilities, such as:**

- yoga, pilates and exercise classes
- music and drumming groups
- community group meetings and training events
- South Oxford Farmers' Market
- meetings and special events of the South Oxford Women's Institute
- a number of martial arts groups use many spaces at the Centre, including our Dojo with fixed mats
- Hinksey Sculling School activity for whom the Centre is their primary site for land and lake training, classes and storage of their single sculls

All the groups running at the Centre are part of bringing the community together, creating community cohesion, supporting those who may be lonely or isolated and promote the use of the Centre by showcasing the facilities through the welcome they provide.

The Trustees are attentive to the regulation of the Charity Commission, engage with Oxford City Council and opportunities for joint working, attending meetings to discuss issues relevant to Community Centres in Oxford and their communities. There are measures in place to ensure the sound financial running of the Centre and to ensure the Centre's financial stability and security.

The Management Committee regularly reviews the accounts and undertakes a financial review and budgeting process each year and produces a written Financial Strategy document outlining the financial management of the Centre

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme

Policy and procedure are regularly reviewed in line with best practice and changing guidance or statutory regulation.

Where possible, the Management Committee seeks data to inform and support the running of the Centre and to assess the relevance and success of activities, including the financial viability and social benefit.

Where possible, grants (and sponsorship) are sought to support the running of the Centre and specific projects, e.g.: art exhibitions, improvements to garden and internal fixtures and fittings, development of the Cafe and Fridge initiatives and extended activity where possible.

related investment;

- contribution made by volunteers.

SOCA values the contributions made by our volunteers and a regularly reviewed policy guides the volunteering activity:

- Volunteers play a crucial role in the running of the Centre, and SOCA is thankful for those who regularly give up their time to support the Cafe and other community food waste related initiatives
- Trustees give their time freely to the Management of the Centre and to support employees and volunteers.
- Links are being established with a range of other community groups to work in partnership and to involve volunteers in a number of roles at the Centre such as running the Community Café, Larder, Fridge and helping with gardening
- In turn the Centre can provide local people with work experience that represents a step towards employment and can support mental health and wellbeing
- SOCA has continued to work with and support South Oxford Arts (established in 2022) to develop as an independent group based at the Centre. In partnership SOCA and SOA have participated in Oxfordshire Artweeks and the National event: The Big Draw.

**Summary of the main achievements of the charity during the year**

The period of this report is 12 months 1 April 2024 - 31 March 2025. The following summary gives examples of initiatives and achievements in this period:

- Received grant funding to add insulation to the roof spaces at the Centre
- SOCA completed a review of Room Hire/Rates and the pricing structure is now fully established and a full review of finances in place. This took place during January, February and March, as part of the budget process.
- Groups are encouraged to use the updated Discounted Room Hire Policy to assist them setting up or running one off events for the benefit of the local community. Groups are encouraged to seek grant funding as well in partnership with SOCA if that can support the local benefit.
- The chairperson and other Trustees continue regular 'Catch Up' meetings with employees and volunteers
- Funds from any accrued surplus went to improvements to the lower hall to develop the 'Community Space' and increase use. These included improvements to storage, flooring, internet and kitchen area
- Local volunteers, staff and the chairperson decorated the Community Space, part of meeting our obligations under the lease.
- Artweeks exhibition was well attended with positive feedback and the Big Draw was a friendly and positive event.
- Grants were received for these community food initiatives, including a monthly cooking class to use surplus food and targeting those in need of simple, economic recipes, with few cooking facilities or those with little experience of cooking and also to share cultural heritage.
- The Hinksey Park Community Café on Tuesday and Thursday continues to thrive with good numbers and donations.
- The Hinksey Park Community Larder (Thursday) and Hinksey Park Community Fridge (Monday-Wednesday) has had a successful year and its use is growing: with locally housed refugee families among its users and referrals attending regularly
- The Community Food Coordinator has established good links within the community and with Council teams and other Oxford NGOs and established clear job descriptions for the volunteers
- The online booking system is well established and helps hirers as well as provided useful data on room usage.

**Brief statement of the charity's policy on reserves**

The Association continues to hold an appropriate reserve level, recorded in the accounts, to fulfil any financial obligations should the charity fail or its work under the constitution become impossible

The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure.

The reserve for 2025 is £24,592.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of artworks, catering and entertainment
- Grant funding is sought for all major room upgrading, purchase of equipment, or new projects

**Section F Other optional information**

**Aspirations for 2025-2026**

- Promote some form of membership of the Association by individuals or sponsorship by local companies.
- Continue to seek partnerships for work alongside the Community Café, Fridge and Larder offering to support the local community and their needs
- Continue to seek out a grant to trial a Centre Manager role to take on some workload from the Trustees such as Grant Applications, Marketing of the Centre, Website and Social Media work and analysis of local demographic information, room occupancy
- Improve measurement of 'impact' from the Centre.

**Long Term Aspirations:**

- To have the Centre open across the week for more Café days, providing a warm and welcome space for the local community

**The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Mark Essex	Richard Watts
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<b>Full name(s)</b>	Mark Thomas Essex	Richard Watts
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<b>Position (e.g. Secretary, Chair, etc)</b>	Chair	Treasurer
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**Date** 23/7/2025

South Oxford Community Association  
12 months ended 31 March 2025

Statement of assets and liabilities at the end of the period

	March 2025 £	March 2024 £
<b>Assets</b>		
CAF Bank account	12,699.06	4,806.58
Deposit bank account	63,548.96	70,474.98
Sum-Up account	60.00	79.00
Petty Cash / floats	81.22	92.16
	<u>76,389.24</u>	<u>75,452.72</u>
<b>Liabilities</b>		
Refundable deposits	1,457.00	1,307.00
Tax & NI	313.95	310.61
	<u>1,770.95</u>	<u>1,617.61</u>
<b>Net Assets</b>	<u>74,618.29</u>	<u>73,835.11</u>
<b>Funds</b>		
<b>Restricted Funds</b>		
<b>MacMillan Cancer Support</b>		
Receipts from fundraiser event	56.63	-
Payment to MacMillan	- 56.63	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>OxFED Period Poverty</b>		
Grant received	300.00	-
Payments	- 133.50	-
Balance c/forward	<u>166.50</u>	<u>-</u>
<b>Living Well - community cooking, seated exercise</b>		
Balance b/forward	3,725.99	-
Grants received	7,451.00	3,747.00
Payments	- 7,440.74	- 21.01
Balance c/forward	<u>3,736.25</u>	<u>3,725.99</u>
<b>Community Larder</b>		
Grant received	8,090.00	-
Payments	- 1,225.57	-
Balance c/forward	<u>6,864.43</u>	<u>-</u>
<b>Defibrillator</b>		
Balance b/forward	3,000.00	-
Grant received		3,000.00
Payments	- 2,252.40	-
Balance c/forward	<u>747.60</u>	<u>3,000.00</u>
<b>Loft Insulation</b>		
Grant received	5,059.00	-
Payments	- 5,059.00	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Kitchen units</b>		
Balance b/forward	500.00	-
Grant received	-	500.00
Payments	- 500.00	-
Balance c/forward	<u>-</u>	<u>500.00</u>
<b>Dojo Reserve</b>		
Balance b/forward	6,012.26	6,012.26
Balance c/forward	<u>6,012.26</u>	<u>6,012.26</u>
<b>Unrestricted Funds</b>		
<b>General Fund</b>		
Balance b/forward	60,336.86	58,642.56
Receipts	84,591.23	78,377.91
Payments	- 87,909.84	- 76,683.61
Balance c/forward	<u>57,018.25</u>	<u>60,336.86</u>
<b>Designated Fund: Bingo Club</b>		
Balance b/forward	260.00	260.00
Receipts	12.00	-
Payments	- 199.00	-
Balance c/forward	<u>73.00</u>	<u>260.00</u>
<b>Total Funds</b>	<u>74,618.29</u>	<u>73,835.11</u>

**South Oxford Community Association**  
**12 months ended 31 March 2025**

**Receipts and Payments in respect of Unrestricted General Funds**

	2024/25	2023/24
	£	£
<b>Receipts</b>		
Room hire	63,225.86	61,324.77
Other hire	9,007.00	6,995.40
Art events	480.56	727.70
SOCA clubs	570.20	565.50
SOCA Membership fees	135.00	175.00
Community café	7,368.68	5,043.66
Sundry, including donations	1,488.81	60.80
Grants	223.00	2,000.00
Bank interest	2,092.12	1,485.08
	<u>84,591.23</u>	<u>78,377.91</u>
<b>Payments</b>		
Staff costs	39,503.75	37,439.53
Heat, light, water	16,540.64	14,362.78
Business rates	268.21	275.20
Insurance	764.96	763.59
Repairs & Renewals	349.95	346.66
Housekeeping & equipment, trade waste, and cleaning contractors	12,721.42	11,617.50
Office supplies	1,196.98	874.30
Licences and memberships	1,487.96	2,045.24
Telephone & IT	1,131.46	759.28
General expenses	530.14	853.70
Art event expenses	32.59	1,053.84
Community Café	475.02	373.33
Capital projects	12,906.76	5,918.66
	<u>87,909.84</u>	<u>76,683.61</u>

## **South Oxford Community Association**

**12 months ended 31 March 2025**

### **Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 12 months ended 31 March 2025.

#### **Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 19 May 2025

**SOUTH OXFORD COMMUNITY-ASSOCIATION**

England & Wales - Charity number 304351

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# Accounts

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RegistrationCertificate\_304351\_compre:



## Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	04	2023	31	03	2024

From

To

### Section A details

### Reference and administration

Charity name **South Oxford Community Association**

Other names charity is known by

Registered charity number (if any) **304351**

Charity's principal address **South Oxford Community Centre**

**Lake Street**

**Oxford**

**Postcode**

**OX1 4RP**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Morey	Chairperson		
2	Richard Watts	Acting Treasurer		
3	Anna Railton	Secretary		
4	Claire Stentiford			
5	Bodo Schulenberg			
6	Philippa Muir			
7	Martin Beeks			
8	Benjamin Sorgiovanni			
9				

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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>
N/A.	

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Independent examiner</b>	R Candy	9 Norreys Avenue, Oxford OX1 4ST
<b>City Council Observer</b>		

**Name of chief executive or names of senior staff members (Optional information)**

Debby Forbes – Centre Administrator  
Michelle Plaisted-Kerr - Cafe Coordinator

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a Community Association
Trustee selection methods (eg. appointed by, elected by)	The Managing Committee of Trustees are elected at the annual general meeting by members of the Association and serve for one year

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- South Oxford Community Association (SOCA) manages South Oxford Community Centre, Lake Street, Oxford
- The Trustees are responsible for the governance of the Association and management of the Centre
- A Volunteering Policy provides guidance on the procedure to be followed on the induction of new Trustees and the duties and responsibilities of those trustees alongside briefing provided from the Charity Commission and the Constitution and the induction of other volunteers at the Centre
- SOCA is a member of National Council for Voluntary Organisations (NCV), Oxford Community and Voluntary Action (OCVA) and Community Matters. It belongs to the Federation of Oxford Community Associations (FOCA)
- SOCA is supported by the Communities Team of Oxford City Council and receives good support from South Oxford's local Councillors who sit on the MC as part of their Ward duties
- A range of policy and procedure is in place to guide the Trustees, employees and volunteers to manage South Oxford Community Centre

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the Association are to:  
 "Provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish and maintain and manage a Community Centre in cooperation with any statutory authority with an interest in the Centre."

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, directly manages some activities open to the local community and manages the facilities for the residents of South Oxford
- SOCA holds these premises under a 25 year lease with Oxford City Council with certain responsibilities to maintain the premises in a certain condition under this lease and work in partnership with Oxford City Council to renovate and upgrade the facilities, keeping them to a good standard for community use
- The Constitution defines the Community Association's Area of Benefit as the areas of Cold Harbour, New Hinksey and Grandpont in South Oxford
- SOCA has a discounted room hire policy for local charities and activities to benefit those within the Area of Benefit. The Association aims to develop income to provide a dedicated fund for each annual budget to offset provision of such discounted room hire

**SOCA directly runs:**

- A Community Café each Tuesday and Thursday since October 2019, in order to reach out to the Community and encourage local people to come into the Centre for socialising, networking and sign-posting from the Centre
- A Community Fridge, open three days a week, to support the reduction of food waste, working with the Oxford Food Hub and some Oxford food retailers
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week
- Works with the newly formed South Oxford Arts (previously known as New Hinksey Arts) to put on Art events at the Centre to promote the arts for the local community and to support local artists. These include: an annual exhibition for Oxfordshire Artweeks and taking part in the national initiative, The Big Draw

**The Community Centre hosts a range of activities run by groups that rent our facilities, such as:**

- yoga, pilates and exercise classes
- music and drumming groups
- community group meetings and training events
- the weekly, very popular, South Oxford Farmers' Market
- meetings and special events of the South Oxford Women's Institute
- a number of martial arts groups use many spaces at the Centre, including our DoJo with fixed mats
- Hinksey Sculling School activity for whom the Centre is their primary site for land and lake training, classes and storage of their single sculls

All the groups running at the Centre are part of bringing the community together, creating community cohesion, supporting those who may be lonely or isolated and promote the use of the

Centre by showcasing the facilities through the welcome they provide.

The Trustees are attentive to the regulation of the Charity Commission, engage with Oxford City Council and opportunities for joint working, attending meetings to discuss issues relevant to Community Centres in Oxford and their communities.

There are measures in place to ensure the sound financial running of the Centre and to ensure the Centre's financial stability and security.

The Management Committee regularly reviews the accounts and undertakes a financial review and budgeting process each year and produces a written Financial Strategy document outlining the financial management of the Centre

#### **Additional details of objectives and activities (Optional information)**

Policy and procedure is regularly reviewed in line with best practice and changing guidance or statutory regulation.

Where possible, the Management Committee seeks data to inform and support the running of the Centre and to assess the relevance and success of activities, including the financial viability and social benefit.

Where possible, grants (and sponsorship) are sought to support the running of the Centre and specific projects, e.g.: art exhibitions, improvements to garden and internal fixtures and fittings, development of the Cafe and Fridge initiatives and extended activity where possible.

SOCA values the contributions made by our volunteers and a regularly reviewed policy guides the volunteering activity:

- Volunteers play a crucial role in the running of the Centre, and SOCA is thankful for those who regularly give up their time to support the Cafe and the Fridge and support all aspects of the Association's work
- Trustees give their time freely to the Management of the Centre and to support employees and volunteers.
- Links are being established with a range of other community groups to work in partnership and to involve volunteers in a number of roles at the Centre such as running the Community Café and helping with gardening

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

- In turn the Centre can provide local people with work experience that represents a step towards employment and can support mental health and wellbeing
- SOCA has continued to work with and support South Oxford Arts (established in 2022) to develop as an independent group based at the Centre. In partnership SOCA and SOA have participated in Oxford Art week and the National event: The Big Draw. SOA continues to develop their own resources to run classes and further events. All the artists give up time voluntarily to support events for the local community and aim to subsidise classes for the benefit of local people

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The period of this report is 12 months 1 April 2023 - 31 March 2024. The following summary gives examples of initiatives and achievements in this period:

- SOCA has completed its second year under its new Room Hire/Rate structure. The new pricing structure is now fully established and a full review of finances in place. This takes place annually, during January, February and March, as part of the budget process.
- Groups are encouraged to use the updated Discounted Room Hire Policy to assist them setting up or running one off events for the benefit of the local community. Groups are encouraged to seek grant funding as well in partnership with SOCA if that can support the local benefit.
- The chairperson continues regular 'Catch Up' meetings with employees
- A grant was received to establish a community defibrillator which will be fixed to the building facing the open park. SOCA will take on running and maintenance costs.
- Funds are put aside, from any accrued surplus for improvements to the lower hall to develop the Cafe space and improve hire potential. These include improvements to storage, insulation, acoustics and kitchen area
- The utility area in the Lower Hall has been improved
- The Oxford Probation Service have provided decorating at the Centre to meet our obligations under the lease.
- Artweeks exhibition was well attended with positive feedback and The Big Draw was a friendly and positive event.
- The Community Café, Tuesday and Thursday has continued to thrive with good numbers and donations.
- The Cafe Coordinator has established good links within the community and with Council teams and other Oxford NGOs and established clear job descriptions for the Cafe/Fridge volunteers
- The Community Fridge has had a successful year and its use is growing: with locally housed refugee families among its users and more referrals attending regularly
- Plans are ongoing to re-establish Neighbourhood Forums.
- An online booking system has been established and is helpful to hirers as well as provided useful data on room usage
- A grant has been received to develop a regular cooking group until September 2024 using surplus food and targeting those in need of simple, economic recipes, those with few cooking facilities or those with little experience of cooking and also to share cultural heritage

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Association continues to hold an appropriate reserve level, recorded in the accounts, to fulfil any financial obligations should the charity fail or its work under the constitution become impossible

The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure.

The reserve for 2024 is £22,767.00

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of artworks, catering and entertainment
- Grant funding is sought for all major room upgrading, purchase of equipment, or new projects

## Section F

## Other optional information

### Aspirations for 2024-2025

- Relaunch and promote membership of the Association
- Receive grant funding to add insulation to the roof spaces at the Centre
- Spend an allocated amount of accumulated surplus funds for improvements to fixtures and fittings in the BHR [Lower Hall]: including kitchen area, furniture, cupboards, improvements to acoustics and sound transfer
- Continue to seek partnerships for work alongside the Cafe and Fridge offering to support the local community and their needs
- Consider applying for a grant to trial a Manager role to take on some workload from the Trustees such as Grant Applications, Marketing of the Centre, Website and Social Media work and analysis of local demographic information, room occupancy

### Long Term Aspirations:

- To have the Centre open across the week for Cafe, welcome, networking by the local community

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<b>Section G Declaration</b>
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	C Morey	Richard Watts
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Full name(s)	Catherine Morey	Richard Watts
--------------	-----------------	---------------

Position (e.g. Secretary, Chair, etc)	Chairperson	Acting Treasurer
---------------------------------------	-------------	------------------

Date	11/6/24
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**South Oxford Community Association**  
**12 months ended 31 March 2024**

**Statement of assets and liabilities at the end of the period**

	March 2024 £	March 2023 £
<b>Assets</b>		
CAF Bank account	4,806.58	11,211.58
Deposit bank account	70,474.98	55,013.27
Sum-Up/PayPal account	79.00	29.50
Petty Cash / floats	92.16	90.50
	<u>75,452.72</u>	<u>66,344.85</u>
<b>Liabilities</b>		
Refundable deposits	1,307.00	1,162.00
Tax & NI	310.61	268.03
	<u>1,617.61</u>	<u>1,430.03</u>
<b>Net Assets</b>	<u>73,835.11</u>	<u>64,914.82</u>

**Funds**

**Restricted Funds**

**Community Fridge / Cafe**

Grant received from Oxfordshire Community Foundation	3,747.00	
Payments	- 21.01	
Balance c/forward	<u>3,725.99</u>	-

**Defibrillator**

Grant received from Oxford City Council	3,000.00	-
Balance c/forward	<u>3,000.00</u>	-

**Kitchen units**

Grant received from Oxford City Council	500.00	-
Balance c/forward	<u>500.00</u>	-

**Community art projects**

Community Impact Fund Round 2 Small/Medium		
Grant 2022/23 received from OCC	-	750.00
Grant received from Midcounties Co-Op	-	500.00
Payments	-	- 1,291.29
Transferred from General Fund	-	41.29
Balance c/forward	<u>-</u>	<u>-</u>

**Community café and garden**

Balance b/forward	-	250.00
Payments	-	- 250.00
Balance c/forward	<u>-</u>	<u>-</u>

**Donations for Asylum Welcome**

Cash collected	-	288.40
Payment to Asylum Welcome	-	- 288.40
Balance c/forward	<u>-</u>	<u>-</u>

**Dojo Reserve**

Balance b/forward	6,012.26	5,807.26
Receipts: from room hire	-	205.00
Balance c/forward	<u>6,012.26</u>	<u>6,012.26</u>

**Unrestricted Funds**

**General Fund**

Balance b/forward	58,642.56	53,654.07
Receipts	78,377.91	83,128.87
Payments	- 76,683.61	- 78,140.38
Balance c/forward	<u>60,336.86</u>	<u>58,642.56</u>

**Designated Fund: Bingo Club**

Balance b/forward	260.00	250.00
Receipts	-	59.50
Payments	-	- 49.50
Balance c/forward	<u>260.00</u>	<u>260.00</u>

<b>Total Funds</b>	<u>73,835.11</u>	<u>64,914.82</u>
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**South Oxford Community Association**  
**12 months ended 31 March 2024**

**Receipts and Payments in respect of Unrestricted General Funds**

	2023/24	2022/23
	£	£
<b>Receipts</b>		
Room hire	61,324.77	60,660.87
Other hire	6,995.40	6,525.00
Art events	727.70	9,982.87
SOCA clubs	565.50	377.40
SOCA Membership fees	175.00	285.00
Community café	5,043.66	4,133.79
Sundry	60.80	413.16
Grant	2,000.00	-
Bank interest	1,485.08	750.78
	<u>78,377.91</u>	<u>83,128.87</u>
<b>Payments</b>		
Staff costs	37,439.53	32,968.51
Heat, light, water	14,362.78	7,228.03
Business rates	275.20	614.40
Insurance	763.59	589.33
Repairs & Renewals	346.66	1,166.01
Housekeeping & equipment, trade waste, and cleaning contractors	11,617.50	9,251.56
Office supplies	874.30	422.25
Licences and memberships	2,045.24	1,343.52
Telephone & IT	759.28	779.10
General expenses	853.70	886.17
Art event expenses	1,053.84	6,042.70
Community Café	373.33	854.17
Capital projects	5,918.66	15,953.34
Transfer to Community Art Projects Restricted Fund	-	41.29
	<u>76,683.61</u>	<u>78,140.38</u>

**South Oxford Community Association  
12 months ended 31 March 2024**

**Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 12 months ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or

2. the accounts do not accord with those records.

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

Signed: 

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 23 April 2024

**SOUTH OXFORD COMMUNITY-ASSOCIATION**

England & Wales - Charity number 304351

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# Accounts

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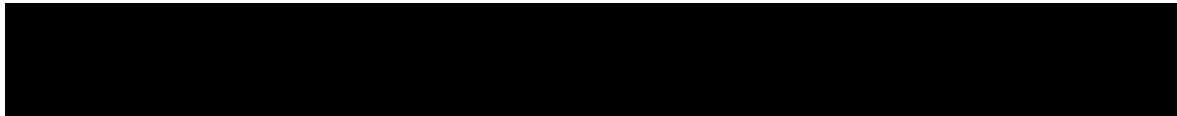


Registration Certificate\_304351\_compre:



## Trustees' Annual Report for the period

	Period start date			Period end date		
	Day	Month	Year	Day	Month	Year
<b>From</b>	01	04	2022	31	03	2023
<b>To</b>						



Charity name **South Oxford Community Association**

Other names charity is known by



Registered charity number (if any) **304351**

Charity's principal address **South Oxford Community Centre**

**Lake Street**

**Oxford**

**Postcode**

**OX1 4RP**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Morey	Chairperson		
2	Richard Watts	Acting Treasurer		
3	Anna Railton	Secretary		
4	Claire Stentiford			
5	Bodo Schulenberg			
6	Philippa Muir			
7	Martin Beeks			
8	Benjamin Sorgiovanni			
9	Naomi Watts			
10				
11				

	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>
N/A.	

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Independent examiner</b>	R Candy	9 Norreys Avenue, Oxford OX1 4ST
<b>City Council Observer</b>		

**Name of chief executive or names of senior staff members (Optional information)**

Debby Forbes – Centre Administrator and Finance Officer  
Michelle Plaisted-Kerr - Cafe Coordinator

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a Community Association
Trustee selection methods (eg. appointed by, elected by)	The Managing Committee of Trustees are elected at the annual general meeting by members of the Association and serve for one year

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- South Oxford Community Association (SOCA) manages South Oxford Community Centre, Lake Street, Oxford
- The Trustees are responsible for the governance of the Association and management of the Centre
- A Volunteering Policy provides guidance on the procedure to be followed on the induction of new Trustees and the duties and responsibilities of those trustees alongside briefing provided from the Charity Commission and the Constitution
- SOCA is a member of Oxford Community and Voluntary Action (OCVA) and Community Matters. It currently belongs to the Oxford Federation of Community Associations
- SOCA is supported by the Communities Team of Oxford City Council and receives good support from South Oxford's local Councillors who sit on the MC as part of their Ward duties
- A range of policy and procedure is in place to guide the Trustees, employees and volunteers to manage South Oxford Community Centre

## Summary of the objects of the charity set out in its governing document

The objects of the Association are to:  
 "Provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish and maintain and manage a Community Centre in cooperation with any statutory authority with an interest in the Centre."

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, directly manages some activities open to the local community and manages the facilities for the residents of South Oxford
- SOCA holds these premises under a 25 year lease with Oxford City Council with certain responsibilities to maintain the premises in a certain condition under this lease and work in partnership with Oxford City Council to renovate and upgrade the facilities, keeping them to a good standard for community use
- The Constitution defines the Community Association's Area of Benefit as the areas of Cold Harbour, New Hinksey and Grandpont in South Oxford
- SOCA has a discounted room hire policy for local charities and activities to benefit those within the Area of Benefit. The Association aims to develop income to provide a dedicated fund for each annual budget to offset provision of such discounted room hire

SOCA directly runs:

- A Community Café each Tuesday and Thursday since October 2019, in order to reach out to the Community and encourage local people to come into the Centre for socialising, networking and sign-posting from the Centre
- A Community Fridge open three days a week to support the reduction of food waste, working with the Oxford Food Hub and some Oxford food retailers
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week
- Works with the newly formed South Oxford Arts (previously known as New Hinksey Arts) to put on Art events at the Centre to promote the arts for the local community and to support local artists. These include: an annual exhibition for Oxfordshire Artweeks and taking part in the national initiative, The Big Draw

The Community Centre hosts a range of activities run by groups that rent our facilities, such as:

- yoga, pilates and exercise classes
- music and drumming groups
- community group meetings and training events
- the weekly, very popular, South Oxford Farmers' Market
- meetings and special events of the South Oxford Women's Institute
- a number of martial arts groups use many spaces at the Centre, including our DoJo with fixed mats
- Hinksey Sculling School activity for whom the Centre is their primary site for land and lake training, classes and storage of their single sculls

The Trustees are attentive to the regulation of the Charity Commission, engage with Oxford City Council and opportunities

for joint working, attending meetings to discuss issues relevant to Community Centres in Oxford and their communities.  
There are measures in place to ensure the sound financial running of the Centre and to ensure the Centre's financial stability and security.  
The Management Committee regularly reviews the accounts and undertakes a financial review and budgeting process each year.

**Additional details of objectives and activities (Optional information)**

Policy and procedure is regularly reviewed in line with best practice and changing guidance or statutory regulation.

Where possible, the Management Committee seeks data to inform and support the running of the Centre and to assess the relevance and success of activities, including their social benefit.

Where possible, grants (and sponsorship) are sought to support the running of the Centre and specific projects, e.g.: art exhibitions, improvements to garden and internal fixtures and fittings, development of the Cafe and Fridge initiatives

SOCA values the contributions made by our volunteers and a regularly reviewed policy guides the volunteering activity:

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

- Volunteers play a crucial role in the running of the Centre, and SOCA is thankful for those who regularly give up their time to support the Cafe and the Fridge and support all aspects of the Association's work
- Trustees give their time freely to the Management of the Centre and to support staff and other volunteers.
- Links are being established with a range of other community groups to work in partnership and to involve volunteers in a number of roles at the Centre such as running the Community Café and helping with gardening
- In turn the Centre can provide local people with work experience that represents a step towards employment and can support mental health and wellbeing
- A group of local artists, known collectively as New Hinksey Arts, have been providing art classes and events directly from the Association for a number of years and this year, SOCA has been proud to support them to develop into a separate independent group to be known as South Oxford Arts. They will continue to work in partnership with SOCA to put on exhibitions and events and separately they will be developing their own resources to run classes and further events. All the artists give up time voluntarily to support events for the local community and aim to subsidise classes for the benefit of local people

## Summary of the main achievements of the charity during the year

The period of this report is 12 months 1 April 2022 - 31 March 2023. The following summary gives examples of initiatives and achievements in this period:

- This was SOCA's first full year of its amended financial year
- This was the first year with the new structure of room rates in place. User groups, those who had been on lower rates or historic discounts had a staggered increase in their rates to support transition
- Some groups took advantage of the updated Discounted Room Hire Policy to assist them with financial transition
- The chairperson continued regular 'Catch Up' meetings with each member of staff
- A review was carried out of the Caretakers' responsibilities and contract with full discussion with the employee in post
- The payment for work done on the annex buildings in 2019 was agreed in the last financial period but is accounted for in this year's expenditure. Funds had been put aside for this work in advance of the refurbishment.
  
- The Management Committee continue to work with Oxford City Council to discuss damp in the BHR (Lower Hall) and whether funding will be found to remove asbestos
- Depending on the outcome of the above the Association will decide on works to improve the BHR in terms of lighting, noise transfer and storage including improvements to the utility area
- The Oxford Probation Service have provided decorating at the Centre to meet our obligations under the lease.
- Art Weeks exhibition was well attended with positive feedback and The Big Draw was re-started post pandemic, well attended with positive feedback and plans to make this a regular annual feature are under way
- The Community Café, Tuesday and Thursday has continued to thrive with numbers on Thursday increasing.
- A new Cafe Coordinator was successfully appointed
- The Community Fridge has had a successful year and its use is growing: with locally housed refugee families among its users and more referrals attending regularly
- Plans are being discussed to restart the popular Neighbourhood Forums in 2023-24
- The new Centre website has been launched successfully
- A new booking system is being trialled
- New signage has been placed at the back of the building to add a better welcome to the building as it is approached across Hinksey Park.
- Funding for a public defibrillator has been successfully applied for
- Quotes have been gathered for measures to improve energy efficiency at the Centre and grant money being sought. The Committee plan to use some of any possible

surplus funds next year to start to put these measures in place

**Brief statement of the charity's policy on reserves**

The Association continues to hold an appropriate reserve level of £19,670.00 in order to fulfil any financial obligations should the charity fail or its work under the constitution become impossible

The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of artworks, catering and entertainment
- Grant funding is sought for all major room upgrading, purchase of equipment, or new projects

**Section F**

**Other optional information**

**Aspirations for 2023-2024**

- Develop membership of the Association
- Allocate funds for energy saving measures at the Centre
- Allocate funds for improvements to fixtures and fittings in the BHR [Lower Hall]
- Seek grant funding for a fixed canopy outside the Brenda Horwood Room to offer shelter
- Continue to seek partnerships for work alongside the Cafe and Fridge offering to support the local community and their needs

**Long Term Aspirations:**

- Seek grant funding, and work with Oxford City Council's Communities Team, to develop staffing at the Centre

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	C Morey	Richard Watts
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Full name(s)	Catherine Morey	Richard Watts
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Position (e.g. Secretary, Chair, etc)		Acting Treasurer
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Date	30 June 2023
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**South Oxford Community Association**  
**12 months ended 31 March 2023**

**Statement of assets and liabilities at the end of the period**

	March 2023 £	March 2022 £
<b>Assets</b>		
CAF Bank account	11,211.58	9,753.04
Deposit bank account	55,013.27	55,282.97
Sum-Up/PayPal account	29.50	22.50
Petty Cash / floats	90.50	91.06
	<u>66,344.85</u>	<u>65,149.57</u>
<b>Liabilities</b>		
Street Schools money held on behalf of third parties	-	4,000.00
Refundable deposits	1,162.00	887.00
Tax & NI	268.03	301.24
	<u>1,430.03</u>	<u>5,188.24</u>
<b>Net Assets</b>	<u>64,914.82</u>	<u>59,961.33</u>
<b>Funds</b>		
<b>Restricted Funds</b>		
<b>Community art projects</b>		
Community Impact Fund Round 2 Small/Medium		
Grant 2022/23 received from OCC	750.00	-
Grant received from Midcounties Co-Op	500.00	-
Payments	- 1,291.29	-
Transferred from General Fund	41.29	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Community café and garden</b>		
Balance b/forward	250.00	-
Donations & Grant received	-	1,500.00
Payments	- 250.00	- 1,250.00
Balance c/forward	<u>-</u>	<u>250.00</u>
<b>Donations for Asylum Welcome</b>		
Cash collected	288.40	-
Payment to Asylum Welcome	- 288.40	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Donations for MacMillan Cancer Support</b>		
Coffee morning receipts	-	42.60
Payment to MacMillan	-	- 42.60
Balance c/forward	<u>-</u>	<u>-</u>
<b>Dojo Reserve</b>		
Balance b/forward	5,807.26	4,908.26
Receipts: from room hire	205.00	899.00
Balance c/forward	<u>6,012.26</u>	<u>5,807.26</u>
<b>Unrestricted Funds</b>		
<b>General Fund</b>		
Balance b/forward	53,654.07	40,788.33
Receipts	83,128.87	81,750.68
Donation Transferred from Designated Fund	-	850.00
Payments	- 78,140.38	- 69,734.94
Balance c/forward	<u>58,642.56</u>	<u>53,654.07</u>
<b>Designated Fund 1: Bingo Club</b>		
Balance b/forward	250.00	250.00
Receipts	59.50	29.00
Payments	- 49.50	- 29.00
Balance c/forward	<u>260.00</u>	<u>250.00</u>
<b>Designated Fund 2: Brasenose Community Events Support Fund</b>		
Balance b/forward	-	850.00
Transferred to General Fund	-	- 850.00
Balance c/forward	<u>-</u>	<u>-</u>
<b>Total Funds</b>	<u>64,914.82</u>	<u>59,961.33</u>

**South Oxford Community Association**  
**12 months ended 31 March 2023**

**Receipts and Payments in respect of Unrestricted General Funds**

	12 months 2022/23 £	15 months 2021/22 £
<b>Receipts</b>		
Room hire	60,660.87	42,111.58
Other hire	6,525.00	3,132.50
Art events	9,982.87	8,841.41
SOCA clubs	377.40	159.55
SOCA Membership fees	285.00	684.00
Community café	4,133.79	5,654.47
Sundry	413.16	392.17
Lockdown grants from Oxford City Council	-	19,240.43
Bank interest	750.78	1,534.57
	<u>83,128.87</u>	<u>81,750.68</u>

**Payments**

Staff costs	32,968.51	41,844.28
Less Furlough Scheme receipts	-	- 5,156.82
Heat, light, water	7,228.03	9,115.52
Business rates	614.40	191.83
Insurance	589.33	750.44
Repairs & Renewals	1,166.01	688.70
Housekeeping & Equipment	9,251.56	10,316.30
Office supplies	422.25	438.33
Licences and memberships	1,343.52	924.08
Telephone & IT	779.10	1,323.04
General expenses	886.17	1,052.67
Art event expenses	6,042.70	7,045.00
Community Café	854.17	571.93
Capital projects	15,953.34	629.64
Transfer to Community Art Projects		
Restricted Fund	41.29	-
	<u>78,140.38</u>	<u>69,734.94</u>

## **South Oxford Community Association**

**12 months ended 31 March 2023**

### **Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 12 months ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 24 May 2023

**South Oxford Community Association**  
**12 months ended 31 March 2023**

**Statement of assets and liabilities at the end of the period**

	March 2023 £	March 2022 £
<b>Assets</b>		
CAF Bank account	11,211.58	9,753.04
Deposit bank account	55,013.27	55,282.97
Sum-Up/PayPal account	29.50	22.50
Petty Cash / floats	90.50	91.06
	<u>66,344.85</u>	<u>65,149.57</u>
<b>Liabilities</b>		
Street Schools money held on behalf of third parties	-	4,000.00
Refundable deposits	1,162.00	887.00
Tax & NI	268.03	301.24
	<u>1,430.03</u>	<u>5,188.24</u>
<b>Net Assets</b>	<u>64,914.82</u>	<u>59,961.33</u>
<b>Funds</b>		
<b>Restricted Funds</b>		
<b>Community art projects</b>		
Community Impact Fund Round 2 Small/Medium		
Grant 2022/23 received from OCC	750.00	-
Grant received from Midcounties Co-Op	500.00	-
Payments	- 1,291.29	-
Transferred from General Fund	41.29	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Community café and garden</b>		
Balance b/forward	250.00	-
Donations & Grant received	-	1,500.00
Payments	- 250.00	- 1,250.00
Balance c/forward	<u>-</u>	<u>250.00</u>
<b>Donations for Asylum Welcome</b>		
Cash collected	288.40	-
Payment to Asylum Welcome	- 288.40	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Donations for MacMillan Cancer Support</b>		
Coffee morning receipts	-	42.60
Payment to MacMillan	-	- 42.60
Balance c/forward	<u>-</u>	<u>-</u>
<b>Dojo Reserve</b>		
Balance b/forward	5,807.26	4,908.26
Receipts: from room hire	205.00	899.00
Balance c/forward	<u>6,012.26</u>	<u>5,807.26</u>
<b>Unrestricted Funds</b>		
<b>General Fund</b>		
Balance b/forward	53,654.07	40,788.33
Receipts	83,128.87	81,750.68
Donation Transferred from Designated Fund	-	850.00
Payments	- 78,140.38	- 69,734.94
Balance c/forward	<u>58,642.56</u>	<u>53,654.07</u>
<b>Designated Fund 1: Bingo Club</b>		
Balance b/forward	250.00	250.00
Receipts	59.50	29.00
Payments	- 49.50	- 29.00
Balance c/forward	<u>260.00</u>	<u>250.00</u>
<b>Designated Fund 2: Brasenose Community Events Support Fund</b>		
Balance b/forward	-	850.00
Transferred to General Fund	-	- 850.00
Balance c/forward	<u>-</u>	<u>-</u>
<b>Total Funds</b>	<u>64,914.82</u>	<u>59,961.33</u>

**South Oxford Community Association**  
**12 months ended 31 March 2023**

**Receipts and Payments in respect of Unrestricted General Funds**

	12 months 2022/23 £	15 months 2021/22 £
<b>Receipts</b>		
Room hire	60,660.87	42,111.58
Other hire	6,525.00	3,132.50
Art events	9,982.87	8,841.41
SOCA clubs	377.40	159.55
SOCA Membership fees	285.00	684.00
Community café	4,133.79	5,654.47
Sundry	413.16	392.17
Lockdown grants from Oxford City Council	-	19,240.43
Bank interest	750.78	1,534.57
	<u>83,128.87</u>	<u>81,750.68</u>

**Payments**

Staff costs	32,968.51	41,844.28
Less Furlough Scheme receipts	-	- 5,156.82
Heat, light, water	7,228.03	9,115.52
Business rates	614.40	191.83
Insurance	589.33	750.44
Repairs & Renewals	1,166.01	688.70
Housekeeping & Equipment	9,251.56	10,316.30
Office supplies	422.25	438.33
Licences and memberships	1,343.52	924.08
Telephone & IT	779.10	1,323.04
General expenses	886.17	1,052.67
Art event expenses	6,042.70	7,045.00
Community Café	854.17	571.93
Capital projects	15,953.34	629.64
Transfer to Community Art Projects		
Restricted Fund	41.29	-
	<u>78,140.38</u>	<u>69,734.94</u>

## **South Oxford Community Association**

**12 months ended 31 March 2023**

### **Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 12 months ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 24 May 2023

**SOUTH OXFORD COMMUNITY-ASSOCIATION**

England & Wales - Charity number 304351

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# Accounts

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RegistrationCertificate\_304351\_compres



Trustees' Annual Report for the period						
Period start date			Period end date			
Day	Month	Year	Day	Month	Year	
01	01	2021	31	03	2022	
<b>From</b>			<b>To</b>			

## Section A Reference and administration details

**Charity name** South Oxford Community Association

**Other names charity is known by**

**Registered charity number (if any)** 304351

**Charity's principal address** South Oxford Community Centre

Lake Street

Oxford

**Postcode** OX1 4RP

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bob Price	Chair Person	END 21 <sup>st</sup> June 2021	
2	Marie Tidball			
3	Martin Beek			
4	Richard Watts	Treasurer		
5	Anne Laurence		END 21 <sup>st</sup> June 2021	
6	Anne Varty		END 21 <sup>st</sup> June 2021	
7	Catherine Morey	Chair	From 21 June 2021	
8	Claire Stentiford			
9	Bodo Schulenberg			
10	Heidi K Young	Secretary/vice chair	From 21 June 2021	
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>
N/A.	

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Independent examiner</b>	R Candy	9 Norreys Avenue, Oxford OX1 4ST
<b>City Council Observer</b>		

**Name of chief executive or names of senior staff members (Optional information)**

Debby Forbes – Centre Administrator and Finance Officer
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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a Community Association.
Trustee selection methods (eg. appointed by, elected by)	The Managing Trustees are elected at the annual general meeting by members of the Association.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>South Oxford Community Association (SOCA) is run by a volunteer Management Committee of Trustees, whose members are elected at the Annual General Meeting in accordance with the constitution. SOCA has adopted a policy on Volunteering which gives guidance on the procedure to be followed on the induction of new trustees and the duties and responsibilities of trustees. A joint google drive containing induction material and minutes is provided for Trustees for their briefing and continued information.</p> <p>SOCA is a member of Oxford Community and Voluntary Action (OCVA) and Community Matters. It currently belongs to the Oxford Federation of Community Associations.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the Association are to:  
 "Provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish and maintain and manage a Community Centre in co-operation with any statutory authority with an interest in the Centre."

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, directly manages some activities open to the local community and manages the facilities for the residents of South Oxford. SOCA holds the premises at Lake Street, Oxford under a 25 year lease with Oxford City Council with certain responsibilities to maintain the premises in a certain condition under this lease and work in partnership with Oxford City Council to renovate and upgrade the facilities, keeping them to a good standard for community use.

SOCA has a discounted room hire policy for local charities and activities that directly benefit the neediest people of South Oxford and aims to develop income to provide a fund dedicated in each annual budget to offset provision of such discounted room hire.

SOCA directly runs:

- A Community Café each Tuesday since October 2019, and a Thursday afternoon drop in with refreshments in order to reach out to the Community and encourage local people to come into the Centre for socialising, networking and sign-posting from the Centre
- A number of art exhibitions and art groups/tuition managed by a group of local artists known as New Hinksey Arts
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week.

The Community Centre hosts a range of activities run by groups that rent our facilities, such as:

- yoga, pilates and exercise classes
- music and drumming groups
- community group meetings and training events
- the weekly South Oxford Farmers' Market
- meetings and special events of the South Oxford Women's Institute
- a number of martial arts groups use many spaces at the Centre, including our DoJo with fixed mats
- the Centre is the Hinksey Sculling Club's primary site for land and lake training, classes and storage of their single sculls.

The Trustees are attentive to the regulation of the Charity Commission, engage with Oxford City Council and opportunities for joint working, attending meetings to discuss issues relevant to Community Centres in Oxford and their communities.

There are measures in place to ensure the sound financial running of the Centre and to ensure the Centre's financial stability and security.

The Management Committee regularly review the accounts and undertake a financial review and budgeting process each year.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Policy and procedure is regularly reviewed in line with best practise and changing guidance or statutory regulation.

Where possible, the MC seek data to inform and support the running of the Centre and to assess the relevance and success of activities, including their social benefit.

Where possible, grants (and sponsorship) are sought to support the running of the Centre and specific projects, e.g.: art exhibitions, improvements to garden and internal fixtures and fittings.

We value the contributions made by our volunteers and have a recently updated policy to cover volunteer activity. Volunteers play a crucial role in the running of the Centre. Trustees give their time freely to the Management of the Centre and to support staff and other volunteers. Links are being established with a range of other community groups to work in partnership and to involve volunteers in a number of roles at the Centre such as running the Community Café and helping with gardening. And, in turn the Centre provides local people with work experience that represents a step towards employment and can improve their mental health and wellbeing.

**Summary of the main achievements of the charity during the year**

The period of this report is 15 months January 2021-31 March 2022. The following summary gives examples of initiatives and achievements in this period:

- Most of the Centre's pre-covid regular groups returned during 2021. SOCA has maintained a financially stable position thanks to the government grants, via the Oxford City Council (OCC) in years 2020 and 2021. The Reserve has been maintained at required level.
- SOCA has amended its Financial Year to run alongside the tax year 31 March – 1 April to align our administrative practice.
- SOCA and OCC agreed an outstanding payment for work done to complete the renovation of the annexe in 2019. This debt was held over during the pandemic and payment agreed of £14,195.57 (paid 19 April 2022). Funds had been put aside for this work in advance of the refurbishment.
- A thorough review of room hire rates, historic discounts and the relationship between membership and room discounts was undertaken alongside the budgeting process November '21—March '22. The decision was taken to simplify the existing mixed system of pricing and simplify to one rate for each space on offer.
- Regular review meetings with staff members were established and we began review of existing job descriptions.
- Improvements were made to the garden area of the Centre with better planting, seating and enclosure of the main shrub border (grant funding was obtained from Doris Field Trust for this). A number of regular volunteers have contributed their time to maintaining the garden.
- The Management Committee continues to examine opportunities to improve the physical structure of the Brenda Horwood Room on the ground floor and is working with OCC on remediation of damp as well as investigating the best long term treatment of asbestos within some of the walls.
- The Oxford Probation Service have provided decorating at the Centre to meet our obligations under the lease.
- Tuesday art group and art exhibitions have been restarted in person, and a full Art Weeks exhibition was run very successfully in May 2022
- The Community Café and Thursday Drop-in sessions have continued to draw local residents both as visitors and volunteers. A Community Fridge has been successfully launched and its use is growing, with locally housed refugee families among its users.
- Discussions are underway about the Centre hosting a Community Larder scheme in the future.

- A successful Volunteer Celebration event was organised by the Centre's Outreach Worker as a thank you to the many volunteers contributing to the Centre's work.
- Activate Learning continue to have a presence at the Centre on Mondays and Tuesdays facilitating volunteering at the Centre and sign-posting services and training opportunities to people, including those with vulnerabilities.
- Plans are being discussed to restart the popular Neighbourhood Forums later in 2022.
- A new Centre website has been prepared and launch is planned for 2022.
- A new Centre logo has been designed and launched.
- New signage has been ordered to welcome people to the building as they approach from Hinksey Park.
- Funding for a public defibrillator is being sought; its position would be on the DoJo wall into the park or on South Oxford Health Centre.
- The MC have worked with Brookes University to receive advice for improving the Centre's energy efficiency. Some steps have already been taken and grants are being sought to put the more costly recommendations of their report into action so we can realise more substantial costs savings on our energy bills in future.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Association continues to hold an appropriate reserve level of £19,065.00 in order to fulfil any financial obligations should the charity fail or its work under the constitution become impossible

The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of artworks, catering and entertainment.

Grant funding is sought for all major room upgrading, purchase of equipment, or new projects.

## Section F

## Other optional information

Aspirations for 2022-2023

- Seek grant funding for a fixed canopy outside the Brenda Horwood Room to offer shelter
- Launch the website
- Develop membership of the Association
- Seek grant funding for energy saving measures at the Centre
- Seek grant funding to develop staffing at the Centre

## Section G

## Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**


<b>Position (e.g. Secretary, Chair, etc)</b>	Chair	Vice-Chair

**Date**

**South Oxford Community Association**  
**15 months ended 31 March 2022**

**Receipts and Payments in respect of Unrestricted General Funds**

	15 months 2021/22 £	12 months 2020 £
<b>Receipts</b>		
Room hire	42,111.58	23,727.01
Other hire	3,132.50	3,665.00
Art events	8,841.41	6,780.14
SOCA clubs	159.55	149.50
SOCA Membership fees	684.00	359.00
Community café	5,654.47	454.29
Sundry	392.17	242.89
Lockdown grants from Oxford City Council	19,240.43	11,334.00
Bank interest	1,534.57	609.26
	<u>81,750.68</u>	<u>47,321.09</u>
<b>Payments</b>		
Staff costs	41,844.28	30,404.32
Less Furlough Scheme receipts	- 5,156.82	- 6,719.08
Heat, light, water	9,115.52	4,111.70
Business rates	191.83	300.16
Insurance	750.44	444.27
Repairs & Renewals	688.70	318.52
Housekeeping & Equipment	10,316.30	9,286.42
Office supplies	438.33	293.96
Licences and memberships	924.08	1,796.44
Telephone & IT	1,323.04	555.45
General expenses	1,052.67	1,030.07
Art event expenses	7,045.00	4,643.66
Community Café	571.93	-
Capital projects	629.64	500.94
Transfer to Community Café Grant Restricted Fund	-	138.42
	<u>69,734.94</u>	<u>47,105.25</u>

South Oxford Community Association  
15 months ended 31 March 2022

Statement of assets and liabilities at the end of the period

	March 2022 £	December 2020 £
<b>Assets</b>		
CAF Bank account	9,753.04	7,968.16
Deposit bank account	55,282.97	38,748.40
Sum-Up/PayPal account	22.50	613.66
Petty Cash / floats	91.08	115.85
	<u>65,149.57</u>	<u>47,446.07</u>
<b>Liabilities</b>		
Street Schools money held on behalf of New Hinksey School PTA	4,000.00	-
Refundable deposits	887.00	292.00
Tax & NI	301.24	357.48
	<u>5,188.24</u>	<u>649.48</u>
<b>Net Assets</b>	<u>59,961.33</u>	<u>46,796.59</u>
<b>Funds</b>		
<b>Restricted Funds</b>		
<b>Community café and garden</b>		
Donations & Grant received	1,500.00	-
Payments	- 1,250.00	-
Balance c/forward	<u>250.00</u>	<u>-</u>
<b>Oxford City Council Community Cafe Grant</b>		
Grant received	-	1,000.00
Receipts	-	539.80
Costs	-	- 1,678.22
Transfer from General Fund	-	138.42
Balance c/forward	<u>-</u>	<u>-</u>
<b>Oxford City Council Green Grant</b>		
Balance b/forward	-	55.62
Grant received	-	-
Payments	-	- 55.62
Balance c/forward	<u>-</u>	<u>-</u>
<b>Donations for MacMillan Cancer Support</b>		
Coffee morning receipts	42.60	-
Payment to MacMillan	- 42.60	-
Balance c/forward	<u>-</u>	<u>-</u>
<b>Dojo Reserve</b>		
Balance b/forward	4,908.26	4,315.26
Receipts: from room hire	899.00	593.00
Balance c/forward	<u>5,807.26</u>	<u>4,908.26</u>
<b>Unrestricted Funds</b>		
<b>General Fund</b>		
Balance b/forward	40,788.33	40,572.49
Receipts	81,750.68	47,321.09
Donation Transferred from Designated Fund	850.00	-
Payments	- 69,734.94	- 47,105.25
Balance c/forward	<u>53,654.07</u>	<u>40,788.33</u>
<b>Designated Fund 1: Bingo Club</b>		
Balance b/forward	250.00	250.00
Receipts	29.00	32.00
Payments	- 29.00	- 32.00
Balance c/forward	<u>250.00</u>	<u>250.00</u>
<b>Designated Fund 2: Brasenose Community Events Support Fund</b>		
Balance b/forward	850.00	850.00
Donation received	-	-
Transferred to General Fund	- 850.00	-
Balance c/forward	<u>-</u>	<u>850.00</u>
<b>Total Funds</b>	<u>59,961.33</u>	<u>46,796.59</u>

## **South Oxford Community Association**

**15 months ended 31 March 2022**

### **Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 15 months ended 31 March 2022.

#### **Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 20 June 2022

**SOUTH OXFORD COMMUNITY-ASSOCIATION**

England & Wales - Charity number 304351

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# Accounts

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## Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2020		Day 31	Month 12	Year 2020

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bob Price	Chair		
2	Marie Tidball	Vice Chair		
3	Martin Beek			
4	Richard Watts	Treasurer		
5	Anne Laurence			
6	Anne Varty			
7	Catherine Morey		30 <sup>th</sup> September 2020	
8	Claire Stentiford		9 <sup>th</sup> December 2020	
9	Bodo Schulenberg		February 1 <sup>st</sup> 2020	
10	Heidi K Young		8 <sup>th</sup> January 2020	
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
<b>Independent examiner</b>	R Candy	9 Norreys Avenue, Oxford OX1 4ST
<b>City Council Observer</b>	Cllr Alex Donnelly	Town Hall, St Aldates, Oxford OX1

**Name of chief executive or names of senior staff members (Optional information)**

Debbie Forbes – Centre Administrator and Finance Officer
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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a community association.
Trustee selection methods (eg. appointed by, elected by)	The Managing Trustees are elected at the annual general meeting by members of the Association.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>South Oxford Community Association (SOCA) is run by a volunteer management committee whose members are elected at the Annual General Meeting in accordance with the constitution. SOCA has adopted a policy on Volunteering which gives guidance on the procedure to be followed on the induction of new trustees and the duties and responsibilities of trustees.</p> <p>SOCA is a member of Oxford Community and Voluntary Action (OCVA) and belongs to the Oxford Federation of Community Associations.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the Association are to provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish, and maintain and manage a Community Centre in co-operation with any statutory authority with an interest in the Centre.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, activities and facilities for the residents of South Oxford.

SOCA has a discounted room hire policy for charities and activities which benefit the people of South Oxford and is committed to ensuring that facilities are affordable for all.

Groups benefitting in this way include inter alia, the Lake Street Community Nursery, and Low Carbon South Oxford whose activities range from Swap Shops to a weekly Farmers Market. The Association seeks to meet the interests and needs of the local community, and from the Centre offers a range of activities to local people of all ages including a community café, a wide range of art classes and events, children's and adult martial arts classes, dance, yoga, pilates and exercise classes, music and drumming groups and facilities for community groups to meet or to run training events. In addition, the Association organises and runs a weekly bingo session for older members of the community, a Stitch and Chat craft club, a games club, a poetry appreciation group and a thriving branch of the Women's Institute. The Centre also provides a base for the Hinksey Sculling Club for training and storage and maintenance of their boats.

The Trustees have regard to the guidance on public benefit issued by the Charity Commission when exercising any powers or duties to which the guidance would be relevant.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We value the contributions made by our volunteers and have a recently updated policy to cover volunteer activity.

**Summary of the main achievements of the charity during the year**

The Managing Trustees have been required to respond to the restrictions placed on social activities during the Covid-19 pandemic crisis. The financial challenges created by these restrictions have been weathered successfully due to the additional funding received from the 'furlough' scheme to cover a significant part of the staff salary bill, and the government compensation grants to organisations in the leisure sector that were required to cease operation for specific periods during the year. The annual accounts reflect the Association's sound financial position. Trustees receive and review up to date financial reports at the monthly management meetings, and finance and budgeting matters are kept under weekly review between the Chair and the Administrator.

Major improvements were made to the Centre in 2017 which were completed early in 2018. This refurbishment of the Annexe area of the Centre provided new heating, lighting and toilet facilities and full access for people with disabilities. The refurbishment was funded by grants from WREN and from the Oxford City Council, with additional work funded by the Association. Over the past two years, the Main Hall has been substantially upgraded and now provides a larger floor area and better storage facilities.

The Association holds regular Neighbourhood Forums which provide an opportunity for matters of local interest to be discussed with local councillors, representatives of the local authorities and other public bodies and the police. These were not able to take place during the second half of 2020 due to the pandemic restrictions on meetings. The Association has a website and uses a variety of social media to promote its work and engage with the community and stakeholders; the website is currently being redesigned and will be relaunched in early 2021. The Association's regular 4-page newsletter which is distributed throughout the area of benefit had one edition only in 2020, again due to the restrictions imposed by the Covid-19 regulations..

Our participation in Oxford Artweeks continues to grow with the number of supporters and exhibitors increasing year on year. In addition to the display of art work, volunteers from the local community host successful workshops in a variety of media. We hold regular art events and run other workshops in art during the year. During the past year, a major retrospective exhibition of the work of George Bissill has been on show in the Main Hall, and a catalogue has been published by the Curator. A video record of the exhibition is in preparation and will be placed on the website.

Our inter-generational community cafe was launched in 2019 and attracted a growing and diverse weekly attendance up to the closure of the Centre, as well as offering the opportunity for residents and volunteers to take part in baking cakes and breads for the café. During the closure, the café continued very

## Section D

## Achievements and performance

successfully online with cakes distributed around the community in advance of the online event.

The Management Committee is examining opportunities to improve the physical structure of the Brenda Horwood Room on the ground floor to improve the range of uses for which it would be suitable, and is working with the Sculling Club on their plans to improve the boatshed and training area.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

The Association has established a reserve of £22,500 in order to fulfil any financial obligations should the charity itself fail or its work under the constitution become impossible e.g. in the event that user numbers falling to the extent that the Centre is no longer sustainable, or fire or flooding forces the Centre to close. The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure. Due to reduced expenses in 2020 the

figures for 2019 were used in the calculation. The equivalent reserve at 31<sup>st</sup> December 2019 was £18,500

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of art works, catering and entertainment.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Bob Price	Marie Tidball
<b>Full name(s)</b>	Robert John Price	Marie Tidball
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Vice-Chair

Date

**South Oxford Community Association**  
**Year ended 31 December 2020**

**Statement of assets and liabilities at the end of the period**

	2020	2019
	£	£
<b>Assets</b>		
CAF Bank account	7,968.16	2,624.02
Deposit bank account	38,748.40	44,139.14
PayPal account	613.66	105.74
Petty Cash / floats	115.85	84.03
	<u>47,446.07</u>	<u>46,952.93</u>
<b>Liabilities</b>		
Refundable deposits	292.00	492.00
Tax & NI	357.48	417.56
	<u>649.48</u>	<u>909.56</u>
<b>Net Assets</b>	<u>46,796.59</u>	<u>46,043.37</u>

**Funds**

**Restricted Funds**

**Oxford City Council Community Cafe Grant**

Grant received	1,000.00	-
Receipts	539.80	-
Costs	- 1,678.22	-
Transfer from General Fund	138.42	-
Balance c/forward	<u>-</u>	<u>-</u>

**Oxford City Council Green Grant**

Balance b/forward	55.62	-
Grant received	-	500.00
Payments	- 55.62	- 444.38
Balance c/forward	<u>-</u>	<u>55.62</u>

**Donations for MacMillan Cancer Support**

Coffee morning receipts	-	60.00
Payment to MacMillan	-	- 60.00
Balance c/forward	<u>-</u>	<u>-</u>

**Dojo Reserve**

Balance b/forward	4,315.26	2,712.26
Receipts: from room hire	593.00	1,603.00
Balance c/forward	<u>4,908.26</u>	<u>4,315.26</u>

**Unrestricted Funds**

**General Fund**

Balance b/forward	40,572.49	47,864.95
Receipts	47,321.09	67,361.14
Payments	- 47,105.25	- 74,653.60
Balance c/forward	<u>40,788.33</u>	<u>40,572.49</u>

**Designated Fund 1: Bingo Club**

Balance b/forward	250.00	305.51
Receipts	32.00	589.50
Payments	- 32.00	- 645.01
Balance c/forward	<u>250.00</u>	<u>250.00</u>

**Designated Fund 2: Brasenose Community Events Support Fund**

Balance b/forward	850.00	-
Donation received	-	850.00
Balance c/forward	<u>850.00</u>	<u>850.00</u>

<b>Total Funds</b>	<u>46,796.59</u>	<u>46,043.37</u>
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**South Oxford Community Association**  
**Year ended 31 December 2020**

**Receipts and Payments in respect of Unrestricted General Funds**

	2020	2019
	£	£
<b>Receipts</b>		
Room hire	23,727.01	56,316.54
Other hire	3,665.00	1,476.55
Art events	6,780.14	7,343.27
SOCA clubs	149.50	307.12
SOCA Membership fees	359.00	548.00
Community café	454.29	804.61
Sundry	242.89	61.46
Lockdown grants from Oxford City Council		
Retail Hospitality Leisure Grant	10,000.00	-
Local Restrictions Support Grant	1,334.00	-
Bank interest	609.26	503.59
	<u>47,321.09</u>	<u>67,361.14</u>
<b>Payments</b>		
Staff costs	30,404.32	32,941.03
Less Furlough Scheme receipts	- 6,719.08	-
Heat, light, water	4,111.70	10,143.67
Business rates	300.16	1,206.60
Insurance	444.27	561.08
Repairs & Renewals	318.52	1,138.04
Housekeeping & Equipment	9,286.42	10,713.59
Office supplies	293.96	869.19
Licences and memberships	1,796.44	1,616.80
Telephone & IT	555.45	539.01
General expenses	1,030.07	1,447.23
Art event expenses	4,643.66	4,665.61
Capital projects	500.94	8,811.75
Transfer to Community Café Grant		
Restricted Fund	138.42	-
	<u>47,105.25</u>	<u>74,653.60</u>

## **South Oxford Community Association**

**Year ended 31 December 2020**

### **Independent examiner's report to the trustees of South Oxford Community Association**

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 11 March 2021