



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2020

### 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		
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	
11				
12				
13				
14				
15				
16				
17				
18				
19				

20 

--	--	--	--

**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)**

Debby Forbes – Centre Administrator and Finance Officer
---

## 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>
--	---

## 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

**Details of any funds materially in deficit**

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

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

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

**Oxford City Council Green Grant**

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

**Donations for MacMillan Cancer Support**

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

**Dojo Reserve**

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

**Unrestricted Funds**

**General Fund**

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

**Designated Fund 1: Bingo Club**

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

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

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

<b>Total Funds</b>	<u>46,796.59</u>	<u>46,043.37</u>
--------------------	------------------	------------------



**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>

**Payments**

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