



RegistrationCertificate_304351_compressed



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2021		31	03	2022
From				To			

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 st June 2021	
2	Marie Tidball			
3	Martin Beek			
4	Richard Watts	Treasurer		
5	Anne Laurence		END 21 st June 2021	
6	Anne Varty		END 21 st 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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12				
13				
14				
15				
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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
N/A.	

Names and addresses of advisers (Optional information)

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

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 may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<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.

Section D

Achievements and performance

- 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)

Position (e.g. Secretary, Chair, etc)	Chair	Vice-Chair
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Date	
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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 £
Receipts		
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>
Payments		
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 £
Assets		
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	91.06	115.85
	<u>65,149.57</u>	<u>47,446.07</u>
Liabilities		
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>
Net Assets	<u>59,961.33</u>	<u>46,796.59</u>
Funds		
Restricted Funds		
Community café and garden		
Donations & Grant received	1,500.00	-
Payments	- 1,250.00	-
Balance c/forward	<u>250.00</u>	<u>-</u>
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	-	-
Payments	-	- 55.62
Balance c/forward	<u>-</u>	<u>-</u>
Donations for MacMillan Cancer Support		
Coffee morning receipts	42.60	-
Payment to MacMillan	- 42.60	-
Balance c/forward	<u>-</u>	<u>-</u>
Dojo Reserve		
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>
Unrestricted Funds		
General Fund		
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>
Designated Fund 1: Bingo Club		
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>
Designated Fund 2: Brasenose Community Events Support Fund		
Balance b/forward	850.00	850.00
Donation received	-	-
Transferred to General Fund	- 850.00	-
Balance c/forward	<u>-</u>	<u>850.00</u>
Total Funds	<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