



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2016		31	12	2016

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			
5	Philip Doubtfire	Treasurer	13.7.16-31.12.16	
6	Kezia Fender		1.1.16-5.10.16	
7	Alistair Bastin		1.1.16-13.7.16	
8	Annie Batten	Secretary	1.1.16-18.8.16	
9				
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)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

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

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

--

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 controlled by a volunteer management committee which is elected at the Annual General Meeting in accordance with the constitution. SOCA has adopted a policy on the procedure to be followed for the induction of new trustees and the duties and responsibilities of trustees.</p> <p>SOCA is a member of the Oxford Federation of Community Associations and Oxford Community and Voluntary Action (OCVA).</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 advance education and to provide facilities in the interests of social welfare for the recreation and leisure time occupations with the object of improving the conditions of life for the inhabitants of South Oxford; and to secure the establishment of a Community Centre and to maintain and manage, or co-operate with any statutory authority in the maintenance and management of such a 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 directly benefit the people of South Oxford and is committed to ensuring that facilities are affordable to all. Groups benefitting in this way include Low Carbon South Oxford (Swop Shops and a regular Farmers Market) South Oxford Community Forum, Artweeks and Lake Street Community Playgroup The Association continues to work to meet the needs of the local community and the Centre offers a range of activities to local people of all ages including Woodcraft Folk, children's and adult martial arts classes, art, dance and exercise classes, music and drumming groups and meeting and training facilities. In addition the Association organises and runs a weekly bingo session for older members of the community, a Stitch and Chat craft club and a poetry appreciation group. The Centre also provides a base for Hinksey Sculling Club, and the storage of their equipment and protective clothing.

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 policy to regulate volunteer activity.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Managing Trustees continue to meet successfully the financial challenges of the current times and the accounts reflect the Associations sound financial governance. Trustees are given up to date financial reports at the monthly management meetings and finance and budgeting are kept under constant review.

Improvements have been made to the Centre over the year and include setting up a room for local people to use as a hot desk and offering space to local children to play with remote control cars when it was too cold to play outside.

The Association continues to engage with the community through well attended regular Neighbourhood Forums. The Association uses a variety of media to promote its work and to engage with the community and stakeholders including newsletters which are distributed throughout the area of benefit; social media and a web site.

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 hosted successful workshops in a variety of media. We hold regular art events and run other workshops in art during the year.

The development of a community cafe is still a significant part of our business plan. The Association is seeking grant funding to finance the project and social enterprise partners with whom to work on a viable business model.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Association has established a reserve of £28,440 in order to fulfil any financial obligations should either the charity itself fail or its work under the constitution become impossible e.g. in the event of the premises becoming so dilapidated that user numbers fall to the extent that the charity's work is no longer sustainable or fire or flood force the centre to close. The reserve is calculated to meet the amount needed to meet staff redundancy payments plus

Details of any funds materially in deficit

a sum representing the equivalent of 3 months annual expenditure.

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 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
	Robert John Price	Marie Tidball
Full name(s)	Robert John Price	Marie Tidball
Position (eg Secretary, Chair, etc)	Chair	Vice Chair
Date	28th June 2017	

South Oxford Community Association
Year ended 31 December 2016

Statement of assets and liabilities at the end of the period

	2016 £	2015 £
Assets		
Office Equipment	-	99.97
Debtors	-	3,407.86
CAF Bank account	11,747.53	10,731.97
Deposit bank account	35,084.30	25,372.79
PayPal account	699.84	-
Petty Cash / floats	134.63	178.66
	<u>47,666.30</u>	<u>39,791.25</u>
Liabilities		
Creditors	-	763.38
Grant received not yet spent	-	500.00
Refundable deposits	270.00	245.00
	<u>270.00</u>	<u>1,508.38</u>
Net Assets	<u>47,396.30</u>	<u>38,282.87</u>
Funds		
Restricted Funds		
Donations for art prize		
Balance b/forward	181.65	-
Receipts	-	181.65
Balance c/forward	<u>181.65</u>	<u>181.65</u>
Dojo Reserve		
Balance b/forward	4,920.26	3,868.00
Receipts	1,590.60	1,675.00
Payments: purchase of mats	- 523.24	- 622.74
Balance c/forward	<u>5,987.62</u>	<u>4,920.26</u>
Unrestricted Funds - General		
Balance b/forward	33,180.96	33,139.11
Net Receipts	8,046.07	41.85
Balance c/forward	<u>41,227.03</u>	<u>33,180.96</u>
Total Funds	<u>47,396.30</u>	<u>38,282.87</u>

South Oxford Community Association
Year ended 31 December 2016

Receipts and Payments in respect of Unrestricted General Funds

	2016	2015
	£	£
Receipts		
Letting Income	51,906.83	47,352.14
Other hire income	3,386.31	3,312.12
Art event income	1,205.78	2,747.40
SOCA clubs income	339.10	732.85
SOCA Membership fees	594.00	271.00
Sundry Income	656.30	54.62
Bank interest	711.51	557.87
	<u>58,799.83</u>	<u>55,028.00</u>
Payments		
Staff costs	27,838.13	25,649.16
Heat, light, water	4,604.26	5,107.67
Business rates	1,266.35	1,254.15
Insurance	576.45	516.18
Repairs & Renewals	568.93	8,264.54
Housekeeping & Equipment	8,471.62	8,987.99
Office supplies	647.60	92.01
Licences and memberships	1,393.98	1,242.79
Telephone & IT	689.78	1,630.40
General expenses	2,619.80	521.72
Café expenses	-	446.18
Art event expenses	798.49	1,273.36
Capital projects	1,278.37	-
	<u>50,753.76</u>	<u>54,986.15</u>
Net Receipts	<u>8,046.07</u>	<u>41.85</u>

South Oxford Community Association
Year ended 31 December 2016

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

I report on the accounts of the Association for the year ended 31 December 2016

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

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

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

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or

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

R Candy

Chartered Accountant

9 Norreys Avenue, Oxford OX1 4ST

Date: 10 March 2017