

**THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2021**

Company Registration No: RS008117

**THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED**

**UNAUDITED FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## GENERAL INFORMATION

Registered society name	The Community Action Groups Project Oxfordshire Limited
Society registration number	RS008117
Principal & registered office address	Makespace Oxford 1 Aristotle Lane Oxford OX2 6TP
Directors (date became a director)	<b>Current Directors (1 July 2021)</b> Marta Lomza (July 2019) Jamie Hartzell (January 2020) Henry Owen (May 2019) Emma Gordon (July 2019) Mim Norvell (July 2019) Philippa Wheaton (January 2020) Philip Mousley (October 2020) Ruthi Brandt (July 2020)  <b>Directors resigning in the course of the year:</b> Eleanor Watts (July 2019 – stood down July 2020) Richard Howlett (July 2019 – stood down July 2020)
Accountants	SPX Oxford Ltd Peace House Paradise Street Oxford OX1 1LD
Bankers	Co-operative Bank

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# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

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## Board's annual report for the period ending 31 March 2021

The trustees present their report and the unaudited financial statements for the year ended 31st March 2021. Included within the trustees' report is the directors' report as required by society law. Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102. For the purposes of this report the terms 'trustee', 'director' and 'board member' mean the same thing. 'CAG(s)' refers to individual member(s) of the CAG Oxfordshire Network.

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### Objectives and activities

The charitable objectives of CAG Oxfordshire are to:

1. Build the capacity of third sector organisations focused on environmental and social issues in Oxfordshire and its environs, to enable them to pursue or contribute to any charitable purpose, through providing them with the necessary support, advice, resources and training.
2. Promote, organise and facilitate cooperation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.

In addition to these rather formal charitable objectives we have a shared vision that reflects the future we are all working towards in the CAG Oxfordshire Network.

***An Oxfordshire with resilient and empowered communities, working together so that people and planet can thrive within ecological limits.***

Our mission outlines how the staff team will work to achieve the overall vision.

***To support and facilitate the development of a strong, well-connected network that is enacting community-led social change.***

Our strategy sets out our 5 key goals for our core work. Our activities and progress on each goal over this period are outlined below.

#### **1. Develop a locally-based CAG network support organisation, which is steered by its member groups.**

- We held our second AGM in July 2020, electing new board members and taking the opportunity to make new connections in the network.
- In December 2020 we obtained exempt charitable status from HMRC.
- We continue to grow our membership, form new partnerships and diversify our income streams (see below).

#### **2. Provide in-person, tailored support to empower network members and community groups**

- Across our staff team we were in contact with many of our member groups providing 1:1 support and advice.
- Over the year many of our board members were also in touch with member groups.

## THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

### **3. Provide tools, resources, training and learning opportunities to support network members to achieve their own missions, as well as providing learning to engage the wider community in Oxfordshire.**

- We continued to curate relevant resources and guides on our website for members (and the wider movement) to access freely.
- We ran a huge number of training events and workshops in this period including: Restarting activities safely, Working with local media, Audio recording, How to start a community repair project, Facilitating effective meetings, Storytelling for climate action, Talking to children about climate change, Integrity in inclusion, Legal structures for social enterprises, Meanwhile in Oxfordshire, Social Enterprise and Climate Action: Where Are We At? Love food hate waste, Home growing and composting on a budget. And more...
- We sent 50 newsletter over the year, highlighting resources, funding opportunities, training events and relevant news to our members and the general public.

### **4. Act as a network facilitator, the glue to connect CAGs and the network with local institutions, partner organisations, and actors at the regional and national level.**

- In addition to the training events, mentioned above, we facilitated several 'Collaborate groups' over the year, across 6 themes – Energy, Waste, Food Surplus, Growing, Trees and Rewilding, and Schools. These are for CAGs working on similar projects or across a common theme to meet up, share and find ways of working together.
- We also worked on a grant-funded project (jointly with Oxfordshire County Council, Bicester Green, and Orinoco) to improve the re-use of electrical items, with our work focusing on extra support for Repair Cafes in Oxfordshire.
- We set up as a social enterprise hub at Makerspace as part of the eScalate programme of social enterprise support. Due to COVID-19 this mostly took the form of trainings and networking events run online. We worked closely with Makerspace Oxford and the Oxfordshire Social Enterprise Partnership (OSEP) on this.
- In this period our Lead Coordinator attended Cabinet Advisory Group meetings on Climate Action for Oxfordshire County Council, looking for ways the Council's plans can support the work of our membership.

### **5. To communicate that a more sustainable and just future is possible, focusing on the activities of Community Action Groups and the network.**

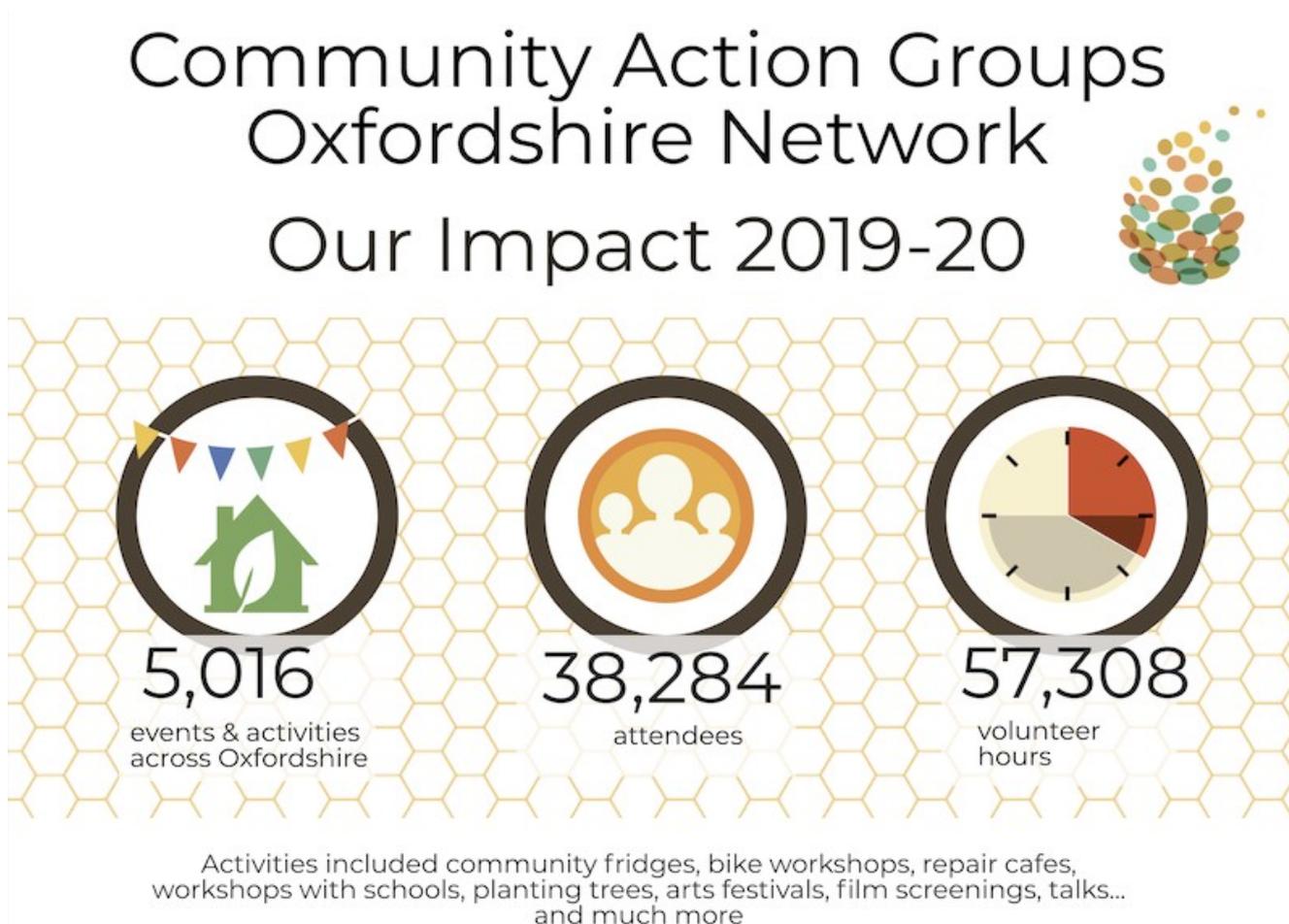
- We produced weekly newsletters highlighting the successes and news from the CAG Network.
- Our website, Twitter, Facebook, and Instagram presences enabled us to share stories and news from the CAG Network and other allied groups and movements. Our Instagram account was new this year.
- This year we co-designed the From The Ground Up exhibition with many different CAGs and Arts @ The Old Fire Station. The exhibition and accompanying events and website will celebrate 20 years of the 'CAG Project' in Oxfordshire, and creatively show that a sustainable and fairer future is within our grasp. [www.from-the-ground-up.co.uk](http://www.from-the-ground-up.co.uk)

In our December 2020 annual survey of our members we had responses 41 people from 32 different CAGs, from each corner of the county. That means that we heard from roughly 40% of all CAGs. Some of our headline findings were:

## THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

- 85% of our groups surveyed have been more effective in achieving their aims thanks to being in the CAG network.
- 70% of the respondents' groups had been in contact with other CAGs
- The enthusiastic response to joining a 'Collaborate group' showed there are even more opportunities to work together in future.

This infographic summarises the impact of the CAG Oxfordshire network as a whole in the period 1 December 2019 – 30 November 2020 (our contract year with the County Council):



### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### Structure, governance and management

CAG Oxfordshire is a charitable society incorporated on 14 May 2019 and recognised as a charity with HMRC on 10 December 2020.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

The society was established under rules which established the objects and powers of the charitable society and which set out the proceedings of meetings of directors and members.

Members of the charitable society each have at least £1 of shares in the society. Shares are refundable and non-transferable. Shares may be repaid at par but do not carry any right to participation in assets in the event of a winding up, beyond their £1 par value. The trustees have no beneficial interest in the charity.

Trustee remuneration for specific work and any expenses claimed are disclosed in note 14 of the accounts.

Trustees are elected by the membership at the society's AGM, co-opted by the board, or elected by and from the society's employees according to our Rules. The board met quarterly throughout the year and supported the strategic direction of the staff team by Henry as Lead Coordinator.

## Membership

Over this period we welcomed a significant number of new member groups to our network, and to our co-operative. Our membership stood at 92 groups at the year end (75 last year). Throughout the period we've had interest from a number of new groups getting started, and from established groups, wanting to join the CAG Oxfordshire Network.

## Finances

Detailed financial information is provided in our financial statements below this report. In summary, the trustees consider our overall financial position at the end of this year to be healthy. We have been financially cautious due to COVID-19 and also not spent money in areas where we might have without the impacts of the pandemic (e.g. travel and events).

In this year our key sources of income and areas of expenditure were as follows:

Key Income Streams		Note OCC = Oxfordshire County Council OSEP = Oxfordshire Social Enterprise Partnership
Contract Income (OCC & OSEP)	90%	
Grants (COVID)	7%	
Other	3%	
Key Expenditure Streams		
Staff & Employment Costs	76%	
Core Business Expenses	10%	
Other	14%	

Our target is to hold 6 months of core costs in reserve, in case our core funding doesn't get renewed or other major issues arise. At the end of this financial year we held approximately 7 months of core costs in reserve, and we have made plans to spend some of the money in excess of our reserves target on better achieving our aims.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## Partnerships and Fundraising

As the rest of this report shows, almost all of our work happens in close partnership with our members and the other organising the wider ecosystem of social change organisations in Oxfordshire.

At the start of this period we spent significant time and resources on a large funding bid to the National Lottery's Climate Action Fund (which continued until July 2020). This funding bid was not ultimately successful, but work in this period did generate significant new ideas and projects for taking forward community-led climate action in Oxfordshire, and help build our relationships with organisations such as Bioregional, Oxford Hub, Oxfordshire Liveable Streets, and others from outside of our network.

Over 2020 we developed our plans for what is now the 'Owned by Oxford' project, aiming to build a fairer, more democratic, economy in Oxford. This project was developed by a consortium, made up of CAG Oxfordshire, Makespace Oxford, Solidarity Economy Association, Aspire Oxford, and Oxford City Council. In this period we succeeded in securing funding to pilot this work from Friends Provident Foundation. Delivery of this project began in April 2021.

During this period we also co-designed the 'From the Ground Up exhibition' – mentioned above – and secured funding for the project from Oxfordshire County Council, Transition Network, Westmill Solar Co-operative, and Low Carbon Hub. In kind support was also provided by Arts @ The Old Fire Station. We look forward to sharing the exhibition with our members and the general public.

CAG Oxfordshire is also a member of Locality, OCVA, and Co-ops UK.

## Thanks

First and foremost, thanks to all of our members (and their members and volunteers!) for the creativity, determination and care you bring to your vital work across our community. You're the reason we exist!

Thanks to Oxfordshire County Council for funding a large part of our work, and working closely in partnership with us.

Thanks also to our friends and colleagues at Makespace Oxford who have provided our team with affordable office space, and a community of people and organisations to work alongside – even if we have barely been able to go in at all!

## THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

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### Responsibilities of the Directors

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations.

Company Law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the income and expenditure of the company for that year.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the directors

A handwritten signature in black ink, appearing to read 'Emma Gordon', written in a cursive style.

Emma Gordon (Treasurer)

Date: 21/10/2021

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	630	-	630	30,065	-	30,065
Charitable activities	4	149,457	-	149,457	-	-	-
Other trading activities	5	-	-	-	3,809	23,659	27,468
Other income	6	19	-	19	4,008	151	4,159
<b>Total income</b>		150,106	-	150,106	37,883	23,810	61,692
<b>Expenditure on:</b>							
Raising funds	7	437	-	437	3,084	-	3,084
Charitable activities	8	108,252	120	108,372	-	-	-
Other	9	-	-	-	12,362	23,810	36,172
<b>Total expenditure</b>		108,689	120	108,809	15,446	23,810	39,256
<b>Net income / -expenditure</b>		41,417	- 120	41,297	22,437	-	22,437
<b>Transfers between funds</b>		- 120	120	-	-	-	-
<b>Net movement in funds</b>		41,297	-	41,297	22,437	-	22,437
<b>Reconciliation of funds:</b>							
Total funds brought forwards		22,437	-	22,437	-	-	-
<b>Total funds carried forward</b>		63,734	-	63,734	22,437	-	22,437

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 6 to 11 form part of these financial statements.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## BALANCE SHEET AS AT 31 MARCH 2021

		2021	2020
	Notes	£	£
<b>CURRENT ASSETS</b>			
Debtors	11	1,020	4,908
Cash at bank		119,677	68,032
		120,697	72,940
<b>CREDITORS:</b> Amounts falling due within one year	12	- 56,963	- 50,503
<b>NET CURRENT ASSETS</b>		63,734	22,437
<b>NET ASSETS</b>		63,734	22,437
<b>FUNDS</b>			
<b>INCOME FUNDS</b>			
Unrestricted Income funds	13	63,734	22,437
Restricted Income funds	13	-	-
<b>TOTAL INCOME FUNDS</b>		63,734	22,437

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 85 of the Co-operatives and Community Benefit Societies Act 2014 relating to small companies.

Directors responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 85; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of directors and authorised for issue on 21/10/2021 and are signed on their behalf by:



Emma Gordon (Treasurer)

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### 1. COMPANY STATUS

The Community Action Groups Project Oxfordshire Limited is a Co-operative and Community Benefit Society.

### 2. ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The company constitutes a public benefit entity as defined by FRS 102 and is recognised as an exempt charity by HMRC.

The directors consider that there are no material uncertainties about the company's ability to continue as a going concern.

#### **Cash flow statement**

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

#### **Accounting period**

This is the second set of accounts since incorporation on 14 May 2019. The comparative figures cover the period from 14 May 2019 to 31 March 2020.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the company.

#### **Income**

All income is included in the statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donations and legacies income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the company, are recognised when the company becomes unconditionally entitled to the grant.

Grants that impose specified future performance-related conditions on the recipient are recognised in income only when the performance-related conditions are met

#### **Fixed assets**

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant and machinery – 20% straight line

Computer equipment – 33% straight line

Office equipment – 25% straight line

Leasehold improvements – 10% straight line

### **Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure represents amounts invoiced, including value added tax.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3. DONATIONS AND LEGACIES

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Donations	630	-	630	30,065
	630	-	630	30,065

### 4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Contract income	139,130	-	139,130	-
Event fees	327	-	327	-
Grant income	10,000	-	10,000	-
	149,457	-	149,457	-

### 5. OTHER TRADING ACTIVITIES

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Contract income	-	-	-	26,714
Event fees	-	-	-	227
Grant income	-	-	-	527
	-	-	-	27,468

The organisation is now recognised as an exempt charity by HMRC and this change is reflected in the categorisation of income and expenditure. For the current year, the income is shown as income from charitable activities, but the income for the previous year was shown as income from other trading activities.

### 6. OTHER INCOME

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Other income	19	-	19	4,159
	19	-	19	4,159

## NOTES TO THE ACCOUNTS (CONTINUED)

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

FOR THE YEAR ENDED 31 MARCH 2021

## 7. EXPENDITURE ON RAISING FUNDS

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Fundraising costs	437	-	437	3,084
	437	-	437	3,084

## 8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Staff costs	83,854	-	83,854	-
Professional fees	3,309	-	3,309	-
Office and travel costs	9,752	-	9,752	-
Website and comms	1,243	-	1,243	-
Member costs	10,044	120	10,164	-
Governance	50	-	50	-
	108,252	120	108,372	-

## 9. OTHER EXPENDITURE

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Staff costs	-	-	-	22,277
Professional fees	-	-	-	2,009
Office and travel costs	-	-	-	3,619
Website and comms	-	-	-	1,022
Member costs	-	-	-	1,438
Corporation Tax	-	-	-	5,263
Governance	-	-	-	544
	-	-	-	36,172

The organisation is now recognised as an exempt charity by HMRC and this change is reflected in the categorisation of income and expenditure. For the current year, the expenditure is shown as expenditure on charitable activities, but the expenditure for the previous year was shown as other expenditure.

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 10. STAFF COSTS AND EMOLUMENTS

	2021	2020
	£	£
Gross salaries	79,283	21,914
Employer's NIC	2,193	-
Employer's pension	2,378	363
	<u>83,854</u>	<u>22,277</u>

None of the employees of the company earned £60,000 or more during the periods ended 31 March 2021.

The average number of employees during the period was 4 (2020: 4). All employees are involved in the provision of the company's objects.

### 11. DEBTORS

	2021	2020
	£	£
Trade debtors	1,020	4,908
	<u>1,020</u>	<u>4,908</u>

### 12. CREDITORS

	2021	2020
	£	£
Trade creditors	1,491	1,197
Deferred income	43,841	31,151
HMRC payable	10,679	14,997
Accruals	500	2,734
Other creditors	452	423
	<u>56,963</u>	<u>50,503</u>

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 13. MOVEMENT OF FUNDS

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
	£	£	£	£	£
<b>Unrestricted funds</b>					
General	22,437	150,106	- 108,689	- 120	63,734
<b>Restricted funds</b>					
VALPAK	-	-	- 120	120	-
<b>Restricted funds</b>	<u>-</u>	<u>-</u>	<u>- 120</u>	<u>120</u>	<u>-</u>
	<u>22,437</u>	<u>150,106</u>	<u>- 108,809</u>	<u>-</u>	<u>63,734</u>

#### Restricted funds

Valpak - A grant from Oxfordshire County Council through a joint application to a Valpak WEEE reduction funding scheme to support Repair Cafes in Oxfordshire.

### 14. KEY MANAGEMENT PERSONNEL & RELATED PARTY TRANSACTIONS

The key management personnel of the company comprise the directors and the Lead Co-ordinator.

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year except as detailed below.

The total employee benefits of the key management personnel were £19,570 (2020: £7,120).

During the period there were no related party transactions (2020: one transaction of £130).

There were no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

# THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

## REPORTING ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED FOR THE YEAR ENDED 31 MARCH 2021

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I report on the financial statements of The Community Action Groups Project Oxfordshire Limited for the year ended 31 March 2021.

This report is made solely to the members of the society, as a body, in accordance with Section 85 of the Co-operative and Community Benefit Societies Act 2014. My work has been undertaken so that I might state to the members of the society those matters we are required to state to them in our report and for no other purpose. In those circumstance, to the fullest extent permitted by law, I will not accept or assume responsibility to anyone other than the society and the members of the society as a body for my work, for the report or for the opinions I form.

### **Directors' Responsibility for the Financial Statements**

The society's management committee are responsible for the preparation of the financial statements and they consider that neither an audit nor an independent reporting accountant's report is required for the current year. However, in the interests of transparency the management committee have decided it would be appropriate for a qualified accountant (without an audit qualification) to prepare an accountant's report.

### **Reporting accountant responsibilities for the Financial Statements**

It is my responsibility to carry out procedures designed to enable me to report my opinion.

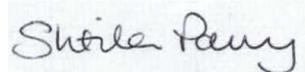
#### **Basis of opinion**

My work was conducted in accordance with the principals included in ISAE 3000 Assurance Engagements other than Audits or Reviews of Historical Financial Information. My procedures included a review of the accounting records kept by the society and a comparison of the financial statements prepared with those records. It also included consideration of any unusual items or disclosures in the financial statements and seeking explanations from the management committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently I do not express an audit opinion on the financial statements.

### **Opinion**

In my opinion:

- the financial statements are in agreement with the accounting records kept by the society under section 75 of the Co-operative and Community Benefit Societies Act 2014;
- having regard only to, and on the basis of, the information contained in those accounting records the financial statements have been drawn up in a manner consistent with the accounting requirements of the Co-operative and Community Benefit Societies Act 2014; and
- the society satisfied the conditions for exemption from an audit of the financial statement for the year specified in section 84 of the Act and did not, at any time within that year, fall within any of the categories of societies not entitled to the exemption specified in section 84.



Sheila Parry FCCA

SPX Oxford Ltd

Oxford

OX1 1LD

Date.....2/9/2021.....