

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2020**

Company Registration No: RS008117

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

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THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

GENERAL INFORMATION

Registered company name	The Community Action Groups Project Oxfordshire Limited
Company registration number	RS008117
Principal & registered office address	Makespace Oxford 1 Aristotle Lane Oxford OX2 6TP
Directors (date became a director)	Current Directors Marta Lomza (July 2019) Eleanor Watts (July 2019) Richard Howlett (July 2019) Jamie Hartzell (January 2020) Henry Owen (May 2019) Emma Gordon (July 2019) Mim Norvell (July 2019) Philippa Wheaton (January 2020) Directors resigning in the course of the year: Alice Hemming (May 2019 – resigned July 2019) Rhiannon Colvin (May 2019 – resigned July 2019)
Accountants	SPX Oxford Ltd Peace House Paradise Street Oxford OX1 1LD
Bankers	Co-operative Bank

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

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.

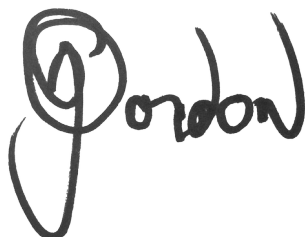
In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- 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.

In addition the directors have chosen to observe the methods and principles in the Charities SORP.

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: 15/7/20

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£
Notes			
Income from:			
Donations and legacies	30,065	-	30,065
Other trading activities	3,810	23,659	27,469
Other income	4,008	151	4,159
Total income	37,883	23,810	61,693
Expenditure on:			
Raising funds	3,084	-	3,084
Other	12,362	23,810	36,172
Total expenditure	15,446	23,810	39,256
Net income / -expenditure	22,437	-	22,437
Transfers between funds	-	-	-
Net movement in funds	22,437	-	22,437
Reconciliation of funds:			
Total funds brought forwards	-	-	-
Total funds carried forward	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 2020

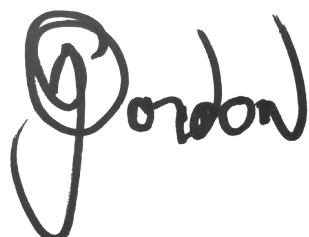
		2020	
		£	£
CURRENT ASSETS	Notes		
Debtors	9	4,908	
Cash at bank		<u>68,032</u>	
		72,940	
CREDITORS: Amounts falling due within one year	10	<u>- 50,503</u>	
NET CURRENT ASSETS			22,437
NET ASSETS			<u>22,437</u>
FUNDS			
INCOME FUNDS			
Unrestricted Income funds	11		22,437
Restricted Income funds	11		-
TOTAL INCOME FUNDS			<u>22,437</u>

For the year ended 31 March 2020 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 15/7/20 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 2020

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 although not yet registered with the charity commission.

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 first set of accounts since incorporation on 14 May 2019. There are therefore no comparative figures to report.

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 2020

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 2020

3. DONATIONS AND LEGACIES

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

4. OTHER TRADING ACTIVITIES

	Unrestricted	Restricted	Total Funds 2020
	£	£	£
Contract income	3,791	22,924	26,715
Event fees	19	208	227
Grant income	-	527	527
	3,810	23,659	27,469
	3,810	23,659	27,469

5. OTHER INCOME

	Unrestricted	Restricted	Total Funds 2020
	£	£	£
Other income	4,008	151	4,159
	4,008	151	4,159
	4,008	151	4,159

6. EXPENDITURE ON RAISING FUNDS

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

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestrict ed	Restricted	Total Funds
	£	£	2020 £
Staff costs	1,363	20,914	22,277
Professional fees	1,534	475	2,009
Office and travel costs	2,606	1,013	3,619
Website and comms	890	132	1,022
Member costs	162	1,276	1,438
Corporation Tax	5,263	-	5,263
Governance	544	-	544
	<u>12,362</u>	<u>23,810</u>	<u>36,172</u>

8. STAFF COSTS AND EMOLUMENTS

	2020 £
Gross salaries	21,914
Employer's NIC	-
Employer's pension	363
	<u>22,277</u>

None of the employees of the company earned £60,000 or more during the periods ended 31 March 2020.

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

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9. DEBTORS

	2020 £
Trade debtors	4,908
	4,908
	4,908

10. CREDITORS

	2020 £
Trade creditors	1,197
Deferred income	31,151
HMRC payable	14,997
Accruals	2,734
Other creditors	423
	50,503
	50,503

11. MOVEMENT OF FUNDS

	Balance at 14 May 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
General	-	37,883	- 15,446	-	22,437
Restricted funds					
VALPAK	-	527	- 527	-	-
OCC: CAG 19-21	-	17,192	- 17,192	-	-
OCC: Replenish 19-20	-	5,748	- 5,748	-	-
OSEP hub	-	342	- 342	-	-
Restricted funds	-	23,810	- 23,810	-	-
	-	61,692	- 39,256	-	22,437

THE COMMUNITY ACTION GROUPS PROJECT OXFORDSHIRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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.

OCC CAG 18-19

A contract with Oxfordshire County Council for the provision of support services to the network of Community Action Groups in Oxfordshire.

OCC Replenish

A contract with Oxfordshire County Council for the delivery of the Replenish Project to reduce domestic food waste and support home composting in Oxfordshire.

OSEP Hub

Providing services to OSEP as part of the eScalate social enterprise support programme.

12. KEY MANAGEMENT PERSONNEL & RELATED PARTY TRANSACTIONS

The key management personnel of the company comprise the directors and the Lead Co-ordinator. The total employee benefits of the key management personnel were £7,120.

During the period there was one related party transaction. A payment of £130 was made to Broken Spoke to provide refreshments for a CAG Oxfordshire social event. The husband of one of the directors of the company is a director of Broken Spoke.

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 2020

I report on the financial statements of The Community Action Groups Project Oxfordshire Limited for the year ended 31 March 2020.

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

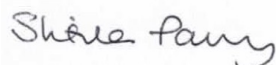
My work was conducted in accordance with the principals included in ISAE 3000 Assurance Engagements other than Audits or Reviews of Historical Financial Information. My procedures included a review of the accounting records kept by the society and a comparison of the financial statements prepared with those records. It also included consideration of any unusual items or disclosures in the financial statement sand 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

21 July 2020