**FLORENCE PARK COMMUNITY ASSOCIATION CIO**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2019**

**Charity Registration Number: 1159506**

**TRUSTEES’ ANNUAL REPORT AND FNANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**CHARITY INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**TRUSTEE COMMITTEE MEMBERS**

|  |  |
| --- | --- |
| Richard English  Jeff Bowersox |  |
| Adam Wielopolski |  |
| Jane Dee |  |
|  |  |

**SECRETARY**

Jenny Mann

**REGISTERED OFFICE**

Florence Park Community Association

137 Cornwallis Road

Oxford

OX4 3NH

**CHARITY REFERENCE NUMBER**

1159506

**ACCOUNTANTS**

SPX Oxford Ltd

Peace House

19 Paradise Street

Oxford

OX1 1LD

**TRUSTEES’ ANNUAL REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**STATEMENT OF THE TRUSTEES’ RESPONSIBILITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees 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 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 assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ascertain both the financial position of the charity and ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES OF FLORENCE PARK COMMUNITY ASSOCIATION**

I report on the accounts of the Trust for the period ended 31 December 2019, which are set out on pages 9 to 17.

**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 Charities Act
* to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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.

Name: Sally Thompson

Address:

Peace House

19 Paradise Street

Oxford OX1 1LD

Date:

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
|  |  | Note | **£** |  | **£** |  | **£** |  | **£** |
| **Income from:** | |  |  |  |  |  |  |  |  |
|  | Donations and legacies | 2 | 3,500 |  | 201 |  | 3,701 |  | 1,493 |
|  | Charitable activities | 3 | 26,281 |  | - |  | 26,281 |  | 28,113 |
|  | Other trading activities | 4 | 3,166 |  | - |  | 3,166 |  | 10,486 |
|  | Investments |  | 3 |  |  |  |  |  | 2 |
| Total income | |  | 32,950 |  | 201 |  | 33,148 |  | 40,094 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Expenditure on:** | |  |  |  |  |  |  |  |  |
|  | Charitable activities | 5, 6 | 41,501 |  | - |  | 41,501 |  | 36,003 |
| Total expenditure | |  | 41,501 |  | - |  | 41,501 |  | 36,003 |
|  |  |  |  |  |  |  |  |  |  |
| **Net income / -expenditure** | |  | - 8,551 |  | 201 |  | - 8,353 |  | 4,091 |
| **Transfers between funds** | |  | - |  | - |  | - |  |  |
| **Net movement in funds** | |  | - 8,551 |  | 201 |  | - 8,353 |  | 4,091 |
|  | |  |  |  |  |  |  |  |  |
| **Reconciliation of funds:** | |  |  |  |  |  |  |  |  |
| Total funds brought forward | |  | 47,377 |  | - |  | 47,377 |  | 43,286 |
| **Total funds carried forward** | |  | 38,826 |  | 201 |  | 39,024 |  | 47,377 |

All recognised gains and losses are included in the Statement of Financial Activities.

**BALANCE SHEET**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **2019** | | |  | **2018** | | |
|  | Note | **£** |  | **£** |  | **£** |  | **£** |
|  |  |  |  |  |  |  |  |  |
| **Fixed Assets** |  |  |  |  |  |  |  |  |
| Tangible assets | 7 |  |  | 24,368 |  |  |  | 25,750 |
|  |  |  |  |  |  |  |  |  |
| **Current assets** |  |  |  |  |  |  |  |  |
| Debtors: Amounts falling due within one year | 8 | 843 |  |  |  | 1,028 |  |  |
| Cash at bank and in hand |  | 18,920 |  |  |  | 23,519 |  |  |
|  |  | 19,763 |  |  |  | 24,547 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Creditors: Amounts falling due within one year** | 9 | - 5,104 |  |  |  | - 2,920 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Net current assets** |  |  |  | 14,659 |  |  |  | 21,627 |
|  |  |  |  |  |  |  |  |  |
| **Net assets** |  |  |  | 39,027 |  |  |  | 47,377 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **The funds of the charity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Funds** |  |  |  |  |  |  |  |  |
| Unrestricted income funds |  |  |  | 38,826 |  |  |  | 47,377 |
| Restricted income funds |  |  |  | 201 |  |  |  | - |
| Total funds | 13 |  |  | 39,027 |  |  |  | 47,377 |

These accounts were approved by the board of trustees on ……………….. and signed on their behalf by:-

|  |  |
| --- | --- |
| XXXXX | XXXXXX |
| Trustee | Trustee |

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

1. **STATEMENT OF ACCOUNTING POLICIES**

**Accounting convention**

These accounts have been prepared under the historical cost convention, and in accordance with the Statements of Recommended Practice 2015 (SORP 2015), ‘Accounting and Reporting by Charities’, issued by the Charities Commission and the Charities Act 2011, together with applicable standards.

**Income**

Income represents income receivable from room hire, rental income, fundraising, donations, gifts and interest received.

Donations and legacies are reported in the Statement of Financial Activities if they are received or due in the financial year.

Any income received relating to a forward period has been deferred.

Grants receivable are included in the year in which the offer is conveyed by the charity except in those cases where the offer has conditions, such grants being recognised as income when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are not included in the financial statements.

**Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure, inclusive of any VAT which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered that are subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

Resources are expended in the furtherance of the charity’s objectives.

**Depreciation**

Depreciation is provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives. A full year’s depreciation is provided in the year of acquisition.

Office equipment – straight line basis at 25% per annum.

Leasehold improvements – straight line basis at 20% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £100.

**Fund accounting**

Funds held by the charity are either:-

**Unrestricted general funds** – these are funds which can be used in accordance with the charity’s objectives at the discretion of the trustees.

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Restricted funds** – funds received can only be used for specifically nominated expenditure by the donor and are credited to income in the year in which they are received. Where amounts are not specifically allocated against expenditure in that year the balance is deferred and added to the balance brought forward on the restricted funds and is used in subsequent years in line with the restrictions placed by the donor.

**Taxation**

The organisation, being a charity, is not liable to taxation on its income.

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
|  |  |  | **£** |  | **£** |  | **£** |  | **£** |
| **2** | **INCOME FROM DONATIONS** |  |  |  |  |  |  |  |  |
|  | Donations |  | 856 |  | 201 |  | 1,057 |  | 493 |
|  | Grants |  | 2,644 |  | - |  | 2,644 |  | 1,000 |
|  | **TOTAL** |  | 3,500 |  | 201 |  | 3,701 |  | 1,493 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
|  |  |  | **£** |  | **£** |  | **£** |  | **£** |
| **3** | **INCOME FROM CHARITABLE ACTIVITIES** |  |  |  |  |  |  |  |  |
|  | Room Hire |  | 19,247 |  | - |  | 19,247 |  | 21,245 |
|  | Entertainments |  | 5,507 |  | - |  | 5,507 |  | 5,512 |
|  | Newsletter |  | 515 |  | - |  | 515 |  | 440 |
|  | Subscriptions |  | 1,012 |  | - |  | 1,012 |  | 916 |
|  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  | 26,281 |  | - |  | 26,281 |  | 28,113 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
|  |  |  | **£** |  | **£** |  | **£** |  | **£** |
| **4** | **INCOME FROM OTHER TRADING ACTIVITIES** |  |  |  |  |  |  |  |  |
|  | Community Café |  | 2,360 |  | - |  | 2,360 |  | 2,714 |
|  | Bar rent |  | 806 |  | - |  | 806 |  | 7,772 |
|  |  |  | - |  | - |  | - |  |  |
|  | **TOTAL** |  | 3,166 |  | - |  | 3,166 |  | 10,486 |

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
| **5** | **EXPENDITURE ON CHARITABLE ACTIVITIES** |  | **£** |  | **£** |  | **£** |  | **£** |
|  |  |  |  |  |  |  |  |  |  |
|  | Printing, postage & stationery |  | 263 |  | - |  | 263 |  | 95 |
|  | Insurance |  | 1,871 |  | - |  | 1,871 |  | 2,088 |
|  | Telephones and internet |  | 229 |  | - |  | 229 |  | - |
|  | Heating and lighting |  | 4,362 |  | - |  | 4,362 |  | 5,073 |
|  | Panto costs |  | 497 |  | - |  | 497 |  | - |
|  | Administrator |  | 10,370 |  | - |  | 10,370 |  | 10,974 |
|  | TV and other licences |  | 1,650 |  | - |  | 1,650 |  | 476 |
|  | Repairs and maintenance |  | 327 |  | - |  | 327 |  | 758 |
|  | FPSC Loan |  | - |  | - |  | - |  | - |
|  | Cleaning |  | 8,505 |  | - |  | 8,505 |  | 7,117 |
|  | Over 60s co-ordinator |  | 4,971 |  | - |  | 4,971 |  | 4,390 |
|  | Water |  | 962 |  | - |  | 962 |  | 1,980 |
|  | Over 60's Club |  | 195 |  | - |  | 195 |  | - |
|  | Gift |  | - |  | - |  | - |  | - |
|  | Improvements |  | 1,602 |  | - |  | 1,602 |  | - |
|  | Rates |  | 383 |  | - |  | 383 |  | 375 |
|  | FPSC |  | 601 |  | - |  | 601 |  | - |
|  | Security |  | 886 |  | - |  | 886 |  | 688 |
|  | Consultancy |  | 1,665 |  | - |  | 1,665 |  | - |
|  | Depreciation |  | 1,382 |  | - |  | 1,382 |  | 1,382 |
|  | Bank charges |  | 168 |  | - |  | 168 |  | 157 |
|  | Accountancy |  | 540 |  | - |  | 540 |  | 50 |
|  | Other expenditure |  | 72 |  | - |  | 72 |  | 400 |
|  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  | 41,501 |  | - |  | 41,501 |  | 36,003 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Unrestricted** |  | **Restricted** |  | **Total Funds** |  | **Total Funds** |
|  |  |  | **Funds** |  | **Funds** |  | **2019** |  | **2018** |
| **6** | **GOVERNANCE COSTS** |  | **£** |  | **£** |  | **£** |  | **£** |
|  |  |  |  |  |  |  |  |  |  |
|  | Accountancy |  | 540 |  | - |  | 540 |  | 50 |
|  | Other professional fees |  |  |  |  |  |  |  | 400 |
|  | **TOTAL** |  | 540 |  | - |  | 540 |  | 450 |

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7** | **TANGIBLE ASSETS** |  |  |  |  |  |  |
|  |  |  | **Property Improvements** |  | **Equipment** |  | **Total cost** |
|  |  |  | **£** |  | **£** |  | **£** |
|  | **Cost** |  |  |  |  |  |  |
|  | Cost at 1 Jan 2019 |  | 25,742 |  | 5,612 |  | 31,354 |
|  | Additions |  |  |  |  |  | - |
|  | At 31 Dec 2019 |  | 25,742 |  | 5,612 |  | 31,354 |
|  |  |  |  |  |  |  |  |
|  | **Depreciation** |  |  |  |  |  |  |
|  | At 1 Jan 2019 |  | 4,776 |  | 828 |  | 5,604 |
|  | Charge for the period |  | 1,104 |  | 278 |  | 1,382 |
|  | At 31 Dec 2019 |  | 5,880 |  | 1,106 |  | 6,986 |
|  |  |  |  |  |  |  |  |
|  | **Net book value** |  |  |  |  |  |  |
|  | At 31 Dec 2019 |  | 19,862 |  | 4,506 |  | 24,368 |
|  | At 31 Dec 2018 |  | 20,966 |  | 4,784 |  | 25,750 |
|  |  |  |  |  |  |  |  |
| **8** | **DEBTORS** |  |  |  |  |  |  |
|  |  |  | **2019** |  | **2018** |  |  |
|  |  |  | **£** |  | **£** |  |  |
|  | Prepayments |  | 843 |  | 1,028 |  |  |
|  |  |  | 843 |  | 1,028 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **9** | **CREDITORS:** amounts falling due within one year | | |  |  |  |  |
|  |  |  | **2019** |  | **2018** |  |  |
|  |  |  | **£** |  | **£** |  |  |
|  | Other creditors |  | 1,712 |  | 1,450 |  |  |
|  | Panto income received in advance |  | 3,392 |  | 1,470 |  |  |
|  |  |  | 5,104 |  | 2,920 |  |  |

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

1. **TRUSTEE REMUNERATION, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS**

No members of the management committee received any remuneration during the period. No committee costs were reimbursed to trustees during the period. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

1. **STAFF COSTS AND EMPLOYEE BENEFITS**

There were no employees??? Was Sara self-employed??

1. **REMUNERATION AND BENEFITS RECEIVED BY KEY MANAGEMENT PERSONNEL**

The key management personnel of the charity are the voluntary trustees. There are therefore no remuneration or benefits of the key management personnel to disclose.

1. **MOVEMENT IN FUNDS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **At 31-Dec-2018** |  | **Incoming Resources** |  | **Resources expended** |  | **At 31-Dec-2019** |
|  |  | **£** |  | **£** |  | **£** |  | **£** |
| **General Funds** |  |  |  |  |  |  |  |  |
| Unrestricted income funds |  | 47,377 |  | 32,950 |  | - 41,501 |  | 38,826 |
|  |  |  |  |  |  |  |  |  |
| **Restricted Funds** |  |  |  |  |  |  |  |  |
| Project fund |  | - |  | 201 |  | - |  | 201 |
|  |  |  |  |  |  |  |  |  |
| **Total funds** |  | **47,377** |  | **33,151** |  | **- 41,501** |  | **39,027** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **MOVEMENT IN FUNDS - Previous year** |  |  |  |  |  |  |  |  |
|  |  | **At 31-Dec-2017** |  | **Incoming Resources** |  | **Resources expended** |  | **At 31-Dec-2018** |
|  |  | **£** |  | **£** |  | **£** |  | **£** |
| **General Funds** |  |  |  |  |  |  |  |  |
| Unrestricted income funds |  | 43,286 |  | 40,094 |  | - 36,003 |  | 47,377 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total funds** |  | **43,286** |  | **40,094** |  | **- 36,003** |  | **47,377** |

1. **POST BALANCE SHEET EVENTS**

Need to add something here about the CV pandemic, the effect on FPCA’s finances this year, and how you plan to recover from any significant deficit.