

Oxgangs Neighbourhood Centre
Scottish Charitable Incorporated Organisation (SCIO)
Trustees' Report and Financial Statements
For the year ended 31 March 2020

Oxgangs Neighbourhood Centre

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Oxgangs Neighbourhood Centre

Report of the Trustees for the year ended 31 March 2020

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 March 2020.

Status of Charity and Governing Document

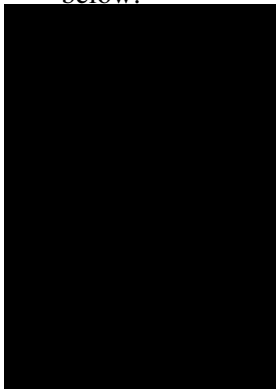
The Charity is a Scottish Charitable Incorporated Organisation (SCIO) (SC049520). It was registered in its current legal form on 6 August 2019. The charity was previously an Unincorporated Association (SC024157) but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on 1 January 2020. It has a single tier structure and as such the Trustees are the members of the charity.

Aims and affiliation

The Charity is managed wholly by the trustees who share the responsibilities of managing the daily activities. The Charity's stated objective is to provide a safe space where people are welcomed and where they feel included and valued. It will seek to provide activities that respond to social needs and create opportunity for relationship, friendship and personal growth.

Trustees and Office Bearers

Management of the Charity remains with the trustees. The Trustees who served during the year are as set out below:



Chair
Vice Chair
Treasurer
Secretary

(appointed 16 October 2019)

The day to day management of the operational work of the Charity is undertaken through the work of the Centre Manager, Dominic Heslop, with the help of the Café Manager,  and other part time and sessional staff.

Appointment of Trustees

Existing trustees provide suitable names for new trustees and following assessment of this list of name(s) individuals are invited to become trustees. Trustees serve from year to year with no maximum term and are elected annually at the annual general meeting.

Induction and training of new trustees

The Charity undertakes training for trustees to ensure awareness and understanding of:

- The responsibility of being a trustee
- The organisational structure of the Charity
- The financial position of the Charity
- The future plans and objectives of the Charity

Achievements and performance

2019 has been a busy year for Oxgangs Neighbourhood Centre. Much work was undertaken by our Centre Manager in conjunction with staff from organisations, such as cemvo, Community Enterprise, OSCR and Social Enterprise and Training to enable a successful transfer this year from an unincorporated association to a SCIO. We are grateful to the Board and all those involved in the successful transition. In addition, Dom has been on several courses related to funding and making the Centre an organisation fit for the 21st Century.

This additional constitutional work has not detracted from the extensive programme on offer at the Centre. From bingo to dance classes and Slimming World to art classes, as well as being a one-stop shop for advice on council and housing matters, we truly are a Centre for All.

Oxgangs Neighbourhood Centre

Report of the Trustees for the year ended 31 March 2020

Achievements and performance (continued)

Highlights of the year include two successful cheese and wine quiz evenings; bus trips to Fife; the unveiling of a defibrillator in the Centre; a talk on Churchill; a Halloween Party and a Christmas Fair. We also continue to work closely with other organisations and stakeholders including the Oxgangs Forum, Oxgangs Community Church and Firrhill Community Council.

Significantly, we have this year through our Centre Manager and Chair developed strong links with the Edinburgh International Festival and the Edinburgh Jazz and Blues Festival. Through the latter, we were pleased to welcome Jazz singer, Cat Lound to the Centre in July for our inaugural use as a Jazz and Blues Festival venue. The International Festival link has resulted in Quaturo Mona String Quartet performing in the Centre and trips for Centre users to Tynecastle Stadium to hear the LA Philharmonic and to the Lyceum to view Local Hero among other things. This has added to the variety of activities on offer to the community.

We continue to invest in volunteering at the Centre with more people choosing to serve their community in this way. We look forward to building on this in the coming year with both volunteers and our excellent staff team and continuing the Centre's role as a safe and welcoming space, increasing opportunities for all.

The cafe has also hosted a number of successful International Days with tastes from India to Malta via Jamaica in addition to the daily lunch and snack menus on offer. The Junior Bake Off continues to be a very popular event for children and parents.

We have entered in partnership with Lidl and Aldi as well as Morrison's who provide us with surplus food, which we distribute to the community and use in our Café.

Our previous Gardening Development Officer, [REDACTED] devised some imaginative ideas such as the creation of our Sensory Garden which enables people to smell and touch different plants and herbs. The development of the vegetable plot has been of much value to the community but also providing vegetables and fruit for use in the Café. After [REDACTED], we now enjoy the services of [REDACTED].

Our internal activities, organised by local volunteers, include weekly Bingo, Lunch Club and weekly carpet bowls, which are very much appreciated by people in the community, especially those who are elderly, feel isolated and present themselves as vulnerable.

At the ONC, we recognise we are not able to provide all of the groups, projects and services required on our own. Therefore, for many years now, we have built up several key partnerships, including the City of Edinburgh Council Advice Shop, who provide welfare rights and benefits advice. We operate language classes for people who are learning English. We also collaborate with Cre8te, who provide free computer classes each week through their Digital Skills Academy. This multiagency approach is a key part of our work and we recognise and thank all of our partners for their important contribution to our work.

As well as continuing to run our own groups, we again have had a number of outside groups using the Centre, increasing the variety of activities on offer to the community. These activities include Slimming World, Mhairi Hogg School of Dance, ECAS and Yoga among others. We have also hosted short-term sessions such as Meditation classes, Qigong and dog training. These entire hall lets assist in generating income towards the sustainability of a very much needed Centre for the community.

Finally, the financial performance has improved this year. In what is a difficult economic climate at the moment for the third sector, our Centre Manager, Dominic Heslop, is developing skills to attract funding for our work. Our main support is provided by the Big Lottery Community Led Fund, with other funders such as Children in Need, the People's Health Lottery and the Neighbourhood Partnership also continuing to support our work. We also aim to continue to increase our self-generated income, helping us be as self-sustainable as possible. The trustees are confident of securing funding and increasing income generation through Centre activities in the coming years and to continue to provide a 'Centre for All', which is run by the community for the community.

Oxgangs Neighbourhood Centre

Report of the Trustees for the year ended 31 March 2020

Projects and activities

The following projects/ activities are held within the centre:

- Under 5's Hub: In response to the continuing demand for childcare, we again secured funding to run our parent, baby and toddler groups. Both our under-three's group, Toddlerific and our preschool group Brilliant Bairns have again enjoyed a fantastic year, providing a space where parents sing, read and play with their children as well as enjoy a varied programme of activities, ensuring their children have a flying start to learning. We trailed having sessions in the summer which proved to be successful and beneficial in the community.
- Advice Shop: Trained adviser providing individuals with welfare rights and benefits enquiries.
- Gardening: Drop-in gardening or a space where individuals can volunteer more often, in which they can strengthen their health and wellbeing.
- Café: Our excellent café under the leadership of [REDACTED] provides training, volunteering and space for the community to gather, thus reducing isolation, as well as providing training and support, for those looking to move onto further employment.
- I/T Classes: Weekly computer classes take place thanks to our partnership with Cre8te.
- Community Events: We hold a number of events each year (COVID 19 permitting) for the community including an Easter Family Fun Day, Big Lunch, Hallowe'en Disco and Christmas Fayre.
- Youth Café: In Partnership with Dunedin Canmore, we provide a space for young people to gather together and get advice from trained youth workers.
- Community Soup: As part of café services, we run community soup, providing free, hearty soup every Friday to many families in the area.
- Lunch Club: Another service provided by our café is our volunteer led lunch club. This group provides company and a healthy meal every Wednesday for the isolated in our community.
- Cook School: We run weekly cooking classes, provided by our café manager [REDACTED]. The classes are well attended and for some it is the first opportunity they have had to learn to cook.
- ECAS – One of our oldest groups in the Centre, this weekly art group for disabled individuals, is run by a trained artist, assisting some really exceptional artists in their work.
- Other groups and activities we have had using the Centre over the year include:
- Mhairi Hogg School of Dance and Slimming World – two loyal Centre users for a long time.
- Oxgangs Community Church, Taekwon-do, Yoga, Language Classes and an Aging Well Gentle Exercise Class.

Objectives for 2020/21

The strategic plan for the next financial year includes the following:

To raise the profile of the Centre among local residents and partner organisations by:

- Continuing to hold community events and explore and develop further partnerships.

To develop effective opportunities for vulnerable people to achieve their fullest potential in life by:

- Continually developing our projects, groups and services on offer to the community, through talking and listening to the wider community.
- Continuing to work with local schools, community projects, housing association, children and social work and other council departments and all our community partners, in order to offer the best co-production of services for the community.
- Offering ongoing support and training for all Centre volunteers and trainees, ensuring they have the best possible volunteering experience while they are at the Centre.

To significantly increase the numbers of people using the Centre and the range of activities on offer by:

- Continuing to increase participation in our groups, projects and services, by both local people and those in neighbouring areas, through ensuring quality of service and affordability of the service on offer, some of which will be free to at the point of use.
- Continuing to develop our community café facility, through ensuring consistent quality, variety and affordable meals and a great place to come.
- Extending our partnership with the Edinburgh International Festival and the Jazz and Blues Festival.

Oxgangs Neighbourhood Centre

Report of the Trustees for the year ended 31 March 2020

Financial review

Principal sources of funding

Funding is obtained from the following main sources:

- The National Lottery Community Fund.
- The Corra Foundation.
- Children in Need.
- Neighbourhood Partnership.
- Other grant funding including Virgin Money, the Co-op and Waitrose.
- Centre activities including hall letting and café sales.
- Private donations.

Results for the year

The financial statements for the year are set out in pages 6 to 10. The Receipts and Payments Account on page 6 reflects a deficit of £44,126 (2019: surplus of £5,397).

Reserves

It is the policy of the Charity to maintain unrestricted funds, ie. funds not committed or invested in fixed assets, at a level which equates to approximately three months unrestricted expenditure, ie £25,000 (2019: £23,500), which allows sufficient funds to enable the ongoing work of the Charity to be maintained. Unrestricted funds amounted to £91,403 (2019: £108,135) and total funds on page 7 at 31 March 2020 amounted to £99,624 (2019: £143,750); these funds were at the required level.

Reference and administrative details

Address

71 Firrhill Drive
Edinburgh
EH13 9EU

Bankers

Bank of Scotland
PO Box 1000
BX2 1LB

On behalf of the Trustees


Treasurer

Dated: 2020

Oxgangs Neighbourhood Centre

Report of the Independent Examiner to the Trustees for the year ended 31 March 2020

I report on the accounts of the Charity for the year ended 31 March 2020 which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.


Managing Director

Innes & Partners Limited
Chartered Certified Accountants

Innes House
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Date: 2020

Oxgangs Neighbourhood Centre

Receipts and Payments Account

For the year ended 31 March 2020

	Notes	General fund £	Restricted funds £	2020 Total £	2019 Total £
Receipts					
Revenue grants:					
General fund	6	446	-	446	52,713
Restricted funds	6	-	21,001	21,001	34,631
Donations		3,352	-	3,352	2,808
Room hire		19,713	-	19,713	20,107
Cafe income		13,641	-	13,641	15,551
Fundraising and events		1,517	261	1,778	1,281
Membership income		12	-	12	75
Total receipts		38,681	21,262	59,943	127,166
Payments					
<i>Payments for charitable activities</i>					
Events and projects		2,214	3,398	5,612	5,787
Salary costs	3	27,154	42,226	69,380	76,336
Heating, lighting and water		8,075	-	8,075	8,210
Cleaning, repairs and maintenance		8,705	-	8,705	13,013
Café expenses and equipment		-	3,118	3,118	4,031
Printing, postage and stationery		1,924	-	1,924	1,904
Insurance		2,336	-	2,336	1,738
Volunteer expenses		3	-	3	663
Telephone and internet		1,106	-	1,106	1,138
Professional fees		1,428	-	1,428	1,700
Publicity and advertising		219	-	219	76
Staff training and travel		415	-	415	2,087
Equipment		203	425	628	2,544
Independent examination		-	-	-	900
Sundry expenditure		1,120	-	1,120	1,642
Total payments		54,902	49,167	104,069	121,769
(Deficit)/surplus for the year		(16,221)	(27,905)	(44,126)	5,397
Transfer between funds		(511)	511	-	-
(Deficit)/surplus after transfers		(16,732)	(27,394)	(44,126)	5,397
Total funds brought forward		108,135	35,615	143,750	138,353
Closing fund balance		91,403	8,221	99,624	143,750

Oxgangs Neighbourhood Centre

Statement of Balances

As at 31 March 2020

	Notes	£	2020 £	£	£	2019 £	£
		Opening balance	(Deficit) for year	Closing balance	Opening balance	Surplus for year	Closing balance
Total cash and bank balances		143,750	(44,126)	99,624	138,353	5,397	143,750
Represented by:							
Unrestricted fund	4						
General				91,403			108,135
Restricted funds	5						
STV appeal fund				-			8,591
Children in Need - Comic Relief fund				8,221			1,743
Robertson Trust fund				-			11,000
SCVO - Community Jobs Scotland				-			1,406
After School Fund				-			250
Cooking classes fund				-			1,469
Garden Development - Peoples Health Trust fund				-			11,130
Lunch Club fund				-			26
				99,624			143,750

Statement of assets at 31 March 2020

Overpayment of employee wages	-	403
	-	403

Statement of liabilities at 31 March 2020

Taxation and social security	-	1,736
Independent examination - current year	900	-
Independent examination - prior year	900	900
Other creditors	240	240
Salary and pension creditors	647	-
	2,687	2,876

The financial statements on pages 6 to 10 were approved by the Trustees on 2020 and signed on their behalf by the undernoted:



 Treasurer

The notes on page 8 to 10 form part of these financial statements.

Oxgangs Neighbourhood Centre

Notes to the Financial Statements for the year ended 31 March 2020

1. Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis of financial statements

The financial statements have been prepared on a receipts and payments basis.

Receipts and Payments Account

For the purpose of the Receipts and Payments account as shown on page 6, funds are defined as follows:

Unrestricted funds comprise grants and other income received for the objects of the Charity without further specified purpose and are available as general funds.

Restricted funds comprise income which has been received for the objects of the Charity and specified for a restricted purpose within these objects by the donor.

Oxgangs Neighbourhood Centre

Notes to the financial statements

For the year ended 31 March 2020

2. Transactions with Trustees and related party

No Trustee received remuneration for their position as Trustee or expenses in the year ending 31 March 2020 (2019: nil). There were no transactions with related parties during the year ending 31 March 2020 (2019: nil).

3. Staff costs and numbers	2020 £	2019 £
Gross salaries	67,643	75,236
Staff pension	338	-
Employer's NI	1,399	1,100
	69,380	76,336

There was an average of 6 employees during the year (2019: 6). No employee received remuneration of more than £60,000 during the year.

4. Unrestricted funds	Balance at 01.04.19 £	Receipts £	Payments £	Transfers £	Balance at 31.03.20 £
General fund	108,135	38,681	(54,902)	(511)	91,403
Total unrestricted funds	108,135	38,681	(54,902)	(511)	91,403

Explanation of funds

The *General fund* represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

5. Restricted funds	Balance at 01.04.19 £	Receipts £	Payments £	Transfers £	Balance at 31.03.20 £
STV appeal fund	8,591	-	(8,591)	-	-
Children in Need - Comic Relief fund	1,743	16,794	(10,316)	-	8,221
Robertson Trust fund	11,000	-	(11,000)	-	-
SCVO - Community Jobs Scotland fund	1,406	-	(1,406)	-	-
Garden Development - Peoples Health Trust fund	11,130	4,468	(15,598)	-	-
Lunch Club fund	26	-	(26)	-	-
After school fund	250	-	(250)	-	-
Cooking classes fund	1,469	-	(1,980)	511	-
Total restricted funds	35,615	21,262	(49,167)	511	8,221

Oxgangs Neighbourhood Centre

Notes to the financial statements

For the year ended 31 March 2020

5. Restricted funds (continued)

Explanation of funds

STV appeal fund represents funding awarded to the centre for community projects to raise perceptions and aspirations of those in the local community and to develop, launch and deliver a number of significant projects in the community that support this objective.

Children in Need - Comic Relief fund represents funding awarded for the baby and toddler group Toddleriffic.

Robertson Trust fund represents funding that was received towards the salary costs of the Centre Manager.

SCVO - Community Jobs Scotland fund represents funding received to provide training and experience in a catering environment for one young person aged between 16-25 for one year.

Garden Development fund represents funding received to develop the gardens at the centre to create an inviting outdoor facility.

Lunch Club fund represents funding received to provide a Lunch Club at the Centre.

The After School fund represents funding received to provide an After School Care Club at the Centre.

Cooking class fund represents funding received to provide weekly cooking classes for individuals in the

6. Grants received

	General fund	Restricted funds	2020 Total	2019 Total
	£	£	£	£
BBC Children in Need	-	9,549	9,549	9,604
The Corra Foundation - Comic relief	-	7,000	7,000	-
People's Health Trust	-	4,452	4,452	16,325
Edinburgh Council	446	-	446	55,657
SCVO	-	-	-	5,758
	446	21,001	21,447	87,344