

Company registration number: 07542380  
Charity registration number: 1142169

# Low Carbon Oxford North

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2015

Green Accountancy Limited  
Chartered Certified Accountants  
Signal Court  
Old Station Way  
Eynsham  
Oxford  
OX29 4TL

**Low Carbon Oxford North**  
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**Low Carbon Oxford North**  
**Reference and Administrative Details**

|                                    |  |
|------------------------------------|--|
| <b>Charity name</b>                | Low Carbon Oxford North  |
| <b>Charity registration number</b> | 1142169  |
| <b>Company registration number</b> | 07542380   |
| <b>Principal office</b>            | 56 Victoria Road<br>Oxford<br>OX2 7QD  |
| <b>Registered office</b>           | 56 Victoria Road<br>Oxford<br>OX2 7QD  |
| <b>Trustees</b>                    | S J Edwards<br>J A Gale<br>R J Nestor<br>E Salisbury<br>R R Leimu-Brown<br>K Polgreen (Appointed 16 February 2016)<br>S Clarke<br>B M Boardman<br>A Chivers<br>T Nicholson (Resigned 17 June 2015)<br>C Roaf (Resigned 17 June 2015) |
| <b>Secretary</b>                   | S J Edwards  |
| <b>Bankers</b>                     | Co-operative Bank<br>P O Box 250<br>Skelmersdale<br>WN8 6WT  |
| <b>Accountant</b>                  | Green Accountancy Limited<br>Signal Court<br>Old Station Way<br>Eynsham<br>Oxford<br>OX29 4TL  |

# Low Carbon Oxford North

## Trustees' Report

Low Carbon Oxford North - Registered Charity Number 1142169

56 Victoria Road  
Oxford  
OX2 7QD

Trustees:

S J Edwards  
J A Gale  
R J Nestor  
E Salisbury  
R R Leimu-Brown  
K Polgreen (Appointed 16 February 2016)  
S Clarke  
B M Boardman  
A Chivers  
T Nicholson (Resigned 17 June 2015)  
M Roaf (Resigned 17 June 2015)

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and financial statements for the year ended 31 December 2015. The financial statements have been prepared in accordance with the accounting policies set out on page 7.

The Charity is a charitable company limited by guarantee and was set up on 31 May 2011.

### Structure, Governance and Management

The Charity was established on 31 May 2011 and assumed the assets and liabilities of the original company of the same name which was incorporated on 24 February 2011. The Charity is governed by a memorandum and articles of association which set out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least four and not more than ten individuals. The trustees are listed on page 1. One third of the elected Trustees must retire at each AGM, with those longest in office retiring first. In addition, up to 3 trustees can be appointed by the elected trustees and trustees can also be coopted until the following AGM. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know' – June 2005.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks. We have a paid co-ordinator who focuses on our communications to our members and residents.

### Trustees Responsibilities

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

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the Charity's financial activities during the period and of its financial position at the end of the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;

## **Low Carbon Oxford North**

### **Trustees' Report**

- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards and statements of recommended practice 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 Charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. 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.

#### **Objectives and Activities**

Its objects are to conserve, improve and protect the physical natural environment for the public benefit by promoting: the prudent use and sharing of resources; the reduction of waste through re-use reclamation, recycling, use of recycled products and use of surplus; the reduction in the consumption of fossil based fuels; the use of low carbon means of transport; the reduction of carbon emissions from the growing, transporting, purchasing and preparing of food; with the aim of reducing the carbon footprint of North Oxford by 80% by the year 2050. In addition, its objects are to advance the education of the public in the protection, enhancement and rehabilitation of the environment and to promote the study and research in such subjects and dissemination of the results of such research and study to the public.

Our mission is to help the residents of North Oxford to reduce their carbon emissions.

#### **Achievements and Performance**

Low Carbon Oxford North exists to help the residents of North Oxford to reduce their carbon emissions. During the year we continued to listen to residents by organising an evening of discussions followed by a trustee strategy meeting.

We continued to offer home owners thermal imaging. This helps confirm where energy is being lost in their home and gives advice on what can be done to rectify this.

We continued to work on our ideas to create a website which gives advice on home energy and retrofitting. This hangs on finding experiences of local people which can usefully be shared with neighbours. The website, Oxoneek <http://oxoneek.org.uk> is now online and we are discussing with others how this can be populated with case studies and shared with other organisations.

LCON joined with other local organisations to work on election hustings meetings for both West and east Oxford. This provided information from all parliamentary candidates on environmental matters to residents cast their vote.

During the year we trialled an energy clinic in two settings. The first, by holding discussions with a group at Cutteslowe Community Centre was deemed successful with twenty residents present. The second, held in a Summertown coffee shop, was unsuccessful.

Members of LCON joined others in thinking about how environmental policies can be built in to an emerging Summertown Neighbourhood Plan. This has been a valuable exercise and the ideas are now a part of the thinking of the Neighbourhood Forum. This has included policies on green buildings, maintaining green lungs around the built up areas and encouraging sustainable forms of transport among others.

We planned to hold a further programme of Carbon Conversations/ Low Carbon Living and to that end two trustees received training, to support the existing trainers. Sadly there was not enough interest to run the programme this year.

**Low Carbon Oxford North**  
**Trustees' Report**

We published our first local food directory and distributed several hundred copies as a pilot. It is available on our website at <http://www.lcon.org.uk/food/> It was well received and a second edition has been published In 2016. There are plans now to expand the food project.

Finally a group is considering how best we can work with Summertown businesses to help them reduce their emissions.

I am grateful to our trustees for all the work they do to promote LCON's aims, and to our co-ordinator Lucy Dickinson.

**Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on ..... and signed on its behalf by:

.....

**Chartered Certified Accountants' Report to the Trustees on the Unaudited Accounts of  
Low Carbon Oxford North**

In accordance with the engagement letter dated 16 May 2016, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the charity which comprise the Statement of Financial Activities, and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Charity's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Charity's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 December 2015 your duty to ensure that the charity has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the charity is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

.....  
Green Accountancy Limited  
Chartered Certified Accountants  
Date:.....

Signal Court  
Old Station Way  
Eynsham  
Oxford  
OX29 4TL

## Low Carbon Oxford North

### Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 December 2015

|   | Unrestricted<br>Funds | Restricted<br>Funds  | Total Funds<br>2015 | Total Funds<br>2014  |
|---|-----------------------|----------------------|---------------------|----------------------|
| Note                                    | £                     | £                    | £                   | £                    |
| <b>Incoming resources</b>               |                       |                      |                     |                      |
| Incoming resources from generated funds |                       |                      |                     |                      |
| Voluntary income                        | 2                     | 21,314               | -                   | 21,314               |
| Total incoming resources                |                       | <u>21,314</u>        | <u>-</u>            | <u>21,314</u>        |
| <b>Resources expended</b>               |                       |                      |                     |                      |
| Charitable activities                   | 5,4                   | 14,351               | -                   | 14,351               |
| Governance costs                        | 8,4                   | 1,078                | -                   | 1,078                |
| Total resources expended                |                       | <u>15,429</u>        | <u>-</u>            | <u>15,429</u>        |
| Net movements in funds                  |                       | 5,885                | -                   | 5,885                |
| <b>Reconciliation of funds</b>          |                       |                      |                     |                      |
| Total funds brought forward             |                       | 17,244               | 150                 | 17,394               |
| Total funds carried forward             |                       | <u><u>23,129</u></u> | <u><u>150</u></u>   | <u><u>23,279</u></u> |
|   |                       | <u><u>18,394</u></u> |                     | <u><u>18,394</u></u> |

The notes on pages 8 to 13 form an integral part of these financial statements.

**Low Carbon Oxford North (Registration number: 07542380)**

**Balance Sheet as at 31 December 2015**

|   |      | 2015           |                      | 2014          |                      |
|---|------|----------------|----------------------|---------------|----------------------|
|   | Note | £              | £                    | £             | £                    |
| <b>Fixed assets</b>                                   |      |                |                      |               |                      |
| Investments   | 11   |                | 6,501                |               | 2,600                |
| <b>Current assets</b>                                 |      |                |                      |               |                      |
| Debtors   | 12   | 7,888          |                      | 288           |                      |
| Cash at bank and in hand                              |      | 9,890          |                      | 16,346        |                      |
|   |      | <u>17,778</u>  |                      | <u>16,634</u> |                      |
| <b>Creditors: Amounts falling due within one year</b> |      |                |                      |               |                      |
|   | 13   | <u>(1,000)</u> |                      | <u>(840)</u>  |                      |
| <b>Net current assets</b>                             |      |                | <u>16,778</u>        |               | <u>15,794</u>        |
| <b>Net assets</b>                                     |      |                | <u><u>23,279</u></u> |               | <u><u>18,394</u></u> |
| <b>The funds of the charity:</b>                      |      |                |                      |               |                      |
| <b>Restricted funds</b>                               |      |                |                      |               |                      |
|   |      |                | 150                  |               | 1,150                |
| <b>Unrestricted funds</b>                             |      |                |                      |               |                      |
| Unrestricted income funds                             |      |                | <u>23,129</u>        |               | <u>17,244</u>        |
| <b>Total charity funds</b>                            |      |                | <u><u>23,279</u></u> |               | <u><u>18,394</u></u> |

For the financial year ended 31 December 2015, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008 January 2015).

Approved by the Board on ..... and signed on its behalf by:

.....

The notes on pages 8 to 13 form an integral part of these financial statements.

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

#### 1 Accounting policies

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 16.

##### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

##### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

..... continued

#### Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

#### Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

### 2 Voluntary income

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2015<br>£ | Total Funds<br>2014<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Donations and legacies</b>     |                            |                          |                          |                          |
| Appeals and donations             | 780                        | -                        | 780                      | 600                      |
| Gift Aid tax reclaimed            | 325                        | -                        | 325                      | 150                      |
| Groundworks                       | 7,100                      | -                        | 7,100                    | -                        |
| Oxford North Community Renewables | 2,901                      | -                        | 2,901                    | -                        |
| Event income                      | -                          | -                        | -                        | 195                      |
| Administrative support            | 9,600                      | -                        | 9,600                    | 8,000                    |
| Interest on cash deposits         | 13                         | -                        | 13                       | 20                       |
| Income from other investments     | 595                        | -                        | 595                      | 273                      |
|                                   | 21,314                     | -                        | 21,314                   | 9,238                    |

### 3 Grants receivable

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2015<br>£ | Total Funds<br>2014<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Groundworks                       | 7,100                      | -                        | 7,100                    | -                        |
| Oxford North Community Renewables | 2,901                      | -                        | 2,901                    | -                        |
|                                   | 10,001                     | -                        | 10,001                   | -                        |

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

..... continued

#### 4 Total resources expended

|                                  | Charitable<br>activity | Governance   | Total         |
|----------------------------------|------------------------|--------------|---------------|
|                                  | £                      | £            | £             |
| <b>Direct costs</b>              |                        |              |               |
| Grant funding of activities      | 7,100                  | -            | 7,100         |
| Employment costs                 | 5,230                  | -            | 5,230         |
| Printing, posting and stationery | 595                    | -            | 595           |
| Subscriptions and donations      | 119                    | -            | 119           |
| Equipment hire                   | 71                     | -            | 71            |
| Sundry and other costs           | 13                     | -            | 13            |
| Advertising and promotion        | 619                    | -            | 619           |
| Entertainment                    | 604                    | -            | 604           |
| Examiner's remuneration          | -                      | 1,078        | 1,078         |
|                                  | <u>14,351</u>          | <u>1,078</u> | <u>15,429</u> |

#### 5 Details of charitable activities

|                     | Activities<br>undertaken<br>directly | Grant<br>funding of<br>activities | 2015          | 2014         |
|---------------------|--------------------------------------|-----------------------------------|---------------|--------------|
|                     | £                                    | £                                 | £             | £            |
| Charitable activity | <u>7,251</u>                         | <u>7,100</u>                      | <u>14,351</u> | <u>5,988</u> |

#### 6 Grant making

|                     | Grants to<br>institutions |
|---------------------|---------------------------|
|                     | £                         |
| Charitable activity | <u>7,100</u>              |

The support costs associated with grant making are £0.

#### 7 Grants to institutions

| Name of Institution                            | Activity            | £            |
|--|---------------------|--------------|
| Summertown & St Margaret's Neighbourhood Forum | Charitable activity | <u>7,100</u> |

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

..... continued

#### 8 Governance costs

|                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2015<br>£ | Total Funds<br>2014<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Examiner's remuneration      | 1,078                      | -                        | 1,078                    | 840                      |
| Legal and professional costs | -                          | -                        | -                        | 13                       |
|                              | <u>1,078</u>               | <u>-</u>                 | <u>1,078</u>             | <u>853</u>               |

#### 9 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

#### 10 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

..... continued

#### 11 Investments held as fixed assets

|                        | <b>Investments in<br/>group and<br/>associated<br/>undertakings<br/>£</b> |
|------------------------|---|
| <b>Market value</b>    |   |
| As at 1 January 2015   | 2,600   |
| Additions              | 3,901   |
| As at 31 December 2015 | <u>6,501</u>  |
| <b>Net book value</b>  |   |
| As at 31 December 2015 | <u>6,501</u>  |
| As at 31 December 2014 | <u>2,600</u>  |

All investment assets were held in the UK.

#### 12 Debtors

|               | <b>2015<br/>£</b> | <b>2014<br/>£</b> |
|---------------|-------------------|-------------------|
| Other debtors | <u>7,888</u>      | <u>288</u>        |

#### 13 Creditors: Amounts falling due within one year

|                              | <b>2015<br/>£</b> | <b>2014<br/>£</b> |
|------------------------------|-------------------|-------------------|
| Accruals and deferred income | <u>1,000</u>      | <u>840</u>        |

#### 14 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

## Low Carbon Oxford North

### Notes to the Financial Statements for the Year Ended 31 December 2015

..... continued

#### 15 Related parties

##### Controlling entity

The charity is controlled by the trustees who are all directors of the company.

##### Related party transactions

Low Carbon Oxford North own shares in Oxford North Community Renewables and received an interest payment of £595 during the period.

#### 16 Analysis of funds

|                          | At 1<br>January<br>2015 | Incoming<br>resources | Resources<br>expended | At 31<br>December<br>2015 |
|--------------------------|-------------------------|-----------------------|-----------------------|---------------------------|
|                          | £                       | £                     | £                     | £                         |
| <b>General Funds</b>     |                         |                       |                       |                           |
| Unrestricted income fund | 17,244                  | 21,314                | (15,429)              | 23,129                    |
| <b>Restricted Funds</b>  |                         |                       |                       |                           |
| Restricted income fund   | 150                     | -                     | -                     | 150                       |
|                          | 17,394                  | 21,314                | (15,429)              | 23,279                    |
|                          | 17,394                  | 21,314                | (15,429)              | 23,279                    |

#### 17 Net assets by fund

|   | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2015 | Total Funds<br>2014 |
|---|-----------------------|---------------------|---------------------|---------------------|
|   | £                     | £                   | £                   | £                   |
| Investments                                       | 6,501                 | -                   | 6,501               | 2,600               |
| Current assets                                    | 17,628                | 150                 | 17,778              | 16,634              |
| Creditors: Amounts falling due<br>within one year | (1,000)               | -                   | (1,000)             | (840)               |
| Net assets  | 23,129                | 150                 | 23,279              | 18,394              |
|   | 23,129                | 150                 | 23,279              | 18,394              |