

**Low Carbon Oxford North
(a company limited by guarantee)**

**Charity Number: 1142169
Company Number: 7542380**

**Unaudited Accounts
for the period ended
31 December 2012**

Wenn Townsend

Chartered Accountants

Oxford

Low Carbon Oxford North

**Reference and Administrative Information
for the period ended 31 December 2012**

Directors: Mr Samuel Patrick Charles Clarke (Chairman) (T)
Mr Daniel William Betterton (T)
Dr Brenda Mary Boardman (T)
Dr Alison Chivers (T)
Mrs Grazyna Cooper (elected 22 May 2012) (T)
Ms Rebecca Jane Nestor (T)
Mr Timothy William Nicholson (T)
Mrs Mary Caroline Roaf (T)
Mr Richard Roaf (T)
Mrs Diana Ingrid Thomas (retired 22 May 2012)

(T) Also a Trustee

Company Secretary: Dr Alison Chivers

Charity Number: 1142169

Company Number: 7542380

Registered Address: 56 Victoria Road
Oxford
OX2 7QD

Accountants: Wenn Townsend
Chartered Accountants
30 St Giles
Oxford

Bankers: The Co-operative Bank plc

Low Carbon Oxford North

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Low Carbon Oxford North
Report of the Trustees
for the period ended 31 December 2012

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 period ended 31 December 2012. 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.

Trustees are appointed by members and 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. It was agreed that we should recruit a paid co-ordinator and focus 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;
- 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.

Low Carbon Oxford North

Report of the Trustees for the period ended 31 December 2012 (continued)

Trustees Responsibilities (continued)

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.

Achievements and Performance

2012 has been a busy year for LCON with a number of new activities being developed. We are dependent on the energy of members of our committee and other members for their interest and contribution. We are grateful for the enormous amount of energy and enthusiasm which was expended during the year.

Activities can broadly be divided into food, energy, transport and learning. We started the year having already commenced a Low Carbon Living Programme with around 20 active participants; the workshops were completed with the help of Lottery funding and the group was supported to complete its journey by setting and adhering to its carbon goals. The final year end meeting was held in September and the overall carbon saving was 21% with the best result from one household being 49%. It was agreed that we should follow the course up by recruiting a new co-ordinator for 2013. We are grateful to Tim Nicholson, who had stepped down as a trustee to co-ordinate the 2011/12 group.

In addition to this we continued to support and promote Carbon Conversations in which a group of 5-6 meet in participants homes for a 6 week course in dealing with climate change. There has been an interesting crossover of people who have done this course also undertaking the Low carbon Living programme.

As a result of running both these activities LCON now has a useful library of books and low energy light bulbs which have been developed. These are available to members for loan and are listed on the website.

Transport

During the year we set up a transport group convened by Alison Hill. It has met a number of times and developed a comprehensive strategy. As a part of this it has overseen the development of a new project of having an electric car club in North Oxford. In conjunction with Ecar Ltd and funded by the Government Strategy Board, Ecar held a competition to find suitable communities in which to develop such a club. Car clubs are not new to Oxford but there are no **electric** car clubs. The challenge which we met with flying colours was to hold a public meeting and demonstrate that there were at least 100 local people interested in the idea. Both of these were achieved. The identification of local charging sites is however proving more challenging and is still the main sticking point.

Low Carbon Oxford North

Report of the Trustees for the period ended 31 December 2012 (continued)

Food

We started the year with an active food group which spent time and energy on supporting local farmers markets, finding ways to support Cultivate and holding a public meeting on Oxford's food print. Our interest in farmers markets was to encourage the Wolvercote market to develop and grow and eventually to come back into Summertown. We were invited to go onto their Committee and supported their celebration of ten years of life. The year ended with a rival market setting up in Summertown to everyone's surprise meeting our aim in a rather unexpected manner! The development of Cultivate which we supported has rather taken the wind out of our own Food work and we end the year with the group having disbanded.

Energy

The aim of reducing our carbon footprint will never be met without addressing domestic energy and we did this in a number of ways. During the early part of the year three of us trained as thermal imagers and we borrowed the County Council thermal imaging camera. Four streets in North Oxford were selected and images of every house were made. In May we held a public meeting at which we discussed the findings and made available household's images and discussed the results. Over a number of evenings we must have taken 500 images of 2-300 homes. The meeting was addressed by architect Charlie Luxton and was well received. Our conclusion was that this was a useful technology and that we needed to deepen the conversations and repeat the exercise the following winter.

The advent of the Government's Green Deal always looked likely to impact on our work. The bang of its launch has only been a whimper, but it caused us to meet up with and set up an alliance with the Energy Saving Co-operative. This was a new venture aiming at householders wishing to carry out changes across any number of areas in the home and provide a one stop service in a co-operative culture. Our partnership was forged and promoted and a number of households made contact with ESC. We launched our relationship at a disappointingly poorly attended meeting and, on reflection think we may have linked up too soon in the ESC's development. We are still keen on the idea and plan to promote their service more where we can.

Our AGM in 2012 was well attended and addressed by our own Brenda Boardman who talked about Fuel Poverty in Oxford. This was followed by an opportunity to be a part of a survey in the Cutteslowe Community. This established that 40% of respondents fitted the fuel poverty criterion. A project was then developed with two volunteers who attempted to make contact with as many residents as was possible to help them access the many free offers of energy help that were then available. A report is available on this work and a copy has been sent to the City Council. Suffice to say that there were many problems encountered along the way many of which revolved around making contact.

During the last stages of the year we were planning to support Switch Off fortnight at the Cherwell school. This involved the production of a flyer sent to all Cherwell parents, meetings with local traders to encourage lower energy use and a public meeting at the school in February.

During the year we elected Grazyna Cooper to our committee at the AGM and our mailing list of members grew to over 500. We sent newsletters out almost every month although our "opening rate" is only around 30%.

Low Carbon Oxford North

Report of the Trustees for the period ended 31 December 2012 (continued)

Financial Review and Reserves Policy

The results for the period and financial position of the Charity are as shown in the financial statements. The total income raised during the period was £2,707 (2011: £64,937) and expenditure was £4,912 (2011: £41,930). The deficit (2011: surplus) to reserves was £2,205 (2011: £23,007), £19,288 (2011: £14,511) of which is considered free reserves. The reserves are held to promote the Charity's objectives in future periods.

Public Benefit

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report was approved by the Trustees on 11 June 2013

Mr Sam Clarke
Chairman

The Low Carbon Oxford North

Independent Examiner's Report to the Trustees of Low Carbon Oxford North

I report on the accounts of the company for the year ended 31 December 2012 which are set out on pages 6 to 12.

Respective responsibilities of Trustees and examiner

The Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Lee Baker ACA
Partner

Wenn Townsend
Chartered Accountants
Oxford

11 June 2013

Low Carbon Oxford North

Statement of Financial Activities
for the period ended 31 December 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Incoming Resources					
Incoming resources from generated funds					
Donations and gifts	2	960	1,380	2,340	15,706
Grants	3	-	345	345	49,215
Investment income	4	22	-	22	16
Total Incoming Resources		<u>982</u>	<u>1,725</u>	<u>2,707</u>	<u>64,937</u>
Resources Expended					
Costs of generating funds	5	518	330	848	1,967
Charitable activities	6	329	2,869	3,198	39,150
Governance costs	8	866	-	866	813
Total Resources Expended		<u>1,713</u>	<u>3,199</u>	<u>4,912</u>	<u>41,930</u>
Net incoming/(outgoing) resources before transfers		(731)	(1,474)	(2,205)	23,007
Transfers between funds		5,508	(5,508)	-	-
Fund balances at 1 January 2012		14,511	8,496	23,007	-
Fund balances at 31 December 2012		<u>19,288</u>	<u>1,514</u>	<u>20,802</u>	<u>23,007</u>

All amounts are derived from continuing activities.

The notes on pages 8 to 12 form part of these accounts

Low Carbon Oxford North

Balance Sheet
as at 31 December 2012

	Note	2012	2011
		£	£
Fixed Assets			
Investments	10	2,600	5,500
Current Assets			
Other debtors		-	2,613
Cash at bank		19,054	15,590
		<u>19,054</u>	<u>18,203</u>
Current Liabilities			
Creditors - amounts falling due within one year	11	(852)	(696)
Net Current Assets		18,202	17,507
Total Assets less Current Liabilities		<u>20,802</u>	<u>23,007</u>
The Funds of the Charity			
Unrestricted	13	19,288	14,511
Restricted	13	1,514	8,496
Total funds		<u>20,802</u>	<u>23,007</u>

The accounts were approved by the Trustees on 11 June 2013 and signed on their behalf by

Mr Sam Clarke – Trustee

The notes on pages 8 to 12 form part of these accounts

Low Carbon Oxford North

Notes to the Accounts for the period ended 31 December 2012

1. Accounting Policies

1.1 Basis of Preparation

The Financial Statements of the Trust have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The recommendations of the Statement of Recommendation Practice (Accounting by Charities) have also been followed in the preparation of these accounts.

1.2 Incoming Resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy, and all incoming resources are included gross.

No credit is taken for either general or gift aid donations until they are actually received. The amount credited to the income and expenditure account in respect of gift aid donations does however include the amount of income tax recoverable in respect of income actually received.

1.3 Resources Expended

All expenditure is accounted for on an accruals basis, and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Charitable activity costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

1.4 Investments

Investments are shown in the accounts at their original cost.

1.5 Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.6 Irrecoverable VAT

The Charity is not registered for VAT and hence is unable to recover VAT on expenditure incurred. All costs are shown inclusive of the associated VAT.

1.7 Company Status

The Charity is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

Low Carbon Oxford North

Notes to the Accounts
for the period ended 31 December 2012

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2. Donations and gifts

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Donations	700	1,380	2,080	13,093
Income tax recoverable	260	-	260	2,613
	<u>960</u>	<u>1,380</u>	<u>2,340</u>	<u>15,706</u>

3. Grants

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
CAG	-	195	195	250
Low Carbon Living Programme	-	-	-	8,965
OXCO2	-	-	-	30,000
Low Carbon Hub	-	150	150	10,000
	<u>-</u>	<u>345</u>	<u>345</u>	<u>49,215</u>

4. Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Bank interest received	22	-	22	16
	<u>22</u>	<u>-</u>	<u>22</u>	<u>16</u>

5. Costs of generating funds

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Fundraising and awareness events	518	330	848	1,967
Support costs	-	-	-	-
	<u>518</u>	<u>330</u>	<u>848</u>	<u>1,967</u>

Low Carbon Oxford North

Notes to the Accounts
for the period ended 31 December 2012

..... continued

6. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Grants (note 7)	-	1,460	1,460	10,400
Printing, postage, stationery	-	149	149	2,709
Website expenses	72	-	72	3,190
Consultancy fees	-	-	-	6,897
Programme Co-ordinator fees	-	1,260	1,260	15,085
Support costs	257	-	257	869
	<u>329</u>	<u>2,869</u>	<u>3,198</u>	<u>39,150</u>

7. Grants

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Low Carbon Hub	-	-	-	10,000
Forest of Oxford	-	-	-	400
Low Carbon Living Programme	-	1,460	1,460	-
	<u>-</u>	<u>1,460</u>	<u>1,460</u>	<u>10,400</u>

8. Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Legal fees	14	-	14	117
Examiner's fees	852	-	852	696
Support costs	-	-	-	-
	<u>866</u>	<u>-</u>	<u>866</u>	<u>813</u>

9. Allocation of support costs

	Charitable Activities £	Cost of generating funds £	Governance Costs	Total 2012 £	Total 2011 £
Bank charges	-	-	-	-	6
General office expenses	30	-	-	30	700
Insurance	-	-	-	-	50
PPS	227	-	-	227	113
	<u>257</u>	<u>-</u>	<u>-</u>	<u>257</u>	<u>869</u>

Low Carbon Oxford North
Notes to the Accounts
for the period ended 31 December 2012

..... continued

10. Fixed asset investments

Shares held in Oxford North Community Renewables Ltd

	2012	2011
	£	£
At cost	2,600	5,500
	<u>2,600</u>	<u>5,500</u>

During the year, £3,900 was repaid by Oxford North Community Renewables Limited and a further £1,000 was invested.

11. Creditors and accruals

	2012	2011
	£	£
Accruals	852	696
	<u>852</u>	<u>696</u>

12. Net assets by fund

	Fixed Assets	Current Assets	Current Liabilities	Total 2012	Total 2011
	£	£	£	£	£
Unrestricted funds	1,600	18,540	(852)	19,288	14,511
Restricted funds					
CAG	-	314	-	314	250
Low Carbon Living Programme	-	-	-	-	2,738
OXC02	-	-	-	-	5,508
Low Carbon Hub	-	150	-	150	-
Charitable Events	-	50	-	50	-
ONCORE Shares	1,000	-	-	1,000	-
	<u>2,600</u>	<u>19,054</u>	<u>(852)</u>	<u>20,802</u>	<u>23,007</u>
	<u>2,600</u>	<u>19,054</u>	<u>(852)</u>	<u>20,802</u>	<u>23,007</u>

Low Carbon Oxford North

Notes to the Accounts for the period ended 31 December 2012

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13. Analysis of funds

	As at 1 January 2012 £	Income £	Expenditure £	Transfers £	As at 31 December 2012 £
Unrestricted funds	14,511	982	(1,713)	5,508	19,288
Restricted funds					
CAG	250	195	(131)	-	314
Low Carbon Living Programme	2,738	-	(2,738)	-	-
OXCO2	5,508	-	-	(5,508)	-
Low Carbon Hub	-	150	-	-	150
Charitable Events	-	380	(330)	-	50
ONCORE Shares	-	1,000	-	-	1,000
	23,007	2,707	(4,912)	-	20,802
	23,007	2,707	(4,912)	-	20,802

The CAG fund was money donated to support the acquisition of books and DVD's for use by LCON's members. The fund will be fully expended next year.

The Low Carbon Living Programme fund represents a lottery funded course taking 20 residents through the programme over the course of a year, aiming to reduce their carbon footprint. The remaining balance on the fund will be fully expended next year.

The OXCO2 fund represents funding received from the City Council and forms part of a larger DECC grant to help establish LCON, to promote the Charity's activities to local residents and to help set up ONCORE. Due to careful management of the fund, a surplus was made which has been transferred to general funds in furtherance of the charity's objects, as agreed by the donor.

The Low Carbon Hub fund represents monies received specifically towards grants payable in furtherance of the Charity's objectives.

14. Trustees' remuneration

The Trustees did not receive any remuneration or other benefit for their services in the year. Trustees received reimbursements totalling £nil (2011: £110) during the year for out of pocket expenses incurred on behalf of the charity.

15. Related party transactions

During the year £nil (2011: £10,000) was paid to Low Carbon Hub CIC, a community interest company of which Mr Sam Clarke, a Trustee, is a director.