

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

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

**Unaudited Accounts  
for the year ended  
31 December 2014**

**Wenn Townsend**

Chartered Accountants

**Oxford**

## Low Carbon Oxford North

### Reference and Administrative Information for the year ended 31 December 2014

**Directors:** Mr Samuel Patrick Charles Clarke (Chairman) (resigned & reappointed 17/06/14)  
Mr Daniel William Betterton (resigned 17/06/14)  
Dr Brenda Mary Boardman  
Dr Alison Chivers  
Ms Rebecca Jane Nestor  
Mr Timothy William Nicholson  
Mrs Mary Caroline Roaf  
Ms Roosa Leimu-Brown  
Ms Sarah Janet Edwards (appointed 17/06/14)  
Ms Julie Ann Gale (appointed 17/06/14)  
Ms Emma Margaret Salisbury (appointed 17/06/14)

**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

### Contents

	<b>Page</b>
Report of the Trustees	<b>1 – 3</b>
Report of the Independent Examiner	<b>4</b>
Statement of Financial Activities	<b>5</b>
Balance Sheet	<b>6</b>
Notes to the Financial Statements	<b>7 – 11</b>

## **Low Carbon Oxford North**

### **Report of the Trustees for the year ended 31 December 2014**

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 2014. 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.

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.

## **Low Carbon Oxford North**

### **Report of the Trustees for the year ended 31 December 2014 (continued)**

#### **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**

2014 was another busy year for Low Carbon Oxford North. We were sad to say farewell to Richard Roaf and Dan Betterton at the AGM. In their place we welcome Julie Gale, Sarah Edwards and Emma Salisbury. Sarah has subsequently become Company Secretary.

Having focussed on communications the previous year, we were pleased to be able to add our first print newsletter. This was posted to each house in the area. It was aimed at those people who were not so committed to taking action on climate change. It complemented our regular newsletters sent out to our 500 supporter members on a monthly basis.

February saw the team visiting homes in the area undertaking thermal imaging. The camera is on loan from the County Council and Green Tea in Eynsham. The 11 visits were good in giving support and ideas to residents who wish to make their homes more energy efficient. Each one was followed up by a set of recommendations to follow up.

Led by Emma Salisbury, we undertook to develop a website which contained all the pointers in it to guide residents on ways in which they could make their homes more energy efficient. Phase one, which is substantially complete is to create the core information. Phase 2 will be to populate it with case studies and contacts from our members to help other members make choices and select professionals and tradesmen. Phase 3 will involve offering the website to other low carbon groups under the name Oxon eek (standing for energy efficiency knowledge).

Throughout the year, we continued to promote and support our e-car scheme in conjunction with the E-car Club Ltd. It turns out that we have a large membership compared to other groups but a low usage. The plan is to find commercial or educational organisations to take up the scheme and then to build to two cars. While it is not our job to promote a commercial scheme, we believe that the idea of using a club car, thus reducing emissions, and having zero emissions at the tailpipe, make this a worthwhile idea to promote.

In April our cohort undertaking the Low Carbon Living Programme completed their work which was, by all accounts much appreciated. This is our second course, this one co-ordinated by Julie Gale who has since become a trustee. It is a difficult format to run because of the evening meetings and we spent some time reviewing how we could continue this in the future. This is likely to be in the form of a combination of LCLP and the alternative format we have run, Carbon Conversations.

## **Low Carbon Oxford North**

### **Report of the Trustees for the year ended 31 December 2014 (continued)**

#### **Achievements and Performance (continued)**

During the year a group of us engaged in the Neighbourhood Plan process. A Neighbourhood Forum has been set up with similar boundaries to LCON, and offers the opportunity to place some of our environmental thinking into a statutory neighbourhood plan, subject only to it being accepted in a referendum. We are working on making the area have strongly low carbon features, especially in the built environment.

Mindful of the fact that Cutteslowe and Sunnymead contain the areas worst fuel poverty statistics, we were pleased when Julie Gale wrote a report on how she thought we might tackle this. This led us to the conclusion that we should engage with private landlords and, in December, set up a meeting with the help of Finders Keepers. While the meeting attracted contributors who were involved in student accommodation, the turnout of other landlord agents was poor. This has led us to stop work on this.

In June we held our AGM and welcomed Jamie Hartzell chairman of Ethex to speak to us. Not only has Ethex been helpful in promoting Oxford North Community Renewables in its most recent share offering, it has been promoting many other share offers for renewable energy. His talk generated much interest. It was well timed as LCON had been offered and had taken up a single share in the Low Carbon Hub (cost £1) and during the summer the Hub would be involved in a major bid to raise funds for 20 school solar roofs.

In the Autumn, led by Brenda Boardman we started an initiative to identify and support architects and builders who were interested in low carbon projects. At one meeting held in the NOA, which was well attended, Russell Smith of Parity Projects spoke about their approach to providing a road map to home improvement. The second meeting with different participants featured speakers on solid wall insulation and draft proofing.

In the summer a team from LCON joined the event in Cutteslowe park to promote green living; in October LCON organised a coach to take members to the climate change march in London so that they could express their concerns and wish for this to be taken seriously. The costs were met by a donation from a supporter. And in December we held our, now traditional, meeting with supporters in Bare Foot Books. This once again allowed us to test support for things we were thinking of doing and had already done. This was succeeded by our annual strategy meeting.

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

#### **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 year was £9,238 (2013: £1,893) and expenditure was £6,841 (2013: £6,698). The surplus (2013: deficit) was £2,397 (2013: deficit of £4,805), leaving £17,244 (2013: £14,837) 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 17th June 2015

Dr Alison Chivers  
Trustee

## **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 2014 which are set out on pages 5 to 11.

#### **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**

**17th June 2015**

Low Carbon Oxford North

Statement of Financial Activities  
for the year ended 31 December 2014

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Donations and gifts	2	750	-	750	889
Grants	3	-	-	-	50
Charitable activities	4	8,195	-	8,195	660
Investment income	5	293	-	293	294
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>		9,238	-	9,238	1,893
<b>Resources Expended</b>					
Costs of generating funds	6	920	-	920	653
Charitable activities	7	5,058	10	5,068	4,609
Governance costs	9	853	-	853	1,436
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>		6,831	10	6,841	6,698
Net incoming/(outgoing) resources before transfers		2,407	(10)	2,397	(4,805)
Transfers between funds		-	-	-	-
Fund balances at 1 January 2014		14,837	1,160	15,997	20,802
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 31 December 2014	14	17,244	1,150	18,394	15,997
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

All amounts are derived from continuing activities.

The notes on pages 7 to 11 form part of these accounts



## Low Carbon Oxford North

Balance Sheet  
as at 31 December 2014

	Note	2014	2013
		£	£
<b>Fixed Assets</b>			
Investments	11	2,600	2,600
<b>Current Assets</b>			
Other debtors		288	138
Cash at bank		16,346	14,099
		<u>16,634</u>	<u>14,237</u>
<b>Current Liabilities</b>			
Creditors - amounts falling due within one year	12	840	(840)
<b>Net Current Assets</b>		15,794	13,397
<b>Total Assets less Current Liabilities</b>		<u>18,394</u>	<u>15,997</u>
<b>The Funds of the Charity</b>			
Unrestricted	14	17,244	14,837
Restricted	14	1,150	1,160
<b>Total funds</b>		<u>18,394</u>	<u>15,997</u>

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

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts were approved by the Trustees on 17th June 2015 and signed on their behalf by

Dr Alison Chivers – Trustee

The notes on pages 7 to 11 form part of these accounts

## Low Carbon Oxford North

### Notes to the Accounts for the year ended 31 December 2014

#### 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 year ended 31 December 2014

..... continued

**2. Donations and gifts**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Donations	600	-	600	738
Income tax recoverable	150	-	150	151
	<u>750</u>	<u>-</u>	<u>750</u>	<u>889</u>

**3. Grants**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
CAG	-	-	-	50
	<u>-</u>	<u>-</u>	<u>-</u>	<u>50</u>

**4. Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Administrative support	8,000	-	8,000	-
Events income received	195	-	195	660
	<u>8,195</u>	<u>-</u>	<u>8,195</u>	<u>660</u>

**5. Investment income**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Income from ONCORE	273	-	273	273
Bank interest received	20	-	20	21
	<u>293</u>	<u>-</u>	<u>293</u>	<u>294</u>

**6. Costs of generating funds**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Fundraising and awareness events	920	-	920	653
	<u>920</u>	<u>-</u>	<u>920</u>	<u>653</u>

Low Carbon Oxford North

Notes to the Accounts  
for the year ended 31 December 2014

..... continued

7. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Grants (note 8)	1,050	-	1,050	2,199
Printing, postage, stationery	-	-	-	57
Website expenses	84	-	84	84
Programme Co-ordinator fees	2,817	-	2,817	2,219
Support costs (note 10)	-	-	-	50
Newsletter costs	786	10	796	-
Other costs	320	-	320	-
	<u>5,058</u>	<u>10</u>	<u>5,068</u>	<u>4,609</u>

8. Grants

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Low Carbon Living Programme	1,050	-	1,050	2,199
	<u>1,050</u>	<u>-</u>	<u>1,050</u>	<u>2,199</u>

9. Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Legal fees	13	-	13	488
Examiner's fees	840	-	840	948
Support costs	-	-	-	-
	<u>853</u>	<u>-</u>	<u>853</u>	<u>1,436</u>

10. Allocation of support costs

	Charitable Activities £	Cost of generating funds £	Governance Costs	Total 2014 £	Total 2013 £
General office expenses	-	-	-	-	50
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50</u>

**Low Carbon Oxford North**  
**Notes to the Accounts**  
**for the year ended 31 December 2014**

..... continued

**11. Fixed asset investments**

Shares held in Oxford North Community Renewables Ltd

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
At cost	2,600	2,600
	<u>2,600</u>	<u>2,600</u>

**12. Creditors and accruals**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accruals	840	840
	<u>840</u>	<u>840</u>

**13. Net assets by fund**

	<b>Fixed Assets</b>	<b>Current Assets</b>	<b>Current Liabilities</b>	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	1,600	16,484	840	17,244	14,837
Restricted funds					
Low Carbon Hub	-	150	-	150	150
Charitable Events	-	-	-	-	10
ONCORE Shares	1,000	-	-	1,000	1,000
	<u>2,600</u>	<u>16,634</u>	<u>840</u>	<u>18,394</u>	<u>15,997</u>
	<u>2,600</u>	<u>16,634</u>	<u>840</u>	<u>18,394</u>	<u>15,997</u>

**Low Carbon Oxford North**  
**Notes to the Accounts**  
**for the year ended 31 December 2014**

..... continued

**14. Analysis of funds**

	<b>As at 1 January 2014 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>As at 31 December 2014 £</b>
Unrestricted funds	14,837	9,238	6,831	-	17,244
Restricted funds					
Low Carbon Hub	150	-	-	-	150
Charitable Events	10	-	10	-	-
ONCORE Shares	1,000	-	-	-	1,000
	<u>15,997</u>	<u>9,238</u>	<u>6,841</u>	<u>-</u>	<u>18,394</u>

The CAG fund was money donated to support the acquisition of books and DVD's for use by LCON's members.

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

**15. Trustees' remuneration**

The Trustees did not receive any remuneration or other benefit for their services in the year. Trustees received reimbursements totalling £nil (2013: £nil) during the year for out of pocket expenses incurred on behalf of the charity.