

ODFAA Treasurer's Report 2020/1/2

Following this report are three sheets which show our accounts for 2020, 2021 and 2022 converted into account format [termed accruals] approved by our auditor Michael Nunn. From past experience I know that some find a simple version easier to understand, attached at the end. It does show how the funds have balanced out at the end of the three years. This was also checked by auditor.

Our income mainly comes from the subscription paid by sites @ 50p per member. Membership continues to rise slowly reflecting many sites sub-dividing plots into smaller units and thus having slightly higher membership.

Our major expenditure each year is purchase of the Public liability insurance which shows both as an expense and also as a refund. We buy the cover for sites, but OCC refund it out of the fund created by site rents. Four non City owned sites buy into the policy and pay us, thus the expense and income on that element shows as a series of seemingly odd transactions. Normally the insurance rebate from OCC comes within the year concerned, but 2020 didn't get refunded until 2021. The annual process does require us to ring fence around £4,000 to buy the policy each year.

In 2020 solicitors advice and a visit to NSALG took place in the pursuit of the lease process. Solicitors' costs were at obtained at a very concessionary rate.

The account for 2020 shows contributions from associations towards the retirement gift for Wendy Skinner-Smith and the leaving gift for the Parks Officer Stuart Fitzsimmons. Also recorded in 2020 are the proceeds from the Centenary book and the operation of the 2020 potato fair.

In 2022 ODFAA paid £950 to register an Oxford version of the documentation for Associations who wished to become Co-operatives. Sites making use of the document are asked to contribute at the rate of 50p per member to recoup some of the costs incurred by ODFAA. By the end of Dec £105 had come in from three sites making use of the facility, a few more have followed since, but at some date in the future the balance remaining will doubtless need to be written off.

The cancelled potato fair of 2021 is written off in the account for 2022 representing deposit paid for the hall.

We pay for an annual zoom licence. It is available to any associations wishing to hold on-line meetings. We also pay bi-annually a domain fee for the web site hosting.

During these two years of accounts, we have not operated any events because of the COVID restrictions and uncertainty involved. Our funds are healthy comparing the start of 2020 with balance of £5213 to end of 2022 with £7968. But about £4000 of that is needed to cover the public liability insurance purchase, leaving £4,000 available. There is a possibility that a solicitor may be needed to check the eventual lease offer; that is likely to be a four-figure expense. Finally there is the hope of being able to run events once again. However that does depend on the committee having a few more committed members willing to give of their time.

John Lardner

March 2023

ODFAA Accounts - Year Ended 31 December 2020

Income and Expenditure Account General Fund

	2020		2019	
	£	£	£	£
Income				
Subscriptions		1,367.00		1,047.20
Potato Fair	300.00		275.00	-
Less: Associated costs	110.00	190.00	108.00	167.00
Book sales		358.00		57.00
		<u>1,915.00</u>		<u>1,271.20</u>
Expenditure				
Hall cost (2019 cancelled talk)		-		58.50
Legal fees and associated travel re new leases		422.40		-
Web site costs		-		152.83
Twining event		-		91.27
Elder Stubbs PR (part of cost not covered by Centenary fund)		-		18.63
Display banner and folder				122.58
Presentation, etc - retiring ODFAA chair	342.63			
Less: Donations from sites	190.00	152.63		
Award Evening 2019:				
Costs (2020 - unclaimed prize written back)		(50.00)	1,661.58	
Less:				
Oxford City Council - for prizes			800.00	
Donations and surplus sale			70.00	
OCC grant underspent in prior year			45.83	915.83
Public Liability Insurance (see note below)				745.75
Premium paid	3,198.72		3,104.64	
Less: Reimbursements paid and due.	3,198.72	-	3,103.86	0.78
		<u>525.03</u>		<u>1,190.34</u>
Surplus for year		<u>1,389.97</u>		<u>80.86</u>

Note: While ODFAA is the vehicle for arranging the insurance, in the case of cover for sites under the aegis of Oxford City Council, it is the council that is responsible for the cost. Four sites not under the aegis of the council are responsible for their own costs and reimburse ODFAA with the amounts attributable to them. The 2020 reimbursement figure includes £2,802.38 owed by Oxford City Council and unpaid at the year end.

Income and Expenditure Account Centenary Fund

	2020	2019
	£	£
Income		
Oxford City Council	-	-
Expenditure		
Event catering	-	354.94
Publication	-	1,098.15
Paper/photocopying/book drafts	-	200.00
Publicity (part of Elder Stubbs event costs)	-	13.37
		<u>1,666.46</u>
Surplus/(Shortfall) for year		<u>(1,666.46)</u>

Balance Sheet at 31 December 2020

	2020	2019
	£	£
Cooperative Bank	3,744.98	5,163.39
Debtors & prepayments		
Oxford City Council - due for insurance	2,802.38	
Prepayment - Potato Fair hall booking	116.00	110.00
	<u>6,663.36</u>	<u>5,273.39</u>
Funds held		
General/Unrestricted Fund		
Opening Balance	5,273.39	5,192.53
Surplus for year	1,389.97	80.86
	<u>6,663.36</u>	<u>5,273.39</u>
Centenary Fund		
Opening balance	-	1,666.46
Surplus/(Shortfall) for Year	-	(1,666.46)
	<u>-</u>	<u>-</u>
Total funds held	<u>6,663.36</u>	<u>5,273.39</u>

ODFAA Accounts - Year Ended 31 December 2021

Income and Expenditure Account General Fund

	2021		2020	
	£	£	£	£
Income				
Subscriptions		1,423.50		1,367.00
Potato Fair	-	-	300.00	-
Less: Associated costs	-	-	110.00	190.00
Book sales		-		358.00
Other income		1.22		-
		<u>1,424.72</u>		<u>1,915.00</u>
Expenditure				
Legal fees and associated travel re new leases		-		422.40
Web site costs		135.21		
Zoom licence		244.63		
Presentation, etc - retiring ODFAA chair	-	-	342.63	
Less: Donations from sites	-	-	190.00	152.63
Uncleared prior year prize written back		-		(50.00)
Public Liability Insurance (see note below)				
Premium paid	3,198.72		3,198.72	
Less: Reimbursements paid and due.	3,198.72	-	3,198.72	-
		<u>379.84</u>		<u>525.03</u>
Surplus for year		<u>1,044.88</u>		<u>1,389.97</u>

Note: While ODFAA is the vehicle for arranging the insurance, in the case of cover for sites under the aegis of Oxford City Council, it is the council that is responsible for the cost. Four sites not under the aegis of the council are responsible for their own costs and reimburse ODFAA with the amounts attributable to them.

Balance Sheet at 31 December 2021

	2021		2020
	£	£	£
Cooperative Bank		7,968.56	3,744.98
Debtors & prepayments			
Oxford City Council - due for insurance	-	-	2,802.38
Prepayment - Potato Fair hall booking	116.00	116.00	116.00
		<u>8,084.56</u>	<u>6,663.36</u>
Creditor - Oxford City Council, Insurance overpayment		(376.32)	-
		<u>7,708.24</u>	<u>6,663.36</u>
Funds held			
General/Unrestricted Fund			
Opening Balance		6,663.36	5,273.39
Surplus for year		1,044.88	1,389.97
		<u>7,708.24</u>	<u>6,663.36</u>

ODFAA Accounts - Year Ended 31 December 2022

Income and Expenditure Account

	2022		2021	
	£	£	£	£
Income				
Subscriptions		1,491.00		1,423.50
Other income		-		1.22
		<u>1,491.00</u>		<u>1,424.72</u>
Expenditure				
Web site costs		-		135.21
Zoom licence		-		244.63
Venue Deposit for 2021 Potato Fair (which did not take place) written off		116.00		-
Public Liability Insurance (see note below)				
Premium paid	3,427.20		3,198.72	
Less: Reimbursements paid and due.	<u>3,426.40</u>	0.80	<u>3,198.72</u>	-
		<u>116.80</u>		<u>379.84</u>
Surplus for year		<u>1,374.20</u>		<u>1,044.88</u>

Note: While ODFAA is the vehicle for arranging the insurance, in the case of cover for sites under the aegis of Oxford City Council, it is the council that is responsible for the cost. Four sites not under the aegis of the council are responsible for their own costs and reimburse ODFAA with the amounts attributable to them.

Balance Sheet at 31 December 2022

	2022			2021
	£	£	£	£
Cooperative Bank			8,237.44	7,968.56
Debtors & prepayments				
Prepayment - Potato Fair hall booking		-		116.00
Payment to Financial Conduct Authority re establishment of rules for sites adopting the cooperative model of governance	950.00			
Less: recovered from sites to date (see note below)	<u>(105.00)</u>	845.00	845.00	
			9,082.44	8,084.56
Creditor - Oxford City Council, Insurance overpayment			-	<u>(376.32)</u>
			<u>9,082.44</u>	<u>7,708.24</u>
Funds held				
General/Unrestricted Fund				
Opening Balance			7,708.24	6,663.36
Surplus for year			<u>1,374.20</u>	<u>1,044.88</u>
			<u>9,082.44</u>	<u>7,708.24</u>

Note: As part of the process of site lease renewals, some sites plan to register as cooperatives. ODFAA is assisting this process and has paid £950 to the Financial Conduct Authority for approval of model site rules, which are required for cooperative registrations. This is in principle recoverable from sites, though at the date of preparation of these accounts it is not clear if the amount recoverable will equal the outlay. The unrecovered balance of £845 is carried forward for the time being.

2020 Income Subs [2734] 1367.00 Non OCC site contribs 376.34 Potato Fair proceeds 300.00 Centenary Book Sales 358.00 Donations retirement gift <u>190.00</u> Total 2611.34	2020 Expenditure Insurance 3198.72 Solicitors + Travel 422.40 Pot Fair '21 dep 116.00 Gifts <u>342.63</u> Total 4079.75
Balance income/expenditure Income 2611.34 Expenditure <u>4079.75</u> Deficit 2020 1468.41	Bank Bank a/c 01 Jan 20 5213.39 Deficit <u>1468.41</u> Bank a/c 31 Dec 20 3744.98

2021 Income Subs [2847] 1423.50 OCC 2020 refund 2803.60 OCC 2021 refund 3198.72 Non OCC site contribs <u>376.32</u> Total 7802.14	2021 Expenditure Insurance 3198.72 Web Domain 135.21 Zoom licence <u>244.63</u> Total 3578.56
Balance income vs expenditure Income 7802.14 Expenditure <u>3578.56</u> Gain 4223.58 { Less 2020 refund <u>2803.60</u> } True Gain 2021 1419.98	Bank Bank a/c 01 Jan 21 3744.98 Gain <u>4223.58</u> Bank a/c 31 Dec 21 7968.56

2022 Income Subs [2921] 1460.50 Late 2021 subs 30.50 OCC 2022 refund 2647.68 Non OCC site contribs 402.40 Coop licence contribs <u>105.00</u> Total 4646.08	2022 Expenditure Insurance 3427.20 FCA fee <u>950.00</u> Total 4377.20
Balance income/expenditure Income 4646.08 Expenditure <u>4377.20</u> Gain 2022 268.88	Bank Bank a/c 01 Jan 22 7968.56 Gain <u>268.88</u> Bank a/c 31 Dec 22 8237.44