



OLDHAM COMMUNITY ACCOUNTANCY SERVICE

ANNUAL REPORT

SEPTEMBER 2005

OCAS MISSION STATEMENT

ASSISTING NOT FOR PROFIT GROUPS AND ORGANISATIONS FROM THE VOLUNTARY AND COMMUNITY SECTOR IN OLDHAM TO ACHIEVE THEIR STATED OBJECTIVES BY EMPOWERING THEM TO MANAGE THEIR FINANCES AND THEIR RESOURCES EFFECTIVELY AND EFFICIENTLY.

During the financial year 2004/2005 OCAS continued to provide its range of services to the voluntary, community, faith and not-for-profit organisations within the Borough of Oldham.

In addition to our normal services we were awarded Neighbourhood Learning in Deprived Communities (NLDC) funding, through the Learning and Skills Council, in September 2004 to develop and deliver a new Financial Training Programme. The course consists of 8 modules, each consisting of two or three sessions. This course has been very successful, giving a complete overview of all aspects of financial management specifically for the voluntary sector. The legacy of this funding is that we now have 'off the shelf' training modules in our library that we can deliver when requested.

The Payroll Bureau has completed it's first year of E-Filing with 35 clients registering. It is expected that a further 50 groups will take advantage of the financial incentives (£575) offered by the Inland Revenue for registration in 2006.

STATISTICS

The statistics below represent our activities in numbers of groups that we have worked alongside during the year.

	Training	Payroll Bureau	Independent Examinations
2003	81 groups	96 groups/individuals	59 groups
2004	51 groups	106 groups/individuals	73 groups
2005	77 groups	123 groups/individuals	66 groups

SUMMARY OF FINANCIAL ACTIVITIES FOR 2004 / 2005

	2004	2005
INCOME:	£	£
OMBC	40,000	40,000
ERDF	30,888	32,938
NLDC (Learning Skills Council)		22,024
Bank Interest	28	159
Training Consultancy	40	260
Payroll Bureau Income	20,893	24,212
Index Income	5,014	5,618
Total Income	96,863	125,211
EXPENDITURE		
Staff Costs	63,928	79,527
Property Expenses	4,296	5,939
Office & Communication Costs	13,834	25,256
Legal & Accountancy	705	1,018
Total Expenditure	82,763	111,740
Surplus /(Deficit)	14,100	13,471

STAFF TEAM

2004/5

COMMUNITY ACCOUNTANT

Lorna Phillips

PAYROLL BUREAU

Sue Gifford

Angela Pagett

FINANCE TRAINER

Bernadine Horrocks

ADMINISTRATOR

Mandy Thompson

SESSIONAL INDEPENDENT EXAMINERS

June Stott

Cath Sutton

Trustees

Jacqui Fieldhouse Chair

Ivan Padmore Vice Chair

Denis Durnian

Patricia Gray

Uzma Khaliq

Ramon Collins

David Kindon

MESSAGE FROM THE CHAIR

Jacqui Fieldhouse

We have experienced yet another successful year and for this we must thank Oldham MBC ,as our main funder and partner, who has supported and recognised our contribution to the sector. We are grateful to the European Regional Development (ERDF) funding team and the Learning and Skills Council staff for supporting and funding us to deliver the additional services for the implementation of the payroll E-Filing service and the group financial training programme, respectively.

I would like to acknowledge and thank all my fellow trustees for their continued hard work and dedication over the past year, each contributing to the board their individual skills and experience. I would like to give a special thank you to Graham Sinclair and Michael Chin Fong ,who both retired from the Board during the year , for their valuable contribution and I wish them well for the future. The continued support of all the trustees enables OCAS to provide the highest standard of service possible with the resources available.

I would also like to thank all the staff of OCAS who have worked extremely hard throughout the year and have shown continued dedication and commitment and without whom the quality of the service we deliver would not have been possible.

Finally we would like to acknowledge the cooperation of all the Voluntary and community groups for which we work and look forward to this continuing in the future.

FUTURE PLANS

We are continuing the delivery of our Finance Training Programme for a second series starting in July 2005. We will develop a plan which will increase our capacity to meet the higher demand for the Independent Examinations department and continue to provide the highest standard of support to the voluntary sector in Oldham.