



OCAS
Annual Report

2003 – 2004

Introduction

During the financial year 2003/2004, OCAS continued to provide its range of services to the voluntary, community and faith sector and not-for-profit organisations within the Borough of Oldham. We have been improving both the quality of our work, and the internal administrative systems so that we can build on our experience and knowledge to provide an increasingly high standard of service to the groups that we support.

Message from the Chair

I would first like to thank OMBC for their continued support and recognition of the vital role that OCAS plays within the vibrant voluntary, community and faith sector of Oldham. Further thanks must go to the European Development Team for their continued advice and support and I would like to acknowledge the cooperation of all our voluntary and community groups who we serve.

All the trustees have worked very hard over the past year, each in their individual way guiding the staff to develop the professionalism of OCAS. I would like to give a special thank you to Graham Sinclair who we lost from the board of Trustees during the year due to his retirement and I would like to wish him well for the future. The support of the trustees enables OCAS to provide the highest standard of service possible with the resources available.

I would also like to thank the staff who have worked extremely hard and shown immense commitment and deserve to be congratulated for the successes of this year.

Jacqui Fieldhouse

Statistics

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

	Training	Payroll Bureau	Independent Examinations
2002	44 groups	84 groups/individuals	70 groups
2003	81 groups	96 groups/individuals	59 groups
2004	51 groups	106 groups/individuals	73 groups

The reduction in Training groups represents a new focus on one to one training of finance workers within their workplace, rather than group training. Experience has shown that we can have more long-term impact by developing systems 'in-house'. We have applied for funding for a further Finance Trainer who will concentrate on developing our group training service.

The Payroll Bureau, ably managed by Sue Gifford, continues to expand it's vital service to include Direct Payments, a new development in social care. The Independent Examination of Accounts has recovered it's popularity this year due to the hard work of our examiners, June Stott and Cath Sutton, and Mandy Thompson's introduction of more efficient administrative systems.

Future Plans

This year will be an exciting time for the Payroll Bureau because the first Inland Revenue E-Filing submissions are due in April 2005. We have secured further ERDF funding for another part-time worker in the payroll department so that we can develop the necessary systems to provide our clients with this service. We are also looking forward to securing funding for a Finance Trainer who will develop the group training service.

The OCAS team will continue to provide it's essential services with our usual reliability.