

Charity Registration No. 1029824

Company Registration No. 02551471 (England and Wales)

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P Hopkins G Watts E Lucas
Secretary	Helen Tabor
Charity number	1029824
Company number	02551471
Principal address	7 Westholme Road Didsbury Manchester M20 3QZ
Registered office	4th Floor, Park Gate 161-163 Preston Road Brighton East Sussex BN1 6AF
Independent examiner	John Warner FCA 4th Floor, Park Gate 161-163 Preston Road Brighton East Sussex BN1 6AF

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

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THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 JULY 2020

The Trustees present their report and financial statements for the year ended 31 July 2020.

The accounts have been prepared in accordance with the accounting policies set out in note to the accounts and comply with the charity's Memorandum and Articles, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019)

Objectives and activities

The charity's objects are to further the education of children and adults in the environs of Sussex and there has been no change in these during the year.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The past year has proved to be challenging for Sussex Open Centre due to the global pandemic Covid 19 which has affected all areas of life. The virus has had a devastating economic impact on language schools which provide the majority of candidates for SOCE. Students were forced to cancel their bookings and return home early.

The latest English UK report published in July showed that student numbers were down by 82%. Some of the smaller language schools may never reopen.

The centre was fortunate that the March 2020 exam session went ahead just prior to UK lockdown. However, a number of candidates were forced to cancel, these included a group of 22 BEC Vantage candidates.

The numbers for the March FCE exam were the lowest they had been for the past 5 years, but the CAE numbers were slightly higher than they had been for 2 years.

The June session, which has always been the centre's largest income provider averaging 217 FCE/CAE candidates over the past 5 years, had just 4 FCE and 6 CAE candidates. The majority of language schools were closed and with the exception of one school the candidates were all private.

The centre had to spend money on Personal Protection Equipment to ensure the safety of both candidates and staff members.

The July session was cancelled as there was no uptake for this exam.

Despite the challenges the sessions were all run successfully, the centre continues to provide a well-managed and professional environment for candidates taking their exams with SOCE.

Financial review

The statement of financial activities shows a deficit of £10,136 (2019: surplus of £3,397) for the period. Unrestricted reserves stand at £63,766 (2019: £73,902) of which £32,000 (2019: £32,000) stands in the designated fund.

The designated fund was allocated by the Trustees to maintain reserves at approximately 100% of one year's fixed costs. The Trustees view setting aside funds in this way a useful financial discipline which will help the Trustees make best use of resources, even though there is no legal force to the designation.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

Plans for future

The centre faces another difficult and uncertain year as the effects of Covid continue to have an impact. The majority of countries are now in recession and with Covid restrictions which will potentially limit the number of students coming to the UK to study English and take Cambridge examinations.

Students, having experienced online classes, may decide for the time being to continue their education in this way rather than attend a bricks and mortar school in England.

International travel is scheduled to begin again on the 17th May 2021 which may affect the number of candidates who will be able to take the June exam session, historically the centres largest income provider.

Due to the challenges faced with Covid 19, the University of Cambridge has allowed centres to run PET and FCE exams within a window rather than on specific dates. This will enable exams to be grouped together on one day to help reduce the expense of venue and staff hire.

Schools may have candidates who require additional dates to the ones scheduled, SOCE will accommodate this wherever possible.

The health and safety of our candidates and the staff in the centre is our key priority. The centre will adhere strictly to national and local regulations and guidelines.

The organisation and administration of Cambridge examinations continues to be the focus of the centre.

Structure, governance and management

The charity is a company limited by guarantee. Under the requirements of the Memorandum & Articles of Association, the Trustees (Council of Management) are elected. At the Annual General meeting one-third of the members of the council shall retire from office. A retiring member of the council shall be eligible for re-election. The charity is organised so that the Trustees meet twice a year to manage its affairs. The day to day management is in the hands of the Secretary.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

P Hopkins

G Watts

E Lucas

The board has the relevant skill mix to support the work of the charity, adequate induction and familiarisation will be arranged for new Trustees.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Employee involvement

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Going Concern

No material uncertainties that may cast significant doubt about the ability of the charity to continue as a going concern have been identified by the trustees.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2020*

This report has been prepared in accordance with the small company regime (Section 419 (2)) of the Companies Act 2006.

On behalf of the board of Trustees

.....
G Watts
Trustee
Dated:

.....
E Lucas
Trustee
Dated:.....

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2020

The Trustees, who are also the directors of The Sussex Open Centre For Examinations Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

I report to the Trustees on my examination of the financial statements of The Sussex Open Centre For Examinations Limited (the charity) for the year ended 31 July 2020.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

John Warner FCA

4th Floor, Park Gate
161-163 Preston Road
Brighton
East Sussex
BN1 6AF

Dated:

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2020

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Total 2019 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	3,927	-	3,927	-	-	-
Charitable activities	4	32,445	-	32,445	62,263	-	62,263
Investments	5	76	-	76	84	-	84
Total income		36,448	-	36,448	62,347	-	62,347
<u>Expenditure on:</u>							
Charitable activities	6	46,584	-	46,584	58,950	-	58,950
Net (expenditure)/income for the year/ Net movement in funds		(10,136)	-	(10,136)	3,397	-	3,397
Fund balances at 1 August 2019		41,902	32,000	73,902	38,505	32,000	70,505
Fund balances at 31 July 2020		31,766	32,000	63,766	41,902	32,000	73,902

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10		276		366
Current assets					
Debtors	11	4,911		23,188	
Cash at bank and in hand		68,198		67,204	
		<u>73,109</u>		<u>90,392</u>	
Creditors: amounts falling due within one year	12	<u>(9,619)</u>		<u>(16,856)</u>	
Net current assets			63,490		73,536
Total assets less current liabilities			<u>63,766</u>		<u>73,902</u>
Income funds					
Unrestricted funds - designated			32,000		32,000
Unrestricted funds - general			31,766		41,902
			<u>63,766</u>		<u>73,902</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2020.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on

.....
G Watts
Trustee

.....
E Lucas
Trustee

Company Registration No. 02551471

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

Charity information

The Sussex Open Centre For Examinations Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 4th Floor, Park Gate, 161-163 Preston Road, Brighton, East Sussex, BN1 6AF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

1.4 Income

Examination income is recognised in the period in which the examination occurs. Income is deferred if the examination falls into the next accounting period. Examination fees collected as agent for the Cambridge Assessment are not recognised in the accounts.

1.5 Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable activities comprise expenditure on the charity's primary charitable purposes as described in the Trustee's report. It includes both costs allocated directly to such activities and those indirect costs necessary to support them.

Grants the charity has awarded are recognised in the accounts when awarded.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery	25% Reducing Balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

The charity does not capitalise assets with a cost less than £100.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received, if material.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Government Grants

The charity is using the accrual model to account for government grants. Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

Relevant grants in this period are:

Government grants relating to the 'Coronavirus Job Retention Scheme' are recognised as income over the period when the related costs are incurred.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

3 Donations and legacies

	Unrestricted funds general 2020 £	Total 2019 £
Job Retention Scheme	3,927	-

4 Charitable activities

	2020 £	2019 £
Examination Fee Income	32,445	62,263

5 Investments

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Interest receivable	76	84

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

6 Charitable activities

	2020 £	2019 £
Staff costs	33,392	37,265
Depreciation and impairment	91	122
Insurance	491	699
Computer costs	167	185
Examination room and desk hire	6,129	14,019
Printing, postage, stationery and photocopying	1,386	1,841
Examiners refreshments	49	120
Travelling	882	1,230
Bank charges	218	335
Sundry	947	394
Payroll fees	432	405
Advertising	180	115
	<u>44,364</u>	<u>56,730</u>
Share of governance costs (see note 7)	2,220	2,220
	<u>46,584</u>	<u>58,950</u>

7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Accountancy and independent examination fees	-	2,220	2,220	-	2,220	2,220
	<u>-</u>	<u>2,220</u>	<u>2,220</u>	<u>-</u>	<u>2,220</u>	<u>2,220</u>
Analysed between Charitable activities	-	2,220	2,220	-	2,220	2,220
	<u>-</u>	<u>2,220</u>	<u>2,220</u>	<u>-</u>	<u>2,220</u>	<u>2,220</u>

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2020	2019
	Number	Number
Administration	2	2
	<u> </u>	<u> </u>

Employment costs

	2020	2019
	£	£
Wages and salaries	30,230	33,892
Social security costs	2,096	2,252
Other pension costs	1,066	1,121
	<u> </u>	<u> </u>
	<u>33,392</u>	<u>37,265</u>

Invigilators were employed for the examination sessions during the year on an ad-hoc basis.

There were no employees whose annual remuneration was £60,000 or more.

10 Tangible fixed assets

	Plant and machinery
	£
Cost	
At 1 August 2019	7,268
	<u> </u>
At 31 July 2020	7,268
	<u> </u>
Depreciation and impairment	
At 1 August 2019	6,901
Depreciation charged in the year	91
	<u> </u>
At 31 July 2020	6,992
	<u> </u>
Carrying amount	
At 31 July 2020	276
	<u> </u>
At 31 July 2019	366
	<u> </u>

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

11 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	2,061	22,417
Other debtors	1,656	50
Prepayments and accrued income	1,194	721
	<u>4,911</u>	<u>23,188</u>

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	184	476
Other creditors	5,244	2,906
Accruals and deferred income	4,191	13,474
	<u>9,619</u>	<u>16,856</u>

13 Analysis of net assets between funds

	Unrestricted funds 2020 £	Designated funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Designated funds 2019 £	Total 2019 £
Fund balances at 31 July 2020 are represented by:						
Tangible assets	276	-	276	366	-	366
Current assets/ (liabilities)	31,490	32,000	63,490	41,536	32,000	73,536
	<u>31,766</u>	<u>32,000</u>	<u>63,766</u>	<u>41,902</u>	<u>32,000</u>	<u>73,902</u>

14 Related party transactions

There were no disclosable related party transactions during the year (2019- none).