

Charity registration number 1029824

Company registration number 02551471 (England and Wales)

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P Hopkins E Lucas
Charity number	1029824
Company number	02551471
Principal address	4th Floor, Park Gate 161-163 Preston Road Brighton East Sussex BN1 6AF
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 2023

The Trustees present their annual report and financial statements for the year ended 31 July 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 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

There was a further improvement in candidate numbers this year and the centre was able to run every exam session. Candidate numbers are still lower than in previous years.

Unfortunately, it will be some time before numbers return to what they were pre pandemic, and because of this the Trustees are looking for other options.

Financial review

The statement of financial activities shows a deficit of £19,899 (2022: deficit of £21,495) for the period. As a result of the deficit, £19,899 of the designated fund has been transferred to supplement the general fund. Unrestricted reserves stand at £9,518 (2022: £29,417) all of which stand 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 designated fund has been reduced during the year to supplement the general fund

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.

Plans for future

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

The Trustees are saddened to announce that the Centre's Manager died in April 2024. She had been ill the previous year and from August 2023 another exam centre had been asked to manage the exam sessions.

SOCE will look at the options available for the future of the Centre.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

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

FOR THE YEAR ENDED 31 JULY 2023

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
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

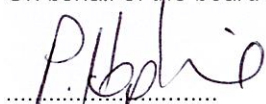
Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training 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

There are uncertainties that may cast significant doubt about the ability of the charity to continue as a going concern which have been identified by the trustees.

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

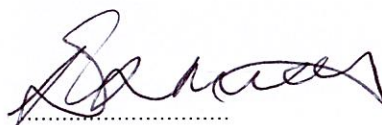
On behalf of the board of Trustees



P Hopkins

Trustee

Dated: 12.08.24



E Lucas

Trustee

Dated: 12.08.24

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2023

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 2023.

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).

The continued losses being made by the Centre are not sustainable and a review of the current financial situation means that it is likely to close.

Preparation of the accounts on a going concern basis at 31st July 2023 is now historic and there are no major other liabilities that need to be considered should the centre cease.

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 2023

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	2	-	-	-	2,153	-	2,153
Charitable activities	3	36,568	-	36,568	18,644	-	18,644
Investments	4	136	-	136	9	-	9
Total income		<u>36,704</u>	<u>-</u>	<u>36,704</u>	<u>20,806</u>	<u>-</u>	<u>20,806</u>
Expenditure on:							
Charitable activities	5	<u>56,603</u>	<u>-</u>	<u>56,603</u>	<u>42,301</u>	<u>-</u>	<u>42,301</u>
Total expenditure		<u>56,603</u>	<u>-</u>	<u>56,603</u>	<u>42,301</u>	<u>-</u>	<u>42,301</u>
Net expenditure		(19,899)	-	(19,899)	(21,495)	-	(21,495)
Transfers between funds		<u>19,899</u>	<u>(19,899)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	7	-	(19,899)	(19,899)	(21,495)	-	(21,495)
Reconciliation of funds:							
Fund balances at 1 August 2022		<u>-</u>	<u>29,417</u>	<u>29,417</u>	<u>21,495</u>	<u>29,417</u>	<u>50,912</u>
Fund balances at 31 July 2023		<u>-</u>	<u>9,518</u>	<u>9,518</u>	<u>-</u>	<u>29,417</u>	<u>29,417</u>

All income and expenditure derives from continuing activities.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

BALANCE SHEET

AS AT 31 JULY 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	11		363		484
Current assets					
Debtors	12	14,719		3,061	
Cash at bank and in hand		5,446		37,510	
		<u>20,165</u>		<u>40,571</u>	
Creditors: amounts falling due within one year	13	(11,010)		(11,638)	
Net current assets			9,155		28,933
Total assets less current liabilities			9,518		29,417
Net assets excluding pension liability			9,518		29,417
			<u>9,518</u>		<u>29,417</u>
The funds of the charity					
Unrestricted funds - designated	15		9,518		29,417
			<u>9,518</u>		<u>29,417</u>

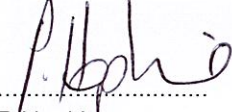
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2023.


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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


P Hopkins
Trustee


E Lucas
Trustee

Company registration number 02551471 (England and Wales)

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2023

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.

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 SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

(Continued)

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 the statement of financial activities.

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.

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.

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

(Continued)

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.

2 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Job Retention Scheme	-	2,153

3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Examination fee income	36,568	18,644

4 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	136	9

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

5 Charitable activities

	2023 £	2022 £
Staff costs	41,026	31,753
Depreciation and impairment	121	161
Insurance	568	408
Computer costs	629	417
Examination room and desk hire	4,610	3,030
Printing, postage, stationery and photocopying	1,750	1,627
Examiners refreshments	-	4
Travelling	1,744	681
Bank charges	39	72
Sundry	2,903	990
Payroll fees	349	480
Advertising	-	18
Interest on overdue taxation	13	14
	<u>53,752</u>	<u>39,655</u>
Share of governance costs (see note 6)	2,851	2,646
	<u>56,603</u>	<u>42,301</u>

6 Support costs allocated to activities

	2023 £	2022 £
Accountancy and independent examination fees	<u>2,851</u>	<u>2,646</u>
Analysed between:		
Charitable activities	<u>2,851</u>	<u>2,646</u>

7 Net movement in funds

	2023 £	2022 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>121</u>	<u>161</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 2023

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Administration	2	2
Employment costs	2023 £	2022 £
Wages and salaries	37,661	28,574
Social security costs	2,230	2,117
Other pension costs	1,135	1,062
	41,026	31,753

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

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

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Tangible fixed assets

	Plant and machinery £
Cost	
At 1 August 2022	7,708
At 31 July 2023	7,708
Depreciation and impairment	
At 1 August 2022	7,224
Depreciation charged in the year	121
At 31 July 2023	7,345
Carrying amount	
At 31 July 2023	363
At 31 July 2022	484

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

12 Debtors	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	14,719	1,416
Prepayments and accrued income	-	1,645
	<u>14,719</u>	<u>3,061</u>

13 Creditors: amounts falling due within one year	2023	2022
	£	£
Other taxation and social security	-	841
Trade creditors	3,776	4,532
Other creditors	4,101	3,443
Accruals and deferred income	3,133	2,822
	<u>11,010</u>	<u>11,638</u>

14 Retirement benefit schemes	2023	2022
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>1,135</u>	<u>1,062</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

15 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities.

	At 1 August 2022	Transfers	At 31 July 2023
	£	£	£
	29,417	(19,899)	9,518
	<u>29,417</u>	<u>(19,899)</u>	<u>9,518</u>
Previous year:	At 1 August 2021	Transfers	At 31 July 2022
	£	£	£
	29,417	-	29,417
	<u>29,417</u>	<u>-</u>	<u>29,417</u>

THE SUSSEX OPEN CENTRE FOR EXAMINATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

16 Analysis of net assets between funds

	Unrestricted funds designated 2023 £
At 31 July 2023:	
Tangible assets	363
Current assets/(liabilities)	9,155
	<u>9,518</u>
	Unrestricted funds designated 2022 £
At 31 July 2022:	
Tangible assets	484
Current assets/(liabilities)	28,933
	<u>29,417</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022- none).