

OXFORD CONSERVATION CONSORTIUM

England & Wales · Charity number 1158728

Details

Status Registered

Legal form CIO

Registered 2014-09-30

Register [View on the Charity Commission register](#)

Contact

Address Oxford Conservation Consortium
Grove Cottage
St Cross Road
Oxford
OX1 3TX

Phone 01865271520

Email celia.bockmuehl@magd.ox.ac.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT, IN PARTICULAR THROUGH THE PRESERVATION AND MAINTENANCE OF EDUCATIONAL AND HISTORIC MATERIALS AND DOCUMENTS.

Activities: The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Other Charities Or Voluntary Bodies

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£506,302	£478,156	£375,556	8
2024-07-31	£492,522	£399,862	-	-
2023-07-31	£454,127	£460,647	-	-
2022-07-31	£430,108	£421,419	-	-
2021-07-31	£434,261	£392,450	-	-

Trustees

Name	Role	Appointed
BALLIOL COLLEGE		2014-09-30
CHRIST CHURCH		2014-09-30
CORPUS CHRISTI COLLEGE		2014-10-01
EXETER COLLEGE		2016-11-08
JESUS COLLEGE		2014-09-30
KEBLE COLLEGE		2014-09-30
LINCOLN COLLEGE		2015-10-14
MAGDALEN COLLEGE		2014-09-30
MERTON COLLEGE		2014-10-01
Oriel College		2015-10-21
ST ANTHONYS COLLEGE		2014-09-30
ST JOHN'S COLLEGE		2014-09-30
THE QUEEN'S COLLEGE		2014-09-30
TRINITY COLLEGE		2014-09-30
UNIVERSITY COLLEGE		2014-09-30
WORCESTER COLLEGE		2017-08-15

OXFORD CONSERVATION CONSORTIUM

England & Wales - Charity number 1158728

Accounts

Oxford Conservation Consortium

Financial Statements

For the Year Ended

31st July 2025

Charity Reg no. 1158728

Oxford Conservation Consortium

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The Trustees present their annual report together with the financial statements for the 12 months to 31st July 2025, which comply with the Charities SORP (FRS 102).

Reference and administrative details

Registration number: 1158728

Trustees:

- Balliol College
- Christ Church
- Corpus Christi College
- Exeter College
- Jesus College
- Lincoln College
- Magdalen College
- Merton College
- Keble College
- Oriel College
- Queen's College
- St Antony's College
- St John's College
- Trinity College
- University College
- Worcester College

Trust Secretary: Celia Bockmuehl, Head Conservator (appointed 14th October 2024)

Registered Office: Grove Cottage, St Cross Road, Oxford. OX1 3TX

Independent Examiners: Moore Kingston Smith LLP
9 Appold Street, London. EC2A 2AP

Bankers: National Westminster Bank Plc
Oxford High Street Branch, 121 High Street, Oxford. OX1 4DD

- Structure, Governance and Management.

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation (CIO) with registered charity number 1158728. OCC's registered address and principal location of operations is Grove Cottage, St Cross Road, Oxford OX1 3TX. OCC is established under a Foundation Constitution registered by the Charity Commission on 30 September 2014.

The Trustees of OCC, all colleges within the University of Oxford, are Balliol, Christ Church, Corpus Christi, Exeter, Jesus, Keble, Lincoln, Magdalen, Merton, Oriel, Queen's, St Antony's, St John's, Trinity, University and Worcester. All were Trustees for the full period under review in this Trustees' Report. All Trustees are also Members of OCC.

The organisation and decision-making processes of OCC are described in documented Rules which were approved at a general meeting of Members on 12 December 2014. There is a Management Committee comprised of at least five and not more than nine people, each elected for a three year term at a general meeting of Members, which is responsible for the overall direction and management of OCC. The Head Conservator, who is an ex officio member of the Management Committee, is responsible for all aspects of the day to day running of OCC. General meetings of Members of OCC take place no less than twice annually. Annual budgets and full year financial accounts are reviewed by Members at general meetings.

- Risk Management

The Management Committee is responsible for reviewing the risk register and ensuring appropriate action is taken to mitigate risks. The Trust Secretary reviewed the register in the autumn of 2024. All members of OCC staff updated and retook online meta compliance training. The register includes assessing and managing the risks to ensure business continuity and provision of services to Members.

- Objects, Objectives and Principal activities

The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

● Achievements and Performance

On 1 August 2023, OCC's Senior Conservator, Celia Bockmuehl, was appointed Interim Head of Conservation and Trust Secretary. In October 2024, the OCC Management Committee confirmed her appointment on a permanent basis working four days per week, one from home. Nikki Tomkins was promoted to Deputy Head Conservator in April 2025.

During the period under review, OCC continued to provide expert collection care and advice to all Members, as well as contractual services to the Oxford Centre for Islamic Studies (Oxcis). This work encompassed remedial conservation of core collection materials and a range of preventive measures, including environmental monitoring and control, rehousing, digitisation, advice on exhibition loans, pest monitoring, and interpreting relevant heritage standards for collections, buildings, and displays. Our preventive efforts aim to maintain the highest standards of collection care, strengthen Members' knowledge, and increase public access to their collections. In July 2025, OCC hosted a well-attended one-day symposium for Members, highlighting the breadth of activities we undertake.

In September 2024, OCC welcomed paper conservator Alice Derham, who joined from the British Museum, bringing our team of conservators to eight.

The team continued to oversee the Chantry Library in the absence of a librarian, welcoming readers on site and offering a scan-and-deliver service for those unable to attend. Librarians on the Management Committee have generously shared their expertise when needed.

A major building project began in July 2024 to replace the studio roof. Despite the disruption, OCC's work continued uninterrupted, and the project was completed successfully in September 2024, resolving many years of coping with intermittent water ingress.

Outreach to Members and their communities remained a priority. Three OCC conservators co-authored a paper for the Archive Records Association annual publication, while Jasdip Singh Dhillon presented a paper at the Copenhagen Book and Manuscript Conference. We hosted a number of studio tours for small groups and each conservator engaged in ongoing professional development. Through stewardship of the Chantry Library, OCC continued to promote heritage conservation and highlight the value of Members' historic collections.

In addition to supporting Trustee Members in 2024/25, OCC maintained its external contract with Oxcis, delivering both preventive and interventive conservation. This included treatment of two significant volumes and assistance with an incoming loan from the Qatar National Library for an exhibition on astrolabes.

- Financial review and results for the year

In the 12 months to 31 July 2025 OCC recorded gross income of £506,302, and a surplus after all costs of £28,146. The surplus of £28,146 is from Charitable activities, before transfers between funds. Unrestricted reserves stood at £375,556 on 31 July 2025. The policy of the CIO is to accumulate unrestricted reserves of approximately £200,000 (the equivalent of approximately six months expenditure) for the purposes of continuing services and meeting its obligations.

- Future plans

OCC aims to provide a service of excellence in conservation and preservation to all its members through the careful review of our methods and to ensure that good relationships are fostered. The Management Committee is committed to supporting the development of the skills of the OCC team to assist them in reaching the highest standards in their practical conservation skills and thereby achieve the best possible outcomes for the protection of the collections for which our members care. Bespoke training is planned for mid-career conservators in 2025/26 in collaboration with the Bodleian conservation team (continued from 2024/25). OCC continues to strive for improving the utility, useful life, visual and educational impact of heritage objects in our members' collections. We will continue to promote the Chantry Library as an important source of information about the development of the conservation profession in the UK, information about materials and techniques for practicing conservators, and for promotion of the importance of cultural heritage materials. The membership is likely to increase in 2025/26 with two further approaches from other interested Oxford Colleges.

- Statement of Trustees' responsibilities

The Trustees 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). The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the Trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Observe the methods and principles in the Charities SORP;
- (iii) Make judgments and estimates that are reasonable and prudent;
- (iv) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (v) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Declaration of Trust. 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 Trustees have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

- Independent Examiners

Moore Kingston Smith acted as Independent Examiners for the year. A resolution to reappoint them will be proposed at the Trustees' Annual Meeting.

On behalf of the Trustees



Z Hancock
Chair of the Management Committee

Date: 8/12/2025

 

C Bockmuehl
Trust Secretary

Date: 8/12/2025

I report to the trustees on my examination of the accounts of Oxford Conservation Consortium (the Trust) for the year ended 31 July 2025.

- Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Since the charity's gross income exceeded £250,000, I confirm that I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

- Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Moore Kingston Smith LLP

Adam Fullerton Esq

For and on behalf of Moore Kingston Smith LLP

9 Appold Street, London. EC2A 2AP

11 December 2025

Oxford Conservation Consortium

Statement of Financial Activities for the Year ended 31 July 2025

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Charity registration number 1158728

	Note:	Unrestricted 2025	Restricted 2025	Total 2025	Unrestricted 2024	Restricted 2024	Total 2024
		£	£	£	£	£	£
Income							
Contributions	2	451,487	0	451,487	443,018	0	443,018
Other Income	3	43,625	0	43,625	39,980	0	39,980
Bank Interest		11,190	0	11,190	9,524	0	9,524
Total Income		506,302	0	506,302	492,522	0	492,522
Expenditure							
Charitable activities	4	478,156	0	478,156	399,862	0	399,862
Total Expenditure		478,156	0	478,156	399,862	0	399,862
Net Income/(Expenditure)		28,146	0	28,146	92,660	0	92,660
Transfers between Funds	7	0	0	0	0	0	0
Net movement in Funds		28,146	0	28,146	92,660	0	92,660
Balance B/forward 1 August		347,410	0	347,410	254,750	0	254,750
Balance C/forward 31 July		375,556	0	375,556	347,410	0	347,410

The notes on pages 10 to 14 form part of these accounts

Oxford Conservation Consortium

Balance Sheet as at 31 July 2025

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Charity registration number 1158728

	Note:	31st July 2025		31st July 2024	
		£	£	£	£
Current Assets:					
Bank Accounts		441,723		369,765	
Debtors & Prepayments	5	4,334		11,466	
		<u>446,057</u>		<u>381,231</u>	
Creditors:					
Amounts falling due within one year					
Creditors & Accruals	6	<u>70,501</u>		<u>33,821</u>	
Net Assets			<u>375,556</u>		<u>347,410</u>
Funds					
Restricted Funds	7		0		0
Unrestricted Funds			<u>375,556</u>		<u>347,410</u>
Total Funds			<u>375,556</u>		<u>347,410</u>

Approved and authorised for issue by the Board of Trustees and signed on its behalf:



Z Hancock

Chair of the Management Committee

Date: 8/12/2025

The notes on pages 10 to 14 form part of these accounts

Oxford Conservation Consortium

Cash Flow Statement for the Year ended 31 July 2025

Charity registration number 1158728

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	2025	2024
	£	£
Cash flows from operating activities		
Net income	28,146	92,660
Elimination of non-operating cash flows:		
Investment income	(11,190)	(9,524)
Decrease in debtors	7,132	3,353
Increase/(decrease) in creditors	<u>36,680</u>	<u>(48,649)</u>
Net cash generated by operating activities	60,768	37,840
Cash flow from investing activities		
Investment income	<u>11,190</u>	<u>9,524</u>
Net cash from investing activities	<u>11,190</u>	<u>9,524</u>
Change in cash and cash equivalents in the year	71,958	47,364
Cash and cash equivalents at the beginning of the year	369,765	322,401
Cash and cash equivalents at the end of the year	<u>441,723</u>	<u>369,765</u>

1 Accounting Policies**• Basis of Preparation**

OCC is a public benefit entity. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities SORP (FRS 102), and the Charities Act 2011.

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

• Income

All Income is included in the Statement of Financial Activities on a receivable basis.

• Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate expenditure headings. Expenditure on equipment is expensed in the year of purchase.

• Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted Funds are limited to supporting the operating costs of the Chantry Library.

• Pensions

Pension costs, which consist of contributions to a multi-employer defined benefit scheme and Nest are accounted for in the period they fall due.

• Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The Charity has prepared forecasts, taking into account the potential pressures on income, which confirm the Charity will have sufficient liquidity to operate for at least the next twelve months from the date of approval of these financial statements. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Oxford Conservation Consortium

Notes to the Financial Statements for the Year ended 31st July 2025

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	2025	2024
	£	£
2 Contributions were:		
Balliol	20,420	20,037
Christ Church	43,886	43,062
Corpus Christi	36,827	36,137
Exeter	12,215	11,986
Jesus	20,420	20,037
Keble	12,215	11,986
Lincoln	36,827	36,137
Magdalen	50,943	49,987
Merton	29,768	29,210
Oriel	20,420	20,037
Oxford Centre for Islamic Studies	12,215	11,986
Queen's	29,768	29,210
St Antony's	12,215	11,986
St John's	50,943	49,987
Trinity	20,420	20,037
University	29,768	29,210
Worcester	12,215	11,986
	<u>451,487</u>	<u>443,018</u>

	Unrestricted	Restricted	Total	Total
	2025	2025	2025	2024
	£	£	£	£
3 Other income for the year includes:				
Trust Fund income	29,817	0	29,817	28,641
Project income	10,710	0	10,710	6,932
Other income	3,098	0	3,098	1,632
Donation	0	0	0	0
Grants	0	0	0	2,775
	<u>43,625</u>	<u>0</u>	<u>43,625</u>	<u>39,980</u>

Oxford Conservation Consortium

Notes to the Financial Statements for the Year ended 31st July 2025

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	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
4 Expenditure includes:				
Staff Salaries	273,700	0	273,700	220,100
National Insurance	14,739	0	14,739	16,475
Pension Contributions	35,087	0	35,087	17,860
Administration services	57,724	0	57,724	54,902
Office Rental	61,701	0	61,701	60,744
Operating costs	33,135	0	33,135	27,735
Independent Examiner's Fees	2,070	0	2,070	2,046
Legal & Professional Fees	0	0	0	0
	<u>478,156</u>	<u>0</u>	<u>478,156</u>	<u>399,862</u>

In 2024 two staff were employed by Magdalen College and seconded to OCC, four further staff were employed directly by OCC. In 2025 two staff were employed by Magdalen College and seconded to OCC, with six staff employed directly by OCC. All salary costs are recharged to OCC in full and no individual's emoluments exceeded £60,000 in 2025 or 2024.

5 Debtors & Prepayments	2025 £	2024 £
Trade Debtors	2,280	1,647
Prepayments & accrued income	2,054	9,819
	<u>4,334</u>	<u>11,466</u>
6 Creditors falling due within one year:	2025 £	2024 £
Magdalen College	60,380	31,811
Accrued expenses	10,121	2,010
	<u>70,501</u>	<u>33,821</u>

7 Restricted Funds

All financial activity in the year to 31 July 2025 related to unrestricted funds. The balance on restricted funds at 31 July 2025 was £nil.

8 Lease Commitments

The office lease expired on 31st July 2025 and a new lease was agreed in Sept 2025 for the next five years. There will be a review on the fifth anniversary of the tenancy.

	2025	2024
Rent due under the lease agreement, excluding VAT:	£	£
Due within one year	0	50,620
Due between 1 and 5 years	0	0
Due after 5 years	0	0

9 Analysis of Net Assets by Fund

	Unrestricted	Restricted	Total	Total
	2025	2025	2025	2024
	£	£	£	£
Net Current Assets	375,556	0	375,556	347,410
Total net Assets by Fund	<u>375,556</u>	<u>0</u>	<u>375,556</u>	<u>347,410</u>

9 Analysis of Net Assets by Fund (2024 comparative)

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Net Current Assets	347,410	0	347,410	254,750
Total net Assets by Fund	<u>347,410</u>	<u>0</u>	<u>347,410</u>	<u>254,750</u>

10 Trustees' Remuneration

Trustee colleges receive no remuneration other than the services covered by Member contributions, detailed in Note 3. Administration services and staff are supplied by Magdalen College (a Trustee), office rental is payable to Merton College (a Trustee), detailed in Note 5. No expenses were reimbursed to Trustee college.

Key Management is considered to be the Head Conservator, employed by Magdalen College and seconded to OCC. Total remuneration including national insurance and pension costs amounted to £57,361 (2024: £49,842) at 0.8 FTE.

11 Trustee Donations

Magdalen College donated trust fund income of £29,817 during the year (2024: £28,641). No other donations were made by any trustee college.

12 Related Party Transactions

All trustee colleges pay an annual subscription, see note 2. Magdalen College employs the staff seconded to OCC and through a service agreement, supplies accounting, human resources and IT support £57,724 (2024: £54,902). Merton College supplies office accommodation £61,701 (2024: £60,744). During the year two colleges paid for additional project work, Keble College £8,952 (2024: £3,672) and Christ Church College £3,798 (2024: £5,194).

OXFORD CONSERVATION CONSORTIUM

England & Wales - Charity number 1158728

Accounts

Oxford Conservation Consortium

Financial Statements

For the Year Ended

31st July 2024

Charity Reg no. 1158728

Oxford Conservation Consortium

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Trustees' Report

Page 1

The Trustees present their annual report together with the financial statements for the 12 months to 31st July 2024, which comply with the Charities SORP (FRS 102).

Reference and administrative details

Registration number:	1158728
Trustees:	Balliol College Christ Church Corpus Christi College Exeter College Jesus College Lincoln College Magdalen College Merton College Keble College Oriental College Queen's College St Antony's College St John's College Trinity College University College Worcester College
Trust Secretary:	Celia Bockmuehl, Head Conservator (appointed 14th October 2024)
Registered Office:	Grove Cottage, St Cross Road, Oxford. OX1 3TX
Independent Examiners:	Moore Kingston Smith LLP 9 Appold Street, London. EC2A 2AP
Bankers:	National Westminster Bank Plc Oxford High Street Branch, 121 High Street, Oxford. OX1 4DD

- Structure, Governance and Management.

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- Risk Management

The Management Committee is responsible for reviewing the risk register and ensuring appropriate action is taken to mitigate risks. Celia Bockmuehl updated the register in September 2024. All members of OCC staff have undertaken online meta compliance training. The register includes assessing and managing the risks to ensure business continuity and provision of services to Members which in this period included continuation of work during major building work.

- Objects, Objectives and Principal activities

The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

- Achievements and Performance

On 1 August 2023, OCC's Senior Conservator, Celia Bockmuehl, was appointed as Interim and on 14th October 2024 Head of Conservation and Trust Secretary.

In the period under review OCC continued to provide collection care expertise and advice to all OCC Members. This included remedial conservation treatment of core collection materials, and preservation activities such as environmental monitoring and control, rehousing, digitisation, and advising on exhibition loans, pest monitoring, and the interpretation of standards relating to heritage collections, buildings, and display. Through our preventive work we aim to enhance the Members knowledge and thereby increase accessibility of their collections to students and wider members of the community. In 2023-24 there was a significant increase in the number of loans with which OCC was involved which further extended the reach of the collections both within Oxford and beyond.

OCC was short staffed following the resignation of Jane Eagan and Katerina Powell in 2023 but nevertheless fulfilled all obligations to Members. In January 2024 a junior conservator was appointed, initially on a one-year contract, which has helped to address the shortfall and a further part-time conservator was appointed from August 2024.

The Chantry Library librarian retired at the end of March 2023 and the management committee took the decision to freeze the post and review the demands for a librarian in the next financial year. The librarians on the management committee have agreed to provide assistance in this interim period. Despite this change of circumstance, readers continued to be welcomed to the library to undertake research and requests for scans of articles unavailable elsewhere, were also fulfilled by the OCC conservation team.

In July 2024, a major building project was started to replace the roof of the main studio and office at OCC due to persistent and ongoing leaks which had continued for many years. This work involved a total replacement of the existing roof and precautions had to be made to ensure safety of staff and studio contents, including Members' objects. Work was able to continue and no days were lost despite the disruption.

Through publications, studio tours, presentations, professional activities, and by maintaining the Chantry Library, OCC continued to raise the profile of heritage conservation and demonstrated the value of the historic library/archive collections of its members.

In 2023/24, OCC continued to supply conservation and preservation services to the Oxford Centre for Islamic Studies (OCIS), via an external contract. Interventive conservation was undertaken and assistance given with the mounting of a major exhibition for an event they hosted in March 2024.

- Financial review and results for the year

In the 12 months to 31 July 2024 OCC recorded gross income of £492,522, and a surplus after all costs of £92,660. The surplus of £92,660 is from Charitable activities, before transfers between funds. Unrestricted reserves stood at £347,410 on 31 July 2024. The policy of the CIO is to accumulate unrestricted reserves of approximately £200,000 (the equivalent of approximately six months expenditure) for the purposes of continuing services and meeting its obligations.

- Future plans

OCC plans to continue improving its services to members, building relationships, sharing knowledge, and developing the skills of the conservation team. Our aim is to continue to improve the utility, useful life, visual and educational impact of heritage objects in our members' collections. We will continue to promote the Chantry Library as an important source of information about the development of the conservation profession in the UK, information about materials and techniques for practicing conservators, and for promotion of the importance of cultural heritage materials. There were three enquiries from Oxford Colleges/institutions that are not currently members of OCC – a testament to the excellent reputation of OCC within the Oxford community.

- Statement of Trustees' responsibilities

The Trustees 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). The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the Trustees are required to:

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The Trustees have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

- Independent Examiners

Moore Kingston Smith acted as Independent Examiners for the year. A resolution to reappoint them will be proposed at the Trustees' Annual Meeting.

On behalf of the Trustees



Z Hancock
Chair of the Management Committee

Date: 10/12/24.



C Bockmuehl
Trust Secretary

Date: 10/12/24

Oxford Conservation Consortium

Independent Examiner's Report to the Trustees

Page 6

I report to the trustees on my examination of the accounts of Oxford Conservation Consortium (the Trust) for the year ended 31 July 2024.

- Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Since the charity's gross income exceeded £250,000, I confirm that I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

- Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Luke Holt FCA

For and on behalf of Moore Kingston Smith LLP
9 Appold Street, London. EC2A 2AP

11 December 2024

Oxford Conservation Consortium

Statement of Financial Activities for the Year ended 31 July 2024

Page 7

Charity registration number 1158728

	Note:	Unrestricted 2024	Restricted 2024	Total 2024	Unrestricted 2023	Restricted 2023	Total 2023
		£	£	£	£	£	£
Income							
Contributions	2	443,018	0	443,018	420,048	0	420,048
Other Income	3	39,980	0	39,980	29,453	104	29,557
Bank Interest		9,524	0	9,524	4,522	0	4,522
Total Income		492,522	0	492,522	454,023	104	454,127
Expenditure							
Charitable activities	4	399,862	0	399,862	454,157	6,490	460,647
Total Expenditure		399,862	0	399,862	454,157	6,490	460,647
Net Income/(Expenditure)		92,660	0	92,660	(134)	(6,386)	(6,520)
Transfers between Funds	7	0	0	0	(6,386)	6,386	0
Net movement in Funds		92,660	0	92,660	(6,520)	0	(6,520)
Balance B/forward 1 August		254,750	0	254,750	261,270	0	261,270
Balance C/forward 31 July		347,410	0	347,410	254,750	0	254,750

The notes on pages 9 to 13 form part of these accounts

Oxford Conservation Consortium

Balance Sheet as at 31 July 2024

Page 8

Charity registration number 1158728

	Note:	31st July 2024		31st July 2023	
		£	£	£	£
Current Assets:					
Bank Accounts		369,765		322,401	
Debtors & Prepayments	5	11,466		14,819	
		<u>381,231</u>		<u>337,220</u>	
Creditors:					
Amounts falling due within one year					
Creditors & Accruals	6	<u>33,821</u>		<u>82,470</u>	
Net Assets			<u>347,410</u>		<u>254,750</u>
Funds					
Restricted Funds	7		0		0
Unrestricted Funds			<u>347,410</u>		<u>254,750</u>
Total Funds			<u>347,410</u>		<u>254,750</u>

Approved and authorised for issue by the Board of Trustees and signed on its behalf:

Z Hancock
Chair of the Management Committee
Date: 10/12/24

The notes on pages 9 to 13 form part of these accounts

1 Accounting Policies**• Basis of Preparation**

OCC is a public benefit entity. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities SORP (FRS 102), and the Charities Act 2011.

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

• Income

All Income is included in the Statement of Financial Activities on a receivable basis.

• Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate expenditure headings. Expenditure on equipment is expensed in the year of purchase.

• Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted Funds are limited to supporting the operating costs of the Chantry Library.

• Pensions

Pension costs, which consist of contributions to a multi-employer defined benefit scheme and Nest are accounted for in the period they fall due.

• Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The Charity has prepared forecasts, taking into account the potential pressures on income, which confirm the Charity will have sufficient liquidity to operate for at least the next twelve months from the date of approval of these financial statements. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2024

Page 10

	2024	2023
	£	£
2 Contributions were:		
Balliol	20,037	19,300
Christ Church	43,062	41,478
Corpus Christi	36,137	34,807
Exeter	11,986	11,545
Jesus	20,037	19,300
Keble	11,986	11,545
Lincoln	36,137	34,807
Magdalen	49,987	48,148
Merton	29,210	28,135
Oriel	20,037	19,300
Oxford Centre for Islamic Studies	11,986	11,545
Queen's	29,210	28,135
St Antony's	11,986	11,545
St John's	49,987	41,478
Trinity	20,037	19,300
University	29,210	28,135
Worcester	11,986	11,545
	<u>443,018</u>	<u>420,046</u>

	Unrestricted	Restricted	Total	Total
	2024	2024	2024	2023
	£	£	£	£
3 Other income for the year includes:				
Trust Fund income	28,641	0	28,641	27,433
Project income	6,932	0	6,932	2,020
Other income	1,632	0	1,632	104
Donation	0	0	0	0
Grants	2,775	0	2,775	0
	<u>39,980</u>	<u>0</u>	<u>39,980</u>	<u>29,557</u>

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2024

Page 11

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
4 Expenditure includes:				
Staff Salaries	220,100	0	220,100	260,070
National Insurance	16,475	0	16,475	19,693
Pension Contributions	17,860	0	17,860	27,193
Administration services	54,902	0	54,902	51,797
Office Rental	60,744	0	60,744	60,771
Operating costs	27,735	0	27,735	39,209
Independent Examiner's Fees	2,046	0	2,046	1,914
Legal & Professional Fees	0	0	0	0
	<u>399,862</u>	<u>0</u>	<u>399,862</u>	<u>460,647</u>

In 2023 four staff were employed by Magdalen College and seconded to OCC, four further staff were employed directly by OCC. In 2024 two staff were employed by Magdalen College and seconded to OCC, with four staff employed directly by OCC. All salary costs are recharged to OCC in full and no individual's emoluments exceeded £60,000 in 2024 or 2023.

	2024 £	2023 £
5 Debtors & Prepayments		
Trade Debtors	1,647	0
Prepayment	9,819	14,819
	<u>11,466</u>	<u>14,819</u>
	2024 £	2023 £
6 Creditors falling due within one year:		
Magdalen College	31,811	80,591
Accrued expenses	2,010	1,879
	<u>33,821</u>	<u>82,470</u>

7 Restricted Funds

All financial activity in the year to 31 July 2024 related to unrestricted funds. In the year to 31 July 2023, net expenditure of £6,386 was charged to the Chantry Library during the year, a transfer from the unrestricted funds of £6,386 was made to cover the costs. The balance on restricted funds at 31 July 2024 was £nil.

8 Lease Commitments

The lease of the office is for a period of 10 years from 1st August 2015. There was a rent review on the fifth anniversary of the tenancy and the rent was agreed at £50,620 per annum plus VAT from December 1st 2020.

	2024	2023
Rent due under the lease agreement, excluding VAT:	£	£
Due within one year	50,620	50,620
Due between 1 and 5 years	0	50,620
Due after 5 years	0	0

9 Analysis of Net Assets by Fund

	Unrestricted	Restricted	Total	Total
	2024	2024	2024	2023
	£	£	£	£
Net Current Assets	347,410	0	347,410	254,750
Total net Assets by Fund	<u>347,410</u>	<u>0</u>	<u>347,410</u>	<u>254,750</u>

9 Analysis of Net Assets by Fund (2023 comparative)

	Unrestricted	Restricted	Total	Total
	2023	2023	2023	2022
	£	£	£	£
Net Current Assets	254,750	0	254,750	261,270
Total net Assets by Fund	<u>254,750</u>	<u>0</u>	<u>254,750</u>	<u>261,270</u>

10 Trustees' Remuneration

Trustee colleges receive no remuneration other than the services covered by Member contributions, detailed in Note 3. Administration services and staff are supplied by Magdalen College (a Trustee), office rental is payable to Merton College (a Trustee), detailed in Note 5. No expenses were reimbursed to Trustee college.

Key Management is considered to be the Head Conservator, employed by Magdalen College and seconded to OCC. Total remuneration excluding national insurance and including pension costs amounted to £46,075 (2023: £35,791) at 0.65 FTE.

11 Trustee Donations

Magdalen College donated trust fund income of £28,641 during the year (2023: £27,433). No other donations were made by any trustee college.

12 Related Party Transactions

All trustee colleges pay an annual subscription, see note 2. Magdalen College employs the staff seconded to OCC and through a service agreement, supplies accounting, human resources and IT support £54,902 (2023: £51,797). Merton College supplies office accommodation £60,744 (2023: £60,771). In the year Keble paid for Conservation and Exhibition work £3,672, Christ Church College paid for Work on Manuscripts, Exhibition work and 4 additional days work £5,194. (2023: The following colleges paid for conservation training during the year. Christ Church College £213, University College £106, Jesus College £53, Balliol College £106, Magdalen College £538 and Merton College £177.)

OXFORD CONSERVATION CONSORTIUM

England & Wales - Charity number 1158728

Accounts

Oxford Conservation Consortium

Financial Statements

For the Year Ended

31st July 2023

Charity Reg no. 1158728

Oxford Conservation Consortium

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Statement of Accounting Policies	9
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The Trustees' present their annual report together with the financial statements for the 12 months to 31st July 2023, which comply with the Charities SORP (FRS 102).

Reference and administrative details

Registration number: 1158728

Trustees:

- Balliol College
- Christ Church
- Corpus Christi College
- Exeter College
- Jesus College
- Lincoln College
- Magdalen College
- Merton College
- Keble College
- Oriel College
- Queen's College
- St Antony's College
- St John's College
- Trinity College
- University College
- Worcester College

Trust Secretary: Jane Eagan, Head Conservator (retired 31.07.2023)
Celia Bockmuehl, Interim Head Conservator (appointed 01.08.2023)

Registered Office: Grove Cottage, St Cross Road, Oxford. OX1 3TX

Independent Examiners: Moore Kingston Smith LLP
9 Appold Street, London. EC2A 2AP

Bankers: National Westminster Bank Plc
Oxford High Street Branch, 121 High Street, Oxford. OX1 4DD

- Structure, Governance and Management.

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation (CIO) with registered charity number 1158728. OCC's registered address and principal location of operations is Grove Cottage, St Cross Road, Oxford OX1 3TX. OCC is established under a Foundation Constitution registered by the Charity Commission on 30 September 2014.

The Trustees of OCC, all colleges within the University of Oxford, are Balliol, Christ Church, Corpus Christi, Exeter, Jesus, Keble, Lincoln, Magdalen, Merton, Oriel, Queen's, St Antony's, St John's, Trinity, University and Worcester. All were Trustees for the full period under review in this Trustees' Report. All Trustees are also Members of OCC.

The organisation and decision-making processes of OCC are described in documented Rules which were approved at a general meeting of Members on 12 December 2014. There is a Management Committee comprised of at least five and not more than nine people, each elected for a three year term at a general meeting of Members, which is responsible for the overall direction and management of OCC. The Head Conservator, who is an ex officio member of the Management Committee, is responsible for all aspects of the day to day running of OCC. General meetings of Members of OCC take place no less than twice annually. Annual budgets and full year financial accounts are reviewed by Members at general meetings.

- Risk Management

The Management Committee is responsible for reviewing the risk register and ensuring appropriate action is taken to mitigate risks. In the period under review, this review has included assessing and managing the risks due to coronavirus, ensuring business continuity and provision of services to Members, the safety of staff members and online information security.

- Objects, Objectives and Principal activities

The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

● Achievements and Performance

In 2022/23 after 27 years of service, OCC's Head Conservator and Trust Secretary, Jane Eagan, retired with effect from 1 August 2023. OCC's Senior Conservator, Celia Bockmuehl, was appointed as Interim Head of Conservation and Trust Secretary.

In the period under review OCC continued to provide collection care expertise and advice to Members. This included remedial conservation treatment of core collection materials, and preservation activities such as environmental monitoring and control, rehousing, digitisation, and advising on exhibition loans, pest monitoring, and the interpretation of standards relating to heritage collections, buildings, and display. Through our preventive work we aim to spread the benefits of favourable environmental conditions, housing, and care as widely as possible across our collections. For example, in 2022/23, OCC assisted members by organizing workshops on care of silver and emergency planning; these two areas are part of our advice service and show that preservation is at the core of our work, resulting in collections that are more stable and usable for consultation, research, exhibition, and digitisation.

OCC assessed its studio space and planned for a modest expansion by replacing static workbenches with mobile units, and redeploying the old work benches in the Chantry Library to provide additional permanent work space. This expansion will be helpful in accommodating interns, placement students, and projects requiring extra capacity.

The reopening of the Chantry Library in September 2022 supported by OCC members has meant that important collection development work is carried out by a professional librarian, and inquiries about all aspects of conservation and preservation are answered in a timely manner. We forged closer ties with the Oxford Conservators' Group (OCG), an informal group founded in 1974 with c. 100 members who meet to benefit from a programme of events and opportunities for networking and information sharing. OCC hosts OCG on the Chantry Library website www.chantrylibrary.org and organises joint events.

Through publications, studio tours, presentations, professional activities, and by maintaining the Chantry Library, OCC helped raise the profile of heritage conservation and demonstrated the value of the historic library/archive collections of its members. In 2022/23 we hosted a three-month fully funded internship in tandem with the Institute of Conservation which gave valuable experience to a recent conservation graduate and positively enhanced the work of the OCC conservation team.

In 2022/23, OCC continued to supply conservation and preservation services to the Oxford Centre for Islamic Studies (OCIS), via an external contract.

- Financial review and results for the year

In the 12 months to 31 July 2023 OCC recorded gross income of £454,127 and a deficit after all costs of £6,520. The deficit is made up of a deficit of £6,386 in restricted funds used by the activities of the Chantry Library and a deficit of £134 from its charitable activities, before transfers between funds. Unrestricted reserves stood at £254,750 on 31 July 2023. The policy of the CIO is to accumulate unrestricted reserves of approximately £200,000 (the equivalent of approximately six months expenditure) for the purposes of continuing services and meeting its obligations.

- Future plans

OCC plans to continue improving its services to members, building relationships, sharing knowledge, and developing the skills of the conservation team. Our aim is to continue to improve the utility, useful life, visual and educational impact of heritage objects in our members' collections. We will continue to promote the Chantry Library as an important source of information about the development of the conservation profession in the UK, information about materials and techniques for practicing conservators, and for promotion of the importance of cultural heritage materials.

- Statement of Trustees' responsibilities

The Trustees 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). The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the Trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Observe the methods and principles in the Charities SORP;
- (iii) Make judgments and estimates that are reasonable and prudent;
- (iv) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (v) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Declaration of Trust. 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 Trustees have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

- Independent Examiners

Moore Kingston Smith acted as Independent Examiners for the year. A resolution to reappoint them will be proposed at the Trustees' Annual Meeting.

On behalf of the Trustees



C Alexander
Chair of the Management Committee

Date: 5-12-23



C Bockmuehl
Interim Trust Secretary

Date: 5-12-23

I report to the trustees on my examination of the accounts of Oxford Conservation Consortium (the Trust) for the year ended 31 July 2023.

- Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Since the charity's gross income exceeded £250,000, I confirm that I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

- Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



James Cross Esq

For and on behalf of Moore Kingston Smith LLP

9 Appold Street, London. EC2A 2AP

6 December 2023

Oxford Conservation Consortium

Statement of Financial Activities for the Year ended 31 July 2023

Page 7

Charity registration number 1158728

	Note:	Unrestricted 2023	Restricted 2023	Total 2023	Unrestricted 2022	Restricted 2022	Total 2022
		£	£	£	£	£	£
Income							
Contributions	2	420,048	0	420,048	399,723	0	399,723
Other Income	3	29,453	104	29,557	29,956	250	30,206
Bank Interest		4,522	0	4,522	179	0	179
Total Income		454,023	104	454,127	429,858	250	430,108
Expenditure							
Charitable activities	4	454,157	6,490	460,647	421,175	244	421,419
Total Expenditure		454,157	6,490	460,647	421,175	244	421,419
Net Income/(Expenditure)		(134)	(6,386)	(6,520)	8,683	6	8,689
Transfers between Funds	7	(6,386)	6,386	0	2,685	(2,685)	0
Net movement in Funds		(6,520)	0	(6,520)	11,368	(2,679)	8,689
Balance B/forward 1 August		261,270	0	261,270	249,902	2,679	252,581
Balance C/forward 31 July		254,750	0	254,750	261,270	0	261,270

The notes on pages 9 to 13 form part of these accounts

Oxford Conservation Consortium

Balance Sheet as at 31 July 2023

Page 8

Charity registration number 1158728

	Note:	31st July 2023		31st July 2022	
		£	£	£	£
Current Assets:					
Bank Accounts		322,401		274,225	
Debtors & Prepayments	5	14,819		14,649	
		<u>337,220</u>		<u>288,874</u>	
Creditors:					
Amounts falling due within one year					
Creditors & Accruals	6	<u>82,470</u>		<u>27,604</u>	
Net Assets			<u>254,750</u>		<u>261,270</u>
Funds					
Restricted Funds	7		0		0
Unrestricted Funds			<u>254,750</u>		<u>261,270</u>
Total Funds			<u>254,750</u>		<u>261,270</u>

Approved and authorised for issue by the Board of Trustees and signed on its behalf:



C Alexander

Chair of the Management Committee

Date: 5-12-23

The notes on pages 9 to 13 form part of these accounts

1 Accounting Policies**• Basis of Preparation**

OCC is a public benefit entity. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities SORP (FRS 102), and the Charities Act 2011.

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

• Income

All Income is included in the Statement of Financial Activities on a receivable basis.

• Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate expenditure headings. Expenditure on equipment is expensed in the year of purchase.

• Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted Funds are limited to supporting the operating costs of the Chantry Library.

• Pensions

Pension costs, which consist of contributions to a multi-employer defined benefit scheme and Nest are accounted for in the period they fall due.

• Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern, including the impact of the recent COVID-19 emergency. The Charity has prepared forecasts, taking into account the potential pressures on income, which confirm the Charity will have sufficient liquidity to operate for at least the next twelve months from the date of approval of these financial statements. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2023

Page 10

2 Contributions were:	2023	2022
	£	£
Balliol	19,300	18,366
Christ Church	41,478	39,471
Corpus Christi	34,807	33,123
Exeter	11,545	10,986
Jesus	19,300	18,366
Keble	11,545	10,986
Lincoln	34,807	33,123
Magdalen	48,148	45,819
Merton	28,135	26,774
Oriel	19,300	18,366
Oxford Centre for Islamic Studies	11,545	10,986
Queen's	28,135	26,774
St Antony's	11,545	10,986
St John's	41,478	39,471
Trinity	19,300	18,366
University	28,135	26,774
Worcester	11,545	10,986
	<u>420,048</u>	<u>399,723</u>

3 Other income for the year includes:	Unrestricted	Restricted	Total	Total
	2023	2023	2023	2022
	£	£	£	£
Trust Fund income	27,433	0	27,433	25,872
Project income	2,020	0	2,020	3,580
Other income	0	104	104	754
Donation	0	0	0	0
Furlough income	0	0	0	0
	<u>29,453</u>	<u>104</u>	<u>29,557</u>	<u>30,206</u>

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2023

Page 11

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
4 Expenditure includes:				
Staff Salaries	260,070	0	260,070	241,972
National Insurance	19,693	0	19,693	18,725
Pension Contributions	27,193	0	27,193	26,027
Administration services	51,797	0	51,797	48,408
Office Rental	60,771	0	60,771	63,957
Operating costs	32,719	6,490	39,209	20,680
Independent Examiner's Fees	1,914	0	1,914	1,650
Legal & Professional Fees	0	0	0	0
	<u>454,157</u>	<u>6,490</u>	<u>460,647</u>	<u>421,419</u>

In 2023 and 2022 four staff were employed by Magdalen College and seconded to OCC, four further staff were employed directly by OCC. All salary costs are recharged to OCC in full and no individual's emoluments exceeded £60,000 in 2023 or 2022.

5 Debtors & Prepayments	2023 £	2022 £
Trade Debtors	0	250
Prepayment	14,819	14,399
	<u>14,819</u>	<u>14,649</u>
6 Creditors falling due within one year:	2023 £	2022 £
Magdalen College	80,591	25,954
Accrued expenses	1,879	1,650
	<u>82,470</u>	<u>27,604</u>

7 Restricted Funds

On the 1st August 2022 the balance on restricted funds was £0. Net expenditure of £6,386 was charged to the Chantry Library during the year, a transfer from the unrestricted funds of £6,386 was made to cover the costs. The balance on restricted funds at 31st July 2023 was £0.

8 Lease Commitments

The lease of the office is for a period of 10 years from 1st August 2015. There was a rent review on the fifth anniversary of the tenancy and the rent was agreed at £50,620 per annum plus VAT from December 1st 2020.

	2023	2022
Rent due under the lease agreement, excluding VAT:	£	£
Due within one year	50,620	50,620
Due between 1 and 5 years	50,620	101,240
Due after 5 years	0	0

9 Analysis of Net Assets by Fund

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Net Current Assets	254,750	0	254,750	261,270
Total net Assets by Fund	<u>254,750</u>	<u>0</u>	<u>254,750</u>	<u>261,270</u>

9 Analysis of Net Assets by Fund (2022 comparative)

	Unrestricted	Restricted	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Net Current Assets	261,270	0	261,270	252,581
Total net Assets by Fund	<u>261,270</u>	<u>0</u>	<u>261,270</u>	<u>252,581</u>

10 Trustees' Remuneration

Trustee colleges receive no remuneration other than the services covered by Member contributions, detailed in Note 3. Administration services and staff are supplied by Magdalen College (a Trustee), office rental is payable to Merton College (a Trustee), detailed in Note 5. No expenses were reimbursed to Trustee college.

Key Management is considered to be the Head Conservator, employed by Magdalen College and seconded to OCC. Total remuneration excluding national insurance and including pension costs amounted to £68,964 (2022: £63,093).

11 Trustee Donations

Magdalen College donated trust fund income of £27,433 during the year (2022: £25,872). No other donations were made by any trustee college.

12 Related Party Transactions

All trustee colleges pay an annual subscription, see note 2. Magdalen College employs the staff seconded to OCC and through a service agreement, supplies accounting, human resources and IT support £51,797 (2022: £48,408). Merton College supplies office accommodation £60,771 (2022: £63,957). Other trustee colleges have paid for conservation training during the year. Christ Church College £213, University College £106, Jesus College £53, Balliol College £106, Magdalen College £538 and Merton College £177. In 2022 Exeter College, a trustee college paid £2,274 to OCC for additional conservation work.

OXFORD CONSERVATION CONSORTIUM

England & Wales - Charity number 1158728

Accounts

Oxford Conservation Consortium

Financial Statements

For the Year Ended

31st July 2022

Charity Reg no. 1158728

Oxford Conservation Consortium

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Oxford Conservation Consortium

Trustees' Report

Page 1

The Trustees' present their annual report together with the financial statements for the 12 months to 31st July 2022, which comply with the Charities SORP (FRS 102).

Reference and administrative details

Registration number: 1158728

Trustees:

- Balliol College
- Christ Church
- Corpus Christi College
- Exeter College
- Jesus College
- Lincoln College
- Magdalen College
- Merton College
- Keble College
- Oriel College
- Queen's College
- St Antony's College
- St John's College
- Trinity College
- University College
- Worcester College

Trust Secretary: Jane Eagan, Head Conservator

Registered Office: Grove Cottage, St Cross Road, Oxford. OX1 3TX

Independent Examiners: Moore Kingston Smith LLP
9 Appold Street, London. EC2A 2AP

Bankers: National Westminster Bank Plc
Oxford High Street Branch, 121 High Street, Oxford. OX1 4DD

- Structure, Governance and Management.

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation (CIO) with registered charity number 1158728. OCC's registered address and principal location of operations is Grove Cottage, St Cross Road, Oxford OX1 3TX. OCC is established under a Foundation Constitution registered by the Charity Commission on 30 September 2014.

The Trustees of OCC, all colleges within the University of Oxford, are Balliol, Christ Church, Corpus Christi, Exeter, Jesus, Lincoln, Magdalen, Merton, Keble, Oriel, Queen's, St Antony's, St John's, Trinity, University and Worcester. All were Trustees for the full period under review in this Trustees' Report. All Trustees are also Members of OCC.

The organisation and decision-making processes of OCC are described in documented Rules which were approved at a general meeting of Members on 12 December 2014. There is a Management Committee comprised of at least five and not more than nine people, each elected for a three year term at a general meeting of Members, which is responsible for the overall direction and management of OCC. The Head Conservator, who is an ex officio member of the Management Committee, is responsible for all aspects of the day to day running of OCC. General meetings of Members of OCC take place no less than twice annually. Annual budgets and full year financial accounts are reviewed by Members at general meetings.

- Risk Management

The Management Committee is responsible for reviewing the risk register and ensuring appropriate action is taken to mitigate risks. In the period under review, this review has included assessing and managing the risks due to coronavirus, ensuring business continuity and provision of services to Members, and safety of staff members.

- Objects, Objectives and Principal activities

The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

- Achievements and Performance

In the period under review OCC continued to provide collection care expertise and advice to Members. This included remedial conservation treatment of core collection materials, and preservation activities such as environmental monitoring and control, rehousing, digitisation, and advising on exhibition loans, pest monitoring, and the interpretation of standards relating to heritage collections, buildings, and display. A particular achievement during the year under review was the updating of policy documents on external loans and the roll out of a new spreadsheet for recording cumulative light exposure; this ensures collection materials are safeguarded against overexposure to light. We also improved our method of monitoring dust in collections to help target cleaning activities, focus resources, and reduce damage through handling during cleaning

OCC's work resulted in collection materials that are more stable and usable for consultation, research, exhibition, and photographic reproduction. Our preventive activities ensured that collections are kept in conditions favourable to their long-term preservation, and maintained for educational and research use for and by the public. OCC members agreed to provide financial support to keep the Chantry Library open (the Chantry bequest having been exhausted), recognizing it as key resource for the conservation team, the conservation community, and wider public.

Through publications, studio tours, presentations, professional activities, and by maintaining the Chantry Library, OCC helped raise the profile of heritage conservation and demonstrated the value of the historic library/archive collections of its members. In 2021/22, OCC continued to supply conservation and preservation services to the Oxford Centre for Islamic Studies (OCIS), via an external contract. OCIS has an important collection of manuscripts and archival materials requiring conservation treatment, advice, and care.

The reopening of the Chantry Library post-pandemic was planned, and a new part-time librarian engaged at the end of the period under review. The Library has an important collection of technical conservation literature catalogued on the University of Oxford's online catalogue, is open to anyone with an interest in conservation, and used by OCC's conservators and members, private conservators without access to a research library, University students, amongst others.

- Financial review and results for the year

In the 12 months to 31 July 2022 OCC recorded gross income of £430,108, and a surplus after all costs of £8,689. The surplus is made up of a surplus of £6 in restricted funds used by the activities of the Chantry Library and a surplus of £8,683 from its charitable activities, before transfers between funds. Unrestricted reserves stood at £261,270 on 31 July 2022. The policy of the CIO is to accumulate unrestricted reserves of approximately £200,000 (the equivalent of approximately six months expenditure) for the purposes of continuing services and meeting its obligations.

- Future plans

OCC plans to continue improving its services to members, building relationships, sharing knowledge, and developing the skills of the conservation team. We will continue to improve the utility, useful life, visual and educational impact of heritage objects in our members' collections. Future plans include offering a three-month internship managed by the Institute of Conservation to a recent conservation graduate. This six-month internship is shared with the Bodleian Libraries Conservation and Collection Care section, and aims to help the intern develop their career, engage with professional networks, and develop practical knowledge by learning from experienced conservation professionals. Sharing the internship builds relationships with other conservators and institutions. We also plan a closer relationship with the Oxford Conservators Group, an informal group founded in 1974 to bring together conservators of different disciplines and working contexts with a view to exchanging knowledge and building relationships.

- Statement of Trustees' responsibilities

The Trustees 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). The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the Trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Observe the methods and principles in the Charities SORP;
- (iii) Make judgments and estimates that are reasonable and prudent;
- (iv) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (v) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Declaration of Trust. 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 Trustees have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

- Independent Examiners

Moore Kingston Smith acted as Independent Examiners for the year. A resolution to reappoint them will be proposed at the Trustees' Annual Meeting.

On behalf of the Trustees



C Alexander
Chair of the Management Committee

Date: 8-12-22



J Eagan
Trust Secretary

Date: 8-12-22

I report to the trustees on my examination of the accounts of Oxford Conservation Consortium (the Trust) for the year ended 31 July 2022.

- Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

- Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Moore Kingston Smith LLP

James Cross Esq

For and on behalf of Moore Kingston Smith LLP

9 Appold Street, London. EC2A 2AP

20 Decemnrber 2022

Oxford Conservation Consortium

Statement of Financial Activities for the Year ended 31 July 2022

Page 7

Charity registration number 1158728

	Note:	Unrestricted 2022	Restricted 2022	Total 2022	Unrestricted 2021	Restricted 2021	Total 2021
		£	£	£	£	£	£
Income							
Contributions	2	399,723	0	399,723	407,103	0	407,103
Other Income	3	29,956	250	30,206	27,093	25	27,118
Bank Interest		179	0	179	40	0	40
Total Income		429,858	250	430,108	434,236	25	434,261
Expenditure							
Charitable activities	4	421,175	244	421,419	391,011	1,439	392,450
Total Expenditure		421,175	244	421,419	391,011	1,439	392,450
Net Income/(Expenditure)		8,683	6	8,689	43,225	(1,414)	41,811
Transfers between Funds	7	2,685	(2,685)	0	3,555	(3,555)	0
Net movement in Funds		11,368	(2,679)	8,689	46,780	(4,969)	41,811
Balance B/forward 1 August		249,902	2,679	252,581	203,122	7,648	210,770
Balance C/forward 31 July		261,270	0	261,270	249,902	2,679	252,581

The notes on pages 9 to 13 form part of these accounts

Oxford Conservation Consortium

Balance Sheet as at 31 July 2022

Page 8

Charity registration number 1158728

	Note:	31st July 2022		31st July 2021	
		£	£	£	£
Current Assets:					
Bank Accounts		274,225		256,635	
Debtors & Prepayments	5	14,649		9,819	
		<u>288,874</u>		<u>266,454</u>	
Creditors:					
Amounts falling due within one year					
Creditors & Accruals	6	<u>27,604</u>		<u>13,873</u>	
Net Assets			<u>261,270</u>		<u>252,581</u>
Funds					
Restricted Funds	7		0		2,679
Unrestricted Funds			<u>261,270</u>		<u>249,902</u>
Total Funds			<u>261,270</u>		<u>252,581</u>

Approved and authorised for issue by the Board of Trustees and signed on its behalf:

C.A. Alexander

C Alexander
Chair of the Management Committee

Date: *8-12-22*

The notes on pages 9 to 13 form part of these accounts

1 Accounting Policies

- Basis of Preparation

OCC is a public benefit entity. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities SORP (FRS 102), and the Charities Act 2011.

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

- Income

All Income is included in the Statement of Financial Activities on a receivable basis.

- Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate expenditure headings. Expenditure on equipment with a cost under £2,000 is expensed in the year of purchase.

- Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted Funds are limited to supporting the operating costs of the Chantry Library.

- Pensions

Pension costs, which consist of contributions to a multi-employer defined benefit scheme and Nest are accounted for in the period they fall due.

- Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern, including the impact of the recent COVID-19 emergency. The Charity has prepared forecasts, taking into account the potential pressures on income, which confirm the Charity will have sufficient liquidity to operate for at least the next twelve months from the date of approval of these financial statements. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2022

Page 10

	2022	2021
	£	£
2 Contributions were:		
Balliol	18,366	18,366
Christ Church	39,471	39,471
Corpus Christi	33,123	33,123
Exeter	10,986	18,366
Jesus	18,366	18,366
Keble	10,986	10,986
Lincoln	33,123	33,123
Magdalen	45,819	45,819
Merton	26,774	26,774
Oriel	18,366	18,366
Oxford Centre for Islamic Studies	10,986	10,986
Queen's	26,774	26,774
St Antony's	10,986	10,986
St John's	39,471	39,471
Trinity	18,366	18,366
University	26,774	26,774
Worcester	10,986	10,986
	<u>399,723</u>	<u>407,103</u>

	Unrestricted	Restricted	Total	Total
	2022	2022	2022	2021
	£	£	£	£
3 Other income for the year includes:				
Trust Fund income	25,872	0	25,872	23,677
Project income	3,580	0	3,580	2,061
Other income	504	250	754	25
Donation	0	0	0	0
Furlough income	0	0	0	1,355
	<u>29,956</u>	<u>250</u>	<u>30,206</u>	<u>27,118</u>

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2022

Page 11

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
4 Expenditure includes:				
Staff Salaries	241,972	0	241,972	222,927
National Insurance	18,725	0	18,725	17,417
Pension Contributions	26,027	0	26,027	24,875
Administration services	48,408	0	48,408	47,808
Office Rental	63,957	0	63,957	58,832
Operating costs	20,436	244	20,680	19,007
Independent Examiner's Fees	1,650	0	1,650	1,584
Legal & Professional Fees	0	0	0	0
	<u>421,175</u>	<u>244</u>	<u>421,419</u>	<u>392,450</u>

In 2022 and 2021 four staff were employed by Magdalen College and seconded to OCC, four further staff were employed directly by OCC. All salary costs are recharged to OCC in full and no individuals' emoluments exceeded £60,000 in 2022 or 2021.

	2022 £	2021 £
5 Debtors & Prepayments		
Trade Debtors	250	0
Prepayment	14,399	9,819
	<u>14,649</u>	<u>9,819</u>
	2022 £	2021 £
6 Creditors falling due within one year:		
Magdalen College	25,954	10,949
Accrued expenses	1,650	2,924
	<u>27,604</u>	<u>13,873</u>

7 Restricted Funds

On the 1st August 2021 the balance on Restricted Funds was £2,679. Net expenditure of £2,679 was charged to the Chantry Library during the year, including a £2,685 transfer to Unrestricted Funds to cover the costs of general administration and rent. The balance on Restricted Funds at 31st July 2022 was £0.

8 Lease Commitments

The lease of the office is for a period of 10 years from 1st August 2015. There was a rent review on the fifth anniversary of the tenancy and the rent was agreed at £50,620 per annum plus VAT from December 1st 2020.

	2022	2021
Rent due under the lease agreement, excluding VAT:	£	£
Due within one year	50,620	50,620
Due between 1 and 5 years	101,240	151,860
Due after 5 years	0	0

9 Analysis of Net Assets by Fund

	Unrestricted	Restricted	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Net Current Assets	261,270	0	261,270	252,581
Total net Assets by Fund	<u>261,270</u>	<u>0</u>	<u>261,270</u>	<u>252,581</u>

9 Analysis of Net Assets by Fund (2021 comparative)

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Net Current Assets	249,902	2,679	252,581	210,770
Total net Assets by Fund	<u>249,902</u>	<u>2,679</u>	<u>252,581</u>	<u>210,770</u>

10 Trustees' Remuneration

Trustee colleges receive no remuneration other than the services covered by Member contributions, detailed in Note 3. Administration services and staff are supplied by Magdalen College (a Trustee), together with office rental payable to Merton College (a Trustee), detailed in Note 5. No expenses were reimbursed to Trustee college.

Key Management is considered to be the Head Conservator, employed by Magdalen College and seconded to OCC. Total remuneration excluding National Insurance and including pension costs amounted to £63,093 (2021: £60,730).

11 Trustee Donations

Magdalen College donated Trust Fund income of £25,872 during the year (2021: £23,677). No other donations were made by any Trustee college.

12 Related Party Transactions

Magdalen College, as a Trustee of OCC, pays an annual subscription. It also employs the staff seconded to OCC and through a service agreement, supplies accounting, human resources and IT support. Corpus Christi College, a Trustee of OCC, pays an annual subscription. It also paid £nil (2021: £649) to OCC for additional conservation work. Exeter College, a Trustee of OCC pays an annual subscription. It also paid £2,274 (2021: £nil) to OCC for additional conservation work.

OXFORD CONSERVATION CONSORTIUM

England & Wales - Charity number 1158728

Accounts

Oxford Conservation Consortium

Financial Statements

For the Year Ended

31st July 2021

Charity Reg no. 1158728

Oxford Conservation Consortium

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Oxford Conservation Consortium

Trustees' Report

Page 1

The Trustees' present their annual report together with the financial statements for the 12 months to 31st July 2021, which comply with the Charities SORP (FRS 102).

Reference and administrative details

Registration number: 1158728

Trustees:

- Balliol College
- Christ Church
- Corpus Christi College
- Exeter College
- Jesus College
- Lincoln College
- Magdalen College
- Merton College
- Keble College
- Oriel College
- Queen's College
- St Antony's College
- St John's College
- Trinity College
- University College
- Worcester College

Trust Secretary: Jane Eagan, Head Conservator

Registered Office: Grove Cottage, St Cross Road, Oxford. OX1 3TX

Independent Examiners: Moore Kingston Smith LLP
Devonshire House, 60 Goswell Road, London. EC1M 7AD

Bankers: National Westminster Bank Plc
Oxford High Street Branch, 121 High Street, Oxford, OX1 4DD

- Structure, Governance and Management.

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation (CIO) with registered charity number 1158728. OCC's registered address and principal location of operations is Grove Cottage, St Cross Road, Oxford OX1 3TX. OCC is established under a Foundation Constitution registered by the Charity Commission on 30 September 2014.

The Trustees of OCC, all colleges within the University of Oxford, are Balliol, Christ Church, Corpus Christi, Exeter, Jesus, Lincoln, Magdalen, Merton, Keble, Oriel, Queen's, St Antony's, St John's, Trinity, University and Worcester. All were Trustees for the full period under review in this Trustees' Report. All Trustees are also Members of OCC.

The organisation and decision-making processes of OCC are described in documented Rules which were approved at a general meeting of Members on 12 December 2014. There is a Management Committee comprised of at least five and not more than nine people, each elected for a three year term at a general meeting of Members, which is responsible for the overall direction and management of OCC. The Head Conservator, who is an ex officio member of the Management Committee, is responsible for all aspects of the day to day running of OCC. General meetings of Members of OCC take place no less than twice annually. Annual budgets and full year financial accounts are reviewed by Members at general meetings.

- Risk Management

The Management Committee is responsible for reviewing the risk register and ensuring appropriate action is taken to mitigate risks. In the period under review, this review has included assessing and managing the risks due to coronavirus, ensuring business continuity and provision of services to Members, and safety of staff members.

- Objects, Objectives and Principal activities

The objects of the CIO are to advance education for the public benefit, in particular through the preservation and maintenance of educational and historic materials and documents. These objects are achieved primarily by providing a broad range of conservation and preservation services for Members of OCC who pay for these services on the basis of an annual subscription.

● Achievements and Performance

In the period under review OCC continued to provide collection care expertise and advice to Members. This included preservation activities such as environmental monitoring and control, rehousing collections, providing digital surrogates of fragile and heavily consulted material, and giving advice on exhibition loans, pest monitoring, and the interpretation of standards relating to heritage collections. Programmes of ongoing remedial conservation treatment, on single and multiple items, were agreed between curators and the Head Conservator. Over the year, OCC then worked to treat and stabilise collection materials so they could be consulted, exhibited, photographed for users, and preserved for the future. We continued to support Members in their collection care activities, including raising the profile of heritage conservation and historic library and archive collections through publications, blogposts, visits, fundraising activities, conference papers and webinar talks. We hosted studio tours for our Members, conservation students, and members of the public, and organized training and information sessions for our Members.

In 2020/21, OCC began to supply conservation and preservation services to the Oxford Centre for Islamic Studies (OCIS), via an external contract. OCIS is an Oxford-based centre for the advanced study of Islam and Muslim societies and a registered educational charity. OCIS has an important collection of manuscripts and archival materials requiring conservation treatment, advice, and care.

OCC maintains the Chantry Library and its collection of technical conservation literature. The Library is normally open for consultation by anyone with an interest in conservation, but this access was severely disrupted due to Covid-19. The Library was closed to readers in March 2020, and the Librarian continued to work part-time from home on cataloguing. During closure due to lockdown, the Head of Conservation responded to a small number of inquiries and operated the scan and send service. In Feb 2021, the Librarian's contract was not renewed, and from then we outsourced cataloguing to the Assistant Librarian of one of the OCC members. The outside inquiries decreased but the collection continued to be used by the OCC conservation team in their daily studio work and during lockdown for research. The Library received small donations of books from deceased and retired conservators, other small professional conservation libraries which had closed, and individuals who left the conservation field.

Our major achievements for 20/21 were to have continued to provide a full range of services to our members; to have supported our staff as they returned to full-time work on site; to have supported our members with their queries about Covid-19, quarantining material, and reader requests; and to have ensured business continuity during a challenging time.

- Financial review and results for the year

In the 12 months to 31 July 2021 OCC recorded gross income of £434,261, and a surplus after all costs of £41,811. The surplus is made up of a deficit of £1,414 in restricted funds used by the activities of the Chantry Library and a surplus of £43,225 from its charitable activities, before transfers between funds. Unrestricted reserves stood at £249,902 on 31 July 2021. The policy of the CIO is to accumulate unrestricted reserves of approximately £200,000 (the equivalent of approximately six months expenditure) for the purposes of continuing services and meeting its obligations.

- Future plans

OCC will continue to improve its services to members, build relationships and share knowledge, and develop the skills of its conservation team. Our aim is to improve the utility, useful life, visual and educational impact of heritage objects in our members' collections. In 20/21 the Chantry bequest which had supported the Library since 2016 when OCC took over ownership from the Institute of Conservation, was exhausted. In 21/22 we will discuss the future direction of the Chantry Library and plan for its financial support and a part-time librarian. The Chantry Library is an important source of information about technical conservation, heritage, and the development of the conservation profession in the UK, and OCC will continue its efforts to support this.

- Statement of Trustees' responsibilities

The Trustees 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). The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the Trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Observe the methods and principles in the Charities SORP;
- (iii) Make judgments and estimates that are reasonable and prudent;
- (iv) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (v) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Declaration of Trust. 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 Trustees have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

- Independent Examiners

Moore Kingston Smith acted as Independent Examiners for the year. A resolution to reappoint them will be proposed at the Trustees' Annual Meeting.

On behalf of the Trustees



C Alexander
Chair of the Management Committee
Date: 10/12/21



J Egan
Trust Secretary
Date: 10/12/21

Oxford Conservation Consortium

Independent Examiner's Report to the Trustees

Page 6

I report to the trustees on my examination of the accounts of Oxford Conservation Consortium (the Trust) for the year ended 31 July 2021.

- Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

- Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Moore Kingston Smith LLP

James Cross Esq

For and on behalf of Moore Kingston Smith LLP

Devonshire House, 60 Goswell Road, London. EC1M 7AD

Date: 14 December 2021

Oxford Conservation Consortium

Statement of Financial Activities for the Year ended 31 July 2021

Page 7

Charity registration number 1158728

	Note:	Unrestricted 2021	Restricted 2021	Total 2021	Unrestricted 2020	Restricted 2020	Total 2020
		£	£	£	£	£	£
Income							
Contributions	2	407,103	0	407,103	382,314	0	382,314
Other Income	3	27,093	25	27,118	87,837	0	87,837
Bank Interest		40	0	40	861	0	861
Total Income		434,236	25	434,261	471,012	0	471,012
Expenditure							
Charitable activities	4	391,011	1,439	392,450	393,121	3,192	396,313
Total Expenditure		391,011	1,439	392,450	393,121	3,192	396,313
Net Income/(Expenditure)		43,225	(1,414)	41,811	77,891	(3,192)	74,699
Transfers between Funds	7	3,555	(3,555)	0	4,944	(4,944)	0
Net movement in Funds		46,780	(4,969)	41,811	82,835	(8,136)	74,699
Balance B/forward 1 August		203,122	7,648	210,770	120,287	15,784	136,071
Balance C/forward 31 July		249,902	2,679	252,581	203,122	7,648	210,770

The notes on pages 9 to 13 form part of these accounts

Oxford Conservation Consortium

Balance Sheet as at 31 July 2021

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Charity registration number 1158728

	Note:	31st July 2021		31st July 2020	
		£	£	£	£
Current Assets:					
Bank Accounts		256,635		200,612	
Debtors & Prepayments	5	9,819		15,990	
		<u>266,454</u>		<u>216,602</u>	
Creditors:					
Amounts falling due within one year					
Creditors & Accruals	6	<u>13,873</u>		<u>5,832</u>	
Net Assets			<u>252,581</u>		<u>210,770</u>
Funds					
Restricted Funds	7		2,679		7,648
Unrestricted Funds			<u>249,902</u>		<u>203,122</u>
Total Funds			<u>252,581</u>		<u>210,770</u>

Approved and authorised for issue by the Board of Trustees and signed on its behalf:

C. A. N. Alexander

C Alexander
Chair of the Management Committee
Date: 10/12/21

The notes on pages 9 to 13 form part of these accounts

1 Accounting Policies**• Basis of Preparation**

OCC is a public benefit entity. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities SORP (FRS 102), and the Charities Act 2011.

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

• Income

All Income is included in the Statement of Financial Activities on a receivable basis.

• Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate expenditure headings. Expenditure on equipment with a cost under £2,000 is expensed in the year of purchase.

• Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted Funds are limited to supporting the operating costs of the Chantry Library.

• Pensions

Pension costs, which consist of contributions to a multi-employer defined benefit scheme and Nest are accounted for in the period they fall due.

• Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern, including the impact of the on-going COVID-19 emergency. The Charity has prepared forecasts, taking into account the potential pressures on income, which confirm the Charity will have sufficient liquidity to operate for at least the next twelve months from the date of approval of these financial statements. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2021

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2 Contributions were:	2021	2020
	£	£
Balliol	18,366	18,412
Christ Church	39,471	39,570
Corpus Christi	33,123	33,206
Exeter	18,366	18,412
Jesus	18,366	18,412
Keble	10,986	11,013
Lincoln	33,123	18,412
Magdalen	45,819	45,934
Merton	26,774	26,841
Oriel	18,366	18,412
Oxford Centre for Islamic Studies	10,986	0
Queen's	26,774	26,841
St Antony's	10,986	11,013
St John's	39,471	39,570
Trinity	18,366	18,412
University	26,774	26,841
Worcester	10,986	11,013
	<u>407,103</u>	<u>382,314</u>

3 Other income for the year includes:	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Trust Fund income	23,677	0	23,677	20,926
Project income	2,061	0	2,061	13,843
Other income	0	25	25	3,834
Donation	0	0	0	250
Furlough income	1,355	0	1,355	48,984
	<u>27,093</u>	<u>25</u>	<u>27,118</u>	<u>87,837</u>

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2021

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	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
4 Expenditure includes:				
Staff Salaries	221,972	955	222,927	231,495
National Insurance	17,417	0	17,417	20,489
Pension Contributions	24,875	0	24,875	24,630
Administration services	47,808	0	47,808	45,960
Office Rental	58,832	0	58,832	56,100
Operating costs	18,523	484	19,007	12,822
Independent Examiner's Fees	1,584	0	1,584	1,572
Legal & Professional Fees	0	0	0	3,245
	<u>391,011</u>	<u>1,439</u>	<u>392,450</u>	<u>396,313</u>

In 2021 and 2020 four staff were employed by Magdalen College and seconded to OCC, four further staff were employed directly by OCC. All salary costs are recharged to OCC in full and no individuals' emoluments exceeded £60,000 in 2021 or 2020.

5 Debtors & Prepayments	2021 £	2020 £
Trade Debtors	0	6,922
Prepayment-Office Rental	9,819	9,068
	<u>9,819</u>	<u>15,990</u>
6 Creditors falling due within one year:	2021 £	2020 £
Magdalen College	10,949	4,302
Accrued expenses	2,924	1,530
	<u>13,873</u>	<u>5,832</u>

Oxford Conservation Consortium

Notes to the Accounts for the 12 months to 31st July 2021

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7 Restricted Funds

On the 1st August 2020 the balance on Restricted Funds was £7,648. Net expenditure of £4,969 was charged to the Chantry Library during the year, including a £3,555 transfer to Unrestricted Funds to cover the costs of general administration and rent. The balance on Restricted Funds at 31st July 2021 was £2,679.

8 Lease Commitments

The lease of the office is for a period of 10 years from 1st August 2015. There was a rent review on the fifth anniversary of the tenancy and the rent was agreed at £50,620 per annum plus VAT from December 1st 2020.

	2021	2020
Rent due under the lease agreement, excluding VAT:	£	£
Due within one year	50,620	46,750
Due between 1 and 5 years	151,860	187,000
Due after 5 years	0	0

9 Analysis of Net Assets by Fund

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Net Current Assets	249,902	2,679	252,581	210,770
Total net Assets by Fund	<u>249,902</u>	<u>2,679</u>	<u>252,581</u>	<u>210,770</u>

9 Analysis of Net Assets by Fund (2020 comparative)

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Net Current Assets	203,122	7,648	210,770	136,071
Total net Assets by Fund	<u>203,122</u>	<u>7,648</u>	<u>210,770</u>	<u>136,071</u>

10 Trustees' Remuneration

Trustee colleges receive no remuneration other than the services covered by Member contributions, detailed in Note 3. Administration services and staff are supplied by Magdalen College (a Trustee), together with office rental payable to Merton College (a Trustee), detailed in Note 5. No expenses were reimbursed to Trustee college.

Key Management is considered to be the Head Conservator, employed by Magdalen College and seconded to OCC. Total remuneration excluding National Insurance and including pension costs amounted to £60,730 (2020 £59,142).

11 Trustee Donations

Magdalen College donated Trust Fund income of £23,677 during the year (2020 £20,926). No other donations were made by any Trustee college.

12 Related Party Transactions

Magdalen College, as a Trustee of OCC, pays an annual subscription. It also employs the staff seconded to OCC and through a service agreement, supplies accounting, human resources and IT support. Corpus Christi College, a Trustee of OCC, pays an annual subscription. It also paid £649 (2020 £0) to OCC for additional conservation work. Lincoln College, a Trustee of OCC pays an annual subscription. It also paid £nil (2020: £13,843) to OCC for additional conservation work.

