

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

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- 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 Jasdeep 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.

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- 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

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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.



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

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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	Restricted	Total	Total
	2025	2025	2025	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.

	2025	2024
	£	£
5 Debtors & Prepayments		
Trade Debtors	2,280	1,647
Prepayments & accrued income	2,054	9,819
	<u>4,334</u>	<u>11,466</u>
	2025	2024
	£	£
6 Creditors falling due within one year:		
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	375,556	0	375,556	347,410

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	347,410	0	347,410	254,750

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).